

Institute of Public Enterprise

The Institute of Public Enterprise (IPE), Hyderabad is a non-profit educational society devoted to Education, Training, Research and Consultancy for business enterprises in the public and private sector. IPE is the premier Business School at Hyderabad and recognized as a “Centre of Excellence” by the Indian Council of Social Science Research (ICSSR), Ministry of Human Resources, Govt. of India, New Delhi for doctoral studies.

About the Library

The institute of Public Enterprise (IPE) was registered on March 30, 1964 under the Public Societies Registration Act No.1 of 1960-1350 Fasli at the office of Registrar of Societies Hyderabad. Since the inception, IPE had been devoted to Education, Training, Research and Consultancy for business enterprises in the public and private sectors. A full-fledged reference and research library is an organ of IPE.

Beginning of IPE Library

The first major contributions of books and reports to IPE’s library came as a generous gift from Mr. S S Khera, Secretary, Govt. of India, followed by the Second gift from Prof. V V Ramanandhan, IPE’s Founder-Director. Subsequently, the library also received books from Dept. of Public Enterprises, New Delhi, various Ministries and OECD.

Library Building

At the beginning, the library was housed in a small room, in Arts college building, Osmania University, Hyderabad. It was only in the year 1991, construction of a separate library building with all necessary infrastructure was initiated and was finished in 1993. Amid green lawns and water fountains, and spread over 724 sq.m. at OU Campus, in 2014, a portion of the library was shifted to its new campus at Shamirpet Hyderabad. Shamirpet campus library has an area of 1000sq.ft., total seating capacity of 150 and cyber space, discussion rooms, stack area and compact shelving.

Both the libraries are centrally located in the respective campuses and easily accessible to all library users.

Genesis of Library

The library though started with sole objective of catering to research and consultancy needs on public enterprises had to adapt itself with the changed focus of the institute to include long term education.

Objectives

IPE Library aims to accomplish the following objectives

- Develop information resources to serve the institute needs
- Utilize optimally the available resources for the end user
- Provide and organize adequate/relevant information and up- to- date collection
- Use the technology to improve service delivery
- Promote library and information services to IPE faculty, students and staff by providing conducive reading environment

Vision

To provide world class library resources and services to the information seekers in the areas of management and other allied subjects.

Library hours

- Monday to Friday : 8.00am – 10.00pm
- Saturday and Sunday : 9.30am – 05.00pm

Library remains closed in all IPE holidays

Overview of IPE Library

Currently the Library is conceptualized to have the following sections.

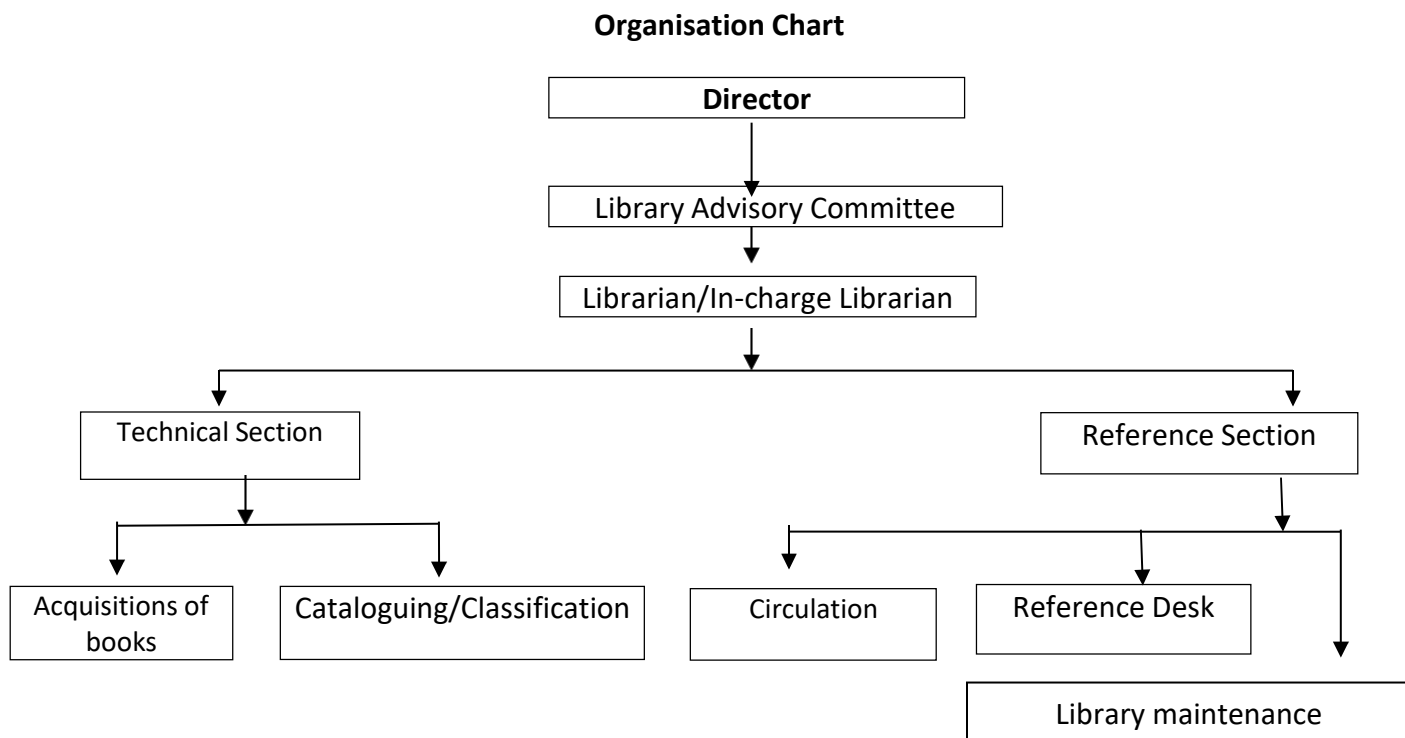
1. Technical section

Technical section would fulfil the library functions of Acquisition of books, other such materials, and technical processing. Technical processing would include maintenance of accession records, cataloguing, classification and maintenance of bibliographic data for retrieval of both hardcopy and digital materials.

2. Reference section

Reference section would cater to book circulation providing reader assistance, shelving of the books and the like Journal subscription would come under the reference section.

Organisation structure of the library



Library advisory committee

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development by advocating the library development activities with the management. The committee's main objective is to aid in the establishment of a bridge between the library and the academic fraternity and the institute management. The library advisory committee is to be appointed by the Director of the Institute.

Course Co-Ordinators, FAO, Student representatives are invited to participate in the meeting as and when required. Minutes of the meeting will be circulated to the Co-ordinators.

In addition to the above, the Director/Dean may make or suggest an additional nomination to the committee. The tenure of the Library Committee is decided by the Director.

The Collection Development policy

Collection development and procurement of learning resources constitute one of the primary responsibilities of the library. It has to be accomplished with the active support and advice of the Library Committee. The library should put systematic efforts to build the collection by identifying, evaluating, selecting and making it available through acquisition to the users.

Books (print or electronic), journals (print or electronic), audio-visual materials or an online databases and other learning resources added to the library would go through a rigorous selection.

The primary stakeholders of the library are:

Faculty, students, library staff, and subscribed library members

Collection development should give due importance to its primary stakeholders and their immediate and long term needs. Accordingly their suggestions require full attention in the document acquisition.

The scope and activities of the Institutions are the primary focus of the collection. Accordingly would include a wide range of documents in different formats facilitating the accomplishment of the institute activities. Evaluation of the documents for the collection is to be based on the publisher reputation, authority of the publisher, continuation of a given series, reviews by the reputed authors / commentators.

Ideally, allotted budget for procurement of books, journals and databases are to be assured an equitable distribution among the academic areas of the institute. Such Area-wise allocation could be informed formally in the annual budget.

Individual faculty/student recommendations for may be discussed in the Library Committee for necessary action. Areas requiring specific resources over and above the regular annual budget may send their request to the Library Committee.

Users can make new recommendations to the library through any means of formal communication. Indents made by students as well as research scholars are to be routed through a faculty of the respective area.

Titles recommended list of documents, after verification for its availability in the Library, are to be submitted to the Library Committee for approval before obtaining the financial sanction of the Director.

Reference Section

Library Membership and Circulation: Policies and guidelines

Reference section handles the front desk operations of the library.

Major activities of the section are as follows:

- Registration of new members
- Check - in, check-out of books
- Attending User's queries
- Maintenance of circulation module of Library Management Software

- Inter-library loan services
- Maintaining statistics related to circulation, including membership
- Sending reminders of overdue documents to users
- Issuing no dues certificates to users
- Assisting users in book, journal etc. retrieval.

Membership and privileges

- All the students, faculty members and employees of the institute are entitled to library membership.
- Library membership can also be availed by guest faculty.

Library Institutional membership is made available as follows:

Platinum: Life membership fee: Rs. 100,000/- (10 cards will be issued, this membership is non-transferable).

Gold: ten years membership fee: Rs. 50,000/- (5 cards will be issued, this membership is non-transferable).

Silver (for Individuals) per year: Rs. 3500/- (One card will be issued, this membership is non-transferable).

Membership category	No. of books issued	Duration of issues
Faculty and Academic staff	12	One Trimester
Guest faculty/ Research Associates /Assistants	4	One Month
Students	4	15 Days
Administrative Staff	4	One Month
Silver, Gold, Platinum	As given above	One Month

Issue & Return timings

- General books are issued and returned on weekdays from 9.30am to 4.45pm.
- Current journals and magazines can be issued on loan for overnight use only.

Overdue

Items that are not returned on or before the due date are considered overdue. Overdue fines are charged at the following rate.

- ₹. 1 per day for each of the book issued

Librarian/Assistant Librarian may exempt the charges under special circumstances.

Cost recovery of lost or mutilation of documents

1. Lost book should be replaced by the same or latest edition of the title along with the overdue and processing charges of ₹. 100/- per each book.
2. The current conversion rate of the currency is charged for those documents, lost and available for purchase in foreign currency.

Theft/Misuse of library resources:

The theft or misuse of library resources like books, journals, reports etc., will be viewed very seriously. The case will be examined and matter will be reported to concerned higher authorities.

No. due certificate:

- No due certificate will be issued by the library, only after the library dues are fully cleared.
- Any employee including guest faculty, can get “No Due certificate for resignation/relieving only after fully clearing dues”.

Information Technology application infrastructure

The library would have computers in a network environment to access various digital resources available in the library. The resources include electronic databases, institutional depositories; CD-ROM's etc. The complete library is wi-fi enabled to access Internet and monitoring with CCTV surveillance. Beside this, users are also allowed to use their personal laptops in the library.

Activities of this section falling Reference Services include maintenance of the following:

- Library Management Software(LMS)
- Library Website
- Institutional Repository
- Library Services
- Access to electronic resources

Weeding policy

Space limitations, availability of updated editions on the racks, importance attached to a particular title/version of the document, and presence of documents in new digital forms are the basis for weeding library collection. The weeding is to be carried out with due discretion and maximum restraint, considering the potential / future users and institutions larger growth objectives in mind. The following criteria are to be adopted for separating books and other library materials for weeding with due sanction of the authorities.

1. Old editions of the textbooks
2. Mutilated and old books/documents of superseded information currency
3. Digital materials that are superseded and/ or unusable due to technology change
4. Old magazines & newspapers
5. Documents not put to use either through circulation or within the library
6. Old serials that are available in digital format in the public domain
7. Old journals with discontinuous holdings currently available in digital form that could be accessed through subscription
8. Student project reports in hardcopy format, as the same is now maintained as digitized records
9. Documents withdrawn or banned by GoI.

Lists of such library documents are to be prepared by the library periodically and presented to the Library Committee and the Director.

For books withdrawn with due authorizations an entry is to be made in the Library Accessions Register and other such stock records with date of withdrawal duly mentioned.

General rules

- Book(s) will be lent to students only for a period of 15 days, must be returned on or before the due date.
- Readers should maintain silence in the library
- Eating, drinks, sleeping and talking loudly are not allowed in the library
- Use of mobile phones is not permitted
- Except laptops, readers are not allowed to carry their personal books, bags, parcels, etc.
- Books, journals, etc., taken from the stacks should not be re-shelved by the readers.
- Readers should not damage library material in any way.
- Use of Library ID cards belonging to other member is not permitted
- The person in whose name the book issued is made is solely responsible for the return
- Readers are advised not to leave their valuables at the property counter. However bags are strictly not allowed inside the library.
- Readers are expected to replace books if they are lost or mutilated by them
- Discussion room is provided in the library for Faculty/students for group work and discussion. This room can be booked in advance, for a maximum 1 to 2 hrs per day.

