Kohinoor Education Trust

Kohinoor Business School

Learning Resource Centre

Guidelines

2021-2022

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KBS LRC
Mission & Objectives

Mission

The mission of the KBS Library is to provide comprehensive access to the resources and innovative services to support teaching, learning and research activities of the academia.

Objectives

- Strive to create an inspiring learning environment, which enables the students to develop the habit of reading, learning and researching.

- Provide innovative library services to meeting the needs of gen Z

- Increase digital collection i.e. e-books & e-journals

- To increase the use of e-databases

- To conduct online training & activities for students

Library Profile

- ❖ Library is a beautiful window to a larger world. Libraries preserved the energy that fuels the imagination. They open up doors to the world and inspire us to explore achieve and contribute to improving our quality life. KBS Library is the nerve center and the heart of the institute and plays a vital role in supporting teaching & learning activities.

- ❖ Library was established in the year 2010, total area of library is 3200sq.ft. Library has situated at 4th floor.

- ❖ The facility of "Open Access System" adopted in the library

- ❖ The library has more than 9700 print volumes & 24000+ e-books

- ❖ Computerized circulation counter is made available for issue, return and renewal of books.

Students Guidelines

Loan Criteria/Borrowing entitlements for Students

Sr. No.	Category of User	No. of books	Issue period
1	Student	2	7days

Documents that Can and cannot be borrowed

Books that can be borrowed:

- ❖ Books from the general shelf can be borrowed.
- ❖ CD ROMS, DVDs and audio video cassettes can be borrowed for a period of Two days.

Books that cannot be borrowed:

- ❖ Journals Bound Volumes, Loose issues of journals and the latest available issues of the   magazines is to be   referred within library premises and are not available for issuing out.
- ❖ Dissertations/Project Works submitted by KBS Students are not issuable.

Renewals/Reservations and Over Due/Fines for students

- ❖ Books can be renewed for another term of 7 days if there is no demand on them. The renewal must be made on or before the due date.

- ❖ There will be an overdue charge Re.2/- per day per book

Loss or Mutilation of documents by Students

- ❖ Library materials are to be handled with care.

- ❖ If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.

❖ If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced.

Theft/Misuse of Library resources:

❖ The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.

❖ Each case will be examined to ascertain its genuineness and the matter will be reported to the Registrar /Director for further action.

Instruction for Library Users (Post Lockdown Period)

➢ Wearing a mask and hand gloves is compulsory

➢ Sanitize your hands / hand gloves before entering the Library.

➢ Do not accompany your friend to the Library.

➢ Carry your own water bottle

➢ Not to stand in the corridor outside the Library.

➢ No group study shall be allowed in the Library.

➢ If any user is found unwell (cold, cough, sneezing, fever) seek medical attention immediately.

➢ Throw used papers, tissues, masks, gloves, bags etc. in the dustbin provided at the entrance of the Library**.**

Returning Books
• Please do not rush to the library to return the books to avoid paying overdue charges. KBS is always considerate about the well-being of all its students and staff. Please understand that no fine will be taken from March 16, 2020 till further notice.
• Return / Renew all the borrowed books within one month of re-opening of the college. Please do not hurry.

Renewal of Books

- We request all to renew their books online to avoid coming to the library.

- Only in cases where online renewal is not possible, please inform the library before visiting & stand in a queue at the circulation counter to renew the borrowed books. Please do not get your books along with you. Mention you're Roll number and the library staff shall renew the books.

Borrowing of Books

- Open Access (i.e going to the book / periodical / project report stacks) will be temporarily closed. Please mail or reserve books online or approach the Library Staff for Assistance. Library staff will remove the desired book from the stack and notify you in the evening via mail regarding availability of the desired book.

Reading area/ room

- Sitting and studying in the Library or the Reading Room is temporarily closed for the benefit of everyone.

- Print newspapers will also not be available for reading until further notice.

Online access

- Access to Web OPAC (Library Catalog) within the library is closed down temporarily. Please use your own devices for it.

- Access to e-databases & e-resources guidelines, library has already shared e-library manual with students. If you wish to have them again, please drop a mail to us.

- Access to all Online Resources is through your own devices only.

- Library Computers will not be available for students until further notice.

Faculty Guidelines

Criteria/Borrowing entitlements for faculty staff & visiting faculty

Sr. No.	Category of User	No. of books	Issue period
1	Faculty	10	30 days
2	Staff	2	15days
3	Visiting faculty	2	10 days

Kindly post a mail to library@kbs.ac.in or jayashri.mawale@kbs.ac.in for renew the borrowed learning resources (books, journals, CD's / DVD's)

For more information please contact-

- Landline: 022 – 2267887729
- E-Mail Id: library@kbs.ac.in   (For General Queries, Book Renewal, Book Reservation)

Quick links-

KBS LRC Website- http://library.kohinoor.edu.in/

LRC OPAC- http://kohinoorlibrary.firstray.in/

LRC Mobile App-

https://play.google.com/store/apps/details?id=com.knowbees.kbslibraryapp

ProQuest database- https://www.proquest.com/130296

E-books- https://ebookcentral.proquest.com/

Open Management Gateway- http://library.kohinoor.edu.in/openMngtGateway.aspx

NDLI- https://ndl.iitkgp.ac.in/

Shodhganga - https://shodhganga.inflibnet.ac.in/

Thank You!!!