



It's all about your Library



*Handbook of  
Mount Carmel Institute of Management Library  
(An User-Friendly Library)*

**“Knowledge is power;  
power is structured access to knowledge”**

**Mount Carmel Institute of Management Library**  
(A User-Friendly Library)  
MCIM, BANGALORE

## **1. BACKGROUND**

The Mount Carmel Institute of Management, Bangalore is owned and administered by the Carmelite Sisters of St. Teresa (CSST). It is inspired by the teaching of Lord Jesus Christ, whose values were Love, Peace, Brotherhood/Sisterhood, Equality, Joy and services. It is a minority institution enjoying the relevant rights and privileges guaranteed by the Indian Constitution. The management and staff, faithful to the spirit of the Foundress Mother Teresa of St. Rose of Lima, work together for the common goal of forming young people into citizens, Worthy of God and Worthy of our Nation and the World. The aim of the Library is to serve the needs of our faculty, Scholars, Students and Members of the Library. It is the heart of the institution and acts as a center for the collection of literature predominantly related to Business relations, management and its allied subjects and develops a comprehensive collection of information that is useful for teaching and reference purpose. User satisfaction is the current day approach to library service. To cope with this development, our Library has stepped into Library Automation.

## **COMPUTERIZATION**

Considering the importance of computerization of Mount Carmel Institute of Management, the Library has set up an Information and Documentation Center. The Library has prepared a database of books in all subjects. In-house library activities like acquisition, cataloguing, circulation have been automated by using “easylib” library software.

## **2. LOCATION AND BUILDING:**

The library is housed in spacious building on the ground floor. The library consists of mainly two sections: one is the reading room-cum-stack room for books and second is the Journal section which holds book bank books, bound Journals and other resources. In the entrance we have circulation and electronic resources.

## **3. LIBRARY HOURS:**

The library is kept open almost throughout the year except on “Institute Holidays” when it remains closed. Library is open 10hrs. every day from 8:00 am. to 6:00 pm.

## **4. ADMISSION TO THE LIBRARY:**

All the users are required to deposit their personal belongings at the property counter at the entrance at their own risk. The library is not responsible for any loss or damage to the same. Taking of briefcase, bags, jerkin, raincoat, laptop covers, umbrella, and issued books, etc., inside the library is strictly prohibited.

## 5. LIBRARY USERS:

The Library users are :

- 1.Students
- 2.Faculty
- 3.Staff
- 4.Alumni
- 5.Others

Mount Carmel Institute of Management encourages the use of its Library for professional purposes. Visitors / Outsiders who wish to consult the Library are allowed only after obtaining prior permission from the Director with an introduction letter from the concerned organization/institution to which they are attached. Membership will automatically cease in case of any violation of the rules, and Library has the right to terminate any membership without giving any reasons.

Deposit Users Individuals and Organizations can become deposit borrowers. Borrowing privileges and refundable deposits are four categories viz.

### 5.1 Deposit Users:

	<b>Refundable Deposit</b>	<b>Privileges</b>	<b>Annual Service Charge (1st June to 30th June)</b>
*Alumni	Rs.5,000/-	01 Book for 10 days	Rs.3,000/-
*Individuals	Rs.5,000/-	01 Book for 10 days	Rs.3,000/-
*Profit making Organisation	Rs.50,000/-	04 Books for 15 days	Rs.12,000/-
*Non Profit Organisation	Rs.20,000/-	02 Books for 15 days	Rs.6,000/-

## 5.2 Non Deposit Users:

Non Deposit Users have to pay as follows as **regular reference**.

* Upto 3 Days	Rs.100/-
* Upto 1 Week	Rs.200/-
* Upto 1 Month	Rs.400/-
* Upto 3 Months	Rs.500/-
* Upto One Year	Rs.1,000/-

## 6. LIBRARY RESOURCES:

<b>Resources</b>	<b>Total Collections (As on 25.08.2008)</b>
1. Books	<b>11,369</b>
2. Journals	<b>National - 90 International - 10 E-Journals - 55</b>
3. Bound Volumes of Periodicals	<b>237</b>
4. Book Bank Books	<b>1,175</b>
5. Databases (on CD ROMs)	<b>450</b>
6. Project Reports and Dissertations	<b>5,370</b>
7. Thesis	<b>3</b>
8. News Papers	<b>10</b>
9. Video Cassettes	<b>120</b>
10. Reserve Bank of India & Government Publication (see page 14 & 15 Digital Resources)	<b>1997 - 2008</b>
11. Online Databases	<b>10</b>

## **7. ARRANGEMENT OF LIBRARY COLLECTION:**

The Library has adopted the Open Access System, which enables the readers to go to the bookshelves and select the books and other sources freely. This is one of the greatest advantages that the Library offers to its readers. The reading materials in the Library are arranged in three classes: The General Shelf Collection, Reserved Shelf Collection and Reference Collection.

New books acquired are classified and catalogued. After processing, they are displayed for 10 days for reference and in circulation after the stipulated period. These books are labeled as "New Arrivals" when on display. Books are shelved according to Call Numbers. When a book is wanted by a user, Call Number and Accession Number must be correctly ascertained from the database available on the ONLINE PUBLIC ACCESS CATALOGUE (OPAC). The stack room is provided with subject guides and classification numbers for book location.

### **Reference Sources:**

The Reference Collection include Dictionaries, Encyclopedias, Periodicals, Thesis and Dissertations, Government reports, Acts, Maps, Atlases, Rare Books and are shelved on the ground floor and arranged in separate sequences.

### **Micro Documents:**

Reprints of Journals articles, contribution in books, seminar papers, case studies, teaching aids for text books, instructors manual etc.

### **NON-Book Materials:**

Film, video and Audio cassettes, CD-ROM databases etc.

### **Institute Publications:**

Dissertations, Project Reports, Thesis, Research Reports, Sponsored Project Reports etc., and above (Micro documents, Non-books materials,) available in closed access and made available only for reference.

### **Text Books:**

Textbooks recommended by faculty for a particular term, are available for consulting only, and can be issued on library card for internal reference.

## **8) TECHNICAL SECTION:**

### **8.1 Classification System :**

The Library follows the Dewey Decimal Classification System (DDC) for Classification of documents. Library of congress and sears list are used for assigning subject heading.

### **8.2 Cataloguing :**

The Collection of library material is computerized. Existing library material is available on the library database. Books are catalogued as per AACR II. The catalogue is divided into 3 parts viz., author, title, and subject index. OPAC helps the user to search the library database.

### **8.3. Locating Documents:**

- Call numbers are the key to location of books on the shelves. Books are arranged according to their call numbers. The main call numbers by which the books are arranged are displayed at the stack for ready reference.
- “OPAC” search facility is available in the search terminal.

### **8.4. Documents selection and procurement:**

Faculty members recommend books and journals for procurement. Students may recommend books through their concerned faculty. On receipt of documents, the faculty concerned are duly informed

## **9) CIRCULATION**

### ***Eligibility to borrow books***

- 1) All Students admitted to PGDBA Course (AICTE) shall be entitled for a Library Identity Card.
- 2) To obtain the Library Identity Card, students are required to provide personal information for the Library Database.
- 3) The Form is available at the Library Counter.

### ***Procedure of Issuing of Books***

- 4) A student is eligible to borrow TWO books from the library for a period of 7 days. If the student is not in a position to return the books, she shall pay a fine of Rs. 2 per day upto the date of return.
- 5) At the time of borrowing the books, student must show their Identity card against which the book shall be issued. The ID card shall be presented both at the time of borrowing and returning of the books.
- 6) Students must bring the library ID card every day without fail, without which they will not be allowed to enter the Library.
- 7) Students are not permitted to borrow the books from their friends ID Card. If they are found doing this, both the ID cards will be cancelled.

## **Reference material**

8) The following categories of book, journals etc. shall not be issued out of the library.

- a) Books treated as Reference by the Library.
- b) Rare books and manuscripts
- c) Bound and unbound journals, bulletins, reports etc.
- d) Dissertations, Thesis.
- e) CD's / DVD's and Video Tapes

## **Replacement of lost / damaged books**

9) A borrower shall replace with a NEW edition of the same book if it is lost while in their custody.

10) In case borrower fails to replace a lost or damaged book within a month from the due date of its return, she shall pay the full cost of the book to the institute office and submit the receipt to the Library.

11) A person losing or damaging Library books repeatedly shall be debarred from using the Library.

## **10.) Computerized Information Retrieval**

Library activities like acquisition, cataloguing, circulation have been automated using easylib library software.

10. 1 CD-ROM Information Retrieval: The Users are assisted to access the database available and download or print the database. There is also an internet access facility for database like (See *Digital Library Resources* on Page 14 & 15)

The Section also facilitates deposit borrowers and other outside users to search, download and print the data on nominal charges as below:

DATABASE search charge	Rs.100/-Per database.
Laser Printing (Abstract)	Rs. 6/-
Charges for Internal Laser Printing	Rs. 5/- Per page.

## **12. CARE OF LIBRARY MATERIAL**

Library documents are costly and often rare. They are for the benefit of not only the present, but also future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library material. No tracing or copying of any map or manuscript is allowed in the library.

Before leaving the issue counter, user should satisfy themselves as to whether the material taken by them is in sound condition. If not they should immediately bring the matter to the knowledge of the library staff at the issue counter, otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the librarian.

### **13. CLEARANCE CERTIFICATE:**

Borrowers Identity Cards must be returned to the library at the end of the period of issue. All those who leave the institute after completion of the courses must surrender their ID cards to the library, and obtain a “NO DUES” certificate from the Library.

### **14. SPECIALISED INFORMATION SERVICES OFFERED BY THE LIBRARY:**

- Reference Service
- Documentation and Information Service
- Current Awareness Services / Selective Dissemination Service
- Content Page Alerts
- Conferences Alerts
- Reprographic Service

### **15) INSTRUCTIONS FOR USERS:**

1. Before entering the library the students are requested to leave their personal belongings at the entrance in the property counter.
2. Students are requested not to crowd the Circulation Counter while issuing / returning of the library books. Please follow the queue.
3. **Mobile Phones** are strictly prohibited inside the library. If any students are found using Mobile Phone, the mobile will be confiscated and will not be returned under any circumstances.
4. Observe the Golden Rule by maintaining “Silence” inside the Library.
5. Marking of books, dogearing of pages and soiling of books are offences that may deprive a member of her privilege to borrow any book.
6. Students and Staff members are not permitted to take tea, snacks, etc. into the library.
7. Sitting on the table is serious offence.
8. Books or any other reading material should not be taken out of the library without the permission of the library staff. If any student is found taking any reading material without issuing or without the consent of the library staff, she may be asked to give a written explanation.
9. The arrangement of chairs in the reading rooms should not be disturbed.
10. Dress code is applicable.
11. The library reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner. No student is allowed to argue with the staff at the counter.
12. Loss of borrower card has to be reported immediately to the librarian.
13. If a book which has been borrowed by a student is urgently required, the library may call back the book from the student.
14. Books must be returned on or before the due date.
15. If a book is not returned on the due date, the borrower will have to pay overdue charges.

16. Repeated failure to return of books on time may lead to denial of borrowing facility.
17. Before borrowing a book, the student should make sure that the book is in sound condition.
18. Absence and illness are not acceptable excuses for exemption from paying overdue charges. Only institute holidays are left out of the reckoning. If the due date falls on an institute holiday, the book may be returned on the next working day, without any overdue charges.
19. If the users do not renew or return the books issued against their name within a week of its due date, their borrowing facility may be withdrawn for a fortnight
20. The borrower shall be responsible for loss of damages caused to the library material borrowed. They shall be required to replace or pay double the cost of such material including overdue charges.
21. Books have to be produced at the time of renewal.
22. Two renewals are generally allowed at the maximum.

### **LIBRARY PERSONNEL**

<b>Sl.No.</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	<b>Mallikarjun K.,</b> M.L.I.Sc, M.Phil	<b>Librarian</b>
2.	Shirley	Asst. Librarian
3.	Pinto	Attender
4.	Jamma	Clerk

# MOUNT CARMEL INSTITUTE OF MANAGEMENT

## DIGITAL LIBRARY RESOURCE

Sl. No.	DATABASE	CONTENTS	ACCESS MODE
01.	ICFAI University Press	Journals & Magazines	<a href="http://www.iupindia.org">http://www.iupindia.org</a>
02.	DOAJ Directory of Open Access Journals	Journals	<a href="http://www.doaj.org">http://www.doaj.org</a>
03.	Globusz Publishing	Free e-Books	<a href="http://www.globusz.com">http://www.globusz.com</a>
04.	Read Print	Online Books, Literature for Students & Teachers	<a href="http://readprint.com/online-books">http://readprint.com/online-books</a>
05.	International Management Journals	Journals	<a href="http://www.managementjournals.com">http://www.managementjournals.com</a>
06.	Reserve Bank of India	RBI Bulletin	<a href="http://www.rbi.org.in/scripts/bs_viewbulletin.aspx">http://www.rbi.org.in/scripts/bs_viewbulletin.aspx</a>
07.	Advancing Women in Leadership Journal	Journal	<a href="http://www.advancingwomen.com/awl/awl/html">http://www.advancingwomen.com/awl/awl/html</a>
08.	Medwell Journals	Journals	<a href="http://www.medwelljournals.com">http://www.medwelljournals.com</a>
09.	The Library of Economics & Liberty	Economics Books & Essays Online	<a href="http://www.econlib.org/library/classics.html">http://www.econlib.org/library/classics.html</a>
10.	Directory of official websites of Government of India	GOI Directory	<a href="http://goidirectory.nic.in">http://goidirectory.nic.in</a>



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