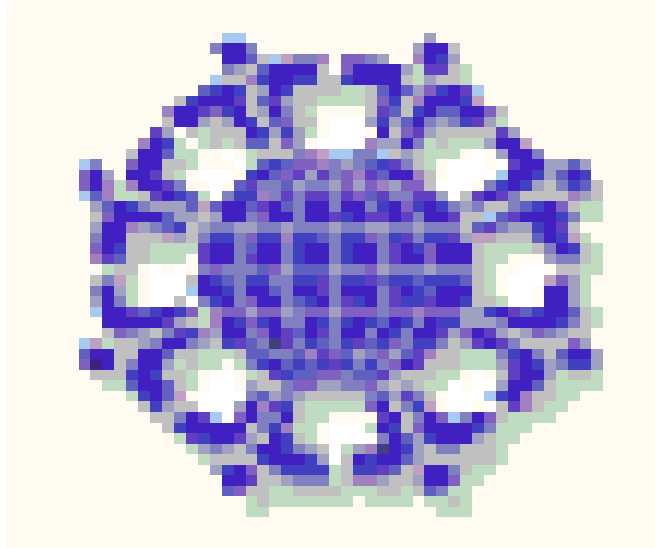


**Indian Council for International Amity
Jaipur**



CENTRAL LIBRARY

I.C.F.I.A.

Central Library

Library plays a vital role in acquisition, organization and dissemination of knowledge. It puts in place policies and procedures, systems and services and the ambience that facilitate creation of new knowledge. The I.C.G. Central Library is a proud partner in the institute's march towards its grand success. It has an excellent collection of books, journals, reports and theses and other reading material. It has adequate infrastructure to meet requirements, has computerized all its operations- using software Alice- and provides access to the collection through the Online Public Access Catalogue (OPAC). It uses bar-code technology for the circulation of books.

Collection

• Books	36,252
• Audio Video collection	1180
• Bound Journals	2087
• Dissertation	1068
• Bound old Question Papers	1483
• Brochures from Foreign Universities	300

Current Subscription

• Journals	172
• Periodicals	54
• Magazines	60
• Newspapers	26

Membership and Circulation

The library serves over 4000 members including students, faculty-members, research scholars and part- time staff-members.

Description	No. of Books permitted	Days
Regular staff- Non Practical Subject	10	15
Regular staff- Practical Subject	12	15
Visiting Staff /Part Time	05	10
Non teaching Staff	03	15
Students	03	07
Students of PG	05	07
Students of M-Phil	07	07

Library Services

The Library offers a range of service including reference and consultation, membership and circulation, photocopying, resource-sharing, information-alert service, user-awareness programmes and access to the world's online library of books i.e. Questia, Delnet. There is a book bank service for the students.

1. Reference Section

The Library has a separate reference section, which stocks some rare and expensive books. These books are meant only for reference in the library itself.

2. User -Awareness Program

The Library takes an active part in the orientation programme organized by the institute for the benefit of new students in the beginning of each academic year. They are taken around the library to familiarize them with various sections of the library to create awareness about the services so as to make optimum use of the library.

3. Reference and Consultation

The library is open to all members. It follows an open access system that allows users a direct access to the library stock. The users may approach the reference desk for information or any assistance in using the library. Students can access the collection through online enquiry from computer no. 2.

4. Library Book -Exhibition

A set of reputed publishers and distributors such as Scholastic, National Book Trust, Oxford etc. are invited to display their recently published books.

The library also holds exhibition of books on special days like Population Day, Hindi Divas, Independence Day, U.N. Day, Human Rights Day, etc.

5. Photocopying Service

The library provides photocopying service to the faculty-members and students at nominal charges.

6.Current Awareness Service

A monthly list of the contents of latest journals and magazines is circulated amongst the faculty-members for information.

The library also provides latest information to its users through newspaper-clippings.

7.Display

Information about new books and new arrivals is displayed on the notice board every month.

Newspaper-clippings related to the institute and other developments too are collected and displayed in the library.

8.Internet Services

The Library provides the Internet facility to the users for accessing e-journals and web-resources

9.Access to Questia : Questia is the first online library that provides 24/7 access to the world's largest online collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles. One can search each and every word of all of the books and journal articles in the collection.

Questia offers a range of search, note-taking, and writing tools. These tools help students locate the most relevant information on their topics quickly, quote and cite correctly, and create properly formatted footnotes and bibliographies automatically. It provides a comprehensive research environment to meet students' academic needs.

10.Access to Delnet : Developing Library Network is a major resource sharing Library Network in India. It networks more than 1,200 libraries in India and six other countries. This facility is also available to our staff and students.

DELNET provides access to more than 70 lakh records of books, journals articles, etc. The Interlibrary Loan (ILL) and Document Delivery Services (DDS) are one of the most popular services provided by DELNET. The ILL facility allows a member library to borrow books from any other library in any part of the country through DELNET and also get photocopies of journals articles.

11. Book-Bank Facility

The students can avail of the Book-Bank facility provided by the Library. There are multiple copies of text-books which can be borrowed by students for the full academic year. A maximum of three books are lent at a time.

Future Plans

To provide online access to globally generated information to the students and staff.

To network the information resources of the library with the different Departments of the College.

In order to arrest pilferage of books, the library plans to insert invisible Electro-magnetic (EM) tags on the books which alerts the staff with a beep if a book is taken out without it having been issued.

Resource-Sharing Partnership

The Library has membership of DELNET, the information resources of which are bibliographic in nature and it provides the delivery of individual books and photocopies of journal articles that are published in Indian and Foreign journals.

The library has links with the American Information Resource Center, Delhi and gets their latest publications. Any faculty-member may borrow books or any information from the AIRC. The library has a sharing relationship with the IIM library as well.

Library Hours

Monday to Saturday
Sunday

8.00 a.m.. to 6.00 p.m.
Holiday

Library Rules for Staff Members

1. Books should be deposited back on the due date, which will not exceed fifteen days. Books, which have more than one copy, can be re-issued after 15 days. Books without any copy cannot be re-issued before a gap of one week.
2. Students are not allowed to issue books other than their own subject. In case such a requirement arises, a N.O. C. from the Head of Department will have to be sought. Such books shall be issued for 15 days only.
3. Books marked "Not to be issued" shall be issued to the staff-members with the permission of the Principal, subject to a ceiling of three days. Books, which are issued for practical in the lab; shall be issued in the name of HOD and he/ she shall be responsible for the same.
4. If staff-members find a book with missing pages, he/ she should intimate the Librarian immediately.

Library Rules for Students

1. Students are required to maintain silence and decorum of the library.

2. Entry to the library is allowed only to the bonafide members on the production of a valid identity card.
3. Students are required to deposit their bags, water bottles and personal books at the deposit counter of the library and only carry their notebooks inside the library.
4. Only books from the General collection will be issued to the library members.
5. Reference books, bound volumes of journals loose issue of current journals will be issued only with the permission of the Principal.
6. CDs Videocassettes will not be lent out of the library.
7. The readers should check the book thoroughly for missing pages chapters pictures etc. while borrowing book.
8. No book in damaged condition will be accepted from the reader.
9. Loss of books must be reported immediately.
10. If the pages of a book are found missing, twice the cost of the books will be recovered from the last borrower of the book.
11. If the pages of the books are found missing, and it is not possible to trace the student guilty of the same then twice the cost of the book will be recovered from all the students of the concerned department.
12. Students are request not to place the books back in the shelves after use and keep them in the trolley designated for the same.
13. Students can directly recommend a book in “Suggest a Book” register.
14. Circulation will be closed at 4.30 PM and students should leave their seats 10 minutes before closing time.
15. Any infringement of the library rules will render a member’s privilege of admission to, and of borrowing books from the library, liable to cancellation.

Books will be issued for seven days. Books should be deposited on the due date else a fine of Rs. 2/- per day will be charged.

Please helps us to serve to serve you better
We welcome your suggestions

Library Committee

- Dr. Suveen Agarwal
- Dr. Deepa Pareek
- Dr Radha Kashyap
- Dr Sharad Garg
- Ms. Rimika Singhvi
- Dr. Shruti Mathur
- Dr Swarnendu Bakshi
- Dr. Rupali Argal
- Ms. Poonam Madan
- Mr. GiriRaj Sharma

Library Staff

Ms. Rekha Bhargava
Librarian (HOD)

Ms. Sonal Jain
Asstt. Librarian

Ms. Kokila Chaturvedi
Asstt. Librarian

Ms. Laxmi Adwani
Asstt. Librarian

Ms. Vandna Jawa
Asst. Librarian

Book Keeper
Vimlesh Jain

Kaluram Mali

Helpers

Shri Mahesh Sharma
Kailash Saini