

SUMMARY SHEET IUD CENTRAL LIBRARY

Total Number of Books in IUD Library			
	Text Books:	Reference Books:	Total Number of Books:
Centre Library	21759	1722	23481
Law Library	5966	724	6690
Total	27725	2446	30171

Total Number of Offline Journals: 42

Offline Journal List
1. Civil Engineering & Construction Review
2. Journal of Structural Engineering
3. ICJ The Indian Concrete Journal
4. Resonance:Journal of Science Education
5. Journal of Indian Education
6. Indian Journal of Teacher Education
7. Teacher Support
8. Prabandhan Indian Journal Of Management
9. Indian Journal Of Finance
10. Indian Journal of Marketing
11. Artshashtra:Indian journal of economics
12. International Journal of Finance Management
13. Int.Jour of Marketing & Business Communication
14. Jour. of Strategic Human Resource Management
15. Journal of Organizations & Human Behaviour
16. The IUP Journal of Knowledge Management
17. The IUP Journal of Bank Management
18. The IUP Journal of Soft Skills
19. The IUP Journal of Applied Economics
20. The IUP Journal of Business Strategy

21. The IUP Journal of Brand Management
22. The IUP Journal of Financial Risk Management
23. The IUP Journal of Organizational Behavior
24. The IUP Journal of Supply Chain Management
25. The IUP Journal of Management Research
26. The IUP Journal of Entrepreneurship Development
27. The IUP Journal of Effective Executive
28. The IUP Journal of Applied Finance
29. The IUP Journal of International Relations
30. The IUP Journal of Marketing Management
31. The IUP Journal of English Studies
32. The IUP Journal of Corporate Governance
33. The IUP Journal of Operations Management
34. The IUP Journal of Electrical & Electronics Engineering
35. The IUP Journal of Information Technology
36. The IUP Journal of Computer Sciences
37. The IUP Journal of Structural Engineering
38. The IUP Journal of Telecommunication

39. The IUP Journal of Mechanical Engineering
40. The IUP Journal of Accounting Research
41. The IUP Journal of Management

Case Study(Case Folio)
42. The IUP Journal of Law Review

** 15 Journals are purchased externally and remaining Journals are published by IUP (ICFAI Group)

Total Number of Online Journals: 5

1. Manupatra	4. West Law
2. Ebsco Host	5. JSTOR
3. Emerald Management	

Total number of Magazines with names: 27

<u>List of magazines</u>
1. The Franchising
2. Retailer-India Retail & Consumer Insights Magazine
3. Business Today
4. Outlook Business
5. Competition Success Review (CSR)
6. Sportstar
7. Frontline
8. Pratiyogita Darpan English
9. Yojana
10. Seminar
11. University News
12. Edu Track
13. Global CEO
14. Portfolio Organizer

15. Marketing Mastermind
16. HRM Review
17. Treasury Management
18. Internet of Things
19. The Global Analyst
20. Electronics Bazaar
21. Electrical India
22. Linux for You/Open Source for You
23. Electronic for you
24. The Carvan
25. Digit
26. Science Reporter
27. Voice & Data

Total Number of News Papers: 6

English	Hindi
1. The Time of India (English)	1. Amar Ujala
2. Hindustan Times (English)	2. Danik Jagran
	3. Hindustan
	4. Rastriya Sahara

- The library referencing techniques which are using in our library Online Public access Cataloguing is the tool for referencing.
- Total number of books in stores which are not listed : 550
- Total number of Almirah in Library (Open and Closed): 185

- Total Number of Ph.D thesis : 46
- Total number of computers - 5
- Library software which is using by Library – Web Centric LSEase (EJB) Rel 1.0 updated on October 2018

Counts of Books according to School say ITS/IBS/I. Ed (Text /Reference)

Category	No. of Books	Text Books	Reference Books
IBS	5647	5026	621
ITS	9091	8280	811
I.Eds	3234	2959	275
IUP (ICFAI Publication)	4859	4859	0
Donate	650	635	15
Total	23481		1722

Number of books purchased last three years (School wise)

School	YEAR	ACC.NO.	NO. OF BOOKS	TOTAL AMOUNT
ITS	2015-16	8670-8766	92	7401/-
	2016-17	8767-9081	315	141277/-
	2017-18	9082-9091	10	4790
IBS	2015-16	5484-5618	135	0
	2016-17	5619-5625	7	1810/-
	2017-18	5626-5647	22	1975
IEDs	2015-16	3211-3218	8	NIL
	2016-17	3219-3234	16	3344/-
	2017-18	Nil	NIL	NIL

Number of Staff, Designation and Responsibilities

S.No.	Name of Staff	Designation	Responsibilities
1	Manohar Kumar	Assistant Librarian	1 Acquisition, classify, and catalog books, publications, and other library materials based on standard library classification systems. 2 checking-in, checking-out and circulation of library materials. 3 Perform patron registration and transaction activities. 4 Process new books, maintain circulation records and make reserves

			<p>on requested books.</p> <p>5 Manage library data and reports utilizing library software systems.</p> <p>6 Maintain library materials including bibliographic and other library files. Assist staffs in collecting, cataloging, preparing, and organizing library materials according to established policies. Assist readers in finding books and help students and faculties in research problems and reference questions. Address administrative issues like collecting fines and managing reservations. Maintain library clean, safe and organized. Edit bibliographic to add or remove items according to current library stock.</p> <p>7 Perform routine maintenances of library equipment including computers, audio-visual devices, printers, and photocopiers. Manage library inventory, perform stock checks, and prepare item list for removal, relocation and binding. Manage serial collection and acquisition of new library materials.</p> <p>8 Maintain Periodical Section, subscribe and renew the periodicals</p> <p>9 And other day to day work of library</p>
2	Sunil Rawat	Library Assistant	Help assistant librarian to all the above mansion works
3	Vikaram Chauhan	Library Attendant	Help to keep the library clean and shelving and re-shelving the book, maintain gate entry
4	Narayan	Library Attendant	Help to keep the library clean and shelving and re-shelving the book, maintain gate entry