

KNOW YOUR LIBRARY

**S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE
LIBRARY MANUAL**

CONTENTS		
Sr. No	Title	Pg No
1	About Library	3-3
2	Opening Hours	3-3
3	Library layout	4-4
4	General Rules	5-5
5	Book Loan Rules	5-6
6	Library E-resources	7-12
7	Print Resources	13-14
8	Library Facilities and Services	15-16
9	Important links	16-16
10	Library Team	16-16
11	Contact Library	17-17

S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

ABOUT LIBRARY

The library is the centre for learning, sharing and the discovery of innovative ideas. The college library aims to fulfil the essential academic interests of students, faculty members and researchers by providing resources, services and support essential to enhance the learning, research, and scholarly endeavours.

The library houses an extensive and diverse collection of academic materials including books, journals, magazines, newspapers, and digital resources which are available on fingertips 24/7 making research more accessible than ever.

The library reading room and research section provides uninterrupted internet, ample space, and comfort to its users for reading and internet browsing. The library has adapted the open access system for accessing books on shelves. Students are allowed to browse library shelves to locate the preferred books on specific subject. The library follows the Dewey Decimal Classification system to organize the print resources according to their subject.

OPENING HOURS

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

Reference Section & Research Section (4th Floor)

Monday to Friday	: 08:30 am to 05:30 pm
Saturday	: 08:30 am to 04:30 pm

Circulation Section (4th Floor Terrace Library)

Monday to Friday	: 08:30 am to 04:30 pm
Saturday	: 08:30 am to 04:30 pm

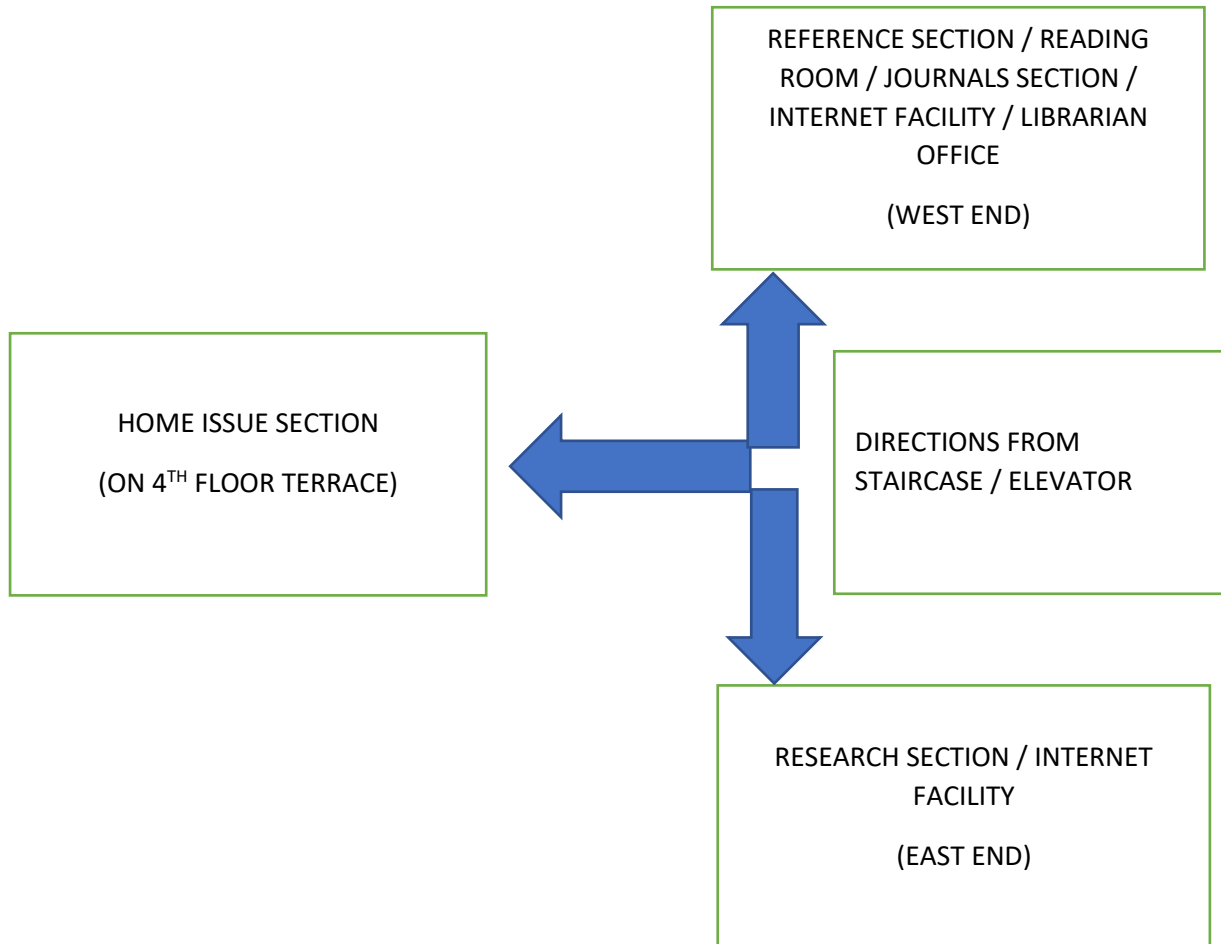
Lunch Break	: 01.00 pm to 01.30 pm
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Library opening hours are subject to change during examinations and vacation period.

**S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE
LIBRARY MANUAL**

LIBRARY LAYOUT

The college library is hub of knowledge and a quiet sanctuary for research and learning. The library is located on 4th floor of the college premises with seating capacity for more than 60 people in reading room and research section.



S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE
LIBRARY MANUAL

GENERAL RULES

A Silence shall be observed strictly by both students and staff members in the Research, Reading and Reference areas of the library. Speaking over mobile phones is not permitted in the library premises.

B Library allows the use of computing devices and mobile phones on silence mode for research or study purpose.

C All students must produce their identity card at the entrance and sign on the Library Visitors Register.

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

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

F Reservation of seats is not permitted in the library. Library furniture arrangement should not be disturbed. Books and other belongings left unattended for length of time on tables and chairs may be removed by library staff.

G Students should keep their belongings on baggage rack kept for the purpose. Library will not accept responsibility for the loss or misplacement of any personal belongings.

BOOK LOAN RULES

A 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.

B 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 on loan for a period of eight days.

C 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.

D Borrower must satisfy themselves whether the books are in good condition, before they leave the counter. If any damage is noticed, the same should be

**S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE
LIBRARY MANUAL**

immediately intimated. Otherwise, the borrower will be held responsible for any damage. The borrower is liable to pay the printed price for the loss or damage of the book along with the overdue fine as calculated by the library software.

E Books can be searched, renewed, or reserved on our website at <https://opac.somaiya.edu/> OR at <https://myaccount.somaiya.edu/#/login> portal.

F Students are required to return all the borrowed books back to the library to obtain no dues clearance and receive marksheet of the respective exam.

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

CIRCULATION AND OVERDUE FINE STRUCTURE							
USER TYPE	BOOK TYPE	MAXIMUM ISSUE	ISSUE DAYS	FINE	OVERDUE 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
	REFERANCE 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 (INTER LIBRARY LOAN)							
USER TYPE	BOOK TYPE	MAXIMUM ISSUE	ISSUE DAYS	FINE	OVERDUE FINE PER DAY		
					DAY 8 To 14	DAY 15 ONWARDS	
(UG/PG) & STAFF	TEXTBOOK	1	7	Rs.0	Rs. 10	Rs.12	
USER TYPE	BOOK TYPE	MAXIMUM ISSUE	ISSUE DAYS	FINE	OVERDUE FINE PER DAY		
					DAY 15 To 21	DAY 22 ONWARDS	
(Enrolled for Ph.D)	TEXTBOOK	1	14	Rs.0	Rs. 10	Rs.12	

S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

LIBRARY E-RESOURCES

SOMAIYA DIGITAL LIBRARY (Weblink: <https://library.somaiya.edu/user/login>)

The Somaiya Digital library offers remote access to subscribed databases to all the college faculties and students. The subscribed databases include access to Elsevier Science Direct, Web of Science, Scopus, Ebsco Business Plus, JSTOR Archive, IEL Online, Granth Sanjeevani, CAS Scifinder, Wiley, Taylor and Francis, and Springer. Somaiya Digital Library is powered by Ebsco Discovery Service. It is the state-of-the-art Resources Discovery System which provides a unified platform for library users to access and search from all the library resources to get single set of results. EDS provides a Google like environment with the basic features like single result list for all searches, connections to full text resources, Google like single search box and much more.

Library users can have 24/7 access to the subscribed E-resources through Somaiya Digital Library webpage. Students can login to these resources with their personal Somaiya Email ID and its password same as Login Name and the password.

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Powered by RemoteXs

S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

NLIST (Weblink - <https://nlist.inflibnet.ac.in/index.php>)

N-LIST stands for “National Library and Information Services Infrastructure for Scholarly Content”. The program was funded by the MHRD under NME-ICT to extend access to selected e-resources to colleges covered under Section 12B of UGC act. The N-LIST covers all the disciplines viz. pure sciences, social sciences and humanities including linguistic and languages. Students can access to resources under N-LIST by activating the link sent on their Somaiya Email ID.

The image shows two screenshots of the N-LIST website. The top screenshot is the homepage, and the bottom screenshot is a user login form.

Homepage Screenshot:

- Header:** N-LIST National Library and Information Services Infrastructure for Scholarly Content. Navigation links: College Admin Login, Licences and Fair Use, FAQs, Downloads, Awareness Programme. Main menu: HOME, ABOUT, MEMBERS, REGISTER, E-RESOURCES, SEARCH.
- Content Area:**
 - Who are eligible?:** All colleges covered under Sections 12(B) and 2(f) of the UGC Act. Non-Aided colleges (except Agriculture, Engineering, Management, Medical, Pharmacy, Dentistry and Nursing). [JOIN](#)
 - REGISTERED MEMBER'S LOGIN:** Important for the colleges under firewall, the port nos 2048-3251 required to be open for login. Please ask your Network Admin/ISPs. [Login Help Manual](#) [LOGIN](#)
- Footer/Service Links:**
 - FOR PAYMENT RELATED QUERIES: [paymentinfo\[at\]inflibnet.ac.in](mailto:paymentinfo[at]inflibnet.ac.in)
 - FOR ACCESS RELATED ISSUES: [college\[at\]inflibnet.ac.in](mailto:college[at]inflibnet.ac.in)
 - COLLEGE ADMINISTRATOR: [Administrator Login](#) [Admin Manual](#)
 - SUMMARY STATISTICS @ N-LIST PROGRAMME:
 - 4220 Beneficiary Colleges
 - 742888 Total Active Users
 - 1887 Users Activated in Jan-2024
 - TOP 10 COLLEGE USERS BASED ON DEC-2023 USAGES:
 - Ramkrishna Paramhansa Mahavidyalaya, Osmanabad, Maharashtra
 - Selvamm Arts & Science College

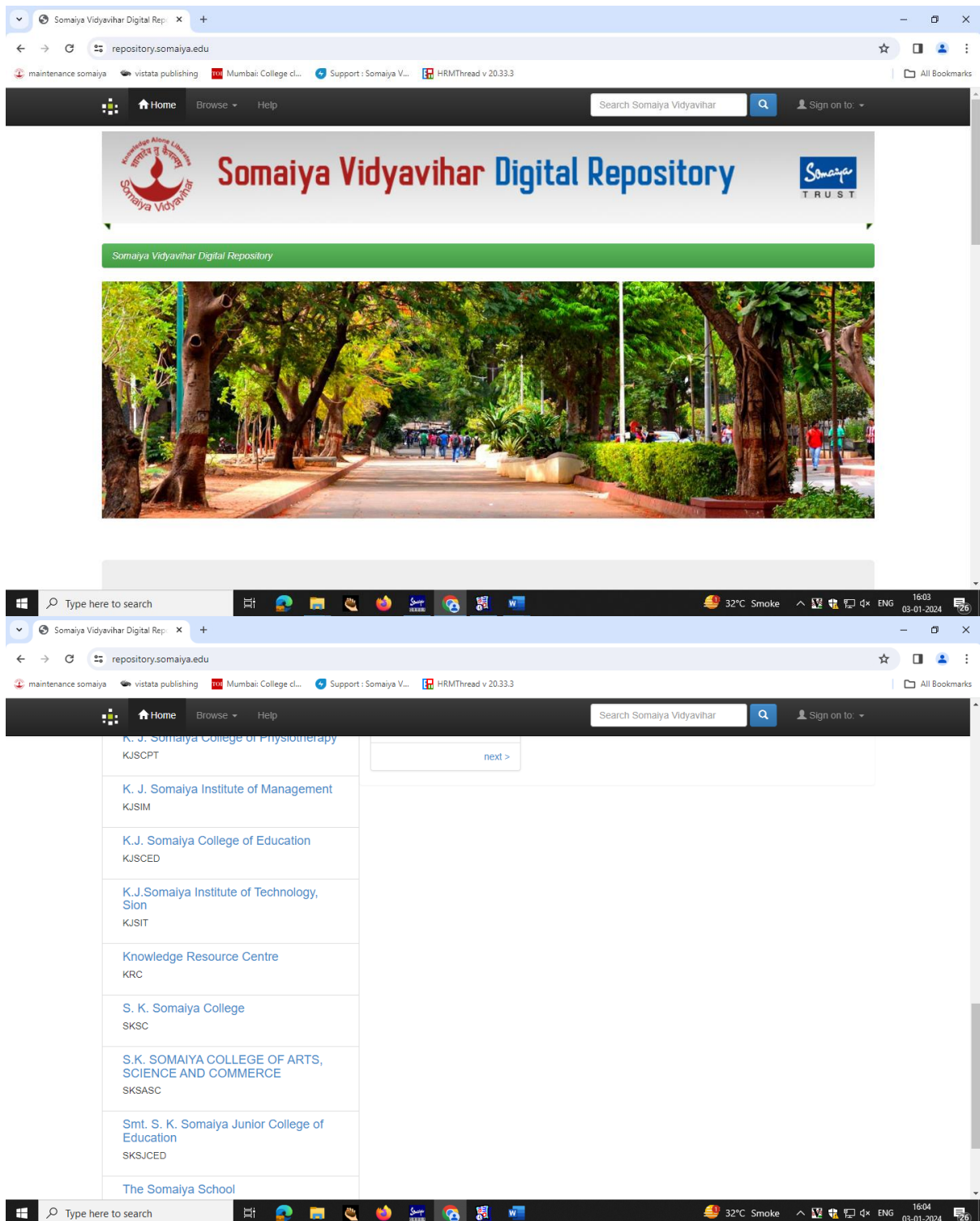
User Login Form Screenshot:

- Form Title:** User Login
- Fields:** Username, Password
- Options:**
 - Don't Remember Login
 - Clear prior granting of permission for release of your information to this service.
- Buttons:** [Login](#)
- Links:** [Forgot password?](#), [Activate User / Change password?](#)

S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

Somaiya Digital Repository (Weblink: <https://repository.somaiya.edu/>)

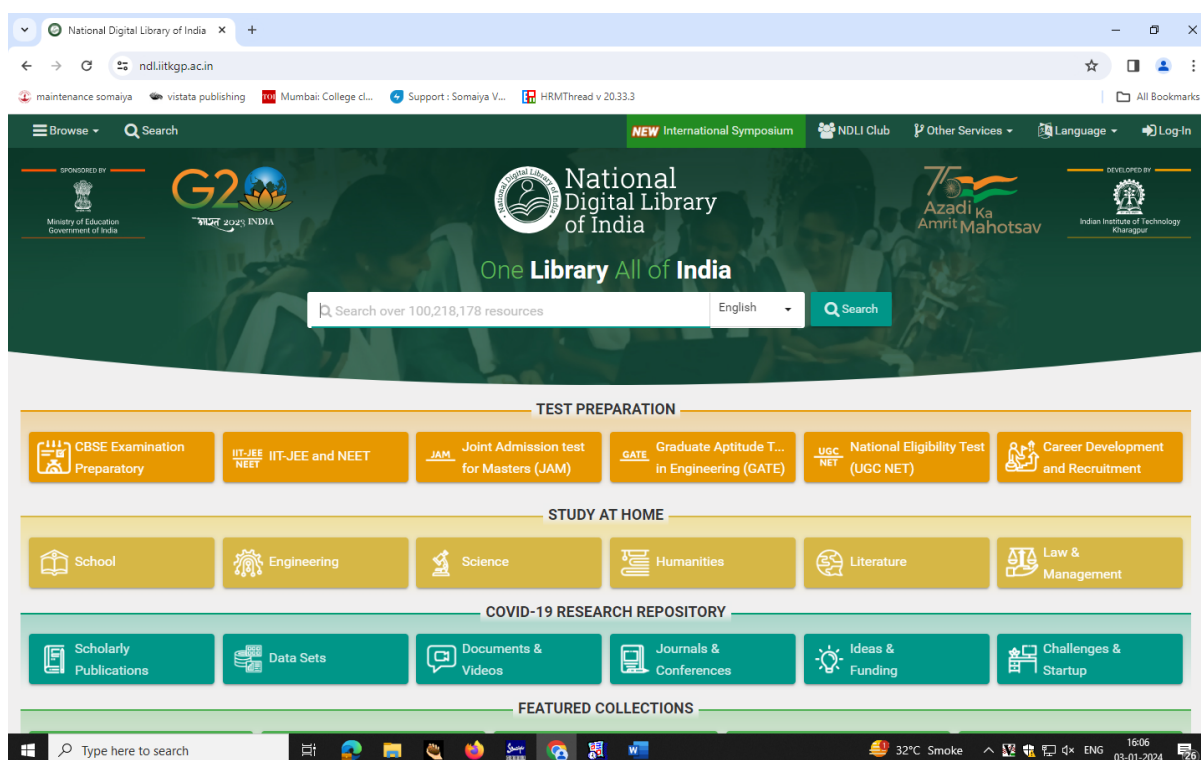
Somaiya Digital Repository is an institutional digital open repository with collection of digitized resources. Presently students can browse through collection comprising previous years question papers of BA and BCOM courses, economic survey of India reports and library orientation and other information.



S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

National Digital Library of India (NDLI) (Weblink: <https://ndl.iitkgp.ac.in/>)

National Digital Library of India is a project under Ministry of Education, through its National Mission on Education through Information and Communication Technology (NMEICT). It is a virtual repository of learning resources with search facility. The repository provides access to textbooks, audio books, articles, video lectures, simulations, fictions, and all other kind of learning media for the learners. Access to NDLI resources is free and the interface also support 10 widely used Indian languages.



Granth Sanjeevani (Weblink: <https://granthsanjeevani.com/jspui/>)

Granth Sanjeevani has over 20,000 books, newspapers, manuscripts, maps, journals, government publications and reports. Though the majority of books are in English, there are books in Sanskrit and other ancient and modern Indian languages and in European languages like Greek, Latin, Italian, German and French. Books are in the traditional areas of Indology and Oriental scholarship, but also include Biography, Genealogy, Politics, Economics, Science, Management, Travel and Fiction. 15,000 have been classified as rare and valuable books, and they include first editions of antiquarian books in Indian and European languages.

Library users should login to the Somaiya digital library portal before accessing Granth Sanjeevani database. Then on the login page users have to search institutional name i.e. Somaiya Vidyavihar University and click the login tab.

S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

The screenshot displays the Granth Sanjeevani website interface. The top section features the logo of The Asiatic Society of Mumbai, established in 1804, and the text 'GRANTH SANJEEVANI'. A search bar is located in the top right corner. Below the header, there is a promotional banner for 'Explore over 25 million pages digitized from the treasures of the Asiatic Society, Mumbai.' This banner includes a description of the collection and an image of a manuscript page titled 'DANTE'S DIVINE COMEDY'. Below the banner, there are sections for 'RESOURCES' (Books, Newspapers, Manuscripts) and 'NEWSPAPER COLLECTION' (The Times of India). The bottom section shows the login page with fields for 'USERNAME (Enter your Email)' and 'ENTER YOUR PASSWORD', a CAPTCHA, and a 'LOG IN' button. There are also links for 'REGISTER NOW', 'Benefits', and 'Membership Plan' (365 DAYS, INR 3000). A 'LOGIN FROM YOUR INSTITUTE' section is visible at the bottom, with 'Somaiya' and 'Somaiya Vidyavihar University' entered in the respective fields.

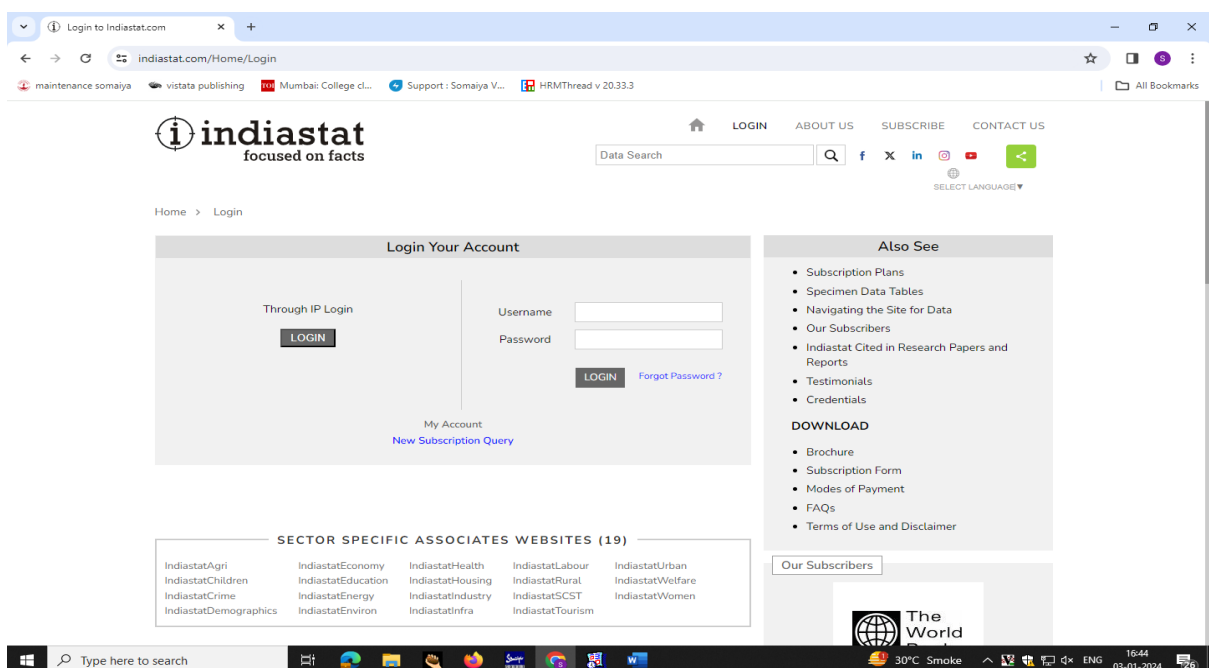
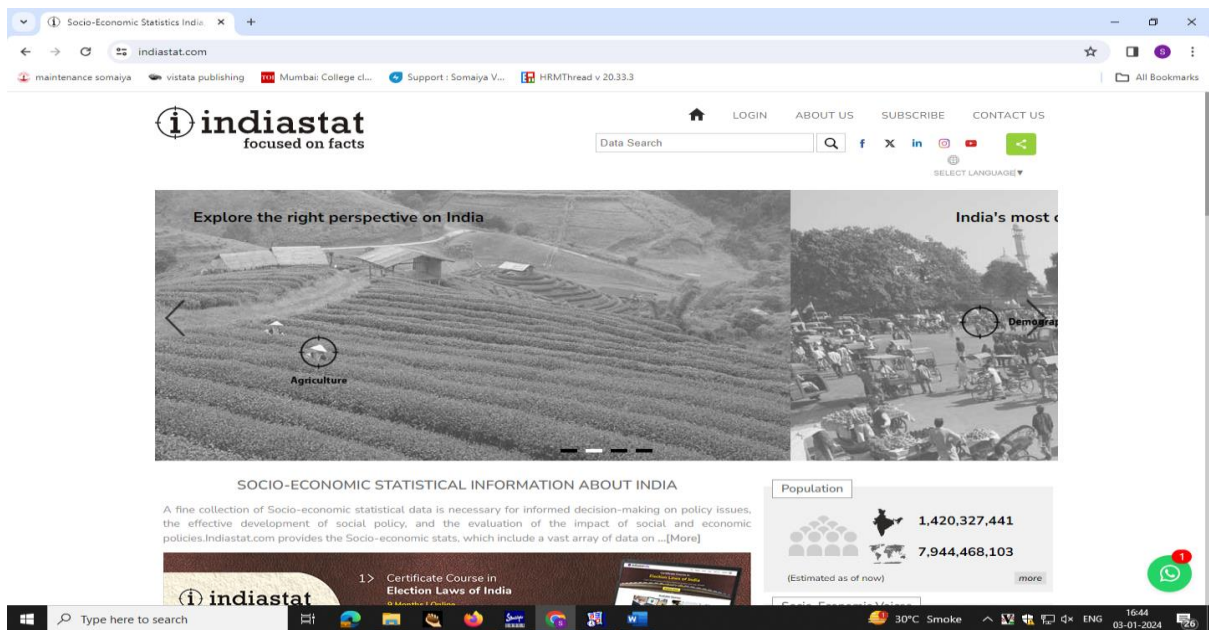
Indiastat (Weblink: <https://www.indiastat.com/>)

Indiastat serves with the authentic and perhaps the most comprehensive compilation of secondary level socio economic statistical information about India and its states on various socio-economic parameters. These parameters are

S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

general information, demographics, economy, agriculture, civil supplies, and consumer affairs, environment and forest, industries and infrastructure, companies, education and health, housing, labour and workforce, polity, media, insurance, tourism, crime and law, social welfare and development schemes etc.

Library users can access Indiatat.com website only on registered computer systems under the Somaiya Vidyavihar campus IP address. The users should press the 'Through IP login' tab to access full services within the college premises.



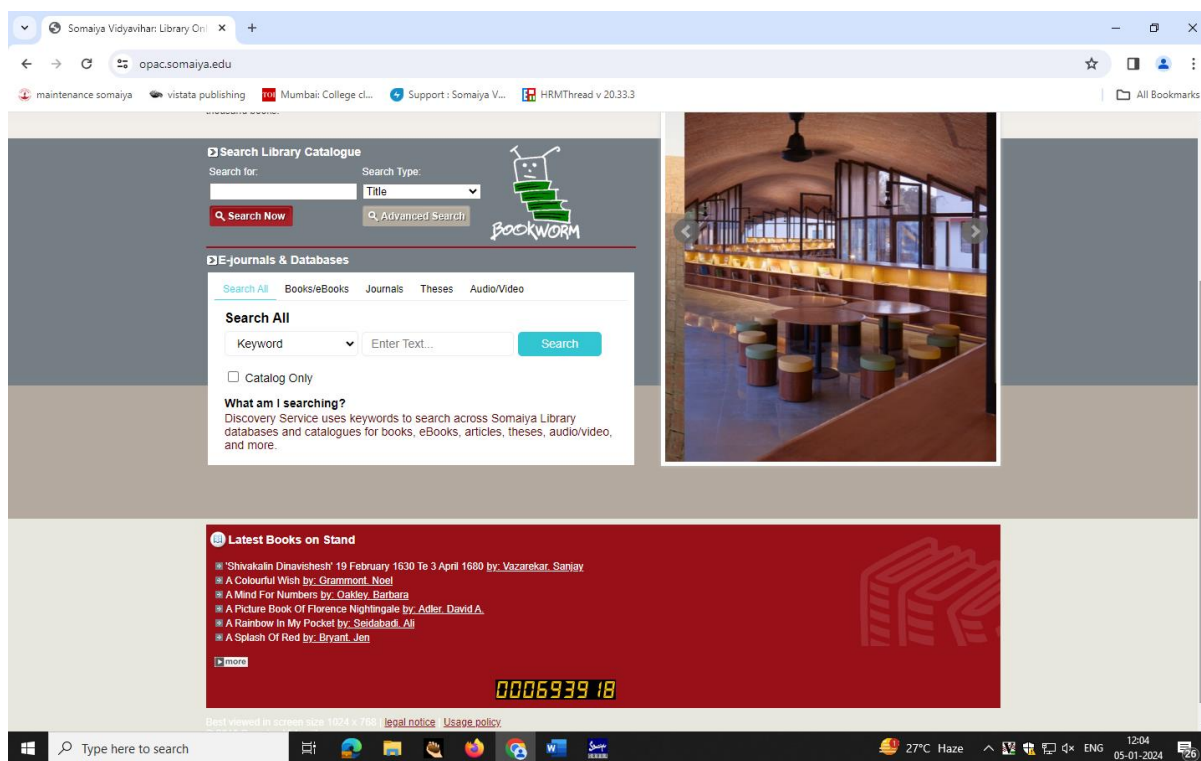
S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

PRINT RESOURCES

Books (Weblink: <https://opac.somaiya.edu/>)

Library is home to over 22000+ books and have a good collection of Dictionaries, Encyclopaedias, Yearbooks, Reports, and books for preparation of various competitive exams. The scope of the subjects in which traditional learning resources provided is wide ranging. The wide range of library collection comprises the resources related to Philosophy, Psychology, Political science, History, Social Sciences, Mass media and Languages in the Arts stream as well as Economics, Commerce, Banking, Accounting, Finance and Management in the Commerce stream.

All print resources information is available on WebOpac of Somaiya Vidyavihar Union catalogue <https://opac.somaiya.edu/> and also from Somaiya My Account portal <https://myaccount.somaiya.edu/#/login> with facilities like Self-renewals, Book reservation, online overdue fine payment and Book search including advance search option.



**S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE
LIBRARY MANUAL**

Journals / Magazine / Periodical

List of Journals / Magazine / Periodicals subscribed by the library-

SR NO	TITLE	FREQUENCY	LANGUAGE
1	BUSINESS TODAY	FORTNIGHTLY	ENGLISH
2	CHRONICLE	MONTHLY	ENGLISH
3	COMPETITION SUCCESS REVIEW	MONTHLY	ENGLISH
4	PRATIYOGITA DARPAN HINDI	MONTHLY	HINDI
5	OUTLOOK MONEY	MONTHLY	ENGLISH
6	INDIA TODAY ENGLISH	WEEKLY	ENGLISH
7	READER'S DIGEST	MONTHLY	ENGLISH
8	SARITA	FORTNIGHTLY	HINDI
9	THE WEEK	WEEKLY	ENGLISH
10	OPEN	WEEKLY	ENGLISH
11	OUTLOOK	WEEKLY	ENGLISH
12	SPORTSTAR	FORTNIGHTLY	ENGLISH
13	BUSINESS WORLD	BIMONTHLY	ENGLISH
14	CURRENT AFFAIRS TODAY	MONTHLY	ENGLISH
15	DALAL STREET	FORTNIGHTLY	ENGLISH
16	ECONOMIC & POL WEEKLY	WEEKLY	ENGLISH
17	FORTUNE INDIA	MONTHLY	ENGLISH

Newspapers

List of daily print Newspapers subscribed by the library-

SR. NO	TITLE	LANGUAGE
1	LOKSATTA	MARATHI
2	TIMES OF INDIA	ENGLISH
3	THE HINDU	ENGLISH
4	HINDUSTAN TIMES	ENGLISH
5	NAVBHARAT	HINDI
6	MINT	ENGLISH
7	ECONOMIC TIMES	ENGLISH

S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

LIBRARY FACILITIES AND SERVICES

Open Access

The library has adapted the open access system for students and staff. All the users can browse through library shelves to select the preferred books.

Global Common Circulation

Library users of SKSASC or any other college in Vidyavihar and Ayurvihar campus can borrow one textbook on his/her identity card from any library under Global Common Circulation policy of the Somaiya Management.

Somaiya WebOpac

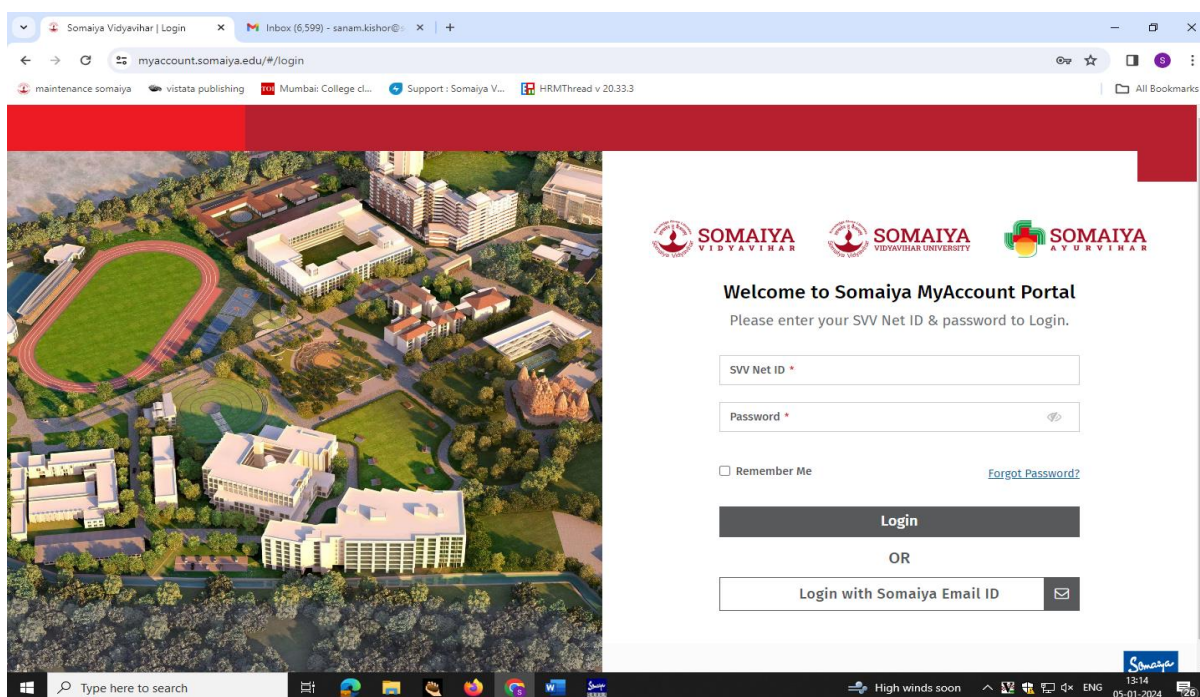
Library users can browse the union catalogue of all libraries under the Somaiya Vidyavihar management on <https://opac.somaiya.edu/> website or at Somaiya My Account Portal <https://myaccount.somaiya.edu/#/login>.

Self-Renewals / Book Reservation

All library users can renew the borrowed books before due date at Somaiya My Account Portal <https://myaccount.somaiya.edu/#/login>. Book reservation facility is also available on the same portal.

Online Payment

All the library overdue payment as well as book loss charges are paid online at the Somaiya My Account Portal <https://myaccount.somaiya.edu/#/login>.



S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE LIBRARY MANUAL

Internet Facility

10 desktop computers of latest windows configuration with internet facility are available for browsing in the reference section of the library.

Study Space

Library provides a quiet and conducive environment for reading, studying, and research. Reading room in reference section and research section of the library are equipped with comfortable chairs and tables.

Library New Arrivals

Newly acquired books and other resources are shelved in the 'New Arrivals' display cupboard which is kept in the reference section of the library for observation.

Book Recommendations

Library accepts book recommendations from students, and faculty members for acquiring new books. The book recommendation form is available in reference section of the library. Online book recommendation facility is available on Somaiya My Account portal.

IMPORTANT LINKS

Somaiya Digital Library - <https://library.somaiya.edu/user/login>

N-LIST - <https://nlist.inflibnet.ac.in/index.php>

Digitized resources - <https://repository.somaiya.edu/>

Online catalogue - <https://opac.somaiya.edu/>

My Account Portal - <https://myaccount.somaiya.edu/#/login>

Granthasanjeevani - <https://granthasanjeevani.com/jspui/>

National Digital Library of India - <https://ndl.iitkgp.ac.in/>

Indiastat Database - <https://www.indiastat.com/Home/Login>

LIBRARY TEAM

NAME	DESIGNATION
Mr. Sanam Pawar	Librarian
Mr. Dattaram Pawar	Attendant
Mr. Amit Jadhav	Attendant
Vaijayanta Varma	Attendant
Ramila Talavia	Attendant
Mrs. Shalini Mahangade	Peon

**S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE
LIBRARY MANUAL**

CONTACT LIBRARY

We would like to get in touch with you. Kindly refer to our contact details below.

Library : 022-67169618
Librarian : 022-67169619
Email : librarian.sksac@somaiya.edu

-----THANK YOU-----