



G H A Z I A B A D

ITS Library Layout

- Ground floor of the triple storied Library houses the Reading Section, Reference Section and Electronic Media Library Division.
- First floor is devoted to print journals, back volumes of journals, dissertation reports, project reports and periodicals.
- Second floor of the Library is dedicated to text book area. Members get the books issued here.

The ITS Library Aims & Objectives

- To support learning process of its members.
- To meet the information/ research requirements of members.
- To be a world-class knowledge resource centre.
- To provide proactive and innovative information services to members.
- To support the Institute to be a top ranked world-class business & IT institute.
- To inculcate the spirit of learning among its members through organizing innovative participative activities.

[Click here for online membership form](#)

Library Overview

ITS Library is an integral component of ITS research and education resource. The combination of carefully selected traditional and digital resources, duly supported by fast service provides knowledge content worthy of a world class institution. ITS Library is a lively place on campus providing friendly environment that enables learning and advancement of knowledge, extending research and publication assistance.

ITS Library is fully automated with a collection of over 36,000 books related to management, IT and general subjects. Library holds a rich collection of resources including books, journals, e-books, databases, audio-visual material, CDs/DVDs, e-journals, reports, case studies, conference proceeding and training manuals.

I.T.S Library

Learning Recourse Centre



**I.T.S MANAGEMENT &
I.T. INSTITUTE**

**G.T. Road, Mohan Nagar
Ghaziabad-201007**

Tel. 0120-4174900, 4174960 (Direct)
Fax- 0120-4174913

Website : <http://www.its.edu.in>
E-mail : library.mn@its.edu.in

Library Rules



Salient Features

- Fully automated Library with Library Automation Software
- Book circulation with state of art barcode equipments
- Enriched with core management literature available in the form of e-journals & online databases
- Library resources accessible with intranet through Online Public Access Catalogue (OPAC)
- Facility of wireless network inside the Library
- Borrowing facility from other members' institution. (ILL)

Library Resources

- Books & E-Books
- Journals & E-Journals
- Magazines & Newspapers
- Online Databases
- Educational CD's
- Audio-Video Cassettes
- Annual Reports & Working Papers
- Bound Volumes of journals' back issues
- Project Reports/Dissertation Reports
- Case Studies
- Newsletters
- Training Manuals
- Encyclopedia & Reference Books

Library Services

- Reference Service & Assistance
- Union Catalogue of Books of associated institutions
- Reprographic Services within the Institute campus
- Bibliography & Documentation Services
- News-Clippings Services in print and online medium
- Online Public Access Catalogue
- Compilation of new catalogues
- Organization of Book Exhibition
 - e -Application Resources :EBSCO BSP, EBSCO CASC, Application Software CMIE Prowess , SPSS

- User Assistance
- Books Reserovation Service
- Circulation Service
- Current Awareness Service
- Book Bank Facility
- Library Contents and Current Additions Service

1.0 Library Timings

- 1.1 Library remains open from 8:00 a.m. to 8:00p.m. on all days excluding the declared holidays. On Sundays, 2nd and 4th Saturdays the Library shall remain open from 8.30 a.m. to 5.30 p.m.
- 1.2 Books are issued and received back from 8:45 a.m. to 12:30 p.m.; 1.00 p.m. to 2.00 p.m.; 2:30 p.m. to 5:00 p.m. and 5.30 p.m. to 7.30 p.m.
- 1.3 Library circulation section remains closed during 2:00 p.m. to 2:30 p.m. for lunch break and 12.30 p.m. to 1.00 p.m.; 5.00 p.m. to 5.30 p.m. for re-stacking of books.

2.0 Membership

2.1 ITS Library is primarily meant for students, faculty, research scholar, admin. staff and visiting faculty of ITS.

2.2 Each member of ITS Library (Faculty/Staff/Student) is issued with a Library card.

2.3 If a member loses his/her Library card, he/she shall make an immediate written report to the librarian. He/She can get the duplicate card on payment of `50

3.0 Entitlement and Period of Issue

User	Text Books	Reference Material
Faculty	10 Books for a period of 120 days	5Books/Periodicals/ CDs for a period of 15days
Visiting Faculty	2 Books for a period of 15 days	Nil
Staff Members	2 Books for a period of 15 days	Nil
Students	4 Books for PG and 2 Books for UG Student for 14 days	Nil

4.0 Circulation & Fine

4.1 Borrowing facilities are available to members of library against library card issued them. Books are issued through the counters on presenting the library card. The Library card is non-transferable.

4.2 Holder of the card is responsible for item issued against his/her card as per library record.

4.3 New arrivals of books and new edition of Magazines/Journal will be kept on display in shelf. Afterwards, it will be available for issue as per library rule,

4.4 New additions can only be issued after technical processing (accessioning, classification

Cataloguing and clearance of bills) completed

4.5 For renewal of issued books, it is necessary that the book be presented at library counter. Renewal is not automatic. If there is a pending demand for the book, the request may not be accepted.

4.6 Any book available as single copy, will not be issues and can only be consulted within the library.

4.7 A Book not returned within stipulated time as given in Rule 3 above, the member will be charged penalty of `5/- per day per volume. The fine should be paid at the library book return counter and a valid receipt obtained.

4.8 Members can avail photocopy facility in the Institute's campus by depositing library card to the concerned library staff. Library card will be returned upon the book/periodical return to library

4.9 Newspapers are not allowed to be taken out of the Library

4.10 The Librarian can refuse to issue fresh books to members possessing any item already

4.1 For a member losing item issued against his/her card, the penalty will be as follows.

i) He/She will have to replace the item lost by a new copy of latest addition. In addition, he/she will have to pay the late fine, if any.

ii) If the item is not easily available in the mkt. the member would pay double the current cost of the item, or the cost at which item was procured, whichever is higher.

5.0 General Rules

5.1 All the students as Library members **must** sign in/out register available at library upon visit to the Library.

5.2 Members must carry their Library card with them to enable checking by library staff if and when required.

5.3 Member should maintain decorum in library and should not disturb others. Smoking, chewing talking, eating and usage of mobile phone are Strictly prohibited in the library.

5.4 While entering the Library, members should leave their personal belongings, such as bags, personal books, helmet etc. at property counter at owner's risk. However, purses, calculators', And such other costly items should not be left at property counter.

5.5 ITS library follows a open access system. Books and other material taken from the stacks should not be restocked by the readers. These should be handed over to the library staff on duty.

5.6 Members should not deface, mark, damage mutilate the reading material in any way. Person doing so are liable to be fined heavily, apart from being asked to pay cost of damage.