

Services Offered

The following services are offered in IPE Library:

- Research and Reference Services
- Curriculum Support
- CAS (Current Awareness Services)
- Databases & E-Resources
- E-Journals
- Inter library Loan services
- Information Alert Services
- Information Search Service
- Institutional Repository hosted on DSpace software
- Newspaper clippings, and Media Alert Services
- Online Public Access Catalogue (OPAC)
- Remote Access Facility
- Reprographic Services
- Special Access Arrangements as and when required
- User guidance

The library is fully automated and the KOHA software with bar-coded system is being used for the purpose of house-keeping. The entire Library is covered by CCTV surveillance.

IPE Library Membership

The IPE library offers three types of membership. The membership is provided to IPE's Alumni, students pursuing Ph.D at some other institutes/Professionals/faculty at other educational institutes on payment basis in addition to institutional membership.

- I) **Platinum** (for Institutions) – its life membership, fee Rs. 1,00,000/-., 10 members access at a time.
- II) **Gold** (for Institutions) – its 10 years validity, Rs. 50,000/-. 5 members access at a time.
- III) **Silver** (for Individual) – its annual membership Rs. 3500/-.

These members can borrow books, the membership is non-transferable.

(MEMBERSHIP FORM ATTACHED)

General Rules

- Books are lent to students for a period of 15 days. Books must be returned on or before the due date.
- Readers should maintain silence in the library and should not disturb other users in any way.
- Eating, drinks, sleeping and talking loudly are strictly prohibited in the library
- Use of mobile phones is not permitted inside the library
- 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.
- Readers should not damage library material in any way. If anyone is found doing so, he/she will be charged the full replacement of damaged material.
- Use of Library ID cards belonging to other member is not permitted
- The person in whose name the loan is made is solely responsible for the books
- Library materials on loan to one person cannot be transferred to another.
- Readers are advised not to leave their valuables at the property counter.
- Readers should replace books if they are lost or spoiled by them
- In case of loss of a particular volume, complete set price has to be paid
- Discussion room is provided in the library for Faculty/Students for group work and discussion. This room can be booked in advance, and can be use maximum 1 hrs per day. The same group is not allowed to book more slots under group member's name.