

# LIBRARY MANUAL

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## **ABOUT THE LIBRARY**

The Institute of Management Technology, Dubai Library provides information resources and services to support the instructional programs and educational goals of the Institute.

To achieve these goals, the Library provides a rich collection of print and electronic resources with a strong focus on course-related information literacy and reference support. The book collections contain both print and e-books in areas relating to programs offered at IMT, Dubai; over 5 Online databases are provided for research with access of on-campus; printing, scanning, photocopying and a computer lab are available; the library accommodated and wireless computer access for accessing the online resources.

## **MISSION**

- To provide effective access to learning resources of all formats required for learning and research purposes.
- To keep the IMT, Dubai Faculty and student's up-to-date information on business and management.
- To develop cooperative arrangements with other libraries with the goals of maximizing resource sharing and providing a level of consistency in programs and services.

## **GOALS**

- To select, acquire, organize and maintain learning resources and information resources.
- To provide intellectual and physical access to Library resources and expert assistance.
- To assist students, faculty and staff to access list of resources and retrieve information effectively.
- To support a functional and welcoming physical space for collections, study areas and services for users and staff.

## **OBJECTIVES**

- To provide a range of books, periodicals, e-resources, and other media at appropriate levels for the needs of the Institute.
- To establish state of art resources and facilities, which will respond academic and research needs.
- To provide innovative, responsive, and effective services, which will meet the changing needs of the faculty and student body.

## **WORKING HOURS**

- The IMT, Dubai Library is open 7 days a week from Sunday to Saturday

Sunday to Wednesday

9.00 AM to 1.00 AM

Thursday

11.00 AM to 7.30 PM

Friday

2.30 PM to 11.00 PM

Saturday

4.30 PM to 1.00 AM

## **FACILITIES**

The Library offers the following facilities to its user:

1. Books Section

This section contains printed books in all areas relevant to the programs and course curriculum. The books may be borrowed as per the specified circulation policy.

2. Circulation Section

Administers the issuing of books, returns and renewals, and helps users in various other services.

3. New Arrivals Section

This section offers a pro-active service of displaying latest books in library possession.

4. Print/photocopy Services

The Library has printing and photocopying facilities within premises.

5. Media Center

The Center provides facilities to access various management videos, recorded seminars, personal development material, and other audio-visual resources. This center offers online access to business books in digital format.

6. Computer Laboratory

The Library boasts an in-house computer laboratory, allowing access to all online and digital resources.

7. OPAC (Online Public Access Catalogue) Section

This computer-based service allows students to figure out the availability status of books, journals and other library resources.

8. Inter-Library Loan Facility

The Library has arrangements with Heriot-Watt University for the provision of Inter-library loans.

## **INFORMATION GATEWAY**

Access our Library website on campus / off Campus at <http://library.imtdubai.ac.ae>

### ***Features:***

1. Browse the Library Catalogue (OPAC)
2. Check your Account
3. Renew & Reserve Online
4. Access Online Databases subscribed by Library
5. Digital Library
6. New Arrivals
7. Online Suggestions / Comments
8. General Reference
9. Recommended Readings, and much more....

## POLICIES

The IMT Dubai Library has its own Policies to serve the students in an effective way,

1. Circulation Policy
2. Collection Development Policy
3. Resource Sharing Policy
4. Copyright Policy

## CIRCULATION PROCEDURES & LIMITATIONS

Issue limit and duration for each category of users

### Students

Resource	Quantity	Duration
Books	3	15 days
Journals (back issues)	2	3 days
Book Companions– CDs	2	2 Days

### Faculty

Resource	Quantity	Duration
Books	10	4 months
Journals (back issues)	5	2 days
Book Companions– CDs	2	2 Days

### Administrative Staff

Resource	Quantity	Duration
Books	5	1 month
Journals (back issues)	3	2 days
Book Companions– CDs	2	2 Days

## ALUMNI POLICY

### Borrowing Resources:

- ❖ The deposit of **AED 1000** would be refunded to the alums after ensuring 'no dues', when the alumni withdraws the membership.
- ❖ Textbooks / Reference Books / Journals will not be issued. However photocopies will be arranged for the requested chapters / articles from books / Journals as per the Copyright Guidelines of IMT Dubai.

### **Circulation policies for IMT –Dubai Library Alumni:**

- ❖ Alums are allowed to borrow up to **2 books** at a time.
- ❖ The books have to be returned/ Reissued within 15 days from the date of borrowing
- ❖ If alums fail to return any book within **15 days**, an overdue charge of **AED 1** per day per book will be levied.
- ❖ In case of the overdue exceeding **AED 100**, the Library will temporarily terminate the alum's right to avail of Library facilities.

### **General Rules:**

- ❖ Library resources are purely for academic and personal use and under no circumstances should be used for commercial purpose.
- ❖ Alumni members are free to use Library reference facilities whenever they are in UAE. Identity cards are required for using the library.
- ❖ Library has the right to cancel the library membership of any Alumni Member found violating the rules and regulations.

## **PROCEDURES**

### ***Issue***

- Resources are issued within the issue limit of the user.
- The user should get the documents duly issued at the Circulation Counter.
- The documents should be collected in person.
- The latest issues of the journals will not be issued.
- Annual reports and Career guides are issued for two days.

### ***Reservation***

- Resources can be reserved only when they are on loan.
- The availability of the reserved item would be informed through e-mail.
- The reserved resource should be collected from Library within 48 hours after intimation. Otherwise the reservation stands cancelled.

### ***Return***

- Books should be returned on or before the due date mentioned in the Due Date Slip.
- Reminders would be sent to the User accordingly.

### ***Renewal***

- Books can be renewed once for 15 days if there is no reservation against the particular item.
- Journals and AV Resources will not be renewed.

### ***Fine Schedule***

- A fine of AED 1/- per book/day would be charged for overdue books.
- The fine details of each user would be submitted to the Accounts Dept. on a quarterly basis for further action.

### ***Lost / Damaged Resources***

- The Users should replace the resource at his/her own cost within 30 days.
- If the user fails to replace the book within the stipulated time, the Library would initiate the purchase and the user would be charged the actual cost of the resource plus 20% the additional charge depending on the type of the resources.

# COLLECTION DEVELOPMENT POLICY

## RESOURCES

The Library holds a hybrid collection of printed as well electronic resources which include books, journals, databases, audio-visuals, CDs/DVDs, e-books, e-journals, reports, conference proceedings, training manuals, etc. We play more emphasis on online resources in order to keep the academicians abreast of the information using the latest cutting edge technology. The Library's resources support the teaching and research activities of the IMT. The collection is primarily focused on the curriculum offered by the Institute.

## PROCESS

The Library gives priority to purchasing books, which meet the curricular needs of the students, faculty, and researchers, including modules papers, collateral reading, and class assignments. We pay special attention to new programs in order to maintain and make available the required basic resources at the outset. We procure three to five copies of all the essential and recommended reading lists, out of which one is kept for reference and the rest are made available for open access.

## SELECTION CRITERIA

We base all acquisitions, both purchased and donated, on the following:

- Importance/relevance to the curriculum
- Contribution to depth or breadth of collection
- Faculty recommendation
- Demand by user
- Adequacy of scope
- Physical quality
- various formats

## METHODS FOR BUILDING RESOURCES

- Receiving suggestions from faculty members, scholars, and students
- Publishers catalogues
- Books reviews and announcements
- New addition list from selected business school, in the country and abroad
- Books received from vendors on an approval basis
- Book exhibitions

## DUPLICATION OF BOOKS

We base decisions to procure a duplicate copy of books and other readings on the following criteria:

- Resource usage as indicated by the Library automation system or through the observation of the staff members
- Curriculum related as suggested by faculty
- Demand by the users

## RESOURCE SHARING POLICY

Following are the guidelines for Academicians/External Members of IMT Dubai to use Library services.

1. The use of Library services would be purely for academic and personal use only.
2. The services under no circumstances would be used for commercial purpose.

### Photocopying/Printing Services:

AED 1/- \* will be charged per A4 sheet + Normal Courier charges (Less than 100 pages)

*\* The above charges are applicable only for printing/photocopy of articles from Academic Journals / Magazines or books.*

However, for any reference query on company profiles, market intelligence and Industry trends, data and analyst reports from various sources will be charged @ AED 2/- per A4 sheet or AED 100 per query (whichever is highest) + Courier and handling charges.

## COPY RIGHT POLICY

### Definitions & Terminology Used

#### Copyright

The exclusive legal right, given to the originator or their assignee for a fixed number of years to print, publish, perform film, or record literary, artistic or musical material, and to authorize others to do the same.

#### Intellectual Property

Intangible property that is the result of creativity, such as patents, copyrights.

#### Royalty

A sum paid to the patentee for the use of patent or to an author or composer for each copy of the book sold or for each public performance of work.

### Resource covered under Copyright

- Books
- Articles from Journals (Printed or Online)
- Case Studies
- Chapter/s from book/s
- Databases
- Software

Copyright issues are not to be taken for granted as violating copyright issues may lead to legal disputes between publishers and IMT.

**The law states:**

“No part of these publications (Articles, cases, books) may be produced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, scanning or any information storage and retrieval system, without prior permission.”

“Upon acceptance of an article by the journal, the author(s) will be asked to transfer copyright of the article to the publisher.

The transfer will ensure the widest possible dissemination of information. The Journal and the individual contributions contained in it are protected by the copyright of the publisher and the following terms and conditions apply to their use:

” Single photocopies of single articles may be made for personal use as allowed by copyright laws. Permission of the publisher and payment of a fee is required for all other photocopying, including multiple or systematic copying, copying for general distribution, for advertising or promotional purposes, for creating new collective works, for resale, and all forms of document delivery. Special rates are available for educational institutions that wish to make photocopies for non-profit educational classroom use.”

Hence, for all copyright clearance we should approach the publishers directly and not the authors. In most of the cases, the publishers hold the copyrights.

Publishers grant authorization for individuals to photocopy copyright material for private research use. This authorization does not extend any other kind of copying, by any means, in any form, and for any purpose other than private research use. Authors may use their own material in other publications provided that the journal is acknowledged as the original place of publication and the publisher is notified in writing and in advance.

**Business Cases**

On all Business cases used for instructional purposes, the permission to reproduce by the publisher must appear on the Title/ first page.

**Teaching Notes/Instructor's manual /Text Books**

All the prescribed text books published by various publishers will be accompanied with instructions/solutions manual to be used by the Faculty. Photocopying or Use of these instructor's manuals by students during the term is strictly prohibited.

Publishers such as Harvard Business School Publishing, European Case Clearing House, etc hold the copyrights for all the publications published by them directly and also by other leading publications such as MIT, INSEAD, etc.



Following guidelines would be of help in setting policy standards to be followed in terms of having a fair use of all the materials at IMT Dubai.

### Fair Use Policy

1. Books: A chapter of a book or less than 10% of the book can be photocopied for personal use. For classroom use and for general distribution we need to take the permission from the publisher.
2. Software: Points to be taken care of:
  - Circulation of archival copy
  - “Networking “software without license or permission
  - Loading a single copy of a software program onto several computers for simultaneous use
  - Making copies of copyrighted software for student use.
  - Perpetual license vs. annual license.
3. Databases & E-journals: Agreement should be made with various publishers of Databases and E-journals for multi-user IMT wide unlimited access.

As a policy, IMT, Dubai shouldn't disclose the user id and password to the outsiders. Students, Faculty, and the staff of IMT should not entertain downloading, forwarding any content to an outsider who is not an authorized user. Following table will be an easy tool to understand what is “Permitted” and what is “Not Permitted” and abide by the rules of copyright protection.

### Books

PERMITTED	NOT PERMITTED
<b>Teachers</b>	
Single Copy: chapter of a book	Copying several chapters of per book.
Single Copy: article from magazine or newspaper	Copying several articles per magazine.
Single Copy: chart, graph, diagram, picture, non-syndicated, non-copyrighted cartoon,	Photocopying worn ditto masters.etc
Single Copy: short story, short essay, short poem	Copying Consumables: workbooks, copyrighted exercise sheets, tests.
<b>Multiple copies for classroom / instructional purposes</b>	
Complete poem less than 250 words (not more than 2 pages)	Using/making multiple copies of same material semester after semester
Excerpt from long poem not to exceed 250 words	Creating “anthologies”
Article, story, or essay less than 2,500 words	Copying workbooks and other works meant to be used once by one student

**Audio Visual Materials:**

PERMITTED	NOT PERMITTED
Creating slide sets from books, magazines, etc., as long as only one per source used.	Copying audio tapes or video tapes for archival or backup purposes
Enlarging a map with an overhead projector for tracing but not duplicating color scheme, symbols, etc.	Converting from one medium format to another

**Software:**

PERMITTED	NOT PERMITTED
Copying into RAM if copying is necessary to run the program.	Circulation of archival copy.
One copy for archival purposes.	“Networking” software without license or permission
Library lending of public domain software	

**Databases:**

PERMITTED	NOT PERMITTED
May download searches	Downloaded searches shouldn’t be retained
	Downloaded material may not be used to create a derivative work.

**CD-ROM:**

PERMITTED	NOT PERMITTED
May print out pages of reference or other works for study or teaching.	Printing out large section of work

**Internet:**

PERMITTED	NOT PERMITTED
Downloading public domain software	Collecting materials off the Internet and compiling into a new work.