



Sandip Institute of Technology and Research Centre
Central Library

Know Your Library



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1. Introduction

1.1 About Central Library

- ✚ The Central Library of **Sandip Institute of Technology and Research Centre (SITRC)**, Nashik was established in 2008.
- ✚ The SITRC Library system consists of a central Library and Departmental Libraries which collectively support the teaching, research, and extension programs of the Institutes.
- ✚ The Library, besides having a huge collection of books on Engineering, Science, and Humanities offers Library services through its various divisions.
- ✚ It caters to the need of the faculty and students via a rich collection of more than **30600 books**.
- ✚ It also provides access to the 101 **National / International** Periodicals, Journals, and Magazines.
- ✚ All Students, Faculty members, and Employees of the Institutes are entitled to make use of the Library facilities by taking a library membership.
- ✚ The total area of the Library is **705 sqm**.
- ✚ The reading room capacity of Central Library is more than **150 Students**.

1.2 Objective, Vision, and Mission of the Library

- Objective:**
- ✚ To support the Educational and Research Programs of the Institute by providing physical and online access to information.
 - ✚ To serve as a resource center and aims to develop a comprehensive collection of Books and Journals useful for the Students and Faculty.
 - ✚ To procure the necessary information in the form of Books and knowledge and make it available to all the beneficiaries including Students and Faculty at all times.
- Vision:**
- ✚ Libraries will be a strategic Institutional asset that develops and delivers new methods of creating and supporting knowledge resources.
- Mission:**
- ✚ Creating a fruitful environment for Academics and Research including enhancing entrepreneurship skills.

1.3 Library Committee

- ✚ For effective utilization and improvements in all existing facilities of the library, a Library committee is in existence.
- ✚ The committee conducts a meeting once a semester to decide the policies.
- ✚ Implementation of the policies is effectively and monitored by Librarian (Member Secretary).
- ✚ Committee gives suggestions are for efficient and smooth work like purchase of books, subscribing Periodicals & Journals, Supervision, Stock verification, the sanction of withdrawal of books, etc.
- ✚ The committee also discusses Library related problems faced by the students.
- ✚ Committee visits the library every month to take a regular review of books, journals,

magazines etc.

- ✚ Ensuring well-furnished seating arrangement, proper light facility and ventilation for stress-free reading.
- ✚ Availability of library information on the college website.
- ✚ Recommending to the authority about library suggestions and others.
- ✚ To work towards modernization and improvement of library and documentation services.

1.4 Library Membership

- ✚ All admitted students of the Institute.
- ✚ All Teaching and Non Teaching Faculty members of the Institute.
- ✚ Institute Authorities.
- ✚ Educational Institutes /Colleges in the Campus by ILL.

1.5 Library Rules

General Rules

1. Students are advised to bring their id cards whenever they visit the library.
2. Students are advised not to keep any valuables things in bags, kept them at the library property counter. If in case of any such loss, the library staff is NOT responsible.
3. Cell phone talking and using mp3 players are NOT allowed inside the library.
4. Students are advised NOT to exchange library cards.
5. Students are advised NOT to take more than one copy of the same book.

6. Taking briefcases, bags, files, jerkins, raincoats, umbrellas, mobile phones, etc., inside the library is strictly forbidden.
7. Personal belongings (bags/files /folders etc) are NOT allowed inside the library, keep them at the property counter.
8. Make an entry in the register which is kept at the entrance.
9. Students must maintain silence in the reading room.

Circulation Rules

1. All the students and faculty members of the Institutes can register themselves for membership in the library.
2. Books can be borrowed by staff and students & college authorities.
3. Regular books may be borrowed for 07 days by students and one month by staff members.
4. Reference Books, journals, and CDs may not be issued at home.
5. Reservation of library material can be made through Online Public Access Catalog.
6. The loss of borrowed books and journals should be reported to the librarian immediately.
7. If a book which has been borrowed by a student is urgently required, the library may call back the book from the student.
8. The book must be returned on or before the due date.
9. If a book is not returned on the due date, the borrower will have to pay an overdue charge.
10. Repeated failure to return books on time may lead to denial of borrowing facility.
11. Before borrowing a book, the student should make sure that the book is in good condition.
12. The borrower is fully responsible for the books borrowed in/her account.
13. The library may recall a book at any time before its due date. Overdue charges may be

increased for failure to return a book when it is due or recalled.

14. The borrower shall be responsible for loss or damages caused to the library material borrowed. They shall be required to replace or pay double the cost of such material including overdue charges.
15. The penalty will be levied for marking/scribbling the pages and tampering with the pages.

Renewals Rules

1. Books issued to you can be renewed unless they are reserved by someone else. You need to bring the books to the library for getting them re-issued.
2. Renewals over the telephone, oral instructions, or written communications are not entertained.

E-Library Rules

1. An identity Card is compulsory for getting access to the Library.
2. Personal belongings (Bags / Files / Folders, etc) and External devices (Pen Drives / External Hard Disks / Laptops) are not allowed inside the Digital Library.
3. The use of the Digital Library facility is on a first-come-first-serve basis.
4. Make an entry in the register which is kept at the entrance of the Digital Library.
5. Recreational activities like playing games, audio/video streaming, online chatting, and accessing social networking sites are prohibited.
6. Downloading, installing, and running software other than those already installed on the computer are not allowed.
7. Illegal/Unlawful activities such as (but not limited to) hacking, deleting of files, and changing/tweaking of system configurations /passwords resulting in damage to systems and

networks are prohibited.

8. Before leaving the Digital Library, users must close all programs positively and keep the desktop blank.
9. The use of mobile phones in the Digital Library is strictly prohibited.

1.6 Care and Handling of Library Materials Policy

1. Library books, Reference books, Electronic Media, etc., are costly and often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, or turn down the leaves or mark on any library material.
2. If termites/other insects spoil the books, or torn/missing pages are noticed, please report to the librarian immediately.
3. Before leaving the issue counter, members should satisfy themselves as to whether the Library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the staff at the issue counter, otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.

2. Library Collection

2.1 Library Collection ((UG & PG) Engineering)

Course	Books		Print Journal
	Titles	Volumes	Journal
Engineering Applied Sciences & Humanities	341	3796	06
Civil Engineering (UG)	388	1562	06
Computer Engineering (UG)	613	3817	06
Information Technology (UG)	659	2951	06
Electronics & Telecommunication (UG)	826	5218	06
Electrical Engineering (UG)	408	1796	06
Mechanical Engineering (UG)	725	4058	06
Artificial Intelligence and Data Science (UG)	110	600	06
Automation & Robotics (UG)	140	510	06
Computer Engineering (PG)	216	994	06
Electronics & Telecommunication (PG)	174	875	06
Magazines	00	00	04
Total	4600	26177	76

Details of the Library e-Books: -

Sr. No.	Course	E-Books
1	Applied Sciences & Humanities	615
2	Civil Engineering	255
3	Electronics & Telecommunication	156
4	Electrical Engineering	474
5	Mechanical Engineering	225
6	Automation and Robotics	202
7	Artificial Intelligence and Data Science	4014
8	Computer Engineering	
9	Information Technology	
10	MBA Management	2638
Total		8579

2.2 Library Collection Master of Business Administration

Books Details

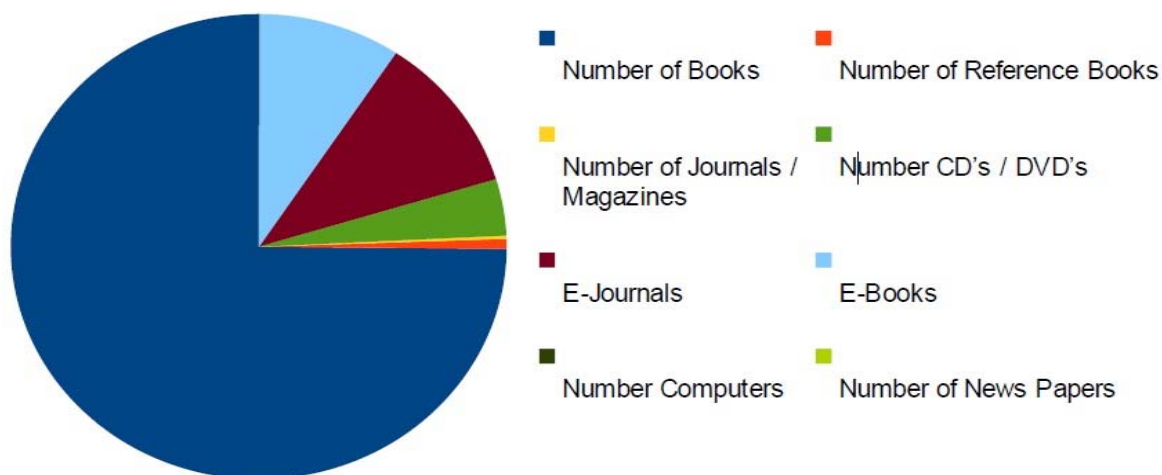
Sr. No.	Course	Books		Journal	
		No of Titles	No of Volumes	National	International
1	MBA	1502	4508	13	12
	Total	1502	4508	25	

E-Resources Details:-

Sr.No.	Package	E-Books	E-Journals	Access
1	DELNET DataBase	577	217	IP Based
2	Knimbus package	2061	1676	IP-Based/User ID & Pswd
3	ScienceDirect	--	70	IP Based
4	Indiastat	Economic statistical information		User ID & Password
Total:-		2638	1963	

2.3 Library at Glance

Particulars	Quantities
Number of Books	30412
Number of Reference Books	273
Number of Journals / Magazines	101
Number CD's / DVD's	1556
E-Journals	4093
E-Books	8579
Number Computers	14
Number of News Papers	10 Per Day



Graphical Representation of Library Collection

Ratio of Library Books = 30606 / 2269 (Number of Students) = 13.48 (As on 08.01.2023)

3. Library Service & Facilities

3.1 Book Circulation Facility

The Books circulation facility is available between 10:00 AM to 5:00 PM.

- ✚ UG (FE (All Students): 05 Books for 01 Semester.
- ✚ UG Students (SE = 03 | TE = 04 | BE = 05 Books) for 8 days.
- ✚ Research Scholars (ME | Ph.D.): 03 Books for 15 days.

The Books issuing norms for Teaching / Non-Teaching Faculty,

- ✚ Teaching Faculty: 05 Books for 30 days.
- ✚ Non-Teaching Faculty: 05 Books for 15 Days.

Note: If students fail to return the books within the specified duration, the Student will have to pay a fine of Rs. 1/- per day.

3.2 Reading Room Facility

- ✚ The reading room is available for the Students and Faculty during 08:30 AM to 07:00 PM.
- ✚ Student/Faculty can refer to printed documents and non-printed materials like CDs in the library during the specified period.

3.3 Book Bank Facility

- ✚ Book Bank facility is provided to Under Graduate (UG) SC/ST Students as well as all FE Students.
- ✚ Book Bank Books are issued to such students for one semester.
- ✚ Library Book Bank has a collection of more than 5100 Books.

3.4 Digital Library Facility

- ✚ The digital library has been used for accessing the electronic resources subscribed by the library.

- ✚ It is enabled with a computing facility with a wired network as well as Wifi.
- ✚ A separate digital library section has been constituted for simultaneous access to print and e-resources. The library staff guides the users for easy accession.
- ✚ The digital library provides access to e-resources, and Question papers.

3.5 Photocopy Facility

- ✚ Photocopying facilities are available in the library for all the readers.
- ✚ The service is given at the subsidized rate of Rs. 1/- per page.

4. Library Automation

4.1 Library Website

- ✚ The library has a dynamic website giving information on the library processes and services for making easy access to library collection and resources.
- ✚ It can be accessed from the below link. <http://www.sitrc.sandipfoundation.org/central-library/>.

4.2 Library Software (KOHA)

- ✚ The library uses the KOHA Library software package which is integrated multi-user, multi-tasking library information software that supports all in-house operations of the library.
- ✚ The software extends the facilities like Catalogue, Circulation, Utility, Serial Control, and Acquisition.
- ✚ The database of books available in the library is being updated on day to day basis.
- ✚ The bibliographic record has the data of more than **31000** Books available in the Library.

4.3 Library OPAC

- ✚ OPAC (Online Public Access Catalogue) is placed in the user area for the library users to access the OPAC, visit the site <http://172.16.0.151/>. <http://136.233.233.149/>.
- ✚ The Online Public Access Catalogue (OPAC) has been facilitated to the members of the library through the website.
- ✚ Web-OPAC has a basic and advanced search facility by which the availability and location of

the books can be obtained.

- ✚ It also facilitates the members to renew and reserve books up to certain limits. Through the Web-OPAC, the members can identify the newly purchased books in the library.
- ✚ The members can observe the account details through this facility. Web-OPAC can be accessed through smartphones as well.
- ✚ All rules and regulations to be followed by all members are displayed on Web-OPAC.

4.4 Remote Access through Mobile Application

The mLibrary, your Mobile Library offers a multi-format, content delivery App for users to consume eBook collections, e-Course material, the latest journal issues, and multimedia learning content. Patrons can access the entire library on their smartphone from anywhere, at any time. The mLibrary aggregates all the library subscriptions, eBook collections, open access resources, multimedia learning content, and electronic document repositories - all on one cloud platform.

Note:- Please check your registered ERP email Id “mLibrary-you mobile library” request has been sent in the same, In case the email is not received by you then go through the app and forgot your password, Your login id is your Sandip ERP register mail ID.

5. Library Structure

5.1 Basic Structure

Library Space is divided into two floors,

- Ground Floor:**
- ✚ Stacking Section.
 - ✚ Digital Library & Reprographic Section.
 - ✚ Processing Section (Technical Section).
 - ✚ Circulation Counter News Paper Section.
- First Floor:**
- ✚ Reference Section.
 - ✚ Periodical & Bound Volumes of Periodicals Section.
 - ✚ Reading Room.
 - ✚ Book Bank Section.
 - ✚ PG and Research Section.

5.2 Stacking Section

- ✚ The Library follows Open Access System.
- ✚ Arrangement of Library Collections Branch wise.
- ✚ The reading materials are arranged in two classes i.e., General and Reference Collections.
- ✚ Books are shelved according to Dewey Decimal Classification Call Numbers (DDCN).
- ✚ New books acquired are displayed for a week.
- ✚ After display these “new arrivals are put into circulation.

- ✚ When a book is requested by a user, the call number and accession number must be correctly ascertained from the database available on the Online Public Access Catalogue (OPAC).
- ✚ The stack room is provided with classification numbers for book location.

5.3 Processing / Technical Section

- ✚ The processing Section mainly consists of,

Classification: ✚ The Library follows the Dewey Decimal Classification System (DDC) for the classification of documents.

Cataloging: ✚ The collection of library material is computerized.
✚ Existing library material is available on the library database.
✚ Books are cataloged as per AACR-II.
✚ The catalog is divided into 3 parts viz., author, title, and subject index.

Locating Books: ✚ OPAC helps the user to search the library database.
✚ Call numbers are the key to the location of books on the shelves.
✚ Books are arranged according to their call numbers.
✚ The main class numbers by which the books are arranged are displayed at the stack room ready reference.

5.4 Newspaper Section

- ✚ The Library receives **10 Newspapers**.
- ✚ A separate newspaper section has been constituted and maintained.
- ✚ The newspaper cuttings are made available to the members on their demand.

Sr. No.	Area	News Paper Name	Language	Number of Copies
1	National	Times of India	English	01
2		Employment Newspaper (Weekly)		01
3		Indian Express		01
4	Local	Lokmat Times	Marathi	01
5		Divya Marathi		01
6		Lokamat		01
7		Maharashtra Times		01
8		Sakal		01
9		Navabharat Times	Hindi	01
10	Regional	Lokasta	Marathi	01
Total				10

5.5 Journals & Periodicals Section

✚ It can be classified as **Current Periodicals & Bound Volumes of Periodicals.**

Current Periodicals:

- ✚ The Library subscribes to about 88 Periodicals (Including gift and exchange).
- ✚ The latest issues are displayed and its back issues are available in the corresponding drawers.

Bound Volumes of Periodicals:

- ✚ These loose issues of periodicals are withdrawn for binding as soon as the volume is complete.
- ✚ Bound volumes of periodicals are housed in the Reference Section.

5.6 Reference Section

✚ The reference section library has the following types of reference resources.

- ✚ Dictionaries.
- ✚ Encyclopaedias.
- ✚ Handbooks.
- ✚ Text-Books.
- ✚ Reference Books.
- ✚ Project Reports.
- ✚ CDs/DVDs.

6. Digital Library

6.1 Digital Library Section

- + Digital Library has 10 computers with Internet Connectivity for the students to access the Online Electronic Information Resources.
- + Apart from these 10 computers, the library has another 01 computers for the students to access OPAC and E-Resources.
- + The library has the following Unlimited Online Electronic Information Resources.
- + The Digital Library has been used for accessing the electronic resources subscribed by the library with the wired network as well as Wifi.
- + The digital library provides access to E-Resources (e-Books, Journal).

DELNET



- + DELNET is a major Resource Sharing Library Network in “South Asia”.
- + It networks more than 900 libraries in India and Six Other Countries and offers access to about fifty lakh records of Books, Journals, Articles, and other documents. (<http://www.delnet.nic.in> | <http://www.e-booksdirectory.com>). (Username / Password please contact Library Staff).

KNIMBUS



- + KNIMBUS provides an online platform for scholarly communication providing access to cutting-edge scholarly content to the researchers with the recent developments in their respective fields and tools to share knowledge with peers globally. (<http://sitrc.new.knimbus.com>) (Username / Password please contact Library Staff).

National Digital Library of India (NDL India)

- + National Digital Library of India (NDL India) is an all-digital library that stores information (metadata) about different types of digital content including books, articles, videos, audio, thesis, and other educational materials relevant for users



**National Program on Technology
Enhanced Learning (NPTEL)**



from varying educational levels and capabilities. (<https://ndl.iitkgp.ac.in>). (Username/password please contact Librarian).

✚ National Program on Technology Enhanced Learning (NPTEL) is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras, and Roorkee) and the Indian Institute of Science (IISc) for creating course contents in engineering and science. (<http://172.16.0.4/>)



ScienceDirect®

✚ is a full-text database offering journal articles and book chapters from more than 2,500 peer-reviewed journals and 11,000 books. (<https://www.sciencedirect.com/>)



✚ **Indiastat** is the most comprehensive e-resource of socio-economic statistical information of India. Explore comprehensive insights on demographics,

6.2 Library E-Packages

Sr. No.	Package	E-Books	E-Journals	Access
1	ScienceDirect	---	70 E-journal	IP Based/ User ID & Pass.
2	Knimbus e-books & e-Journals package	Engg.: 5125 MBA: 2061 Total:-7186	Engg. : 3383 MBA: 1676 Total: 5059	
3	DELNET	Engg.: 816 MBA : 577 Total:1393	Engg.: 400 MBA : 217 Total : 617	IP-Based/ User ID & Password
4	Indiastat Statistics Database	Statistics Database	Statistics Database	Username and Password
5	NDL Membership	General Database	General Database	Individual User ID & Password
6	NPTEL Videos	4647 Videos	-	IP Based
	News Papers:- 08			

7. Library Feedback

- ✚ To have continuous improvements in the overall functioning of the library voluntary feedback is collected from all the members.
- ✚ Consultation with the Librarian: Students can consult the librarian for problems related to the library and its services.
- ✚ The librarian will try to settle them in her capacity or forward them to the Principal of the college.
- ✚ Every member can drop his/her queries, suggestions, and feedback through software as well as in the suggestion box which is kept at the library entrance.
- ✚ The suggestions made by them are taken up and discussed in the library committee meeting and healthy suggestions are implemented.