



Late Shri. Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, DTE, Govt. of Maharashtra and Affiliated to the University of Mumbai)

LIBRARY MANUAL

Prepared

By

Library Department

Tel: 0250-6990999 Ext.122

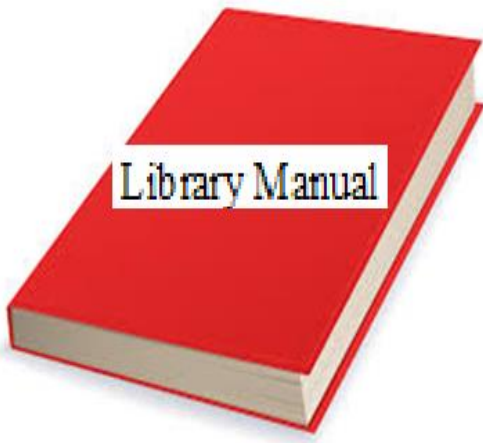
E-Mail:library2012@gmail.com

Website: viva-library.weebly.com

Table of Content

Sr. No.	Description	Page No.
A	Introduction	2
B	Library Committee	3
C	Library Staff and Responsibility	4
D	Library Budget	5
E	Library Collection	6
F	Library Policy	7-13
	Acquisition policy (Books, Periodicals, E-resources)	7-8
	Circulation Policy	9
	Inter Library Loan Policy	10-11
	Digital Library Use and Code of conduct	12
	Weeding-out Policy	13
G	Library Services	14-16
	Working Hours	14
	Orientation Programme	15
	Circulation of Books	15
	Reference Service	15
	Current Awareness Service (CAS)	16
	Inter-Library Loan (ILL)	16
	Selective Dissemination of Information (SDI)	16
H	Library Facilities	17-18
	Reading Room	17
	Digital Library	17
	Photocopying and Printing Service	18
	Softcopies of Syllabus and Question Papers	18
I	Best Features	19
	Book Exhibitions	19
	Implementation of IT Applications	20
J	Library Rules & Regulations	21
K	Future Projects	22
L	Links to Web-based Resources	23-24

What is Library Manual?



Library Manual is a source of information of a library, which comprises Library policies, Best practices, Services, facilities, Rules & Regulations etc. which helps to understand Library's mission and their role in its service and serve the users with quality library services through its collection of books and other media.

[A] Introduction



Library plays an important role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching and research.

The manual touches upon all important functions of a Library and describes clear policy as to how the activities of the library, like collection development, provision of information services, and management of other academic support facilities are performed etc.

[B] Library Committee

The Library Committee is the faculty advisory body for policy and planning for library.

Name of the Member	Designation
Dr. Arun Kumar	Principal
Prof. Archana Ingle	Member
Prof. Ashwini Save	Member
Prof. Bhushan Save	Member
Prof. Lissy Jose	Member
Prof. Niyati Raut	Member
Mrs. Devshree Ugvekar	Member Secretary

The nominated members shall hold designation for two years respectively, and shall be eligible for reappointment.

Duties and functions of the Library Committee:

- To frame general rules for the management of the Library
- To advise the Librarian regarding general library development
- To prepare the annual budget of the library
- To allocate funds, from the sanctioned annual budget of the library,
- To prepare Annual Report, Activities and achievements of the library
- To perform such other duties as may be assigned to it by the Academic Council.

[C] Library support staff

Library support staff is involved in all library operations at all levels. They may manage libraries or they may contribute very specialized expertise in some specific field.

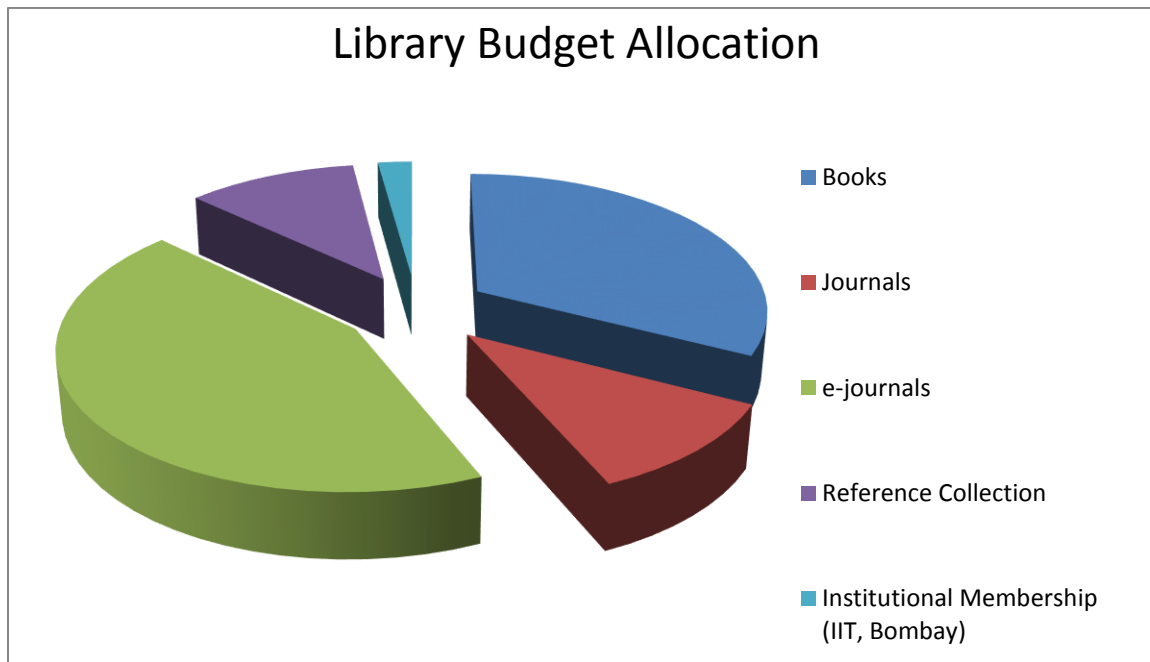


Sr. No.	Staff	Designation	Responsibility
1	Mrs. Devshree Ugvekar	Librarian	Overall Administration
2	Ms. Hemangi Shinde	Library Assistant	Collection development & Technical Section
3	Mr. Ramesh Wangad	Peon	Question paper, Syllabus, Periodical section
4	Mr. Vaibhav Sawant	Peon	Circulation Section & Shelf arrangement, House Keeping

[D] Library Budget

Library budget means the financial allocation to procure documents and provide access to the information Resources. The present annual library budget of the library has the following components:

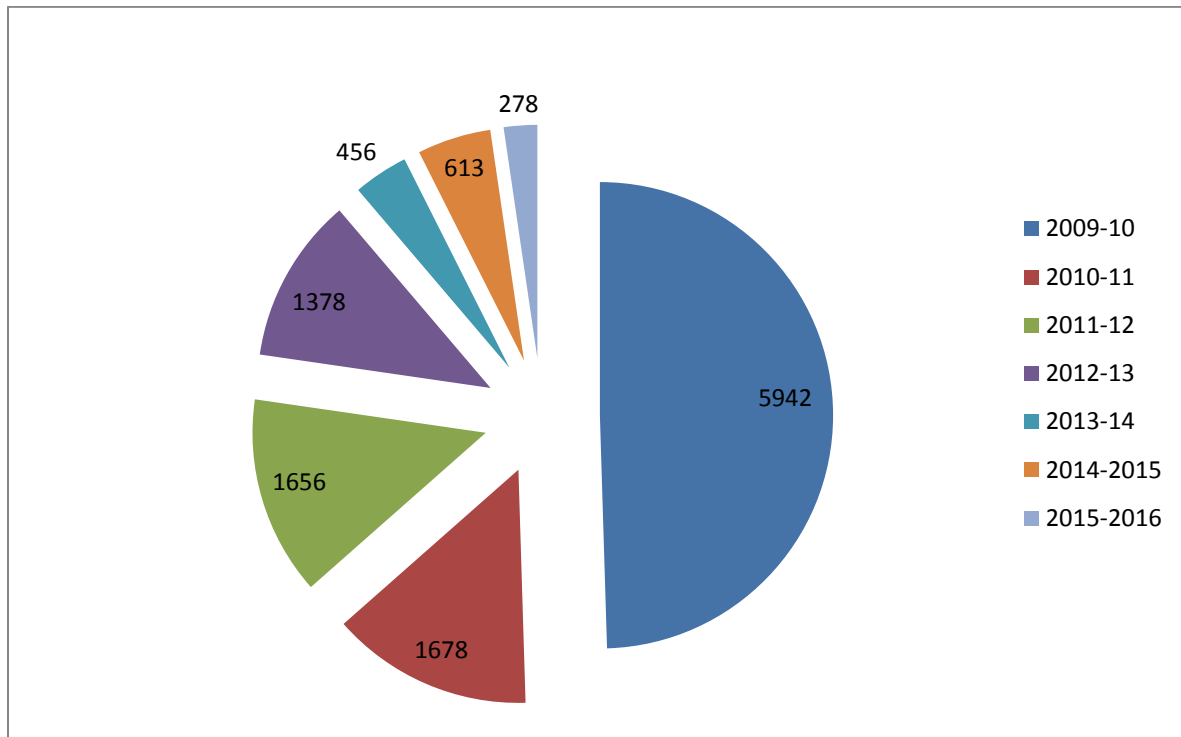
1. Library Fees from Student.
2. Revenue Generated by Library.
3. Development Fund



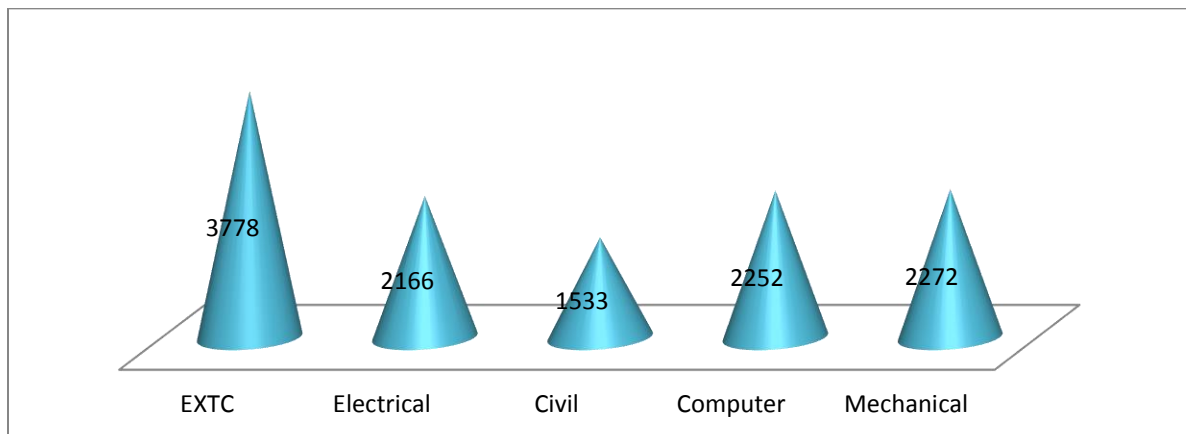
[E] Library Collection

At present, VIVA College Library has 12001 books which cover Engineering specialization course like Electrical, Electronics & Telecommunication, Mechanical, Civil, Computer & General Reading.

➤ Year wise Collection in Volumes



➤ Branch wise Collection in volumes



ACQUISITION POLICY AND PROCEDURE

The library staff conducts user study by observation, casual interaction and by referring to the borrowers account.

1. Purchase and use of current titles, print:

The library follows following methods for purchasing new titles or journals.

- a) The Library procures books as prescribed in syllabus, approved by the University of Mumbai.
- b) The library procures the books which are duly recommended by teachers and students through 'Requisition Form'.
- c) The library procures books on Approval basis from various publishers and book-vendors considering the courses available in our College. The teachers are invited to approve the books by filling up the Requisition Form.
- d) The Librarian, with the help of his colleagues, purchases books in order to introduce them to the teachers and students keeping the trends in the various subjects and prevailing global debates, discussions, discoveries and innovations - in mind.
- e) The Annual Book Exhibition is organized for procuring quality and wide range of books.

2. E-journals/Online Resources:

Online journals are procured in order to meet the growing project works

undertaken by the students and doctoral research degrees undertaken by our teachers.

Ordering:

i) *Availability of funds:* ensure that requisite funds are available for the purchase of item.

ii) *Performance of the book vendor:* response to the correspondence, speed of supply, adherence to the terms and conditions

iii) *Updating the panel of vendors* from time to time based on the performance of the vendor is a continuous activity and the best performed vendors will be given the orders.

Devshree Ugvekar

Librarian

Dr. Arun Kumar

Principal

CIRCULATION POLICY

Membership:

The bonafide students and staff members automatically become member of viva library for borrowing reading materials. However, the students and staff members have to collect their library cards from the library for any kind of transaction.

Loan privileges:

Category	No of books allowed	Time period
Faculty	10	Entire semester
Faculty Pursuing Higher Studies	Extra 10	15 Days
Non-teaching staff	2	7 Days
Degree Students	2	7 Days
M.E. Students	2	1 Month

Overdue charges:

The books got issued have to be returned in time. A fine of Rs. 5 per day is charged for the period the book is kept after due date.

Loss of books:

In case of loss of library book by the borrower, the book may be replaced with same title with same edition. In case of non-availability of book, the books price may be paid as per the library rules.

Devshree Ugvekar
Librarian

Dr. Arun Kumar
Principal

INTER LIBRARY LOAN POLICY

I. Definition

An interlibrary loan is a transaction in which a library material, or a copy of the material, is made available by one library to another upon request.

II. Purpose

The purpose of interlibrary loan services is to obtain library materials for our patrons that are not available in our Library and to lend materials from our collection to all eligible requesting libraries.

III. Interlibrary Borrowing

A. The reader needs to request for the title in writing. The participating library needs to submit the request in writing and collect the book, if it is available in our Library.

B. Loan Materials

1. The following materials are usually available for interlibrary loan:
 - a. Books
 - b. Photocopies of periodical and newspaper articles (from hard copy, microfilm and microfiche).

2. Most libraries will not ordinarily lend the following types of materials:
 - a. Rare or valuable material, including manuscripts
 - b. Bulky or fragile items that are difficult or expensive to ship
 - c. Material in high demand at the lending library (i.e. “best sellers,” recently published items, etc.)
 - d. Audio visual materials

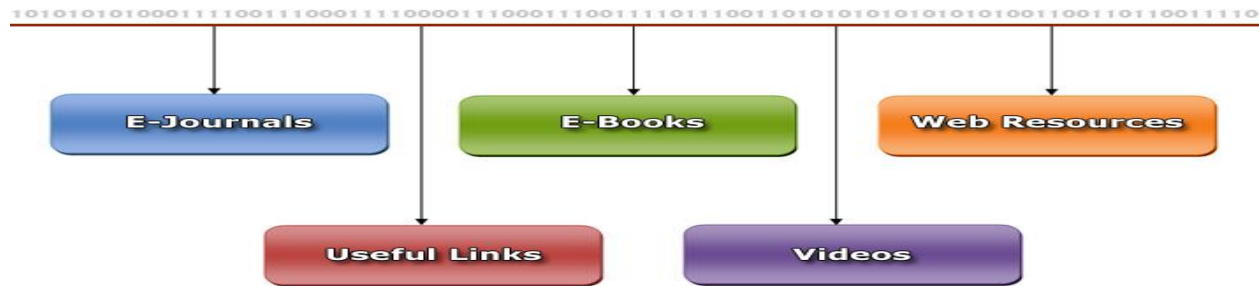
3. Borrower’s Responsibilities
 - a. Each user is responsible for checking the collection of our Library for the item before requesting it on interlibrary loan.

4. Loan Period
 - a. Maximum one month and further renewal on request.
 - b. No over dues charged.

Devshree Ugvekar
Librarian

Dr. Arun Kumar
Principal

Digital Library Code of conduct



Electronic resources such as e-journals, e-databases, e-books etc. made available by the Library for academic use only. These resources can be searched, browsed and material may be downloaded and printed as single copy of article as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (systematic downloading) is strictly prohibited. Please be aware that systematic downloading will cause the publisher to block to the entire community of users @ VIVA Technology from accessing these resources.

Digital Library: Acceptable Use and Code of Conduct

- ❖ Do Not Download Movies OR Songs
- ❖ Do Not Remove LAN Cord, Keyboard and Mouse from the Computers
- ❖ Do Not Save Any Document on the Desktop
- ❖ Kindly Scan Your Pen Drive
- ❖ Take Care of Your Own Belongings
- ❖ Library will not be Responsible for Any Data Loss
- ❖ Please Inform the Library Staff in Case Of Any Computers Problem
- ❖ Please Keep the Digital Library Clean
- ❖ Keep Silence in Digital Library
- ❖ Do Not Install any Software without Prior Permission of Library staff

Weeding-out Policy

The weeding out of books / magazines is a continuous activity of the library staff. The books are usually discarded on the following grounds.

1. Old edition
 2. Not in a good physical condition
 3. Out of syllabus
- The library staff prepares the list of outdated books. This list is prepared department/ subject-wise and sent to the concerned department/faculty to go through the same and approve.
 - List of books approved by the concerned faculty shall be discarded.
 - Discarded books will be updated in the database and remarks “W” will be made in the Accession Register.
 - The scrapped books are sold to a following local vendor in the nearest vicinity.

Address: Ajmeri Old Paper Mart

Shop No. 18, Apolo Shopping Center,

Near to Sidharth Hospital Virar (W)

Devshree Ugvekar

Librarian

Dr. Arun Kumar

Principal

[G] Library Services

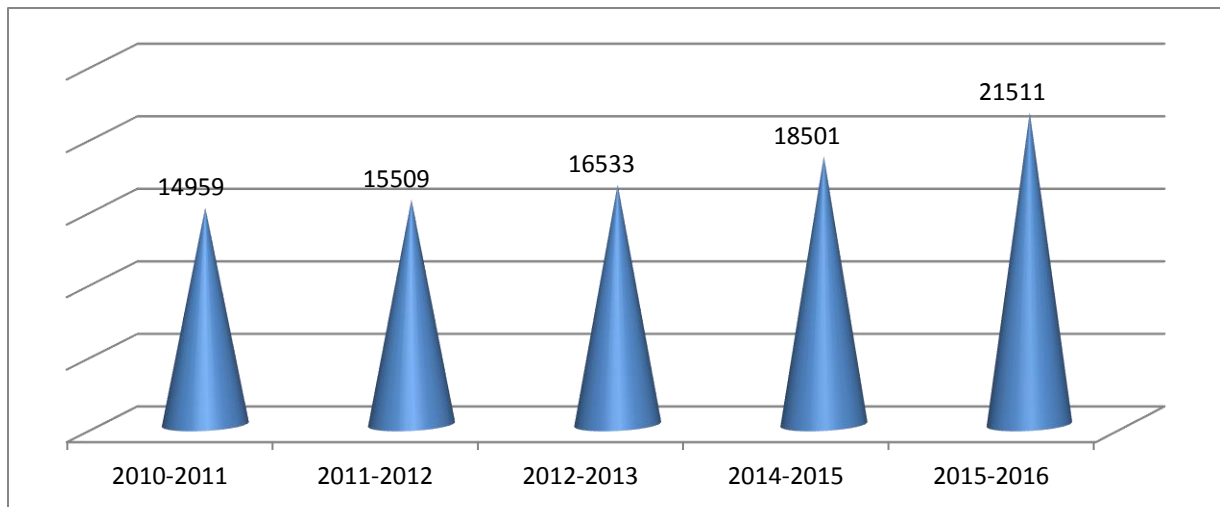
G.1 Working Hours:

Monday to Friday : 8.30 to 4.30 p.m.

Saturday, Sunday & Bank Holiday : Closed

G.2 Usage Statistics:

2010-11	2011-12	2012-13	2014-15	2015-16
14959	15509	16533	18501	21511



*Average no. of Library usage

G.3 Library Orientation and Information Literacy Programme

Every year an orientation and awareness programme is conducted for the students regarding the library rules, its facilities and services. Information literacy programs are conducted for Students to make them more familiar with library and increased the access of printed as well as offline or online library collection more efficiently.

G.3 Circulation of Books

Home lending service or circulation of books for home reading is a core of all library services. Books are circulated among faculty, non-teaching staff, students and research students. The circulation section has been automated and uses barcode technology for quick service to the readers. The following privileges are provided

Category	No of books allowed	Time period
Faculty	10	Entire semester
Faculty Pursuing Higher Studies	Extra 10	15 Days
Non-teaching staff	2	7 Days
Degree Students	2	7 Days
M.E. Students	2	1 Month

G.4 Reference Service

The Library has a good number of reference books like Dictionaries, Encyclopedia, Yearbooks, Handbooks, and Books for Competitive Examinations and many more. These reference books are consulted or referred frequently by students and staff members. If book is not available in institute library, Reference service staff use their VIVA networking channel to check the required document available in other VIVA College library, and if available staff guide or make arrangement for same.

G.5 Current Awareness Service (CAS)

To create awareness among the readers about library activities, library displays cover of newly acquired books, list of periodicals subscribed by the library, current contents of periodicals, newspaper clippings about the college information.

G.6 Inter-Library Loan (ILL)

Resource sharing is the fundamental practice behind Inter-Library Loan service. This service adopted for students and staff members. Books from the libraries of sister institutions, can access on request basis, as well as VIVA Degree College Library has an Institutional Membership of British Council Library and American Resource Centre, Mumbai. Through VIVA library networking the staff can make available the documents to their user on request.

G.7 Selective Dissemination of Information (SDI)

Selective Dissemination of Information (SDI) is a specialized service to their users who are request for up-to-date information on their areas of research and interest. Users specify their information needs by using SDI form & its duty of the library staff to quote “information phrase” in their system so they can serve pinpointed & latest information to their users.

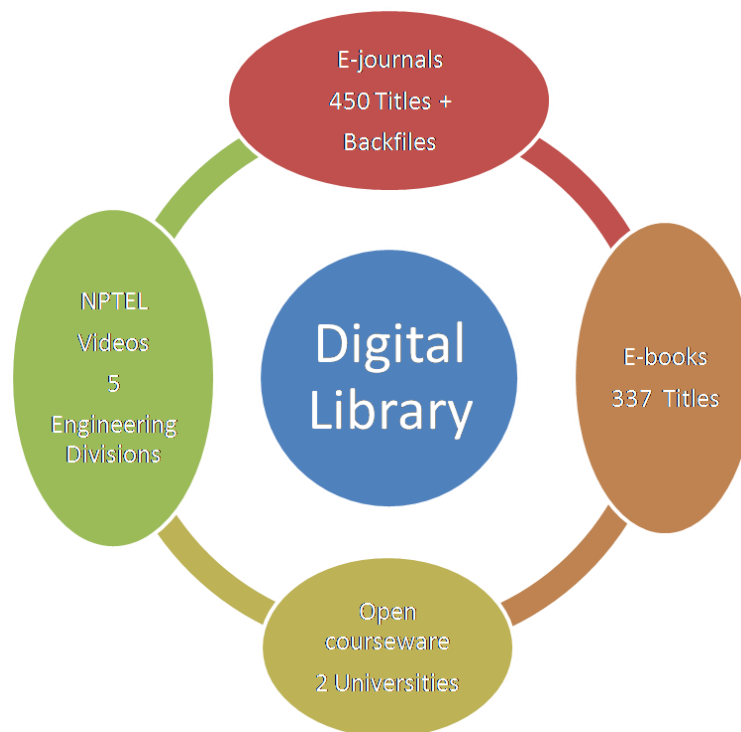
[H] Library Facilities

H.1 Reading Room:

The Reading Room facility has been provided to enhance the learning ability of the students. The Library Reading Room can accommodate 130 seating capacity of students and is available Monday to Friday 8.30 am to 4.30 pm.

H.2 Digital Library

There are 6 dedicated computers with 10 mbps speed internet facility is provided for students and staff members. Institute Library subscribes AICTE Suggested e-journal packages, e-books, Open access journals, NPTEL videos, Open courseware of well-known institutes etc. Digital Library motto is to set up an ICT based facility to users for accessing Internet, work on projects, study and research purpose etc.



H.3 Photocopying and Printing Service:

Photocopy & Print out of document is available in library or college premises on request for staff members and students. Photocopy facility at reasonable rates available in the library.

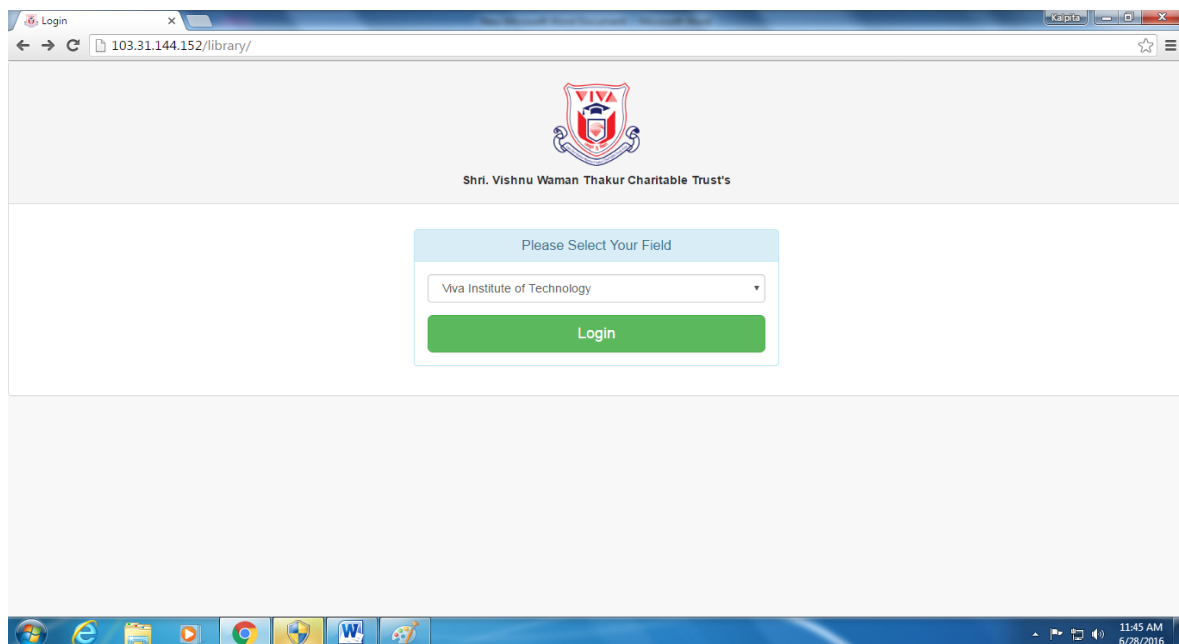
H.4 Softcopies of Syllabus and Question Papers

Syllabus and Question Papers are digitized and stored by the library for student's reference. The links are provided on the Library Website and other e-resources for remote access.

H.4 WEB OPAC (Online Public Access Catalogue)

Web OPAC is the Online Public Access Catalogue which allows users avail the services of the library using Internet. Users search a library catalog principally to locate books and other material available at a library.

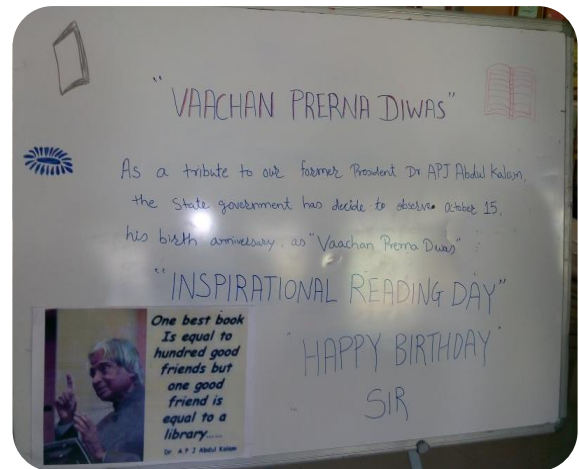
103.31.144.152/library



[I] Best Features

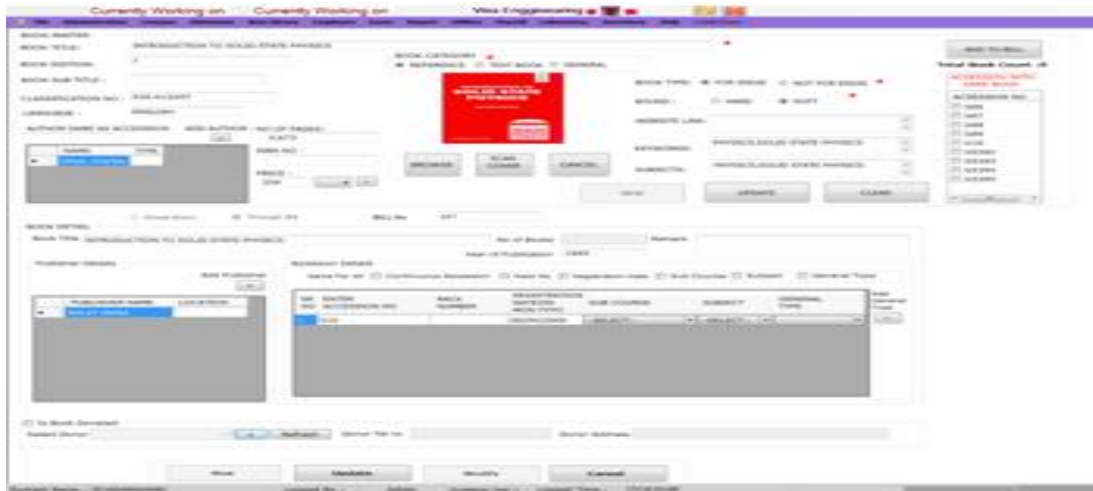
I.1 Book Exhibitions

Theme based and event based book exhibitions are organized by the library on the occasions of “Vachan Prerana Diwas” to honor Dr. APJ Abdul Kalam and “International Water Day”, “Engineers Day” respectively. In such events books written by self or some other authors displayed and promoted to understand the contribution of great personalities as well as attract users to inculcate reading habits and understand the values.

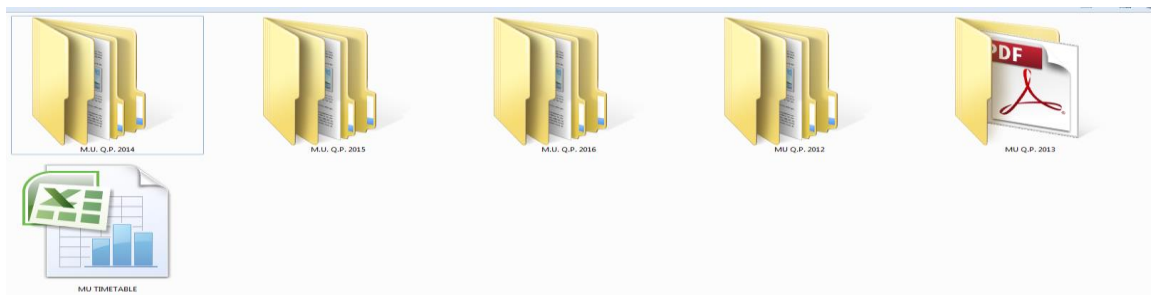


I.2 Implementation of IT Applications

Rapid growth and demand of information library professionals need to update their competency skills in the manner of information technology. In current scenario all the libraries adopting and making efficient use of IT in their library functions as well as service. Institute library adopted Library Management software & their staff highly competent to co-up with IT enabled environment.



**Library operation panel



**University of Mumbai Question Papers



[J] Library Rules & Regulations

- All library users entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint.
- All readers are advised not to leave their valuables at the Check Point. Library is not responsible for any loss of personal belongings.
- I Card compulsory while entering in the library.
- Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Readers should not 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 to bring their own Reading Cards while using the Library.
- Students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- Students are advised not to issue Books to others on their names.
- Students requested to maintain silence.
- Mobile phones are strictly prohibited in the library premises. 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.
- No photograph of the Library shall be taken without the prior permission of the Librarian.
- The Librarian reserves the right to call back any issued book/item at any time.
- Books are issued to students for overnight on their Readers Card only.
- There will be a fine of Rs. 5.00 per day per book, if not returned on the said date.
- Delay in receiving or the loss of Library Card, a fine of Rs.100/- will be charged.
-

[K] Future Projects

- Web Based Services
- Architectural Beauty
- Networking of Viva Libraries

SWOC Analysis

<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none">❖ Trained and Motivated Staff❖ Spacious Library❖ Very Good Collection with Diverse Subject	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none">❖ Non-Awareness about Library Services among students
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none">❖ Web based Services❖ Use of Technology for Resource Sharing and Consortia❖ Networking of VIVA Libraries	<p style="text-align: center;">Challenges</p> <ul style="list-style-type: none">❖ Adoption of Changing Technology❖ Changing Needs of Users❖ Information Overload / Big Data❖ Well design of Library

[L] Web-based Resources



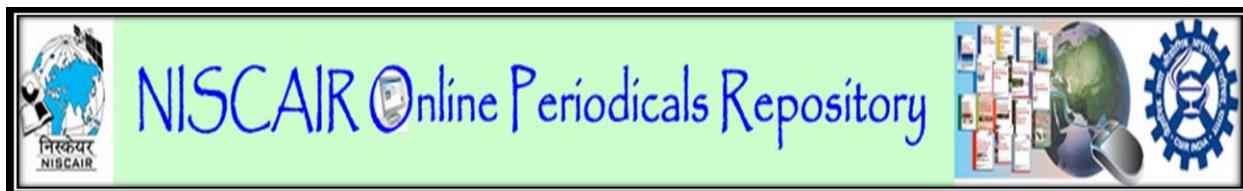
NPTEL provides E-learning through online Web and Video courses in Engineering, Science and humanities streams. The mission of NPTEL is to enhance the quality of Engineering education in the country by providing free online courseware.

Web Address: <http://nptel.ac.in/>



MIT Open CourseWare makes the materials used in the teaching of almost all of MIT's subjects available on the Web, free of charge. With more than 2,200 courses available, OCW is delivering on the promise of open sharing of knowledge.

Web Address: <http://ocw.mit.edu/index.htm>



NISCAIR Online Periodicals Repository (NOPR) captures, distributes and preserves digital research products. Here you can find articles, working papers, preprints, technical reports, conference papers and data sets in various digital formats. Content grows daily as new communities and collections are added to NISCAIR Online Periodicals Repository (NOPR).

Sub-collections within this group

- ❖ Natural Products Repository
- ❖ Popular Science Magazines
- ❖ Research Journals

Access full text articles from research journals published by CSIR-NISCAIR!

Web Address: <http://nopr.niscair.res.in/handle/123456789/1>

Open Access Journals Search Engine (OAJSE) Search for Articles in Open Access Journals

Journals Starting with : 1-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Subjects

A : Acoustics | Agriculture | Allergy and Immunology | Analytical Chemistry | Anatomy | Anesthesiology | Animal Sciences | Anthropology | Archaeology | Architecture | Arts | Astronomy
B : Biochemistry | Biology | Biotechnology | Botany | Business and Management
C : Cardiovascular | Chemical Engineering | Chemical Technology | Chemistry | Civil Engineering | Commerce | Computer Science | Construction | Cytology
D : Dentistry | Dermatology
E : Ecology | Economics | Education | Electrical and Nuclear Engineering | Electricity | Electronics | Environmental Engineering | Environmental Science | Environmental Technology | Ethnology
F : Forestry
G : Gastroenterology | Gender Studies | Genetics | Geography | Geology | Geophysics and Geomagnetism | Gynecology and Obstetrics
H : Heat | History | Hydraulic Engineering
I : Industrial Engineering | Inorganic Chemistry | Instrumentation | Internal Medicine
J :
K :
L : Languages and Literatures | Law | Library and Information Science | Linguistics
M : Manufactures | Mathematics | Mechanical Engineering | Media and Communication | Medicine | Microbiology | Migration | Military Science | Mining and Metallurgy | Multidisciplinary | Music
N : Neurology | Nuclear Physics | Nursing | Nutrition and Food Sciences
O : Oceanography | Oncology | Ophthalmology | Optics and Lights | Organic Chemistry | Otorhinolaryngology
P : Pathology | Pediatrics | Performing Arts | Pharmacy and Materia Medica | Philosophy | Physics | Physiology | Plant Sciences | Political Science | Psychiatry | Psychology | Public Health
Q : **R** : Religion **S** : Science | Social and Public Welfare | Social Sciences | Sociology | Sports Science | Statistics | Surgery
T : Technology | Therapeutics | Transportation **U** : Urology
V : Visual Arts **W** : **X** :
Y : **Z** : Zoology

Web address: <http://www.oajse.com/>