

## **SIES GRADUATE SCHOOL OF TECHNOLOGY, NERUL**

### **CENTRAL LIBRARY**

#### **Location:**

Library being the heart of an Academic and Learning system is located in the second floor and is easily accessible to one and all. The mission of the library is to facilitate creation of new knowledge through acquisition, organization and dissemination of knowledge resources and providing for value added services.

#### **Library Hours:**

Library remains open from **8:00 am to 7:00 pm** on all days except 2<sup>nd</sup> & 4<sup>th</sup> Saturdays & Public Holidays

|   |                    |                        |
|---|--------------------|------------------------|
| <b>Book issue timings</b>                       | Monday to Saturday | 8.15 a.m to 5.00 p.m   |
| <b>Return timings</b>                           | Monday to Saturday | 8.15 a.m to 7.00 p.m   |
| <b>During vacation<br/>(issue &amp; return)</b> | Monday to Saturday | 9.30 a.m. to 5.15 p.m. |

#### **Library Membership:**

Membership is open to all the students, faculty and staff of SIES Graduate School of Technology Nerul, Navi Mumbai. However, to issue the books from library one needs to take the membership by filling library membership form (FE & DSE only) and submit the photo copy of the **College I Card**. SE/TE/BE students will have to renew their membership by submitting photocopy of the college I card. No library cards will be issued separately as College I Card is interfaced with library software.

#### **Collection:**

Library maintains a core collection of approximately **22000+ volumes**. The diversity of the library collection includes Textbooks, Reference Books, Reference Sources, Journals, e-journals (IEEE-ASPP, Science Direct, ASME, Springer link, ASTM Digital Library, Access Engineering Library, WEL & Pearson e-books, DELNET e-resources, Project reports, NPTEL course materials, bound volumes of journals, University Question Papers & Syllabus, and Non-book materials such as CD-ROM etc.

## Arrangement of Collection:

Books are classified & arranged as per Decimal Classification system. For the convenience of students the collection has been further divided into branches and subject guides have been displayed.

## Issue, Renewal, Reservation & Return of books

A student is permitted to borrow 3 books for a week. Books may be renewed for a week provided no other reader has reserved the book. If the books are not returned even after 7 days from the date on which they are due, there will be a fine of Rs.5/- per day per book

Reference text books are issued after 4.00 pm and the same has to be returned following morning.

**Journals, Project Reports, Technical Reference Books and Bound volumes** are to be consulted in the library only

| Sr. No. | Category           | No. of Books to be issued | No. of days  |
|---------|--------------------|---------------------------|--------------|
| 1       | Students           | 03                        | 07           |
| 2       | Faculty Members    | Up to 10                  | One semester |
| 3       | Non-teaching staff | 02                        | Fortnight    |

## Multimedia Centre

Library is having good number of PCs with the state of the art technology & dedicated internet connectivity. Students can have access to e-journals, e-books, online course materials, databases etc.

## Digital Library

Library has setup institutional repository using open source software like Dspace. Several communities have been created consisting of digital content. Click here to access: <http://10.0.3.15/jspui/> (within GST only)

**User Services:** The library provides the following user services

- ✚ Books issue/reservation
- ✚ Orientation service
- ✚ Reference Service
- ✚ Book Bank facility (SC?ST/OBC)
- ✚ Inter-Library Loan
- ✚ Internet & Multimedia facility
- ✚ Photocopying facility
- ✚ Reading Hall facility
- ✚ Newspaper Clipping Service
- ✚ Current Awareness Services (New Arrivals)

## **Reprographic facility**

The library has Electronic photocopier (Richo) with high speed. One rupee is charged per page. Students have to pay the amount of the number of pages to be photocopied at the circulation counter in the library and have to enter all the details in the photocopy register available there.

## **GENERAL RULES**

- Personal Books, files and folders are not allowed to bring inside the library.
- Identity Card is compulsory for getting access to the library
- Members are held responsible for all items issued on their name, until they are returned to the library safely.
- The Lost or mutilated book should be brought to the notice of library staff immediately.
- If an issued book is lost / damaged, it is to be either replaced with latest edition or compensated by double the original cost at the prevailing exchange rate. Refunding compensation money may not be possible if book lost is found later.
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities / materials.
- Use of mobile is strictly prohibited in and around the library premises.
- Documents marked as “Reference Copy” are to be consulted within the library premises.
- Materials issued out from the library are to be returned at the Circulation Desk only during its working hours (08.30 am to 07.00 pm) before the due date.
- A document issued may be renewed provided there is no pending reservation against it.
- Borrower should bring the material physically to the library for renewal.
- No user is eligible to barrow documents from the library on someone’s behalf.
- No material from the library should be taken out without proper issue. Any type of violation may lead to a disciplinary action.

**HELP US TO HELP & SERVE YOU BETTER**

# **SIES GST LIBRARY, NERUL, NAVI MUMBAI**

## **Library Membership Form – FE/DSE Students**

- **Full Name of the Student:** .....
  - (in Caps)
- **Branch (Please ✓): Computer/IT/EXTC/PPT/Mech.**
- **Roll No:** .....
- **Landline/Mobile No. :** .....
- **E-mail:** .....
- **Photocopy of admission fee receipt or Xerox copy of I Card (Please ✓)**

**Date:** .....

**Signature of the Student:** .....

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**(To be filled in by library staff only)**

**Membership No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of the library staff:** \_\_\_\_\_