Vivek Education Society's
VIVEK COLLEGE OF COMMERCE
Siddharth Nagar, Goregaon (West), Mumbai- 400 104.

KNOW YOUR LIBRARY

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Introduction

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

Library has always been striving hard to meet the expectations of its users however, there has been along felt need to bring clarity and uniformity in procedure and practices of the library to improve its efficiency, utility and services.

Objectives of the Library

- ❖ To provide resources to enrich and support the curriculum
- ❖ To built positive attitude towards overall development of the user through resources
- ❖ Organize the library resources to facilitate their use
- ❖ Provide guidance and aid to faculty and students in use of library resources

Library Advisory Committee

It is important to safeguarding the interest of all sections of the library users, formation of policies, rules & regulations and implementing the library policies in a judicious manner. For a smooth functioning of the library proper infrastructure is needed for the library.

To meet all the above objectives, the College Library should have a Library Advisory Committee constituting Principal, Librarian and teaching faculty.

Procurement Process for Purchase of Books

- ❖ Receiving Recommendations through recommendation Form from faculty
- ❖ Find out the exact details of the Title/s recommended
- ❖ Duplicate Checking
- ❖ Put up for Approval after checking the budget available
- ❖ Prepare and send Purchase Orders
- ❖ Receive Books from Suppliers/Publisher
- ❖ Cross checking with Purchase Orders
- ❖ Processing and getting the book ready for circulation

Issue / Return Procedure
a. While Issuing books:
- ❖ Textbooks are issued to students on all working days
- ❖ quickly glance the book for any damage
- ❖ Last page of the book on the due date slip the due date is put
- ❖ Scan the barcode to capture the details of issuing books in Circulation Module of LMS
- ❖ Library card of the student is collected and the book card is placed

in the library card pocket and kept in the tray
* One hour before the closing of the library all the issued book cards are arranged class no. Wise, statistics is recorded and all the book cards are merged in the issue tray

b. While receiving the books:
* Quick glance the book for any damage
* Check Due dates for necessary action
* Return the book from user Account (Scan the barcode to capture the details of returned books in circulation module of LMS)
* Send them to stack for shelving

Documents that can and cannot be Borrowed
a. Documents that can be borrowed:
* text books from the general shelf can be borrowed
* Reference books if there are more than one copy of the same edition
* CDs can be borrowed by staff only as there is no CD drive in the library

b. Documents issued for current reference and cannot be borrowed for home issue
* Bound Volumes of Journals, Loose issues of journals and the Latest available issues of the magazines
* Reference books cannot be issued other than

Advance Learners

❖ On the special circumstances, these materials can be issued with discretion of the Librarian and teaching faculty.

Renewal/Reservation and Overdue Charges

❖ For renewal student has to bring the books to the Circulation Counter. If a borrowed book is not on demand, then a user (except faculty) may renew the book. The Library staff has the right to recall a book if the same is required by another user

❖ Staff can renew the book before the last day of the academic year

❖ Faculty and Staff will not be levied any library overdue fine.

❖ An overdue charge is Re.1/ per day shall be charged against each books not returned within the due date

❖ An fine of Rs 50/ per day shall be charged if the current issue books not returned the same day of issue

❖ Starting of each month fine collection report is printed from the library software and submitted to accounts department to be deposited

Days for issue of books for home reading

Books will be issued for home reading on all the working days from 7.30 am to 5.00 pm

Issue of Library Cards
All students are issued I-card & Library cards

➢ B.COM. Students issued
TWO LIBRARY CARDS
- ❖ One card for Issue of Books for home reading
- ❖ 2nd card for Issue of Fiction book or Issue of books for Current Reading

➢ Self -Financing & P.G. Students issued
THREE LIBRARY CARDS
- ❖ 2 Library Cards for Issue of Books for home reading
- ❖ 3rd card for Issue of Fiction book or Issue of books for Current Reading

Procedure for generating I-card & Library Cards
- ❖ Roll no. generated by the office staff in the software
- ❖ MICM uploads the students list in the library software and generate member code
- ❖ MICM provides excel sheet giving all the details of the students required to print I-card and Library card
- ❖ The excel sheet forwarded to I-card printer
- ❖ Proof reading done to avoid mistakes
- ❖ Arrange the I-card and Library cards class wise and roll no. wise to distribute in the classroom
- ❖ Each student sign on the students roll call list when they receive I-card & Library card

Procedure for issue of duplicate I-card & Library Card

❖ Students should submit FIR along with duplicate I-card application form
❖ The application form to be filled with all student details along with photo
❖ The application form should be signed by discipline committee
❖ Library accepts the application again a fine of Rs100 for each card
❖ The details of the student mailed to the printer along with I-card Form
❖ Student informed by sending message on phone to collect the duplicate cards
❖ Student sign on the students roll call list with red pen while receiving the duplicate card

Loss of books

❖ If the book is damaged or lost either replace the same books or pay the cost of the last edition.
❖ Reference book if lost and the same book not available is out of print, same subject book of different author is replaced after the approval of concern subject teacher
❖ Result of the students are withheld who fails to return the library books

Outside Visitors:

❖ Only Ex-students can use the library by paying nominal charge of Rs.300/-

❖ Membership is given for one academic year

Precaution taken to prevent Theft / Misuse of Library resources:

❖ CCTV camera is installed

❖ Open access area students are required to leave their bags on the stack and staff accompanies the student

No dues

❖ The refund form will be signed by the librarian after submitting all the library cards issued

❖ If library cards not found by student we check the library software to confirm

User Services

a. Timing

Circulation Hours (Issue &Return)

Reading Room & Computer Research center

Monday-Saturday　　　　: 7.30am to 5.00 pm

Sundays/Holidays　　　　: closed

Only Reading facility in School side classroom With permission

Monday-Saturday　　　　: 5.00 pm to 8.00 pm

Sundays/Holidays　　　　: 9.00 am to 8.00 pm

b. Reference Service:

Reference books are issued to students for current reading only. These books are kept in the issue counter and only after the student inform the reference book are send for shelving

c. Information Literacy

The library staff guides the students, research scholars, faculty of college and school whenever they need guidance about how to use the technology, internet resources and e-resources.

d. Library Orientation

As a Part of a User Education an Classroom Orientation Program was organized for students of first year classes –aided & self-financing. Through Power point presentation the Librarian acquaints them with the functioning of the library and to create awareness on the library resources for maximum utilization of the resources.

e. Newspaper Clipping

Important articles relevant to the students are cut and displayed on the library notice board. Later they are filled subject wise for reference

f. Indexing Services

Offers computerized search service. List of books

available in the library are displayed .can search subject wise, title wise, publisher wise.

g. OPAC
Computer with library software is kept at the entrance of the library for students to access the library catalogue and also WEB OPAC is available through the college website, library tab

h. Display of New Arrivals
List of new books purchased are displayed on the library notice board

i. Computer Resource Centre
There are 8 computers with broadband connectivity exclusively for students. Students can access to information resources free of cost to improve their learning activities. Library staff monitors the students. Printout facility is available at nominal cost.

j. Book Bank scheme
Book Bank facility is extended to economically week students from the aided section of B.Com.

k. Scholar Library Card
Additional scholar card is issued to the toppers to issue books to all the undergraduate courses

l. Advance Learners
Students studying for competitive exam and other exam can issue related reference for home reading by paying a refundable deposit of Rs 1000

m. Display of books on important days
Books relating to the days are displayed at the entrance to make students aware of the library collection. Ie. Independence Day, republic day, Gandhi Jayanti, teacher's day, etc.

n. College Website
All the information relating to the library is available in the library tab of the college website. WEBOPAC can be accessed to know the availability of the resources in the library

o. I-card & Library Cards
At the start of the academic year, after the Roll no is assigned all students are distributed I-card and Library Cards

p. Question paper set
Previous exam question papers are made available for students and staff. Question papers for the last three years are filed together and kept for current issue.

q. Electronic counter

Laptops , LCDs , extension board, VGA cable, HDMI cable, AUX cable, remote , projection screen, mike, amplifier, speaker, camera are issued to the staff on lecture basis or for college events.

r. Photo Gallery

Maintain a folder of all the photographs of all the activities held in the college. From the folder photos are picked to be uploaded in the website and also for college magazine.

General Rules and Regulations

➢ Students are Responsible for the book borrowed on your card.
➢ Your Library card is not transferable. Book will be issued only against the library card of the person receiving the book.
➢ Text book and Fiction will be issued for one week for B.Com students (Aided) and Professional Course students (Unaided).
➢ Reference books & Periodicals will be issued on all days during the working hours of the Library for current reading and should be returned the same day.
➢ Referece Books & Periodicals will not be issued for Home Reading.

- ➢ Previous year question papers can be issued for current reading.
- ➢ Students should check the books while issuing and bring to the notice of the library staff if any damage, failing to which the students are responsible for the damage of the book subsequently discovered.
- ➢ Books/Periodicals damaged or lost must be replaced or pay the cost of the book lost.
- ➢ Fine of Re 1/- per day will be charged if the book is not returned within the due date.
- ➢ Fine of Rs.50/- per day will be charged if the current reading book is not returned the same day.
- ➢ Duplicate I Card and Library Card will be issued in the library after scrutiny, on payment of Rs.100/-
- ➢ Mobile phone is strictly prohibited in the library, if found will be confiscated or a fine of Rs.500/ is charged on finding the student guilty
- ➢ SILENCE should be maintained while they are in the Library
- ➢ RESULT of students will be with-held if they fail to return all Library Books/Book Bank Books

Activities

a. Curricular Activities

Book-Bank Scheme:

Under these schemes the Library Committee selected economically weak students from B.Com Degree

section. They are issued full sets of text books for both the Semesters. Students are required the return the books in good condition immediately after the term end exams.

I-card & Library Cards:

At the start of the academic year, after the Roll no is assigned all students are distributed I-card. For B.Com section Two Library Cards are issued (One for issue of Textbook & Second for issue of Current Reference books/Fiction).

For Self-financing section three cards are issued (two cards for issue of textbooks & one card for issue of Current Reference books/Fiction).

b. Co-curricular Activities

Orientation Program:

As a Part of a User Education an Classroom Orientation Program was organized for students of first year classes –aided & self-financing. Through Power point presentation the Librarian acquaints them with the functioning of the library.

Earn while you Learn scheme:

Four students are selected to acquaint them to the functioning of the Library. They help in shelving, sorting, stock taking etc. Students are employed for a month in the month of May

Career Corner

Display information relating to different courses for students to be aware of different career fields. Brochure or Announcements received from various institutes are displayed.

c. Extra-curricular Activities

Sale of withdrawal book:

Sale of withdrawal book and Magazines held in the start of the academic year. Textbooks are sold at Rs.10, Reference books at Rs.15 and Magazines at Rs.5. After the sale the remaining books are sold to the Radhiwalla.

Weekly written Quiz:

After the first year students join in Every Monday 10 multiple choice questions are displayed on the library notice board. Students write the answer and drop it in the box provided. Along with the new set of questions, previous questions, answer and winners are also displayed. Students winning the maximum number of quiz will be awarded in the prize distribution function.

Preliminary written quiz:

Interested students appeared for the quiz in the classroom. Top three students from each class F.Y.B.Com, S.Y.B.Com, T.Y.B.Com, BMS, B.Sc.I.T., BBI, BAF, BFM, BMM, M.Com are selected for the

final round of quiz.

The Annual Library Quiz:
The Annual Library Quiz held in the bedrock hall. The quiz Masters will ask question to each team and the questions are displayed on the projection screen also. There are 5 to 6 rounds. The winning teams get prize in the prize distribution function.

Book Review Competition:
Students can review books in English, Marathi, Tamil or Malayalam. Staff members are generally the Judge for the competition. The winning students are awarded in the prize distribution function.

Book Exhibition:
Book Exhibition is held along with School and Junior College. Publishers/Distributors take part in the exhibition by displaying wide range of books on various subjects . The exhibition catered to students from K.G. to P.G. The Exhibition is pen to the general public also.

Prize coupon:
During the Annual Prize distribution function, prize winners – academic and co-curricular winners were given coupons with which they could select books of their choice from the book exhibition. If students had

any particular choice of books not displayed in the exhibition, the distributors arranged to make the books available.

Library Staff

Mrs. Bindu Varma	**-Librarian**
Mr. Mahadev Hadkar	**-Library Attendant**
Mr. Krishna Polumure	**-Library Peon**
Mrs. Kavita Kamble	**-Library Peon**
Mr. Ketan Rathod	**-Library Peon**
Mrs. Lata Bare	**-Library Peon**
Mr. Mahendra Kamble	**-Library Peon**

Library Collection as on 1st July 2021

Reference Books	19128
Textbooks	12098
Fiction	2734
Periodicals	102
CDs	826
Maps	30
Back Volume of Journals	1605
Newspapers	16

Spent on New Books & Periodicals

	2017-18	**2018-19**	**2019-20**
Books	815837- 2989	859909 - 3444	612228 - 1242
Periodicals	158754-101	184252 -102	195097-102

List of Periodicals

ECONOMICS		
1	IUP Journal of Applied Economics	J
2	Arthshastra Indian Journal of Economics & Research	J
3	Economic & Political weekly	M
4	RBI Bulletin	M
5	Yojana	M
6	The Economist	IM
7	Economic affair	J
8	Southern Economist	M
9	South Asia Economic Journal	IJ

	COMPUTER	
1	IUP Journal of Computer Science	J
2	IUP Journal of Information Technology	J
3	IUP Journal of Telecommunication	J
4	Express Computer	M
5	PC Quest	M
6	Digit	M
7	Indian Journal of Computer Science	J
8	International Journal of Computer Science & Engineering	IJ
9	CSI Communication	M
10	Dataquest	M
11	International Journal of Computer Science & Management System	IJ
	ACCOUNTS	
1	BCA Journal	M
2	Chartered Accountant	J
3	Indian Journal of Finance	J
4	IUP Journal of Applied Finance	J
5	IUP Journal of Accounting Research & Audit Practices	J
6	The Management Accountant	J
7	Outlook Money	M
8	Finance India	J

9	Journal of Accounting and Finance	IJ
MANAGEMENT		
1	Indian Journal of Marketing	J
2	Case Folio	J
3	Chartered Secretary	J
4	South Asian Journal of Business & Management Cases	IJ
5	IUP Journal of Marketing Management	J
6	IUP Journal of Organizational Behavior	J
7	IUP Journal of Corporate Governance	J
8	IUP Journal of Entrepreneurship Development	J
9	IUP Journal of Business Strategy	J
10	World Focus	J
11	IUP Journal of Management Research	J
12	Prabandhan-Indian Journal of Management	J
13	IUP Journal of Knowledge Management	J
14	IUP Journal of Supply Chain Management	J
15	Indian Journal of Marketing & Advertising	J
16	IUP Journal of Operations Management	J
17	IUP Journal of International Relations	J

18	South Asian Journal of Human Resource Management	IJ
19	IUP Journal of Effective Executive	M
20	Harvard Business Review	IM
21	Outlook Business	M
22	Journal of Commerce and Management Thought	J
23	Indian Journal of Research	J
24	Vikalpa: Journal of Decision Makers	IJ
25	IIBM Journal of Management Research	J
26	International Journal of Management & Social Science	IJ
27	IUP Journal of Brand Management	J
28	Asian Journal of Management Cases	IJ
29	IUP Journal of Marketing Management	M
30	Smart Manager	M
GEOGRAPHY		
1	National Geographic	IM
2	International Journal of Environmental Science & Technology	IJ
3	Down to Earth	M
4	Geography & You	M
LAW		
1	Legal Era	M

2	Law Z	M
INSURANCE		
1	The Insurance Time	J
2	Life Insurance Today	J
BANKING		
1	IUP Journal of Bank Management	J
2	The Indian Banker	J
3	Banking Cases	M
FINANCIAL MARKETS		
1	IUP Journal of Financial Risk Management	J
2	Indian Journal of Research in Capital Market	J
3	The Global Analyst	M
4	Dalal Street	M
MASS MEDIA		
1	Better photography	M
2	Bioscope south Asian Screen Studies	IJ
3	Smart Photography	M
GENERAL READING		
1	Health Action	M
2	IUP Journal of Soft Skills	J
3	University News	J
4	Science Reporter	M

5	Mainstream	M
6	Open	M
7	Readers Digest	M
8	Business world	M
9	Sport Star	M
10	Frontline	M
11	The week	M
12	Outlook	M
13	India Today	M
14	Business Today	M
15	Times Magazine	M
16	Tell Me Why	M
17	Saptahik Sakal	M
18	Lokprabha	M
19	Grahak Tituka Melwawa	M
COMPETITIVE EXAM		
1	Competitive Success Review	M
2	GK Today	M
3	Chronicle	M
4	Pratiyogita Darpan	M
5	Career 360	M
6	Competition Affair	M
7	Employment News	M

Knowledge is free at the Library. Just get your own Containers

Libraries are the place where you can expect smart and clear answers to even most difficult questions

Without Libraries what have we? We have no Past and No Future

In the time of internet, everyone can visit a Library without leaving home. It's just a matter of opening a Library Website

Reading can take you places you have never been before.