THE LIBRARY MANUAL

my library   my lifeline®

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Library Aim

The college library aims to develop collection of traditional and new forms of information resources to enable members in their personal growth opportunities.

Library Mission

The library mission is to encourage creativity of members through achieving excellence in acquiring, organizing and disseminating information resources.

Library Objectives

1. To ensure smooth issue and return of library resources.
2. To ensure smooth functioning of online database subscribed.
3. To ensure proper stacking of books, journals, magazines & newspapers
4. To improve the quality of Library resources by recommendation from of faculty, student and staff.

Library Profile

The Somaiya Library is the sanctum sanctorum of the institution. It is the centre for learning, sharing and the discovery of innovative ideas.

The Somaiya Library provides ample space and comfort to its users. The main library is located on the third floor of the institutional building and comprises of an air-conditioned Reading Section, Reference Section and Research Section. An Open Library and Circulation Section are located on the second floor of the building.

The Reading Section can accommodate around 200 students at a time. The Library resources of the college include a good collection of the latest books, journals and periodicals. It subscribes to over 100 journals, magazines and periodicals. There are 40,000 books in the Circulation Section catering to the learning requirements of under graduate, post graduate and Ph.D. students.

The College Library is fully automated with 08 computers, online services provided to students and teachers through web based open access catalogue. All the records are computerised. The library has its own website at www.somaiya.edu and opac.somaiya.edu where students can browse online catalogues or can have remote access to e resources at https://library.somaiya.edu/. The websites provide access to all resources at anytime from anywhere.

In addition to the above, the library has other features such as all books are barcoded; it offers smart identity cards which double up as college identity card also. The scope of the subjects in which reading/learning material is provided is wide ranging. The subjects range from Philosophy to Psychology to Languages in the Arts stream to Economics, Banking, Management in the Commerce stream to Computers and Information Technology in the Science stream and resources related to Mass Media.

Library Opening Hours

The library remains open on all the working days except holidays as notified by the college.

Reference Section (3rd Floor)

Monday to Friday	**: 08:00 a.m. to 06:00 p.m.**
Saturday	**: 08:00 a.m. to 04:00 p.m.**
Lunch Break	**: 01.00 p.m. to 01.30 p.m.**

Circulation Section (1st Floor Open Library)

Monday to Friday	**: 08:00 a.m. to 06:00 p.m.**
Saturday	**: 08:00 a.m. to 04:00 p.m.**
Sunday	**: 08:00 a.m. to 04:00 p.m. (Reading Room only)**
Lunch Break	**: 01.00 p.m. to 01.30 p.m.**

Library opening hours are subject to change during examinations and vacation period

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<u>Library Advisory committee</u>

Library committee is an advisory team of Faculty members nominated by the Principal of the college. The main role of this committee is to frame guidelines for management of the library and also advices the librarian in policy matters which include budget allocation, Budget expenditure, Procurement of equipments, Rules and regulations etc.Library Advisory Committee meets at least once in a quarter to discuss various issues related to functioning of library. Following guidelines are framed by the Committee for smooth functioning of the library.

- Library staff working hours and their weekly offs should be decided by the librarian.
- Library budget should be compiled as per the library fees collected from respective number of students. Budget amount allocation for aided courses (BA and BCOM) should be subject specific (Ex. Political Science, Philosophy, Commerce etc) and course wise (Ex. BMS, BMM etc) for self finance courses.
- Books are to be procured by the librarian as per allocated budget of the respective departments. All the library stake holders (Library users) are entitled to recommend the book for purchase.
- All journals and magazines to be subscribed in library must be recommended by the faculty members and approved by the principal of the college.
- Library circulation policy is to be finalized after thorough scrutinizing andapproval by the Library advisory committee. This policy includes no of books to be borrowed by the different library users, library overdue fine for books and other library materials, interlibrary loan service, photocopy services.
- Guidelines for weeding out of library material are to be put up after consideration by the Library advisory committee. Deteriorated, damaged, out of syllabus books, old magazines should be considered for writing off from the records after

scrutinizing and approval by the committee. Library users are subject to pay maximum retail price for loss of any library reading material.

- Staff requirements for the Library are to be worked out and put up by the Library Advisory Committee

- Librarian is responsible for implementing any policies relating to the management of the Library as per guidelines of Library Advisory Committee.

- As per normal purchase procedure, supply orders are placed by the Librarian for books and journals after the recommendation of the library users or the committee. Librarian should place order of new syllabus books in urgency by consulting with concerned department heads.

Members of the Library Advisory Committee 2018-19

Dr. Sara Sindhu Thomas   :   Chairperson

Mr. Rajesh Dhotre   :   Committee Member

Mr. Harishchandra Sharma   :   Committee Member

Mr. Prathamesh Tawade   :   Committee Member

Mr. Sanam Kishor Pawar   :   Librarian

General Rules and Book Loan Rules of the library

General Rules:

- Silence shall be observed strictly by both students and staff members in the reading and reference areas of the library.

- All students must produce their identity card at the entrance.

- Consumption of food and drinks is not permitted in the library,

- Reference books, Journals/Magazines should not be taken out of library premises.

- Reservation of seats is not permitted in the library. Books and other belongings left unattended for length of time on tables and chairs may be removed by library staff.

- Library will not accept responsibility for the loss or misplacement of any personal belongings.

- All the students shall sign in the gate register at the entrance of the Library.

- Before entering the library students should switch off their cell phones. Staff members are also required to switch their cell phone on silent mode.

Book Loan Rules:

- Students/Staff members are responsible for all books borrowed against their Identity card. Students are supposed to produce their ID card at the time of borrowing books.

- Official time for determining overdue books will be read according to the time determined by computer system. In case of system failure, correct time will be determined by library staff at the circulation counter. Books will be issued to students on loan for a period of eight days.

- Books can be reissued only if there is no demand from other students.

- Reference books and Journals will not be issued; but are available for study within the Library.

- Tearing of pages from books, journals and newspapers is strictly prohibited and is punishable.

- Students/Staff members must satisfy themselves whether the books are in good condition, before they leave the counter. If any damage is noticed, the same should be immediately intimated. Otherwise they will be held responsible for any damage.

- Books can be searched or renewed at OPAC terminals available in the library or visit our website at opac.somaiya.edu

Anyone who violates the rules and regulation of the library would be liable to pay fine as per rule.

Library Policies

LIBRARY BOOK CIRCULATION AND OVERDUE FINE POLICY

CIRCULATION AND OVERDUE FINE STRUCTURE CHART							
USER TYPE	BOOK TYPE	MAXIMUM ISSUE	ISSUE DAYS	FINE	OVER DUE FINE PER DAY		
					DAY 9	DAY 10 To 14	DAY 15 To 365
STUDENT (UG/PG)	TEXTBOOK	3	8	Rs.0	Rs.5	Rs.2	Rs.1
	REF BOOK	1	8	Rs.0	Rs.10	Rs.2	Rs.1
	ENCYCLOPAEDIA	1	8	Rs.0	Rs.10	Rs.2	Rs.1
	YEARBOOK	1	8	Rs.0	Rs.10	Rs.2	Rs.1
	DICTIONARY	1	8	Rs.0	Rs.10	Rs.2	Rs.1
	GEN READING BOOK	1	8	Rs.0	Rs.10	Rs.2	Rs.1
	REPORT	1	8	Rs.0	Rs.10	Rs.2	Rs.1
STAFF	(ALL ABOVE)	10	180	NA	NA	NA	NA
STUDENTS OF S.K. SOMAIYA COLLEGE CAN BORROW MAXIMUM 3 BOOKS FOR 8 DAYS							
GLOBAL COMMON CIRCULATION AND OVERDUE FINE STRUCTURE							
USER TYPE	BOOK TYPE	MAXIMUM ISSUE	ISSUE DAYS	FINE	OVER DUE FINE PER DAY		
					DAY 8 To 14	DAY 15 ONWARDS	
OTHER COLLEGE STUDENTS (UG/PG) & STAFF	TEXTBOOK	1	7	Rs.0	Rs. 10	Rs.12	
USER TYPE	BOOK TYPE	MAXIMUM ISSUE	ISSUE DAYS	FINE	OVER DUE FINE PER DAY		
					DAY 15 To 21	DAY 22 ONWARDS	
OTHER COLLEGE STUDENTS (Enrolled for Ph.D)	TEXTBOOK	1	14	Rs.0	Rs. 10	Rs.12	

1. **Inter Library Loan Policy (Global Common Circulation)**

Library users of S.K. Somaiya College or from any other college in Vidyavihar and Ayurvihar campus can borrow textbookin any library under Global Common Circulation policy of the Somaiya Management. Details are mentioned on CIRCULATION AND OVERDUE FINE STRUCTURE CHART refer page no 10.

2. **Fine Policy (for S.K. Somaiya College students)**

Library overdue fine details are clearly mentioned in CIRCULATION AND OVERDUE FINE STRUCTURE CHART(refer page no 10). The overdue fine structure is approved by the Library Advisory Committee. The library software is programmed to calculate overdue fine of maximum 365 days excluding Sundays and all holidays. Librarian has authority to cancel library overdue fine in case of system failure, human errors or any other medical reason of the users with approval letter from the Principal. As per the college administration only account section of the office has right to collect all library overdue fines. Library does not collect any refundable advance amount as overdue fine from students.

Library user account automatically deactivatesonce overdue books are returned in library and the same does not activate until and unless the overdue fine is paid in the account section of the college office. This system is made possible because the library software 'Bookworm' is linked with the software in account section of the college office hence same overdue fine amount is reflected against the library user id no.

3. **Weeding out policy**

Introduction

Weeding out procedure helps the library to make space for newer collection, keeping library up-to-date with latest, more useful and attractive collection. This evaluative activity is needed to be done in order to maintain standard of collection in library. The procedure of withdrawal of books is based on following guidelines.

1. To remove physically damaged or worn out collection from the library.
2. To get rid of library collection containing obsolete information.
3. To eliminate unchecked out collection for several years (More than 5 years) from the library shelves.
4. To remove duplicate copies of materials which have been waned in popularity

Weeding out Procedure

1. Finalize the criteria for selection of the library material to be discarded based on the guidelines with approval of the Library Advisory Committee.
2. Select and list the library material to be discarded with approval of heads of the departments.
3. Send the list for scrutiny and approval to a panel of experts consisting of faculty members of the college as well as onelibrarian from neighboring college in the campus.
4. Stamp all withdrawn material from library as "Withdrawn". The details of withdrawn books / journals on accession register should be stamped "Withdrawn".
5. Send the final draft to Principal for signature and approval.

4. Book loss policy

If a library user loss books on his/her name or damage the books beyond repair is liable for disciplinary action. The statement of bill for loss of books is generated against the user name showing the replacement cost of books. If the book is unavailable in market

then the amount has to be paid at accounts section of the college on the same day of reporting for loss of books.

5. <u>**Magazine/Journal Storage Policy**</u>

1. Indian/Foreign magazines: This collection is kept about 1 year in library
2. Indian/Foreign Journals: All issues of subscribed Journals are kept permanently in bound volumes.

<u>**Library Purchase**</u>

Library PurchaseProcedure

Recommendation from faculty / staff and students

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Approval from College Principal

↓

Purchase of books from the approved vendors

↓

Tagging / Accessioning of Books

↓

Signature of Principal and Librarian on Invoice / Bills

↓

Invoice / Bills to Account Department

<u>**Library Acquisition:**</u>

The acquisition section acquires the reading materials for library. The work should be organized in such a manner that the reading material of maximum utility is acquired

without any delay. The suggestion for purchase of books and other materials is received from faculty members, from office and library staff from students and from visiting faculties. The recommended books are checked in the library to avoid duplication and then order for books is placed to vendor.

Resource Accessioning:

After receiving the book ordered they are checked and tallied with the bill and then handed over to accessioning and processing. Separate register are maintained for books audio visuals and CD. Every document added to library collection has a serial no. This serial no. is called accession number which is a unique no. for that document. These unique control numbers may be assigned to all items for keeping track of their movement through work process. The accession numbers are written on bill. After accessioning each bill is entered in the bill book maintained by library.

Classification and Cataloguinging of Books:

The library has adapted Dewey Decimal Classification system to arrange the books. The primary objective of this classification is to bring together all books, related to a single subject at one place. As our library is fully computerized instead of card cataloguing full bibliographical record of each book is available in Bookworm library management software.

Processing and Shelving:

Processing includes stamping & bar-coding and making the books ready for display. New arrivals are being displayed for information of the users. Arrangement of publication on the shelves is known shelving. Shelving of books is being done as per classification scheme DDC used by library. Library staff maintains this on regular basis.

Circulation of Books:

Book circulation process is fully computerized All enrolled students of present academic year as well as faculty members can borrow books from the library. Students and faculty members of the neighboring colleges can also borrow textbooks from the college. All details are mentioned in 'LIBRARY BOOK CIRCULATION AND OVERDUE FINE STRUCTURE' chart (refer page no 10).

Online Books Reservation:

- Library does not reserve books offline.
- Member can only reserve the book in case of desired book is not available in the library (issued to the members).
- Books can be reserved at opac.somaiya.edu website using SVV Net ID
- Once the reserve book reaches back to library, the system will send an auto - notification email to the member who had reserved the book.

Online Books Renewal:

- Library does not renew books offline
- All borrowed books except inter library loan books can be renewed online at opac.somaiya.edu website
- Members can renew books themselves through OPAC, provided the book is not in demand / reserved and should be renewed before due date.
- SVV Net ID is used for OPAC login.

Global Common Circulation – Interlibrary loan.

- All member can borrow books from any library (somaiya campus)
- All somaiya users will be able to borrow one book for 7 days from any other somaiya library.

Periodical Section:

Magazine and Journals are published at various intervals such as fortnightly, monthly, bi-monthly, quarterly, bi-annual etc. The periodicals which are

recommended by faculty members are subscribed. The periodicals are procured from publishers and from the local agent through subscription. Other magazines are subscribed through newspaper agent appointed as a standing agent. The periodical received in library is recorded in register.

Reference Section:

The reference section consists of subject reference books arranged in classified manner. General reference books are also available such as encyclopedia, dictionaries, quiz book, General knowledge book, and geographical sources for reference only. The referral service is also provided to the students i.e. in case the required material is not available in the library then the students are recommended to the other libraries for reference work.

Library Automation

The library began its computerization process using Bookworm library software in mid of year 2010 and accomplished the task by August 2011.It is LAN based and integrated with Library's different sections catering modules are like Cataloging, circulation and search. Bookworm is integrated, multi-user, multi-tasking library management software. Bookworm is very useful for library automation and is very easy to operate. The library staff can use it quickly without any programming language or computer skills.

Bookworm helps to catalogue books, clippings, articles, reports, pamphlets, publications etc. Bookworm adheres to international standards. Retrieval of data is simple, fast and efficient. Key features of this system as follows

- ✓ Speedy book circulation.
- ✓ OPAC (Online Public Access Catalogue).

- ✓ Different types of search engines.
- ✓ Searches by author, title, subject or keyword.
- ✓ Barcode support.
- ✓ Flexibility in circulation policy defining.
- ✓ Different policy for different member types and different material types.
- ✓ Special policy allotment to special members.
- ✓ Integration with Admission software enables auto membership to Bookworm.
- ✓ Self-renewal.
- ✓ Book reservation.
- ✓ Integration with EBSCO Discovery service.
- ✓ Common / Inter Library Circulation
- ✓ Any member can borrow books from any library.
- ✓ One single circulation policy and fine policy [optional] for entire campus.
- ✓ Circulation policy: Only one book is allowed for 15 days.
- ✓ In case of admission cancellation system [Collegeworm] will check for library dues.
- ✓ Library no dues certificate module will also check for library dues.
- ✓ Self-Renewal
- ✓ Member can renew books themselves through OPAC, provided the book is not in demand / reserved and should be renewed before due date.
- ✓ SVVNetID integrated for OPAC login.
- ✓ Library can have cap on no of self-Renewals.
- ✓ Book Reservation
- ✓ Member can only reserve the book in case of desired book is not available in the library [issued to other members].
- ✓ Once the reserved book back into the library, system will send notification through an email to the reserved member.

✓ FIFO system is followed for reserved books circulation.

✓ System will also notify through mail, the borrowed members to return the book before due date.

✓ Library overdue fine collection through Credit system / against deposit.

✓ Provision made to print Book Tag & Borrower Card.

Library Personnel

Sr. No.	Name of Staff	Designation
01	Mr. Sanam K Pawar	Librarian
02	Mr. Shiv Prasad Shukla	Assistant Librarian
03	Mr. Parimal Patel	Clerk
04	Mr. D.D Pawar	Attendant
05	Mrs. SunitaBhale	Attendant
06	Mr. AmitJadhav	Attendant
07	Mr. Vijendar B. Tiwari	Attendant
08	Mr. ShrirangBuva	Peon
09	Mr. SuryakantWaghmare	Peon

For any Queries, Issues and suggestion please contact at

Email :librarian.sksac@somaiya.edu

Phone : 022-67169619/18