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# **LIBA LEARNING RESOURCES OPERATING POLICIES AND PROCEDURES**

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LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION  
CHENNAI**



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## **1 Introduction**

The Learning Resources at LIBA was established in 1979, the same year that the business school came into existence. Since then, it has grown from strength to strength as an integral part of this business school taking on challenges to maintain its services to high standards, in all areas of Management. LIBA Learning Resources is well located in an area of 20,000 square feet with a seating capacity of 300 users in the New LIBA building.

LIBA Learning Resources is already known as one of the best of its kind in the country and boasts of a large number of top-class management books, e-resources i.e. Online Databases – EBSCO – Business Source Ultimate, JSTOR, SCOPUS, Turnitin, Sage, Refinitive Eikon, ClaOnline, NDL of India.

The two floor, spaciouly laid out with centralised AC, the Learning Resources is accommodated in a computerized and Wi-Fi enabled building with RFID Technology. LIBA Learning Resources is equipped to support not only faculty and the students, but also researchers and scholars and provides an excellent ambience for self-study and research.

## **2 Vision**

To promote a knowledge enriched learning community, which is committed to support the development and empowerment of the communities we serve with integrity.

## **3 Mission**

To support teaching, learning and research with advanced information that complements, education, reflective thinking and development of thought using contemporary knowledge in the relevant field.

## **4 Purpose of policy**

This policy sets out the principles which guide the development of a quality Learning Resources collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation.

## **5 Clients**

The Learning Resources provides collection access to the following client groups:

- Students / Learners
- Faculty
- Research Associates
- Teaching Assistants
- Research scholars



- Staff
- Alumni

## 6 Scope of the collection

The Learning Resources collection holds resources designed to support the learning, teaching and research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including Flipboard, DVD,)

## 7 Budgeting Policy and Procedures

### 7.1 Budgeting Policy

**Rationale: A realistic budget is required for an institution to maintain adequate resources for its curriculum.**

- The budget must relate to the management level strategy of developing and implementing programs within the Learning Resources which promote learner wellbeing, motivation and connectedness
- The budget for the Learning Resources should help students to become life-long learners
- The budget for the Learning Resources should assist learners' in their abilities to become independent scholars.

#### **Policy Statement:**

We need to keep up with quantitative standards

- Collection maintenance
- Collection development
- Recurrent resource costs
- Capital expenditure

### 7.2 Budgeting Policy and Procedures

#### **Preparation**

##### 7.2.1 Collection Maintenance

- Keeping the collection at its present size.
- Necessary to replace 02% of the collection annually.



### **7.2.2 Collection Development**

- Extending the collection towards a target size that is determined by the Learning Resources team
- Priority given to curriculum initiatives
- Priority given to the updating of various sections of the collection
- Patrons' demands are considered
- Institute's stakeholder's profile must be considered, especially with the ever changing ethnic and socio-economic backgrounds of the students

### **7.2.3 Consumables**

- Processing resources such as RFID Tags, Due Date slips, activating the RFID Tags in Staff Station Reader etc.
- Peripherals such as RFID Antenna, Self-Check-in / Check-out Kiosk, Barcode Printer, Receipt Printer, Digital Attendance Register, DVD etc.
- Promotional activities such as display materials etc.

### **7.2.4 Maintenance**

- Systems
- ERP Software
- Barcode Printers / RFID Antenna / KIOSK / Digital Attendance Register
- Audiovisual Hardware

### **7.2.5 Subscriptions / Memberships**

- Journals / Magazines
- Associations

### **7.2.6 Professional Development**

- Orientation
- Activities
- Demo of Databases

### **7.2.7 Capital Expenditure**

- Development of collection beyond the corpus collection.
- E-books
- Furniture
- Equipment
- Computer Hardware
- AMC for Printers / RFID Antenna / KIOSK / Digital Attendance Register
- Binding of books / Journals



## **8 Purchasing Policy**

Learning Resources ensures systematic selection of relevant material for permanent collection, and timely and cost-effective acquisition of all materials.

Learning Resources is equipped with the requisite resources in these areas:

- Hard copies of Books, Journals and Periodicals
- Requisite digital and online resources as and when needed.
- Audio-Visual aids

### **8.1 Sources of purchase as per the instructions given by the Director**

- Online search
- Faculty suggestions
- Book Reviews
- Direct contact with publishers on new arrivals
- Compared with best libraries and improved.
- Advertisements in magazines / newspaper
- Study / visit other libraries online

### **8.2 Selection Criteria**

Learning Resources Collection Development Guidelines are used in the selection of resources.

The following criteria are considered when purchasing Learning Resources material.

- Relevance of content
- Quality of content
- Suitability for the defined client group
- Demand – copies of prescribed texts and required readings as identified by course coordinators are purchased. Multiple copies of prescribed texts and required readings may be purchased to meet the needs of courses taught.
- Currency of content
- Format – a variety of formats may be purchased according to learning, teaching and research needs. Electronic is the preferred format for high use titles.
- Adequacy of current holdings in the subject area
- Availability of resources
- Cost
- Space and storage issues
- Accreditation requirements

Selected books are sent to the Director for approval.



### 8.3 Responsibility for Selection

The Director of the Institute is responsible for the purchase of all material for the Learning Resources.

### 8.4 Purchasing procedure for Books

- The faculty can recommend books and other publications for purchase to the Director. It is desired that the list of books requisitioned by the faculty for purchase be always be routed through the Director. The requisitions of students can be forwarded by the concerned Faculty which in turn will be sent to the Director for approval.
- Once approved by the Director for purchase, the Learning Resources staff re-checks the Learning Resources OPAC to eliminate any duplicate orders etc.
- Latest books given on approval by the suppliers are selected by the librarian and sent to the Director's office for approval.
- The Learning Resources places orders with reputable or recognized vendors. Economical discounts in the range of 20-25% on the printed or published price is obtained from the vendors.
- Online ordering of books for imported titles is not available with our regular suppliers. Online stores like Amazon.in, Flipkart.com, Bookswagon.com etc. are processed for quick supply and huge discounts.
- All online purchases are made, after taking Director's approval to use the institute's credit card.

### 8.5 Maintenance of Collection

**Duplication-** The Learning Resources will avoid, for the most part, duplication of titles. If the demand is heavy, a duplicate copy will be purchased, if necessary, after obtaining the Directors approval. The extent of duplications are determined by need, budget, and proximity of other collections.

In the case where multiple copies of a title are needed, will be purchased as per the request of the faculty, they will be purchased after obtaining the Directors' approval only.

**Replacement-** The Learning Resources will not automatically replace all books withdrawn because of loss, damage, or wear. The need for replacement will depend upon the demand for a specific title and the extent of adequate coverage in the particular subject area in consultation with the Director.

### 8.6 Bill Processing

Once the books are received in the Learning Resources along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the



Accession Register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, date of entry, title of the book and author etc. Then the bills are processed for payment with the accession numbers entered against each item. Every third month the bills are submitted in the finance department for payment.

## **9 Subscription to Print/e-Journals and online Databases**

The Director of the Institute is responsible for the purchase of all learning materials for the Learning Resources.

## **10 Lending of Books / Journals / Kindle /Projects / CD and DVD**

### **10.1 Issue of books**

- Unless otherwise mentioned, books are issued for a period of 15 days. Before the due date, the students can renew the permission to retain the book for another 15 days.
- However, if a book which has been issued to a student, is urgently required by some other person, the Learning Resources may call back the same from the student.
- Books must be returned on or before the due date. to enable fellow students also to have access to these books.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs.10/- per day.
- The overdue charges will be collected at the time of returning the book. The ID card will be returned only after the student pays the overdue charges.
- Repeated failure to return the books on time may lead to cancellation of the Learning Resources facility to the student.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dog-earing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to pay the cost of the book.
- If the lost book forms a part of a set or a series, the borrower will be charged for the replacement of the entire set. No appeal for any concession will be entertained.

### **10.2 Issue of Reference shelf books**

- Reference books are to be used only in the Learning Resources premises.
- Books that are in great demand will be placed on the Reference shelf.





### 10.3 Issue of journal / magazine

- Journals / magazines on the display rack (latest issue received) are to be read in the Learning Resources
- Back issue of a journal/magazine will be lent for a period of 2 days.
- Only one journal/magazine will be issued at a time.
- If a journal / magazine which has been issued to a student is urgently required, the Learning Resources may call back the same from the student.
- If a journal/ magazine is not returned on the due date, the borrower will have to pay an Overdue charge at the rate of Rs.10/- per day.

### 10.4 Issue of CD / DVD

- The Learning Resources has a separate drive for the usage of CDs and DVDs only within the premises.

### 10.5 Projects

- Project Reports are to be used only in the Learning Resources premises.
- Photocopying the project is strictly prohibited.
- At the time of borrowing projects reports, the student has to surrender his / her ID card at the counter. After returning the same, the ID card can be claimed.

### 10.6 Kindle e-book usage policy

**Kindle e-book Reader** encourages and supports paperless reading. Presently five E-Book Readers are available. Textbooks are downloaded and made available through Kindle.

#### **Eligibility:**

To be used in the Learning Resources premises.

### 10.7 Reservation Policy

The faculty and students can reserve the item/s which are issued to others. Whenever the item/s is/are returned; the user will be informed.

They can also reserve the book/s which are available in the Learning Resources. In such cases, the staff will collect the book/s from the stack area and keep it at the circulation counter and the information will be conveyed to the faculty and students.

In both the cases, the reserved items should be collected within 2 days, or else the reservation will stand cancelled and the item will be issued to the other immediate member with a request.



### 10.8 Borrowing Privileges for Students/ Faculty/ Staff

S. No.	Name of the Group	Books Eligible	No. of days Eligible	Fine Per Day	Ref. Books Eligible	CD Eligible	Journal / Magazine	Term Books	Books Renewal
1	Full Time Faculty	20	90	-	5	-	5 for 7 days	-	3 Times
2	Visiting & Part Time Faculty	5	60	-	5	-	3 for 7 days	-	3 Times
3	PhD	10	90	10	-	-	2 for 4 days	-	3 Times
4	Full Time	3	15	10	-	-	2 for 4 days	2 for 90 days	3 Times
5	Part Time	3	15	10	-	-	-	2 for 90 days	3 Times
6	One Year	3	15	10	-	-	-	-	3 Times
7	MDC Students	2	15	10	-	-	-	-	3 Times
8	Alumni Students	-	-	-	-	-	-	-	-
9	Non-Teaching Staff	5	15	-	-	-	1 for 7 days	-	3 Times

### 11 Research Assistance Service

Reference and Research Assistance Service is dedicated to assist faculty and students of LIBA for their information and research.

Dedicated Learning Resources professional staff are available between 7.30 a.m. and 10.00 p.m. The staff assists the users in addressing their information requirements. The requirements may include help in identifying the appropriate database for research assignments or classwork, customized orientation of specific databases, mining data, case studies, etc.

The services provided include

- An article/book
- Assistance on using Learning Resources Databases
- Company information and financial data
- Industry information
- Market reports
- Case studies for classroom discussion

In addition, users can contact the circulation counter for information or assistance.



## 11.1 Research Support Tools

<b>EBSCO</b>
<ul style="list-style-type: none"><li>- A database with unparalleled journal content, which allows students to track business trends and topics worldwide with thousands of international full text journals from all over the globe. It also provides unparalleled coverage of regional news pertinent to business studies, essential industry information, case studies, country economic reports, SWOT analysis and company profiles as well as interviews with executives. <i>(EBSCO can be accessed by anybody inside our campus. For outside access username and password is required).</i></li></ul>
<b>JSTOR</b>
<ul style="list-style-type: none"><li>- It is an online archival database. It provides access to full text journal articles from more than 3000 academic journals and scholarly content. <i>(JSTOR can be accessed by anybody inside our campus. For outside access username and password is required).</i></li></ul>
<b>CLAONLINE</b>
<ul style="list-style-type: none"><li>- <u>ClaOnline</u> Corporate Law Advisor Online Learning Resources on Corporate, SEBI, Business Laws and Labour Laws. <i>(ClaOnline can be accessed by anybody inside our campus. For outside access username and password is required)</i></li></ul>
<b>REFINITIVE EIKON</b>
<ul style="list-style-type: none"><li>- Refinitive Eikon - an open-technology solution for financial markets professionals, providing access to industry-leading data, insights, and exclusive and trusted news, <b>with single user access.</b> <i>(Access to Refinitive Eikon will be provided only on approval by the Dean-Academics)</i></li></ul>
<b>NDL ( National Digital Learning Resources of India)</b>
<ul style="list-style-type: none"><li>- NDL (National Digital Learning Resources) of India - Sponsored by MHRD and coordinated by IIT Kharagpur <i>(Access to NDL is free to all users of LRC, Users are registered by the Librarian at the time of joining LIBA)</i></li></ul>



<b>SAGE JOURNALS PACKAGE</b>
<ul style="list-style-type: none"><li>- This provides access to 12 Journals. We also have the subscription for a few of the best journals from Sage, which have complimentary access back to 1999 till date.</li></ul> <p><i>(Sage Journals 12 Nos. can be accessed only within LIBA campus and are available on the Intranet page)</i></p>
<b>SCOPUS</b>
<ul style="list-style-type: none"><li>- SCOPUS database - the largest abstract and citation database of peer-reviewed literature, scientific journals, books and conference proceedings. On this platform, one can have access to the global research output in the fields of science, technology, medicine, social sciences, and arts and humanities. It also has smart tools to track, analyze and visualize research.</li></ul> <p><i>(SCOPUS can be accessed only within LIBA campus and is available on the Intranet page)</i></p>
<b>MAGZTER</b>
<ul style="list-style-type: none"><li>- This database provides access to more than 3000 subscribed magazines covering various topics, and it is multi lingual.</li></ul> <p><i>(This Database can be accessed by anybody outside the campus. One has to contact the Librarian for the OTP)</i></p>
<b>TURNITIN</b>
<ul style="list-style-type: none"><li>- Learning Resource Centre has access to TURNITIN, a licensed plagiarism detection software.</li></ul> <p><i>(This software can be accessed by Faculty as instructors, who in turn provide any student with student access)</i></p>

## 12 Fine and Lost Book Policy

Students are responsible for the books they check-out from the Learning Resources. If a book is lost, damaged or stolen the student will be responsible for paying the entire replacement cost of the book. The student will not be allowed to check-out any more books until the replacement cost has been paid in full.

The Learning Resources is not responsible for notifying borrowers that materials are overdue. Email notices for overdue, lost materials, and recalled materials are sent as a courtesy.

If one thinks that the Learning Resources has made an error that resulted in a financial charge, or if one has a unique situation or extenuating circumstances that made it difficult to return or renew Learning Resources materials on time, the librarian may be contacted to appeal and present



charges. Charges may then be upheld, reduced, or waived. The following reasons are NOT generally regarded as valid for cancelling or reducing charges:

- Forgetting or not knowing due dates or number of fines.
- Disagreeing with fee structure or Learning Resources policy
- Loaning the item to a third party, or checking material out on their behalf
- Being too busy or out of town
- Claiming that one's need was greater than that of another patron's, or that one was not done with an item
- Not receiving or not reading courtesy notices, overdue notices, or other Learning Resources communications sent to one's email address.
- Transportation problems
- Financial problems

If a borrower believes that they have returned material that is being billed as overdue or lost, they should inform the main Circulation Desk. Learning Resources staff will search for the material once more, but the material will remain on the borrower's record until it has been located. If the material is found within the Learning Resources by the Learning Resources staff, the item (and all charges) will be removed from the borrower's record. If the material is not found in the Learning Resources, the borrower will be responsible for the replacement charges. A borrower may return an item owned by the Learning Resources which has been declared 'Lost' within one year of its being lost and billed. The item will be returned to the borrower after removing the barcode and the date due slip. All late fees and lost or damaged book charges are charged only to the borrower.

### **13 Procedure of Conducting Learning Resources Stock Verification**

As per general rules and practices, verification of Learning Resources stock is generally undertaken once in a year, using handheld stock verification scanner.

#### **Stock Verification**

The collection comprises of books, e-books, Journals / periodicals, project reports, company annual reports, contemporary reports, bound volumes, CD/DVD collection, Audio Visual collection, online Journal Database etc. With a total collection of 36,000+, the Learning Resources is serving the teaching, learning and research activity of faculty, student, researchers and staff members.

This automated Learning Resources using ERP Software, also includes RFID Tagging and labeling for the entire physical collection. This automation has greatly reduced the duplication of work in administration and further it is more cost effective in terms of man power, time and level of accuracy. The Learning Resources has been doing its house-keeping activities like the acquisitions, circulation and cataloguing through ERP Software. In this policy we intend to share our experience in undertaking annual stock verification process through this software.

The stock verification module in ERP is equipped with the following features:



- Supports entry of records into inventory module through a 'Stock Verification Scanner'
- Supports loading of inventory data into the system for comparison against the database and the transaction files to identify missing items.
- Produces reports of missing items
- Supports the ability to calculate the overall value of the collection.
- Supports the production of annual reports on the titles, collection value, listing of materials lost
- Generates list of withdrawn items during a given period of time.
- Supports the reporting of total titles, total volumes in a particular collection.

Further, the report generation module is well structured and supports the exporting of results to MS Excel. The software generates the reports on various resources which are on shelf, checked out, lost / transferred. Apart from the reports mentioned above, following are some of the additional reports produced by ERP Learning Resources Software which are considered for collection evaluation and collection development decisions:

- Reports pertaining to patron usage statistics; items checked out; items checked in and items renewed.
- Statistics on Learning Resources transactions and processes, including Learning Resources usage, missing list, withdrawn list etc.
- The software links each report with the data at the time of the report generation.

### **Stock verification using ERP Software**

Learning Resources conducts the stock verification once a year, during the end of the academic year i.e during the month of April. The stock verification is carried out using the 'Handheld Scanner'. The report helps us in the following:

- The report of the stock verification works act as the base or guideline for qualitative improvements in collection building.
- The report provides the strength and weakness of the collection. Further it draws our attention towards the less focused collection for which the demand is noticed. This naturally helps in collection development in the identified area.
- The collection evaluation process helps us to discover the less used, unused and outdated collection. This will help immensely in preparing the weeding-out list.
- Through stock verification, a comprehensive listing of the Learning Resources is done. It helps in presenting the collection statistics of the Learning Resources.
- The mis-shelved books and misplaced documents are identified and rectified during the collection evaluation process.
- The stock verification process supports the bindery preparation exercises.

The stock verification report of the collection development activities is presented before the Learning Resources committee. The loss or the missing of documents impels the committee to



have strict vigilance. The approved stock verification report with permission for withdrawal of written-off items (for which remarks are made in the database) and disposal of damaged documents is made and sent to other libraries.

#### **14 Weeding Policy**

Weeding is an essential, continuing Learning Resources practice in which materials are removed permanently from the Learning Resources' collections. Book withdrawal is an important aspect of collection development. When Learning Resources books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

##### **14.1 Criteria for Weeding**

Learning Resources materials of all types (which include, books, journals, bound volumes, CDs / DVDs) may be candidates for weeding if they meet any of the following criteria.

- **Currency**

The content of Learning Resources materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded.

- **Usage**

Low or no usage may be a factor in weeding decisions. Learning Resources personnel may consult circulation statistics or other reports to determine viable candidates for weeding.

- **Physical Condition**

Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded.

- **Duplicates**

Owing to space limitations the Learning Resources may weed out the duplicate copies of Learning Resources materials. Learning Resources staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used.

- **Completeness**

Materials that are part of a multi-volume set of which the Learning Resources does not have all volumes may be weeded.

- **Uniqueness**

The Learning Resources will not weed materials that are considered unique.

- **Format Obsolescence**

Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.

##### **14.2 Disposition of Withdrawn Materials:**

All materials withdrawn from the collection should be stamped as 'discarded' or 'withdrawn'.



The Librarian in agreement with the Learning Resources committee will make the final decisions regarding the disposition of materials withdrawn from the collection.

Discarded materials are donated to other Jesuit institutions on recommendation.

**14.3 Mending and Rebinding-** Keeping Learning Resources materials in good, usable condition is essential. A decision is made on each worn out book - whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions.

- Condition of the book
- Validity of the book's contents
- Demand
- Cost

Rare books or irreplaceable item, are used only in the Learning Resources to ensure against their Loss and / or mutilation.

### **15 Reprographic facility**

A photocopy machine is available in the Learning Resources all the times for use for the faculty and Learning Resources staff.

- Charges for photocopying is Re 1/-per copy. Payment is made directly to the photocopier operating staff.
- Cash is accepted for photocopies.
- For machine errors, such as lines and toner defects, a replacement copy is provided.
- In the absence of photocopier operating staff, the Learning Resources staff operate the photocopier machine to help the users.

### **16 Skills, Knowledge, Abilities of the Learning Resources staff**

Every staff member at LIBA Learning Resources shall possess the following attributes:

- Knowledge of and commitment to excellent customer service.
- Ability to work effectively despite frequent interruptions.
- Ability to maintain composure while handling customer complaints.
- Good interpersonal and communication skills, in person, by phone, and on-line.
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results.
- Knowledge of the Learning Resource's services and materials, including the Dewey Decimal.
- Ability to learn, implements, and communicate Learning Resources policies and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to master the Learning Resource's online catalog and automated circulation system.
- Ability to see read and understand catalog records and to apply the information they contain.
- Ability to use the systems to carry out daily responsibilities.





- Ability to operate and perform routine maintenance on equipment's i.e RFID Antenna, Kiosk, Digital Attendance Register, Barcode printer, copier printer, scanner etc.
- Flexible, adaptable, and able to flourish in a changing environment.
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends.

## 17 Digital Learning Resources

Learning Resources and digital learning resources space is dedicated to quality learning with a state-of-the-art whose planning is based on design thinking.

At the two floors of the learning resources space, every brick is embedded with the aspiration of the Jesuits, for a state-of-the-art learning center for the present and generations to come and to form competent and committed leaders who are ethical, principle-centered and socially responsible with a global perspective and imbued with an entrepreneurial spirit.

The learning resources space is an internal section of the institute that works with undeterred zeal to offer its students the best education, blending classroom and experiential learning.

The learning resources provides technology enabled services to faculty, teaching assistants, research associates, students, staff, and research scholars.

Services offered

- Find & Borrow
- Study & Learning spaces
  - Desktop computer pods
  - Laptop computer desk / tables
- Online databases
- 24/7 internet connectivity via Wi-Fi 6 technology

The entire learning resource spaces are secured with

- Door access control on entry and exit points
- Cameras at strategic location to protect physical security of the users and physical resources
- RFID tags on all books for physical security of books
- RFID Gate Antenna
- Digital attendance device for students using the learning spaces

The book lending/borrowing process is automated with

- Self-check-in and check-out kiosk
- Circulation counter Issue / Return Staff Station Reader

The circulation process is automated by our ERP application



Resource display units are provided at strategic points, such as

- Newspaper Holder Rack
- New arrivals
- Journals
- Magazines
- OPAC stations

Policy for usage for the e-resources

1. Access to subscribed e-resources is provided for the institute's, faculty, teaching assistants, research associates, research scholars, students, and staff.
2. E resources are to be used for academic research purposes only.
3. Written permission is to be secured, if one needs to access the subscribed e resources outside of the institute's computer network
4. Available desktop computers can be utilized to access e resources.
5. Available Wi-Fi connectivity can be used to connect personal laptop computers to access e resources.
6. E-resource credentials will be changed on a regular basis and the changed credentials will be informed through mail.

## **18 Services for Faculty / Students / Researchers**

### **Research Help**

Help needed regarding project / research work viz, secondary data can be obtained by sending an email: [librarian@liba.edu](mailto:librarian@liba.edu)

### **RemoteXS Facility**

This facility enables users (faculties and students) to access Learning Resources online resources when they are off campus.

### **Purchase / Subscription Request**

- Book/s: To suggest new book/s to the Learning Resources, drop an e-mail at [librarian@liba.edu](mailto:librarian@liba.edu)
- Journal/s: drop an email at [librarian@liba.edu](mailto:librarian@liba.edu)
- Database: drop an email at [librarian@liba.edu](mailto:librarian@liba.edu)



## 19 Copyright and Plagiarism

All the Online Databases, CDs / DVDs, e-books accessible from LIBA Learning Resources are copyrighted works. Hence, sharing the passwords, copying, publishing, disseminating, displaying, performing or playing without permission of the copyright holder except in accordance with fair use of licensed agreement is not allowed. The Learning Resources reserves the right to take appropriate action, including terminating membership of users who are found to have infringed the copyright.

## 20 Licensing Restrictions

Electronic resources listed on the LIBA Learning Resources website are restricted by license agreement. They should be used only for the purpose of research, teaching, and private study. Commercial use, systematic downloading, copying or distributing of information is prohibited. The users are requested to strictly comply with these terms.

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14/09/2022

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