

ITM/SP/LM/31



Institute of Information Technology & Management

Library Manual



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1. About the Library

"A well-stocked, well-staffed library is like a gardener who plants books, knowledge, and dreams and grows readers, learners, and doers."

-Laura Purdie Salas

The Institute of Information Technology & Management (IITM) Library was established in the year 1999, under the registered educational society, Mata Leelawati Shikshan Sansthan with a meager collection of Books and Journals. With the passage of time, at present the Library maintains a well managed reservoir of contemporary text and reference books, e-Books and DVDs pertaining to different topics of our education programmes. The library's management system is fully computerized.

IITM has two libraries which are the large repository of knowledge having the diverse collection of books on Management and Computer Science. Both the UG and PG libraries are on the second floor. IITM Library supports and promotes the use of rich and diverse collection among the students and faculty of Management and Computer Science. All students, faculty members and staff of the Institute are entitled to make use of the library services such as circulation, reference, indexing, Selective Dissemination of Information (SDI), Current Awareness Service (CAS) and Inter Library Loan (ILL) etc. Library is situated in the heart of the campus incorporating the modern technologies so as to provide the readers right information at the right time to face the challenges and achieve results in complex conditions. The library is well-stocked and fully computerized with latest editions of books by eminent authors and is having a huge collection of books on management and Information Technology to cater to the needs and requirements of the faculty as well as students.

Vision of the Library

To provide access to information to its users and to become a Learning Resource Centre with a state-of-the-art library resources and services in Management, Commerce and Computer Science.

Mission of the Library

To provide services and materials that supports and reflects the Mission of IITM College.



2. Library Goals and Functions

- To establish and maintain a range and quality of services and resources that will complement and strengthen the academic programs of the College.
- To provide access to current and authoritative information resources that will support the needs of the College and promote student success.
- To assist students and faculty with the construction of search strategies that result in the effective use of library resources.
- To provide a collection of materials relevant to professional development and enrichment for faculty and staff.
- To provide qualified personnel to serve students, faculty, and staff,
- To develop and maintain the collections, and to evaluate services and activities on a continuing basis.
- To provide a clean, safe, attractive and reasonably quiet environment that will encourage study and academic scholarship.

3. 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 plans by advocating the library development activities with the management. It acts as a channel of communication and dialogue between the Library System and its users. 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 (LAC) is to be appointed by the Director of the Institution. The members of the IITM Library Advisory Committee consist of:

- Librarian
- Head of the Departments
- Programme Directors, and
- Student Representatives

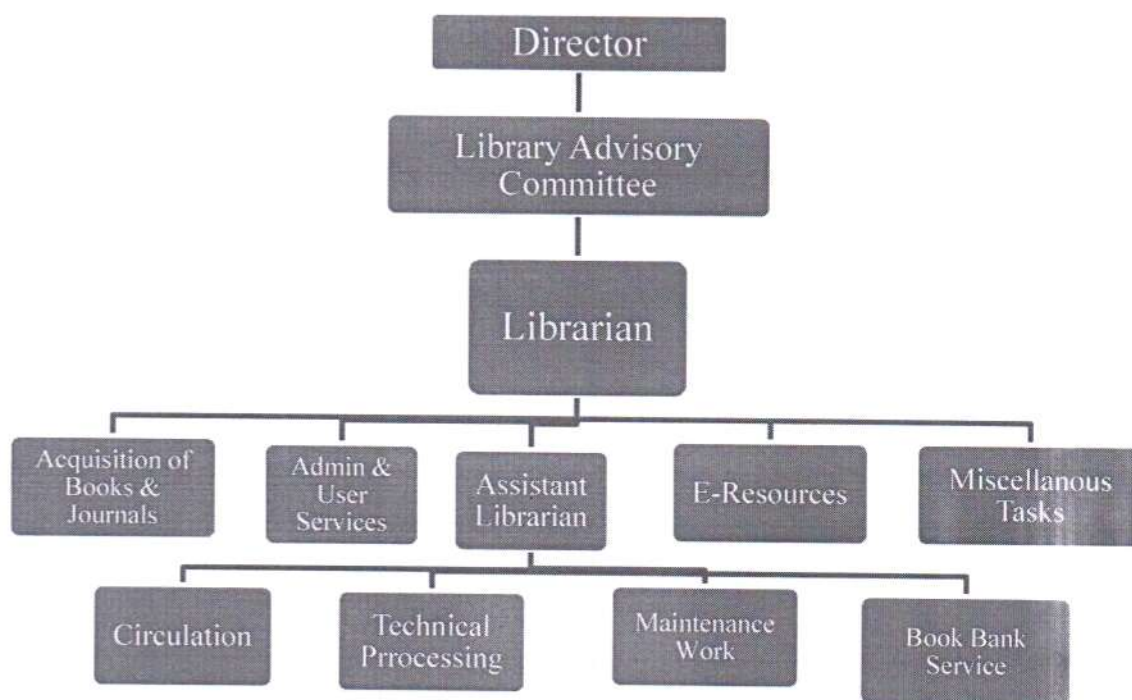
3.1 Role of Library Advisory Committee

- To provide general direction to the Library;
- To formulate the policy for library use and procedure to be framed;
- To review the functioning of the library with regards to its support to the academic programmes of the institute;
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption;
- To facilitate communications among the library staff, the faculty, and the student body regarding the availability and use of Library resources.
- To implement the evaluation, assessment and promotion of library resources, facility and services.



- The Committee meets as a formal group once a month. Additional meetings are called as necessary, and individual members communicate frequently with the Librarian.

3.2 Organizational Chart



4. Roles & Responsibilities of Librarian and Assistant Librarian

Librarian

- To supervise and coordinate the working of Undergraduate and Post Graduate Library.
- To plan books & journals acquisition program of the library in the area of Computer Science & Management as per norms of IP University & AICTE.
- To develop program of Library Management for improving the efficiency of the Library.
- Extending helping hand to the staff in maintaining cordial and good relation among themselves which is an important aspect of library management.
- Daily inspection of the books in the stack hall to ensure their proper and subject wise filing.
- To motivate the students how to make best use of books and journals relevant to their courses.
- To contribute towards professional inquiry by library users.
- To interact with the academic community of the college in order to determine their requirement of reading materials and acquire the same for the library.



- To classify the documents bringing out their contents in class numbers provides reference services to the needy ones.
- To renew the subscription of journals in time to ensure their continuity and processing the bills for payment after checking their subscription rates.
- To send reminders for missing subsequent issues of journals in time so that there are no break up of volumes.
- To place order for books and ensure their timely delivery.
- Processing the bills for Purchase books, journals and other library materials.
- Maintenance of files
- To update the statistical record of holdings in respect of books, journals, micro-documents etc.
- Handling of Research Profiles of the Faculty Members for Dissemination of Information
- Maintenance of Database of Faculty/Staff Members on the following:
 - Research Papers Published by the Faculty & Staff Members
 - Research Papers Presented by the Faculty & Staff Members
 - Conferences/Seminars/Webinars/FDPs/Workshops attended by the Faculty & Staff Members
- Conducting Library Orientation Programme for the new batches in the starting of the session to let them know about the library resources and services.
- Conducting Library workshops as and when required to keep the Faculty members and students updated about the library resources and services.
- Organizer Books Exhibition of Various Publishers during the Conferences and Seminar being organized by the College.

Assistant Librarian

- Provides a full range of circulation services which includes issue, return and renewal of text books; collection of overdue charges; maintenance of Book Bank Records; put reserves on books that have been requested;
- Provides reference service and helps the students and faculty members to locate the books and other reading material;
- Provide book bank facility to the students throughout the session;
- Technical processing of the library material (i.e. books, journals, .) is done after being acquired in the library;
- Display of current issues of periodicals in periodical racks
- Shelve books and straighten shelves; Preparation and maintenance of shelf guides, bay guides; Spine label, due date slip writing;
- Downloading and maintaining of database of e-books on Computer science and Management Discipline
- Preparation of binding list of books;
- Processing the bills of Newspapers.



5. Library Membership

The Students who are currently enrolled in the Academic Programs of the college, Faculty Members and Non- Teaching Staff of the Institute are entitled for the membership of the Library. All Students, faculty and Non-Teaching Staff are issued Identity card which should be produced at the time of borrowing and returning of books in the library, otherwise books will not be issued.

Membership is also provided to the outsiders/other members with the approval of Director.

6. Circulation Section and Borrowing Entitlements

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- Issue and returns of Learning Resources (Primarily Books)
- Attending the Users' query for effective interpretation of library rules and regulations
- Registration of new members
- Maintenance of "Circulation Module" of Library Management Software
- Maintenance and up-gradation of all data related to library users
- Assisting the users for accessing OPAC and Reference
- Managing Counter Operations during Weekends/Holidays

6.1 Borrowing Entitlements for Students/Faculty

| Category | No. of Documents | Duration | Renewed |
|----------|---------------------------------|---------------------------|---------------|
| Students | Books – 3 | Books - | 1 Week |
| | CDs – 1 | CDs – | 1 Week |
| | Back Issues of the Journals – 1 | Back issues of Journals – | 1 Week |
| Faculty | Books - 6 | Books - | Full Semester |
| | CDs – 2 | CDs – | 1 Week |
| | Back Issues of Journals – 1 | Back Issues of Journals – | 1 Week |

Documents that cannot be borrowed:

- Reference Books
- Bound Volumes of Journals
- Latest available issue of the Magazines and Journals
- Dissertations/Project Works submitted by Students
- Lab Manuals, Faculty Publications



6.2 Library Fine and Dues

| Categories | Fine | Remarks |
|----------------------|-------------------------|--|
| Books After due date | 1 Rupee Per Day | Excluding Sundays and Public Holidays |
| Loss of Books | Fine + Cost of the Book | Please report immediately to the Library |

6.3 Book Bank Service

- Students will be provided one text book per subject, semester wise.
- Book bank will be issued in one lot and has also to be returned in one lot.
- Students must examine each book before borrowing and immediately report any damaged/missing page to the Library Staff.
- Books are to be returned in good condition. Students should not write, mark, disfigure/damage books otherwise they have to bear the cost of the book along with the binding cost.
- Books issued in Book Bank should be returned within a week after the exams or on the due date mentioned on the issue slip.

7. Library Working Hours

The Library is open from 8:30 AM to 5:30 PM Monday - Saturday

| Categories | Timings | Working Days |
|---------------------|--------------------|-------------------|
| Reading Rooms | 9:00 AM to 5:30 PM | Monday - Saturday |
| Stack Rooms | 9:00 AM to 5:30 PM | Monday - Saturday |
| Circulation Counter | 9:00 AM to 5:00 PM | Monday - Saturday |

The Library is closed on Sunday and on Holidays as announced by GGSIPU or the Institute.



8. Library Rules and Regulations

- Identity Card is compulsory for getting access to the library.
- All the Users entering the Library shall keep their bags and other belongings at the entrance racks and sign in the Register at the counter. Do **not to leave any valuables at the entrance racks and counters**. Library is not responsible for any loss of personal belongings.
- Books and notebooks must be presented to the library staff at the counter for inspection while leaving the Library. **Library does not permit any exception in the observance of this rule.**
- Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Please do not try to shelve them yourself. **Please remember that a book misplaced is a book lost.**
- Borrowers must satisfy themselves with the physical condition of books before borrowing. The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- Students are advised **not to issue books to others person on their names**. Library membership ID card is non-transferable.
- Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. If discussion is necessary, the common room should be utilized for the same.
- All users are requested to keep their **mobile phones on silent mode** in the Library.
- Beverages and Eatables are not allowed inside the library.
- No visitor or guest is permitted to use the Library without the prior permission of the Librarian/Director. He/ She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
- No photograph of the Library shall be taken without the prior permission of the Librarian.

9. Procurement of Library Resources

Procurement of library resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any library resource that gets added into the library, goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.



9.1 Books Selection and Procurement

Books are procured as per the norms of GGSIP University and AICTE. The faculty suggests the books in the area of Computer Science and Management. Faculty is also free to suggest books in the area of their specialization by filling up the Book Requisition Form.

ITM
Nurturing Excellence
Book Requisition Form

Name: _____

Department/Class: _____

Date: _____

| S. No. | Title of Book | Author | Publisher | Text Ref | No. of Copies |
|--------|---------------|--------|-----------|----------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature of Applicant _____

Recommendation

Librarian: _____

Prog. Director: _____

Director: _____

Chairman: _____

All such list of titles are checked by the library staff to ensure whether these are available in the library and if so number of volumes at hand. The final list of books and journals processed for submission to the library committee for scrutiny and recommendation. This list is presented to the Director who checks it minutely and recommends the same to the Chairman for the final approval.

- **Ordering:** After getting Chairman's approval, the order for books is placed with our standard book supplier. The ordering is be done by e-mail with standard terms and conditions. Purchase Orders will be issued by the Librarian
- **Accessioning:** The details of the Invoice and Books are entered in the Accession Register. Accession Numbers are assigned to the titles in database and entries are made in Bill Register and forward bills to the Accounts Section. Bill File is also maintained.
- **Classifying:** Classification of books is done as per Dewey Decimal Classification (DDC) Schedule.



- **Cataloguing:** Bibliographic details of each book is entered into cataloguing module database
- **Processing:** Stamping – Library Stamp to be put on the back of title page, on secret page and on the last page. Pasting of spine labels, barcodes on the front page and on the title page is done.
- **Bibliographic Control:** To control the duplication of documents, a strong indexing system is required; therefore, our library system is fully automated with the help of SOUL2.0 (Library Management Software) software.

9.2 Subscriptions of Journals

- **Beginning of Renewal Process:** The process of renewals should begin at least four months in advance (in September) so that by December end/early January all the renewals are done and the subscriptions are continued without any discontinuation in issues. Approval will be taken for these renewals. Invoice/Bill in duplicate are provided by the publisher/vendor Publishers' renewal letter/notice mentioning the subscription price/cost. Invoice/Bill is verified and is submitted to Accounts Section. A copy of cheque/demand draft issued by Account Section is dispatched to the vendor. Publisher's acknowledgement of receipt of payment is being received through the vendor.
- **Recommendation:** The list of journals to be renewed is put on before the library committee. Faculty can also recommend new titles. The list after being reviewed by the Library Committee is to be submitted to the Director. After the Director's approval it has to be submitted for final approval of the Chairman.
- **Ordering:** Journals renewal and subscription orders will be issued to empanelled agents by Librarian. Proper Bill Register is maintained and all invoices are passed for payment.
- Timely display of the Loose Issues of the periodicals on the respective display racks. Linking to the online content wherever applicable.
- **Exchange Periodicals:** The Journals under Exchange mode are being handled by the Library is at the receiving end only. Claims regarding the non-receipts of Exchange Journals will be addressed to the Librarian. Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.
- **Non Supply of Journal Issues:** Reminders: Missing issue reminders can be sent with the following frequency:
 - For weekly and bimonthly journals: Once every month
 - For Quarterly/Biannual journals: Once every two months
 - Replacement of missing issues: Vendor must be asked to replace missing issues by way of replacement copy.



9.3 Procurement of e-Resources

Electronic Resources include electronic journals, online databases, bibliographic databases, indexing/abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form. Access to content is available for the year that we are subscribing.

- **Process and Approvals:** Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases. Identify the need of the database, Analyze the Usage statistics, Make a cost benefit analysis by considering all relevant facts, Put up for approval and Convene a Library Advisory Committee for negotiation and conclude the deal.
- **Electronic Journals:** When subscribing to individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication, checking, finding out price and finally putting up for the approval of Library Advisory Committee. If e-Journals are being subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to IITM academic and research interests, usage analysis and availability of funds. This proposal needs to be approved by the Library Advisory Committee.

9.4 Procurement of Newspapers

The Newspapers are procured in the Library to inform and educate readers on current affairs/events. List of Newspapers is presented before the committee to select the titles. 2 Copies each of the Newspapers are displayed in both the UG and PG Library. The Newspaper Service has been started for the Students also. 30 Copies of selected Newspaper are kept in the classrooms of the MBA Students for their BNRP Classes.

10. Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

| Size of the Library | Periodicity |
|---|--|
| Up to 20,000 volumes including journal back volumes | 100% Physical Verification at 3 year intervals |
| Above 20,000 and up to 50,000 Volumes including the journal back volumes. | 100% physical verification at 5 year intervals |



Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification
- Prepare pre-final list of the documents not found
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Put up the list of common entries to the Library Advisory Committee
- Obtain approval from the Library Advisory Committee
- Obtain approval from the Director/Chairman
- Make necessary entries in the accession register, write-off register
- Improve the system with additional precautionary measures

10.1 Weeding out Policy

The same criteria will apply to weeding as are applied to the selection of new materials. Materials that fall into the following categories should be considered for withdrawal:

- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection
- Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organizations which have no relevance to IITM users.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant old infected material

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available.

Weeding out Policy for different types of Material

| Category | Weeding Out Policy |
|--------------------------------------|-------------------------|
| Books | As and When Required |
| Journals/Magazines | After Every Three Years |
| Project Reports | After Every Three Years |
| Working Papers | As and When Required |
| Other Non-Syllabus Material (If Any) | As and When Required |
| Damaged Furniture | As and When Required |



10.2 Collection Maintenance

The regular inspection and weeding of library materials is necessary to maintain a varied, relevant library collection of current interest to users. The library uses a rotating schedule to remove above mentioned materials. The library personnel identify materials to be weeded out, then Library Committee reviews such type of materials and after getting the recommendation of Library Committee, Librarian forwards the list to the Director and Chairman for final approval.

10.3 Binding

At the time of library stock verification or during vacations if need be, library staff should find out the books which are damaged and need binding. Prepare the list of damage books. Every three years the back volumes of journals that are significant and valuable in their content are bound into a hard cover volume. Six-month back- Issues or one year back-Issues of journals & periodicals are bound in one volume depending on the size. After binding, these volumes are treated as Books and added to the record of books (in separate series acc. no.). This serves as a useful source of current or latest information in the specific subject.

10.4 Library Maintenance and Revamping

The maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. Besides these, the material has to be dusted and cleaned at periodic intervals. The old and obsolete documents which are no longer in use have to be withdrawn from the stacks.

In the IITM Library, the damaged products are identified and reviewed and listing is prepared and put forth to Management and also the Quotation are called for the new Items.

11. Library Services

Current Awareness Service (CAS): CAS is provided to the users of IITM libraries, with the objective of keeping IITM Faculty and Students informed about the new collection being added in the library. The Library has a column of "**Recent Arrivals**" which displays new titles added to the collection. There are "**Periodical Display Rack**" which provided information about latest journals and magazines.

Selective Dissemination of Information (SDI): IITM library provides SDI Service to the faculty which keeps them up-to-date about the recently published articles (from the journals subscribed in the library) on their respective area.



Reference Service - There is a reference sections in both the libraries for UG and PG students. Books can be referred from the reference section within the library premises. Reference books cannot be issued to any student.

Inter Library Loan - Library maintains an inter library loan arrangement with Institute of Innovation in Technology and Management. Apart from this library also has membership with DELNET. Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

Online Public Access Catalogue (OPAC) – One can search the catalogue for books through various approaches, such as Author, Title, Subject and many other approaches.

Library Feedback Form Service – If you want to give any suggestions with regard to improvement in the library, library feedback forms are available in print in both the UG and PG library. You can fill the form and submit it in the library.

Library Orientation Program - Library Orientation is being provided to the Students and Faculty time to time to make them aware about the library rules, services and new additions.

Institutional Memberships - The library is having an institutional membership of Developing Library Network (DELNET).

IITM-National Digital Library of India – IITM-NDLI Club came into existence in March 2021 with an initiative to engage learners and promote effective utilization of NDLI's vast resources through competitions, training sessions and workshops. The Main Club Authorities are: Mr. Ganesh Wadhvani, Parton; Dr. Gopal Singh Latwal, President; Dr. Dipti Gulati, Secretary and Dr. Deepika Arora, Executive Member. IITM-NDLI Club is an online platform for conducting learning-oriented activities and evangelizing NDLI

E-Access – National Digital Library of India (NDLI) and e-Research Platform

Kindle: Kindle device can be accessed by Students and Faculty Members to Read Books On Kindle Device within the Library Premises. Kindle Unlimited has also been activated.

Library Books Display and Exhibition: Books Exhibitions and Displays are also organized from time to time to keep the users updated about the new editions and New Titles.

Faculty Research Publication and Database: A Database has been maintained in the Excel format of the Records of Faculty Research Publications year wise and hard copy of the Proofs of the Research is maintained separately. After Every two years the hard copies of the papers are being sent for Binding.

New Arrivals Racks and Notice Boards: New Arrivals Racks and Notice Boards are properly maintained and regularly updated to keep the users informed about the latest updates about the Library.



12. Library Feedback

Students give their valuable suggestions & ideas for further up-gradation of the library. Evaluation is done on the basis of:

- Collection & Services
- Usage of E-Resources
- Assistance from the staff
- Adequate Infrastructure
- Overall Opinion about the library.

Semester-wise analysis is carried out through filled in feedback forms. Suggestions are collected and analyzed, based on which the following changes have been implemented:

- The variety of reference books has been increased.
- Computers with proper internet connectivity in both the libraries have been placed for users to access the e-resources.
- Book-Bank facility provided to each student individually.
- Visiting various libraries at university and institutional levels by the library staff for further enhancement of our library standards.
- Encouraging the students and faculty to attend book fairs and exhibitions and give recommendations to enhance our library collection.

Language of Information Technology & Management

Library Feedback Form

To improve the library services and the level of user satisfaction, your feedback is extremely important to us. Please fill this form and hand it over to the library staff.

1. How frequently do you visit the library? daily weekly monthly never

2. To what extent you are satisfied with the following:

| S. No. | Questions | Highly Satisfied | Satisfied | Not Satisfied |
|--------|---|------------------|-----------|---------------|
| 1 | Working Library Hours and Regulations | | | |
| 2 | Availability of Books, Journals, Magazines and Newspapers | | | |
| 3 | Arrangement of books on the library shelves | | | |
| 4 | Time Taken in Transacting of the Reading Material | | | |
| 5 | Available Reading Space/Infrastructure in the Library | | | |
| 6 | Availability of E-Resources | | | |
| 7 | Services provided by the library | | | |
| 8 | Competence of the library staff | | | |
| 9 | Accessibility of the library | | | |

3. Overall Opinion about the Library? Excellent Good Adequate

4. Suggestions for the improvement in the library:

Thank you and we appreciate your feedback.

Name _____ Class _____ Semester _____
 Date _____ Signature _____



13. Some Glimpses of the Library

