K. J. SOMAIYA INSTITUTE OF ENGINEERING

AND

INFORMATION TECHNOLOGY,

SION, MUMBAI - 400 022

7. LIBRARY : KNOWLEDGE RESOURCE HUB POLICIES

K J S I E I T   LIBRARY POLICY

INDEX

7.1   VISION

KJSIEIT Library desires to set up a Knowledge Resource Centre that will provide free and open access to materials and information that reflect global perspective.

7.2   MISSION

- To build effective and efficient digital information resource capacity.
- To establish memberships of other technical libraries for students' benefit.
- To develop institutional repository which will primarily include the intellectual assets of the institute
- To Foster an innovative and collaborative staff culture.

7.3   Library Profile :

Library is 'Heart' of the institute. Heart pumps out blood whereas library pumps out information which facilitates the teaching and learning process.

Libraries are, in a certain sense, a microcosm of our world where ideas propagate and cultures surround them, while at the same time libraries are also extensions of each individual that seeks knowledge — whether for amusement, practical need, inspiration or even to help them teach others.

KJSIEIT Library is functional to cater needs of its patrons. Important features of KJSIEIT library include -

- ➢ Enriched and duly updated collection to suit the ambience and location of INFORMATION CENTRE (Library) for its stake holders.
- ➢ 22000 volumes of renowned authors both Indian and foreign comprising of text books, reference books, handbooks, encyclopedia, general reading books
- ➢ 6080 e books accessible remotely.

- 500 E-journals including IEEE, ACM, ASME, SPRINGER, SCIENCE DIRECT and IET journals. Remote access possible.
- IET Digital Library.
- NPTEL videos lectures by IIT professors on various subjects.
- Comprehensive collection of CDs and DVDs study material and application software.
- Provision of past question papers and syllabi copies in hard copy as well as on college website under Library page.
- Somaiya Digital Repository is accessible for video lectures made by Teachers
- Additional reading facility during examination.
- GCC i.e. Global common circulation facility which enables every Somaiya student book borrowing from any Somaiya institute.
- Book Bank Facility.
- Wi-Fi connection for uninterrupted internet usage.
- Online Public access catalogue.
- Online renewal, Online reservation, Various reminders on e-mail.
- Alerts about current contents and current material in library.
- Total 14 newspapers are subscribed. These include newspapers in Marathi, Hindi, Guajarati and English language.
- Reprographic facility available on ground floor.
- Medical college library available 24x7

7.4   Library Advisory committee :

With a view to smooth conducting of routine affairs related to KJSIEIT Library, Library

committee is established. The committee members include Principal as a chairman, one External Advisor, One Internal Advisor, Librarian as a Convenor, One Member from each department, Student Representative and Assistant Librarian as a co-ordinator.

The Library committee meeting is held at regular intervals. Committee discusses various issues related to functioning of library to help the librarian in matters such as –

> ➢ Infrastructure
> ➢ Furniture
> ➢ Collection and development (Books, periodicals and journal)
> ➢ Rules, Services and policies
> ➢ New plans

Library Staff include One Librarian, One Assistant Librarian, One Library Assistant, One Library Clerk and Two Library Attendants.

7.5   Library Sections

Library map

Lobby ▢   Staff reading section ▢
Reading section ▢   Digital library ▰
Book stack area ▰

KJSIEIT **Knowledge Resource centre** (Library) is located on the first floor near auditorium. It is enriched and duly updated with collection to suit the ambience and location of **Knowledge Resource Centre (Library)** for its stake holders. Various sections of library are as follows:
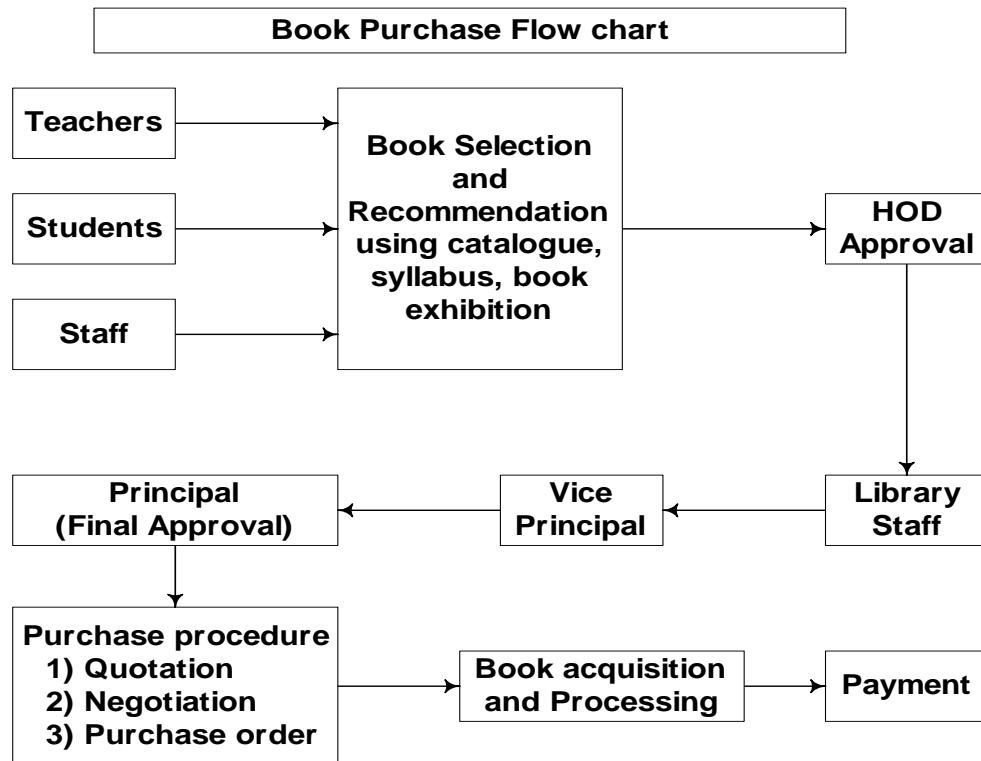
1.   Acquisition section

2.   Processing section

3.   Book stack area

4.   Circulation section

5.   Journals/ Magazine section

6.   Reference section

7.   Reading room

8. Digital Library

7.5.1 Acquisition :

➢ Purchasing of books is done throughout the year.

➢ All the text books and reference books recommended in the syllabus are purchased before beginning of the semester.

➢ Recommendation from subject teachers followed by approval from the principal is taken for purchase.

➢ Book exhibition is held every year which ensures interaction of staff and faculty with new books in market.

➢ Along with engineering books, general reading books are also purchased on priority. The general reading books include books for personality development, various exams like GATE, GRE, Civil service exams, management, aptitude tests etc.

➢ A distinct share of book purchase is contributed for fiction, novels, and short stories in English, Marathi, Hindi and Gujarati languages.

Book Purchase Flow chart

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Teachers  ┐
          ├──→  Book Selection and        ──→  HOD
Students  ┤     Recommendation                 Approval
          │     using catalogue,                  │
Staff     ┘     syllabus, book                    │
                exhibition                         ▼
                                               Library
Principal  ←──  Vice         ←──────────────   Staff
(Final Approval)  Principal
     │
     ▼
Purchase procedure
1) Quotation              ──→  Book acquisition  ──→  Payment
2) Negotiation                 and Processing
3) Purchase order
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7.5.2 Processing Section :

Book processing is a main step involved before book reaches to the reader.

➢ The books received from the vendor are checked physically.

➢ Books are stamped on three edges, front page and on pg no.51, 151, 251, 351 etc. and on last page.

➢ Titles and all the details are entered in Accession register. Books are classified at the same time. KJSIEIT Library follows the DDC 22nd edition for classification of books. Proper classification ensures perfect place for each and every book on the book stack. The data entry in our Bookworm software is also done simultaneously.

➢ Card pockets and issue slips are pasted on last pages. The book cards are written and inserted in the pockets. The call number and date of purchase is written on title page. The accession number is written on the above mentioned pages i.e. page no.51, 151, 251, 351etc. and on last page.

➢ The labels for book spine are generated using Bookworm software and pasted on book spine. The label comprises of call number.

➢ All the books are bar coded and the bar codes are generated from software and pasted on title page and last page.

➢ Having undergone the above procedure, the books are checked and shelved according to the class number.

➢ The CDs, which we receive along with the magazines and journals, are separately processed like books.

7.5.3 Book Stack Area :

➢ Books are arranged as per their class number on the book stacks.

➢ The list of all the Titles in each rack is displayed on each rack.

➢ The list of all subjects in each rack is displayed at the beginning of each rack.

➢ Book racks are cleaned on regular basis. Pest control is done for protection of books from termite.

7.5.4 Circulation Section :

➢ All the staff and students are given RFID Identity cards. Issue of books, periodicals, CDs, Syllabi, question Papers etc. is done using these cards.

➢ Automated circulation is practiced using Bookworm software.

➢ Circulation history can be generated as and when required.

➢ CCTV installation is done to have control on Circulation area.

The number of books that can be issued to a particular person at a time are as follows –

Designation	No. of Books	Retention Period
Faculty	6	4 months*
Faculty pursuing M.E./ Ph.D	9	6 months*
Non Teaching Staff	6	4 months*
Students	6	1 Month*
Book Bank(For all students)	6 (One per subject)	One semester
Book Bank(only for SC/ST students)	6 (One per subject)	One Semester

* Online facility provides one-time renewal of the books provided the books are not reserved by other user.

Rules for Book Circulation

a) Issue System

Books will be issued on presentation of the library card along with the smart card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

b) Book Lost

If the books are lost, Then the borrower shall replace the books of the same edition or latest edition or pay cost as per the rules after getting permission from the librarian.

c) Care of library borrower cards

Library borrower cards should be maintained carefully. Folding, altering entries made on cards should be avoided. Members are responsible for the entire set of library borrower cards issued to them.

d) Loss of cards

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.50/- per card.

e) Validity of cards

Library borrower cards are valid for the respective academic year only and it will be renewed for each year. At the beginning of the academic year borrower cards should be renewed by producing fee receipt.

f) No due Certificate

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

g) Care of Library Books

Students should handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are

brought to the notice of the library staff at the time of issue.

7.5.5   Catalogue Section :

➢ Online Public Access Catalogue (OPAC) is used for searching books. User can search for the books using this catalogue available on Somaiya Vidyavihar website. http://opac.somaiya.edu/

➢ EBSCO Web Discovery Tool is used to search all resources of all the Somaiya Libraries.
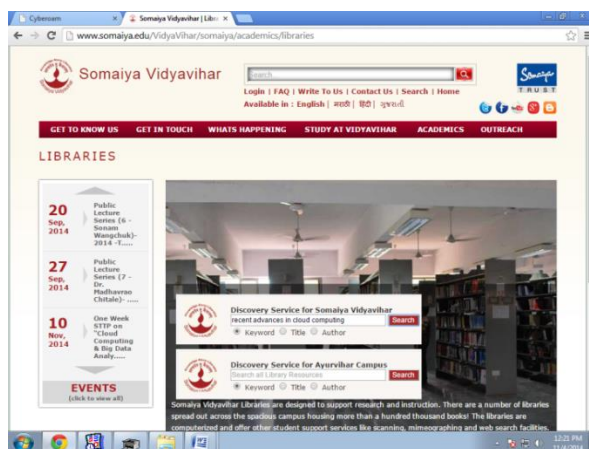
7.5.6   Journals and Magazines section :

➢ Suggestions for journals/ Magazines/ e-journals from all other faculty members are invited before initializing journal purchase procedure every year.

➢ Print journals and magazines are further recommended by Library committee members.

➢ E-journals play vital role in engineering education. E-journals are selected and recommended by Library committee members followed by approval from principal.

➢ KJSIEIT Library gives access to various e-journals through remote access via Somaiya mail id.

➢ All the peer reviewed foreign / national print journals subscribed by KJSIEIT Library are bound time to time. They are classified and shelved accordingly in the journal bound volume section.

Following Online journals are available remotely at a single click on https://library.somaiya.edu/user/login

- ACM DIGITAL LIBRARY
- MC-GRAW HILL ACCESS ENGINEERING LIBRARY
- SCIENCE DIRECT
- SPRINGER-ELECTRICAL, ELECTRONICS, COMPUTER and MECHANICAL
- ASME
- DELNET
- IEEE ELECTRONIC LIBRARY
- WILEY E JOURNALS
- IET JOURNALS

Antiplagiarism software :-

With extended usage of internet for writing research papers and projects, the tendency of copying the readymade material is increasing. To curb this unethical practice, checking plagiarism of these documents has become essential. Library has procured Urkund anti plagiarism software for this purpose.

7.5.7 Reading Room :

Reading room for students accommodates 100 students. The Timings and rules of reading room are as follows.

Sr. No.	Description	Timings
1)	Regular college working days	8.00 a.m. to 7.00 p.m.
2)	Holidays (During examination only)	10.00 a.m. to 5.00 p.m.

A separate section is set aside for teachers which facilitates peaceful environment for Teachers.

Rules for Reading section -

- Silence has to be maintained
- No discussion permitted inside the library
- Every Staff / Student has to scan Identity card on RFID machine at Entrance

counter before entering in to the library.

- Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Smoking, Sleeping and Eating, having refreshments in the Library is not allowed.
- Do take care of the books and journals.
- The rack at the entrance is to be used to keep your Personal Belongings.
- Do remember to switch off the fans and Lights after use.

7.5.8 Reference Section :

This section comprises of pure reference books as well as one copy of each text book which is useful for ready reference by faculty members and students. All these books are shelved in COMPACT Storage unit. All the books are shelved here according to their class numbers. Compact storage unit saves space and also protects books from dust and sunlight. This enhances shelf life of books.

7.5.9 Digital library :

10 PCs are allotted for the Digital Library. Students can avail this facility for project work, e-books reference, OPAC search etc.

Rules for using internet in library –

- Internet chats, messengers, games are prohibited.
- Changing any setting on any machine is prohibited.
- Downloading any software is prohibited, whether it is from your disk or from the Web.
- Computers are designated for academic use only.
- Do not install or uninstall any program or service in any computer.
- If any device of the computer is not working, it should not be fixed individually. It should be reported at the reference desk.

7.6 PURCHASE PROCEDURE FOR BOOKS

- List of the required books is prepared with reference to Syllabus. Recommendations of books are also invited from faculty members which are further sanctioned by HODs.

These recommendations are then sanctioned in the Library committee meeting followed by approval from Principal.

➤ Publisher wise Quotations from three parties are called for the book purchase.

➤ The comparative statement of the quotations is put before the Purchase committee for negotiations.

➤ The application of permission for purchase along with list of books, Quotations, budget copy, minutes of Library committee meeting is sent to Head Office through Principal. After receiving the approval, the purchase order is sent to the vendor.

➤ The payment of the books is done after completion of the order.

7.7   PURCHASE PROCEDURE FOR JOURNALS

➤ Recommendations for journals/ magazines/e-journals are invited from faculty members which are further sanctioned by HODs. These recommendations are sanctioned in the Library committee meeting followed by approval from Principal.

➤ The application for permission of purchase along with the invoice copy is sent to Head Office through Principal.

➤ After receiving the approval, the purchase order is sent to the vendor along with the payment cheque or Demand draft.

7.8   WEEDING OUT POLICY

- Weeding out creates space in library. Shelf space costs money in a variety of ways, not the least of which is the actual cost to buy additional shelving to house more and more materials. A well-maintained collection saves the cost of dusting books that no one is using and of shifting materials to make room for more items. Weeding allows you to maintain the open, friendly appearance that is the hallmark of a good community library.

- Weeding out saves time of patrons, staff is saved. Shelves crowded with ragged books with illegible markings cost time. Patrons looking for a particular book have to sort through items that are clearly not of use or that they don't want to touch. Weeding out makes library appealing by replacing ragged, smudged books and unattractive rebinds

with attractive new books.

- Weeding out enhances library's reputation for reliability and currency.

7.8.1   Criteria for weeding

➢ The library's selected service responses and resultant goals

➢ The needs and demands of the library's community of users

➢ The availability of more suitable material

➢ The ability of the budget to provide funds to purchase more satisfactory items

➢ The relationship of a particular item to others on that subject

➢ Cooperative agreements with other libraries and the ability for patrons to use other libraries in the area

➢ The possible future usefulness of a particular item

➢ The availability of more current information on the Internet

➢ The ability of the library to borrow the item through interlibrary loan

➢ Following information is also checked before selection of the weeding material

➢ Poor Content.

➢ Outdated and obsolete information (especially on subjects that change quickly or require absolute currency, such as computers, law, science, space, health and medicine, technology, travel)

➢ Trivial subject matter, including topics that are no longer of interest or that were dealt with superficially due to their popularity at a specific point in time, as well as titles related to outdated popular culture

➢ Materials/Books of Poor Appearance:
   o Worn out, ragged items
   o Poorly bound or poorly printed editions
   o Rebound editions that are worn and shabby or have torn pages
   o Scratched CDs or DVDs
   o Old newspapers and magazines

7.8.2   Weeding Procedure

➢ Having fulfilled all the criteria mentioned above, the material is gathered together.

➢ List of the material is prepared.

➢ This list is sanctioned in Library committee meeting. At the same time mode of disposal is discussed.

➢ Mode of disposal may include donation of the books to lower cadre library. If physical condition of books is bad, books are scrapped. Quotations for the same are taken before scrapping.

➢ Necessary approval from Principal is taken. Further, status of the books in the database is changed from REGULAR TO WITHDRAWN.

7.9   VALUE ADDED SERVICES

1) Somaiya Digital Repository: http://repository.somaiya.edu/
  ➢ **Video lectures by institute teachers, guest speakers are uploaded in the digital Repository**
  ➢ **Notes and question papers are also uploaded in the Digital reposiotry**

2) Question papers:
  ➢ Previous five years' question papers are available in the library. Papers are filed semester wise and further subject wise. All the recent question papers are also available in soft format. On student demands, print copy of the same is also provided.
  ➢ Question papers are scanned and uploaded on Somaiya Digital Repository.

3) Syllabi copies
  ➢ All old and revised syllabi copy for all semesters are available in library for ready reference.

4) Library Orientation
  ➢ Orientation of library resources is done for all students and staff. It includes introduction to various library policies and various sections in the library.

5) E-books
  ➢ About 150 good e-books are available for students on the computers in Internet section.

6) Wi-fi
  ➢ Wi-fi facility is new feature made available in Library for wide use of internet. This facility can be availed using Somaiya Vidyavihar (SVV) net ID.

7) Book bank policy
  Through Book bank policy books are issued to the   students   for   entire semester. We have three types of Book bank schemes -
  a. Book bank scheme funded by Social Welfare Department, Government of Maharashtra - Students enrolled under SC scholarship are eligible for availing this scheme. Their details are submitted to SWD. Necessary fund is provided by them. Books are purchased using this fund and processed. 5 books for one semester are issued to the eligible students.
  b. Book bank scheme funded by Vidyarthi Kalyan Bhavan, Mumbai

Vidyapeeth - All the reserved category students are eligible for availing this scheme. Their details are submitted to Vidyarthi Kalyan Bhavan, Mumbai Vidyapeeth. Necessary fund is provided by them. Books are purchased using this fund and processed. 5 books for one semester are issued to the eligible students

c. Book Bank Scheme funded by KJSIEIT College – All students of KJSIEIT are eligible for availing this scheme. Applications are collected from interested students. A set of 5 books is issued to each student for one semester against some charges.

8) **Alumni Membership**
   a. Under the alumni membership, two books are issued to students.
   b. Refundable Deposit of Rs. 1500 /- is collected from such student.
   c. It is required to submit membership form, attested copy of their degree certificate along with the deposit amount.
   d. Fine of Rs.5/- per day is charged for late return of books
   e. The membership is valid for one academic year and can be renewed every year.
   f. In case, student does not want to continue the membership, he/she should withdraw the deposit money within 3 years after expiry of the membership.

9) **Additional reading facility**
   ➢ Our students are allowed to use Somaiya Medical college library which is open 24X7.

10) **NPTEL Video lectures**
   ➢ IIT Chennai has published Video lectures by eminent IIT professors. These videos are available offline in college through LAN. These Video lectures have been purchased and stored on Local Network. Students and faculty/staff members can access these videos through LAN.

11) **Extra reading collection**
   ➢ Books pertaining to preparation for GATE, CAT, MAT etc are purchased on priority basis. Literature in Marathi and English language is appreciated and read by students.

12) **Many other facilities are implemented recently with the aid of advanced technology. They are as follows -**
   ➢ Reminder mails are sent to all readers seven days prior to the due date.
   ➢ Reminder mails for overdue books are sent immediately after the due date.
   ➢ List of latest books and journals arrived in the library is sent to all patrons for ready reference.
   ➢ Content pages of all the new journals are scanned and sent to all patrons as part of Current awareness system.
   ➢ Global Common Circulation(GCC) module**:**
     Every Student, Faculty and Staff is eligible to borrow one book at a time for seven days from any library of Somaiya Trust colleges/ schools.
   ➢ Book Reservation Facility:
     o Member can only reserve the book in case of desired book is not available

in the library (issued to other members).
- o Once the reserved book is returned to the library, system will send notification through an email to the member who has reserved the book.
- o FIFO system is followed for reserved books circulation.
- o An intimation will be sent to the member who has already borrowed the book.

➢ Self-Renewal**:**
- o Member can renew books themselves through OPAC, provided the book is not in demand/reserved and should be renewed before due date.
- o This facility can be availed using SVV NetID integrated for OPAC login

13) Events organized by Library: -

1) Subject expert guidance -

- To keep Library staff updated about new trends in the field of library science, experts talks, Seminars, Webinars, Workshops, Conferences are arranged on a regular basis. Staff is motivated for visiting different institutions as a part of lifelong learning.

2) Additional activities -

- Book exhibitions are arranged during celebration of Vaachan Prerana Din and remembrance day of prominent personalities. Book exhibitions of less turned books are arranged in a view to satisfy the second law of library science i.e. every book its reader.

- Some other events like Book talk, Author interview, Debate competitions are arranged to attract students towards library resources.

14) Earn and Learn scheme: -
- During annual library stock verification, students are involved in the work of data entry and books rearrangement. Remuneration of Rs 75/- per hour is given to them. Students are allowed to work for 2 hours a day and not more than 5 days a week.

15) KJSIEIT Library has subscribed for various memberships. Their benefits are as follows -

Sr. No.	Name of organization	Benefits
1.	Institution of Electronics and Telecommunication Engineers (IETE) New Delhi	➢ IETE Newsletter and one of the technical journals is supplied to all Corporate Members free of cost ➢ Subsidized subscription rates for other publications of IETE ➢ Concessional rates for attending seminars, conferences and other technical programs organized by IETE ➢ Members also have the opportunity to undergo professional development programs conducted by the IETE ➢ Benefits of co-operative agreements that IETE has with professional bodies in other countries.
2.	Developing Library Network (DELNET)	➢ Access to Union Catalogues and Other Databases ➢ Interlibrary Loan and Document Delivery Services ➢ Retro-Conversion ➢ Reference Services ➢ Professional Training ➢ Technical Support

7.10 LIBRARY STAFF

Librarian

➢ Job Profile

- o Purchasing of books and non book material required in Library
- o Preparing Library Budget
- o Correspondence with vendors
- o Custodian of all book and non book material in library
- o Reporting to head of the institution about library's day to day work
- o Supervising all day to day Library activities
- o Regular communication with Brainstorming software engineer for various queries / updating regarding the software
- o Acting as Representative of Library

Assistant Librarian

➢ Job Profile

- o Classification of Books using DDC schemes
- o Entry in Accession Register
- o Preparing Labels for the books
- o Data Entry of the books
- o Supervising the day to day activities of library in the absence of Librarian
- o Organizing and filing Question papers in respective files after the examination
- o Journal entry
- o Binding work
- o Supervising Issue and return counter for Staff

Library Assistant

➤ Job Profile

- o Handle the Return circulation counter
- o Data entry given by Librarian
- o Assist for book processing
- o Defaulter students' entry
- o Communication with Defaulters
- o Recovery of the late books
- o Document, question papers scanning
- o Scan Current journal content and send to all Patrons for ready reference

Library Clerk

➤ Job Profile

- o Handle the Issue circulation counter
- o Data entry given by Librarian
- o Assist for book processing
- o Keep track of furniture issued to other departments
- o Fine records and Dead stock register records
- o Keep track of student's demand about books

      o   Prepare Book list

Attendant

- ➢ Job Profile

      o   Fill water container in Library

      o   Repair of books on day to day basis

      o   Process books and journals (Stamping, Pasting of book card covers)

      o   Process bound volumes of journals and bound books Circulation of notices& circulars to all departments

      o   Handle Issue & return counter when required

      o   Shelve returned books on respective racks

7.11 FEEDBACK POLICY

Feed back is collected from faculty and students on regular basis for improvement in library services, facilities, recourses and other library functions. This feedback is collected through the forms in following format –

- How often do you use the Library page on the college website?
- Do you refer the electronic journals listed on Library catalogue like IEEE?
- Do you find the institutional repository service useful for accessing question papers?
- Does the library staff provide quality service and answer your queries promptly?
- Is there adequate space for reading in the library?
- Is the library open for an adequate amount of time?
- How do you check the availability of a book in the Library?
  1) Online catalogue 2) Library staff 3) Browsing the Racks
- How do you get information about library facilities?
  1) Library orientation 2) Mails from the Library 3) Message on whatsapp 4) All of the above
- Have you taken membership of National Digital Library of India (NDLI)?
  1) Yes 2) No
- Have you attended the Library Orientation program?
- Do you use the Somaiya Library app available in Google apps?
  1) Yes 2) No
- Suggestions of any…

7.12 FUTURE PLAN / PROCPECT

1) Set up of Knowledge Resource Centre

   - Projects in e-format to be made available for all students

   - Lectures to be made recorded and be made available

   - Archival of all snaps of various events

2) Separate reading room for students

3) Expansion of Library

4) RFID books, RFID gates will be installed to improve service to readers as well secure security of books

5) Library Staff will be involved for Current Awareness Services, Selective Dissemination of Information. So that they can assist the researchers in college, can assist students for their project work.

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