



SYMBIOSIS INSTITUTE OF INTERNATIONAL BUSINESS (SIIB)
is a constituent of **SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**
(Estd. Under section 3 of the UGC act, 1956 I Re-accredited by NAAC with 'A' grade (3.58/4) I Awarded category – I by UGC)



LIBRARY
User Manual 2018



FIVE laws of Library Science

Dr. S. R. Ranganathan, known as the "the father of library science" in India and respected by librarians all over the world, proposed five laws of library science. All the librarians worldwide accept them as the foundations of their philosophy.

These laws are:

1. Books are for use
2. Every reader his [or her] book
3. Every book its reader
4. Save the time of the Reader
5. The library is a growing organism

Library Mission Statement

- To deliver world-class library and information services
- To meet the needs of the user community and
- To support the Institute's mission to contribute to society through the pursuit of education, learning, and research at the highest levels of excellence.

Objectives of SIIB Library

- Acquisition, organization, and dissemination of library materials
- Support for the best utilization by users of the rich and diverse collections
- The preservation and storage of the collection for future generations
- The cost-effective management of resources

Library Timings

The library remains open as under:

| Counter | Monday- Friday | Saturday | Sunday |
|----------------------------|--------------------|--------------------|---------------------|
| Circulation (Issue/Return) | 9.00 am to 5.30 pm | 9.00 am to 5.00 pm | No circulation |
| Reading Room | 8.30 am to 8.30 pm | 8.30 am to 8.30 pm | 10.00 am to 5.00 pm |

The Library timings are subject to change and if any, are notified on the library notice boards and through email for the convenience of the users.

Library Usage

The entry to the Symbiosis Institute of International Business (SIIB) Library is reserved only for the SIIB students, faculties and staff members. The students have to make an entry in the register and show their ID-cards as and when asked by Library Staff Members.

INSTRUCTIONS FOR USE OF LIBRARY

1. ISSUE OF READERS CARDS

The student would be given 4 cards in all (Only one book / magazine will be issued against each card)

| | |
|---------------|--|
| 1 Blue Card | For the issue of periodical (only back issues) |
| Other 3 Cards | For the issue of books. |

PLEASE NOTE THAT LIBRARY CARDS ARE NON-TRANSFERABLE

- In case of loss/theft of Readers' Cards, the Library Staff must be informed immediately.
- Duplicate Readers' Card would be issued on payment of Rs.100/- per card.

2. ISSUE OF BOOKS & MAGAZINES

- The timings for issue of books will be **Monday to Saturday- 9:00 a.m. to 5:30 p.m.**
- The library will be open from 8.30 a.m. to 8:30 p.m. on week days and on Sunday from 10:00 a.m. to 5:00 p.m.
- Books / Periodicals are issued for a period of **7** days.
- Any delay in return of the book/periodical will result in a fine of Rs.5/- per day from the scheduled date of return.
- In case of loss or damage of book/magazine, the person concerned would replace the copy of the same as a penalty.
- Return of books before leaving for summers for the stock verification process is mandatory.
- The following books/magazines will not be available for home issuing and will be available only for reading in the SIIB Library.
 - a) Current Newspapers.
 - b) Latest issue of periodicals / Journals
 - c) Reference books
 - d) WTO Publications

3. PHOTOCOPYING LIBRARY MATERIAL

- The students can photocopy material from Reference books with due permission of the Librarian subject to copyright related laws provided by the publisher.
- Material from books/magazines may be photocopied on the deposit of your Identity Card and subject to copy right laws. Photocopy shop is available at the basement of SIIB Building.
- Request for photocopying the entire book / document will not be entertained.

4. USE OF LIBRARY BY OUTSIDERS

- Outsiders will not be allowed to borrow books from the library.
- Space permitting, they may be allowed to use the reference section, on payment of Rs.100/- per day.
- The Librarian has the discretionary powers to admit / refuse admission to an outsider to use the library and his/her decision shall be deemed final.

5. RETURN OF LIBRARY BOOKS & LIBRARY CARDS

- Students are required to return all the Books issued to them & the Four Library cards before leaving the Institute after Semester IV. In case the same is not returned money will be deducted from the Institute Deposit.

Membership Details:

The students, faculties and staff members of the SIIB are entitled to become the members of the library.

- Every borrower has issued 3 Book cards and 1 blue card for back issue of periodical.
- These Library cards are non-transferable.
- The teaching and the non-teaching staff are required to sign in the issue register while issuing or returning the books.
- Sub lending of books and cards is a misuse of membership and strict action can be taken.
- While leaving the library, the users are required to sign the register. If a user is found with a library material not issued to him strict action will be taken.
- Books / Periodicals are issued for a period of 7 days. Any book / Periodical returned after the due date is charged a fine of Rs.5 per day.

- The users should not write or disfigure the library books and due care must be taken in this respect.
- The member must check the physical condition of the book or else while returning the book he will be charged to pay for the cost of the book.
- The loss of borrower's card must be intimated to the Librarian immediately and the user will be issued a duplicate card on payment of Rs.100. The Library staff will not be responsible for misuse of the lost library card of the member.
- Xeroxing of Library Material: Material from reference section may be photocopied by the students with the permission of the Librarian. Request for photocopying the entire book / Journal will not be entertained.
- Use of the Library by the outsiders: Outsiders are not permitted to issue books to take home. They may be allowed to use the reference section on payment of Rs.100/- per day. The Librarian has the discretionary powers to allow / refuse admission to an outsider to use the library and her/his decision shall be deemed final.

Borrowing Facility

| Users | Time limit |
|---|-------------------|
| Students: 3 books + 1 periodical (back issues only) | 7 days |

Open Access Facility

There is an open access facility in the library and the students can move in the stack room and closely review any required books. Proper care must be taken by the users to place the book on the exact shelf so that it can be easily accessible to others.

Library collection

The library has a variety of books covering all the aspects of Business, Management, Economics, Law, Marketing, Human Resources, Accounting, Agri-Business & Energy Environment etc.

The periodical section provides current and up-to-date information. It covers journals like Business Research, Harvard Business Review, The Economist, MIT Sloan Management Review etc.

The newspapers in the library include Times of India, Asian Wall Street Journal, The Financial Times, The Economic Times etc.

Library Collection Details: (*) Collection as on 31st March 2018

| Resources | Total collection (*) |
|-----------------------------|---------------------------------|
| Books | 16339 |
| Periodicals | Journals – 53 Magazines – 67 |
| Back volumes of periodicals | 253 |
| CDs Audio and Video | 510 |
| Newspapers | 10 |

Classification

The library follows the Dewey Decimal Classification Scheme. Every book in the library has a classification number, author prefix and a unique Accession number. The classification numbers of major subjects in the library are given on the following pages.

Administration:

The Library is being taken care of by following administrative staff who all look after the supervision of housekeeping, operations and services like lending, cataloging of the Books, Journals and Circulation, etc.

- 1) Library In-Charge – Mrs. Sarika Agale
- 2) Library Assistants – Mr. Shekhar Gajmal and Mr. Anant More
- 3) Library Attendants – Mr. Sunil Joshi and Mr. Ramesh Bolade

Library Advisory committee consists of the following members

| | |
|---------------------|---|
| Chairperson: | Dr. Asmita Chitnis (Director) |
| Member: | Dr. Prakash Rao (Dy. Director) |
| Faculty In-Charge: | Dr. Jeevan Nagarkar (Assistant Prof.) |
| Member: | Dr. Nisha Bharti (Asst. Prof.) |
| Member: | Dr. Krishnamurthy Inumula (Associate Prof.) |
| SIU representative: | Librarian – SIU |
| Members: - | Mrs. Sarika Agale - (Secretary) Mr. Shekhar Gajmal Mr. Anant More |

The Advisory Committee has a mandate of meeting once a semester to discuss and monitor Library services apart from discussing various operational issues.

SERVICES

The library provides the following services:

Circulation

Each user is given 3 book-cards for issue of the books and 1 blue card for back issue of periodical.

Current Awareness Service (CAS)

Library sends fortnightly latest articles and news by email to all students, faculty and staff to update their current knowledge. Library informs monthly New arrivals in the library.

Reprographic service

The photocopying facilities are available in the Institute for the users from 10.00 am to 5.00 pm.

Display of new arrivals

The new arrivals are displayed in the open rack kept in the stack room.

Inter Library Loan (ILL)

The member of SIIB Library can borrow Books/ Journals/ CDs on their Library cards from the following institutes in the campus -

- Symbiosis Institute of Information Technology (SCIT)
- Symbiosis Institute of Management and Human Resource Development (SCMHRD)

Data bases

After getting admission in SIIB, every student will get registered under SIU (Symbiosis International Deemed University) Library online portal. SIIB Students and Faculty members have access to the following e-resources (Online Databases) through SIU Library portal -

- EMERALD
- JSTOR
- INDIASTAT.COM (DATANET)
- EBSCO
- CMIE – Prowess
- SCOPUS
- SCIENCE DIRECT
- FROST & SULLIVAN
- WEB OF SCIENCE
- EUROMONITOR PASSPORT

IT Infrastructure

- Wi-Fi Facility

Membership details: SIIB Library has following memberships:

- Indo-American Chamber of Commerce & Industries
- Confederation of Indian Industries (CII)
- All India Management Association (AIMA)
- The Associated Chambers of Commerce and Industry of India (ASSOCHAM)
- Maharashtra Chamber of Commerce Industries and Agriculture (MCCIA)
- MVIDC-World Trade Center (WTC)
- SHRM (Society for Human Resource Management)
- NHRD (National HRD Network)
- Air Conditioning & Refrigeration Journal (ISHRAE)
- Indo German Chamber of Commerce (IACC)

Collection and Resources:

The library collection consists of books, back volumes of periodicals, Annual Company Reports, Online databases, e-journals, CD ROMs, Audio Cassettes which are in open access while the reference books are preserved in closed stacks and made available only on request.

A separate CD server has been installed through which the students can have a direct access to all the CDs of the library

Books

Books are arranged as per DDC (Dewey decimal classification) system in descending alphabetical order for easy access to the users. The users through the Web OPAC facility can easily access the location and status of the books.

- **Display of new books**
New books are displayed fortnightly on an open rack in the library and can be borrowed.
- **Reference books collection**
Reference books include encyclopedias, dictionaries, rare, costly and also some out of print books, which have to be referred to only in the reading room and must not be taken without permission.
- **Current Periodicals**
The library subscribes to over 100 periodicals, which are bifurcated as journals and magazines and are arranged alphabetically in the Reading Room. No current periodical can be taken outside the library without permission.
- **Back Volumes of Periodicals**
The back volumes of periodicals are kept at the backside of the stack room and can be issued outside the library.

Salient features: -

Reservations

Another user through the WEB OPAC reservation facility can reserve a document, which is currently issued to a user.

Stock verification

The library undertakes the process of annual stock verification through the bar-coding process as per the SOP and the final report is submitted to SIU with the approval by the Director.

Circulation system

- In case any problem is detected at the time of return of any document or the library staff is not able to trace the borrowers' card then the student should insist on a written slip from the staff and submit it when the card is returned.
- Current periodical and newspapers will not be issued only photocopying facility is available when the id-card of the user is deposited at the counter.
- No material other than issued books and study materials are allowed in the reading room. The bags have to be deposited at the racks provided at the entrance of the library.
- The student before leaving the library has to show his belongings to the library attendant at the counter.

Loan Conditions

The librarian if required can recall books, which are issued to users.

- Renewal of books is permitted only when the book is produced at the issue counter on the stipulated date.
- Reference material will not be issued outside the library.

Loss of books / borrower cards

- The member who has issued the book is responsible for the loss of book and in such a case it has to be reported to the librarian immediately.
- The book has to be replaced in case of loss of books.
- The cost of book will be the current market price prevalent.
- The cost of lost book has to be paid at the issue counter and an appropriate receipt has to be obtained.
- In case the borrower's card has been lost it has to be reported to the library staff and a duplicate card will be issued to the student on payment of a fine of Rs. 100/-

E-resources

- SIIB Library has KOHA software and members can have an access to the library resources from the WEB OPAC facility on the data server.
- The students in the computer lab can access Centre for Monitoring Indian Economy (CMIE) database, which includes Industry Analysis Service and Prowess LAN.
- Library has an online access to various periodicals like Harvard Business Review, The Economist, and Brand Management etc.

No Dues

Library cards are the property of the library and it is responsibility of the users to return them to the library at the time of no dues or clearance procedure.

Rules

- Users must take due care of the library materials
- Maintain silence in the library.
- The cell phones must be switched off while entering the library. If a student is found using a mobile in the library, he/ she will be charged a fine of Rs.100.
- The students are required to maintain a specified dress code in the academic block and the same is applicable in the library.

- Any violation in the above rules may result in strict disciplinary action.

Activities

- Saraswati Pooja is organized every year in the library in Navratri.

Feedback and suggestions

The library welcomes the feedback and suggestions of the users through the WEB OPAC facility and also a box kept at the entrance. The books are procured as per the suggestion by the users and after due approval of the director.

Best practices / Highlights of the Library

1. Display of an In-house publication of Symbiosis separately on the rack.
2. Bi-monthly list of new arrivals – Books, Periodicals in the Library by email to all.
3. Separate shelves for Ph.D. Reference books.
4. Books procurement on the suggestions by students also.
5. Display of Shelf no. & contents with the summary of the book through WEB-OPAC.
6. Help students regarding their project work as and when needed.
7. SDI (Selective Dissemination of Information) service to faculty who does their research works.
8. Abstracting services – We provide the summary of each book in KOHA, by which user can get idea about whole book.
9. Prepares the record of Case studies related to subjects like, International Business, HR, SCM, Finance, Marketing, Agri-Business, Energy and Environment etc.
10. Maintains and provides necessary information regarding online databases and soft wares.
11. Maintain old periodicals and provide them as and when needed by the faculty / students.
12. A PC has kept with the Wi-Fi connection in the Library for use of the outsiders / visitors / students.
13. Help to Exam Dept. in sending documents to SIU from time to time by scanning the Question Papers and other related documents of the Students' record.
14. Keeping records and Distribution of handouts / Case studies to students as per information by Coordinators.
15. To procure and maintain reading materials of different exams like APICS, NCDEX, Six Sigma and make them available to students.
16. SIIB Library has membership of MCCA, WTC, FIEO, CII and so on.
17. Library provides online database services through EBSCO, EMERALD, JSTOR, and DATANET and so on.
18. SIIB Library provides current events and news by sending new articles which contain current news and events in the different periodicals, through scanning the same to all students, faculty and staff of SIIB. We call this best practice as '**Current Knowledge**'.
19. Under the heading of '**HAVE YOU SEEN THIS?**' in the Library, we keep unutilized books on the separate Book-rack, so that students / faculty can catch to read these unutilized books.
20. We kept reserved area for differently abled students near the staff working area for easy access to Library's collection as and when needed by these students.

VISIT & ENRICH YOURSELF!!!

Library In-Charge – Mrs. Sarika Agale

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