

**Karnataka Law Society's
Institute of Management Education and Research
Belgaum
Library and Information Centre**

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LIBRARY INFORMATION

A. GENERAL INFORMATION:

1.	Name of the Library	KLS IMER, Belgaum.
2.	Nature of the Library	Academic, Post Graduate Research Library (Master of Business Administration)
3.	Date of Establishment	16th September 1991
4.	Library Timing on all Working Days	08.00 a.m. to 08.00 p.m.
5.	Library Area	100 Sq. Mtrs.
6.	Software using for Library Activities	e-Lib

B. CLIENTELE

Total No. of Members	
Students	180
Staff	30

C. BOOKS

Total No. of Books as on date (08/08/2008)		9337
No. of Reference Books		1200
No. of Titles		5504
No. of Books Purchased during the year 2007-2008	No. of Books	Amount
	322	1,26,825.00

D. PERIODICALS

Total No. of Periodicals subscribed			
Print	Indian	105	125
	Foreign/International	20	
e-Journals, Digital Library	CD, DVD Etc.	398	11,124
	Video Cassettes	45	
	J-Gate : Social and Management Science e-journal literature (Which gives on line Abstract as well as full text of the Journals)	5681	
	Capital line Plus-Corporate Database of Indian Companies (gives information Reg. Companies like their Share Capital Market, Balance Sheet etc.)	5000 (Approx.)	
Amount spent on subscription of Periodicals, e-Journals etc. (for the year 2007-2008)			2,52,074.00

STAFF

Librarian	01
Technical Staff	02
Library Attenders	02
TOTAL	05

FINANCE

Budgetary Provision for the year 2008-2009 (which inclusive of books, periodicals, digital library etc.)	Rs. 7, 00,000
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EXPENDITURE:

1. Budgetary Provisions and Expenditure made for the Books during the years:

Year	Budget (Rs.)	Expenditure (Rs.)
1991-92	10,000	7,123
1992-93	40,000	36,659
1993-94	40,000	32,840
1994-95	50,000	35,000
1995-96	1,20,000	1,08,850

1996-97 (AICTE)	1,49,000	1,12,005
1997 – 98	2,00,000	1,72,794
1998-99	2,00,000	1,43,109
1999-2000	2,00,000	2,46,325
2000-01	2,00,000	2,04,117
2001-02	3,00,000	2,84,312
2002-03	3,00,000	2,44,387
2003-04	3,00,000	2,75,400
2004-05	3,00,000	2,44,310
2005-06	10,00,000	1,75,448
2006-07	15, 00,000	2,95,411
2007-08	10, 00,000	1, 26,825.00

PERIODICALS

Year	Expenditure (Rs.)
1991-92	7,123
1992-93	2,357
1993-94	8,234
1994-95	7,000
1995-96	29,823
1996-97 (AICTE)	22,448
1997- 98	37,951
1998-99	63,726
1999-2000	73,677

2000-01	57,009
2001-02	94,132
2002-03	95,577
2003-04	99,720
2004-05	1,12,011
2005-06	93,264
2006-07	2,52,893
2007-08	2,52,074

LIST OF VIDEO CASSETTES

Sl No.	Cassettes
1.	Accounting in Decision
2.	Across The Table: Collective Bargaining & Negotiation Skills
3.	Across the Table: Negotiation
4.	A Measure of Success (Academy of HRD)
5.	Case Study: Unique Enterprise
6.	Corporate Policies
7.	Developing A National Level Advertising Campaign
8.	Effective Selling and Emerging Indian Marketing Environment
9.	Employee Grievance Handling
10.	HRD: A Scenario
11.	HRD in Indian Organisation
12.	International Marketing: Institutional Infrastructure

13.	Leadership Qualities
14.	Managerial Challenges In 90s. Part I & Part II
15.	Marketing Strategy
16.	Marketing Management & Planning
17.	Managing Men: Personnel Function & Managing Men: Decision Making Style
18.	Phillip Kotler Views on Marketing
19.	Policies and Institutions of Small Scale Industry
20.	Quality Control
21.	Time Management
22.	Understanding Financial Statement Part I & Part II
23.	Working Capital Management
24.	Concept of Profit
25.	Good Financial Management Part I & Part II
26.	Fantastic Friends: Never Out of Style
27.	Fantastic Friends: Be a Friend
28.	New World To Discover
29.	Heart to Heart (Live in India)
30.	Jeremy Spencer in Concert – India 98
31.	Motivation – Sharu Ranganekar
32.	Communication
33.	Managing For Results
34.	How To learn Management From Year Wife – Sharu Ranganekar
35.	Business Management Vol I Teach the B/s
36.	Business Management Vol. II Financial Management Planning

37.	Business Management – Management. Accounting & Decision Making
38.	Business Management – Nice Idea, What of Finance
39.	Business Management – Quality Circles
40.	Business Management – Computer in Business
41.	Business Management – Factory of the Future
42.	Business Management – Teach TQM & IT
43.	Improving Boss Subordinate Relationship
44.	In Pursuit of Self Development

E. FURNITURE DETAILS:

No. of chairs	83
No. of Tables	12
No. of Cupboards	28
No. of Periodical Racks	08
Wooden Racks	03

F. ELECTRONIC EQUIPMENTS:

BPL COLOR TV 53'	01
VCR and VCP	01
COMPUTERS	17
PRINTER HP LASER JET 1020	01
SCANNER	01
DVD Player	01

THE FIVE LAWS OF LIBRARY SCIENCE

1. Books are for use
2. Every reader his or her book
3. Every book its reader
4. Save the time of the reader
5. Library is a growing organism

“Reading Makes a full Man”

Francis Bacon

Rules Governing the Use of Library

General:

1. The Library will remain open from 8-00 a.m. to 8.00 p.m. on all working days except Tuesdays. On Tuesdays & Sundays it will remain open from 11-00a.m. to 6-00 p.m.
2. The following persons are entitled to make use of the books etc., within the Library premises:
 - a. Members of the authorities of the University and members of Committees and various Bodies appointed by the University authorities.
 - b. Teachers of the Karnatak University.
 - c. The University employees.
 - d. Graduates of this or any other statutory University and teachers recommended by the Dean or the Head of the University Department or the Principal of an affiliated/constituent college.
 - e. Students of the University Departments holding identity cards.
 - f. Students of the constituent/affiliated colleges and recognized institutions, recommended by the Heads of the Departments/Institutions;
 - g. Other persons with the special permission of the Chairman of the Library Advisory Board or the Librarian.
 - h. Persons, enrolled for the external degree examinations conducted by the Karnatak

University and ex-students of the University, can also become regular readers by paying a fee of Rs.125/- only, per term. Such readers will, however, not be eligible to borrow books from the Library.

3. Identity Cards will be issued to postgraduate and research students by the Librarian on an application to be made in the prescribed form. The Identity Card will be valid for one academic year only and may be cancelled in the middle of the year by the Chairman of the

Library Advisory Board on the recommendations of the Librarian in case of infringement of any of the Library Rules or for misconduct.

4. Every postgraduate/research student shall be required to show, while entering the Library the Identity Card to the Attendant at the Counter and write his/her name and the Identity Card number in the Register provided for the purpose. On demand by the Library staff, the student is required to show the Identity Card.

Use of books:

5. Every person taking a book out of the Library and every reader using a book within the Library shall be responsible for its safe custody and return, undamaged in any manner, and in the event of its being lost or damaged (including pencil or ink markings) he shall either replace the book or pay the compensation as may be fixed by the Library Advisory Board.

6. A new book shall not, normally, be taken out of the Library during the first week after it has been classified and catalogued.

7. Every periodical publication shall be displayed till the receipt of the next number and shall not normally be taken out of the Library.

8. Manuscripts will be issued for reference purpose in the Library only with the special permission of the Chairman of the Library Advisory Board/Librarian.

9. Readers shall not write on, or damage, or turn down the leaves or make any mark on any book, manuscript or map belonging to the Library; nor shall they lay the paper on which they are writing on a book, manuscript or map etc belonging to the Library.

10. Any reader noticing a defect in, or damage to any book or manuscript in the Library should bring it to the notice of the Librarian or the Assistant Librarian on duty.

11. No tracing, copying or mechanical reproduction of any book, map or manuscript shall be done without the express permission of the Librarian.

Issue of Books:

12. Any book, forming a part of the "Textbook Collection", "Reference Collection", or any book valuable for its rarity or its illustration or any manuscripts, or theses, shall not be borrowed from the Library by any readers, except with the permission of the Chairman of the Library Advisory Board/Librarian.

Note:

1. Any reader desirous of making an excerpt from a thesis or a manuscript (in possession of the Library) may do so with the prior permission of the Librarian and should acknowledge the same in his publication

2. Non-book material like maps, atlases, records, cassettes etc will not be issued outside the Library

13. The books from the lending section shall be issued for purpose of study outside the Library against Borrower's Cards as under:

Sl. No.	Category of Borrowers	No. of Books	Duration of Loan
I	Professors & Readers: a)Profssors & Readers b)Lecturers c)Teachers in the constituent Colleges d) Teachers in the affiliated Colleges (through inter-library loan only)	25 20 2 1	One Month ” ” ”
II	Students: a)P.G. Students b)SC, ST Students (Adl.) c)M.Phil Students d)Ph.D. Students	2 1 3 5	10 Days ” 1 Month ”
III	Non-Teaching Staff a)Assistant Librarians b)Officers (O.S. & above) c)Clerical Staff d)Class IV employees (those who have passed SSLC & above)	5 2 1 1	1 Month ” ” ”
IV	Others: a)Members of the various bodies of the University b)Retired employees of the University (against deposit)	2 2	1 Month ”

Note:

- a. Students and Research Scholars will have to pay a deposit of Rs. 100/- for issue of one Borrower's Ticket.
- b. The results of the research scholars like M.Phil/Ph.D. will not be announced unless they produce "No Due Certificate" from the Library.
- c. Only one book shall be issued against a Borrower's Ticket.

14. Books and other reading material borrowed from the Library are liable to be recalled, at any time, and shall be returned within seven days from the date of recall or earlier, if necessary.

15. Postgraduate student's studying in different Departments of the University are entitled to borrow two books, at a time, from the lending Section for a period of 5 days. However, the same books may be reissued for two times, if there is no demand from others.

16. Overdue Charges of Rs.1.00 per day shall be levied on those students who fail to return the books within the prescribed period.

17. The student's borrower ticket will be tenable for a period of one year only and shall not be transferable but renewable, if necessary.

18. In case of loss of a borrower's ticket, a duplicate ticket will be issued to the borrower on furnishing an affidavit made before the Librarian, explaining the circumstances in which the Ticket was lost. The charges for such duplicate ticket will be Rs. 25/- and Rs..5/-for issue of duplicate identity card.

19. Refund of Deposit:

The amount deposited by the borrower for the privilege of borrowing books from the library should be claimed by the borrower within one year from the date of his /her leaving the University. Any claim made there-after will not be considered. The deposit will be refunded to the concerned borrower on request in writing, subject to the conditions that:

- a. the borrower has returned, in good condition, the books standing in his/her name.
- b. He/she has paid in full fine etc. if any, imposed for non-return of books within the stipulated period; and
- d. He/she returns the original receipt issued by the Library at the time of keeping the deposit.

Inter-Library Loan:

20. Books and other reading materials, not available in the Library, may be procured

on loan basis from other Libraries, on request by P.G.Teachers.

21. Such books as required by the Research students may also be procured from other Libraries on the recommendation of the Head of the Department concerned.

Other Rules:

22. Loud talking, conversation, making noise and smoking is strictly prohibited in or near the library.

23. The library advisory board has power to refuse admission to any one infringing the rules and regulations of the library.

24. The users of the library may suggest to the librarian any book or journal for being acquired by the library and the suggestions so made will be considered by the Library Advisory Board.

25. Every Postgraduate Department may ask for a working collection of about 100 books, which would be constantly required by the teachers and students of the Department. The Head of the Department shall be responsible for the safe custody of such books received in his Department. The books shall however be returned to the Library at the end of every academic year i.e.15th March.

26. The pension and other retirement benefits of the employees who retire shall not be settled unless they produce "No Due Certificate" from the Library.

LOSS OF BOOKS:

27. A borrower who loses a book issued to him/her which is rare and not available for sale shall have to bear 6 times the cost of the book more Rs.250/- whichever is more. As far as possible, the borrower should replace the book lost or its latest edition. (where the earlier edition is not a rare book) (in case of books like old science books etc which have no value for rarity, the face value of the book will be recovered).

28. In case of books running in series or set, patrons shall make good the loss of the single volume lost, if it is available in the market, or pay the cost of the entire series or set in case the single volume is not available for sale and the entire set will be accepted as a substitute.

Charging Desk:

29. The issue shall be closed half an hour before closing the Library.

Warning Bell

30. A warning bell will be given 15 minutes prior to the closure of the Library. All patrons shall immediately return the books, taken for regarding, to the Assistants-in-charge and then leave the Library.

Personal Belongings:

31. The facilities for depositing the personal belongings should be availed of only when patrons are actually making use of the Library. Under no circumstances shall valuable articles or cash be deposited with the Attendant at the Counter. Nor shall the Library be held responsible for any loss or damage to the property. So deposited though every care will be taken for its security at the counter. The Attendant at the counter is authorized to examine everything that passes into or out of the Library.

Tokens:

32. The loss of token shall be reported to the Librarian immediately and the cost of replacement shall be paid by the patrons.

Xeroxing Facilities:

33. Xeroxing facility is available to the bonafide P.G. students readers of the University at nominal cost.

Miscellaneous:

1. The students of P.G. Departments shall return books due, soon after the examination are over. Names of the students from whom books are due will be reported to the Registrar for Evaluation to with-hold their results.

2. In the event of any doubt or dispute arising in the interpretation of these rules, the decision of the Library Advisory Board is final.

READING ROOM CONVENTIONS AND SUGGESTIONS FOR USING BOOKS

I. Reading Room Convention:

Readers are requested to:

- a. Leave their belongings, like umbrellas, files, books etc with the Attendant on duty at the Counter and receive from him a token against the belongings at the counter.
- b. Return the token to the Attendant before collecting the belongings, while leaving the Library,
- c. Bring only note-book or paper inside the Library.
- d. Not to disturb the order of the books on the shelves,

- e. Leave books on the Reading Tables after use,
- f. Not to sprinkle ink on the floors of the Library.

II. Suggestions for using Books:

1. Pulling a book from the shelf by holding the spine will damage its binding. If the shelf is packed, push further with your fingers the two books adjacent to the one you need . It will be easy then for you to pick up the books you want without damaging its binding.
2. In case you have to leave your table for referring to a dictionary or any other Reference work, while reading, please do not leave the book open on the table or do not keep the book open with its face down or insert your note book in between the pages and close the book temporarily. All these tend to damage the binding of books and spell a disaster to it. Request for book-marks from the Assistant-in-charge and close book with the book inside.