

## SIG LIBRARY WEBPAGE

### FUNCTION OF THE SIG LIBRARY

At present SIG library using KOHA Open Source Library Management Systems as Library Software. All regular works of library is based on this system only. The Library has a collection of Books, General Books, Reference Books, National and International Journals, peer review journal, Indian Magazine, News Papers, Geographical Maps, Student Degree Projects.

SIU has implemented KOHA integrated library Management software for all its constituent units. OPAC (Online Public Access Catalogue) of books and other reading material are accessible from any location. OPAC consists of books, AV material, print journals and magazines, Theses ( <http://symbiosis-koha.informindia.co.in> ).

#### • Collection

Statistical details about collection

1	BOOKS	942
2	JOURNALS	6
3	MAGAZINE	4
4	NEWS PAPER	4

### LIBRARY TIMING

#### BOOK CIRCULATION TIME (Issue – Return)

Days	Library Hours	Issue-Return
Monday to Saturday	9:00 am to 5:00 pm	9:00 am to 5.00pm
Exam Days	9:00 am to 5:00 pm	9:00 am to 5.00pm

#### Reading Hall Timing

Monday to Saturday : 9.00 am to 7:00 pm Exam Days : 9.00 am to 7.00 pm
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## Library Rules & Regulations

1. Every person who enters the library has to sign in library entry register
2. Students can issue 3 Books for 15 days. Library Card is a must while issuing of book.
3. Books returned After Due Date will be charged a fine Rs.5/- per day.
4. Students can issue 1 Magazine for 2 days.
5. Faculty members can Issue 15 books for 1 month.
6. .If Library Card Lost. Student Pay Rs.50/- For Duplicate Library Card.
7. Eatables are not allowed inside the Library & Reading hall.
8. Once read please keep your Book / Magazine / News Paper on the Circulation Counter.
9. Fine for overdue documents, damage documents, and loss resources etc. students should pay the fine as per the library rules which are approved by library committee.
- 10.If library Book/Magazine lost or misplace by student immediately he/she should report to library. Whenever student report to library for lost his/her daily fine will be stop on the date of reported. Else fine will be increase per day Rs.5/- as per the rule.
11. For lost Book/Magazine student has to replace the new book with the fine. And in case the Book or Magazine is rare/out of print, then actual cost as per the Accession Register
- 12..SIG Library digital contact is: [library@sig.ac.in](mailto:library@sig.ac.in)

## Library Circulation

Category	Borrowing Facility					
	Books	Days	Periodical	Days	Project	Days
Students	3	15	1	2	1	2
Faculty	15	30	5	15	1	7
Visiting Faculty	4	15	0	0	0	0

## E-Resources

**Online Access to E –resources:** SIU Library has subscribed databases like EBSCO, Emerald Insight, JOSTOR, Scopus etc.,

SIU Online Database		
Sr. No.	Title	Links
1	EBSCO	<a href="https://search.ebscohost.com">https://search.ebscohost.com</a>
2	Elsevier: Science direct - Management	<a href="https://www.sciencedirect.com">https://www.sciencedirect.com</a>
3	Emerald Management E-Journal	<a href="https://www.emeraldinsight.com">https://www.emeraldinsight.com</a>
4	Web of Knowledge	<a href="http://apps.webofknowledge.com">http://apps.webofknowledge.com</a>
5	Frost &Sullivan	<a href="https://cds.frost.com">https://cds.frost.com</a>
6	JSTOR	<a href="http://www.jstor.org">http://www.jstor.org</a>
7	Scopus online database	<a href="https://www.scopus.com">https://www.scopus.com</a>

. SIU Library Portal Link - <https://www.library.siu.edu.in/>

## Library Committee

1	Head of the Institute Dr. (Prof.) T. P. Singh, Director	Chairman
2	Three Faculty members nominated by the Director 1) Dr. Navendu Chaudhary 2) Lt Col B. K. Pradhan 3) Dr. Vidya Patkar	Member
3	Mrs. Darshana Pathak	Member
4	Mr. A. B. Singh, Office Superintendent	Member
5	Mrs. Shreya Chounde	Member Secretary
6	One Student Representative 1) Mr. Akash Anil Kale No 2019-2021	Member (Student)
7	The University Librarian will be invitee for the Library Advisory Committee Meetings Dr.Sangeeta Paliwal	University Librarian

## Library Feedback

Library feedback form (google link)

Google Link: <https://goo.gl/forms/On7TzMgcsaLyDEx33>

## Purchase Suggestions

### **PROCEDURE OF PROCURING BOOKS /JOURNALS/MAGAZINE/CDS:**

#### **1) Books and other documents procure basically**

On demand from Staff / Faculty.

Online suggestion through Mail

2) Other sources like publisher's Catalogue, Internet and from the list of most referred title.

3) Prescribed syllabus

4) Vendors on approval basis.

User can recommend the books, magazines through WEBOPAC

Koha Webopac Link : <http://symbiosis-koha.informindia.co.in>

Library Email – [library@sig.ac.in](mailto:library@sig.ac.in)

### **The aim of the Library :**

To enable the users to make the most effective use of resources and services of Library. It usually allows open access to the user.

### **The objectives of Library:**

- The Library provides pinpoint information to the user in their particular subject field.
- To reduce the gap between the user and the resources of the Library.

### **Important Links:**

**1. Koha Webopac**

<http://symbiosis-koha.informindia.co.in/>

**2. SIU Library Portal**

<https://www.library.siu.edu.in/index.php>

**3. NDL**

<https://ndl.iitkgp.ac.in>

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