LIBRARY

Objective : *To collect, organize and disseminate print and electronic information to the academic community of the Institution, to enhance and support the research activity of the Institution and to act as Learning Resource Centre.*

1. **Library Membership / Borrowing Books**

To become a member, the following documents are to be submitted in the library:
- Copy of Appointment Letter
- 1 passport size photograph
- Employee ID (to be collected from the Accounts Department)

Members will be issued a 'Library Card' which is valid till he/she is an employee of the college.

All the undergraduate students enrolled in their first year will be issued library id cards.

2. **Timings**

Session	Section	Days	Timings
Academic	Main Room	Monday to Friday	8.00 am to 6.00 pm
		Saturday (1st and 5th)	9.00 am to 4.00 pm
	Reference and Periodicals Room	Monday to Friday	9.00 am to 5.00 pm
	Digital Library	Monday to Friday	9.00 am to 5.00 pm
		Saturday (1st and 5th)	9.00 am to 4.00 pm
Library Closure			
Holidays	2nd and 4th Saturdays 3rd working Saturday Sundays All Public Holidays		

3. **Loan period:**

Category	Issue Limit (of Documents)	Period of loan
Faculty	10	One Semester
Faculty pursuing higher education	15	One Semester
Visiting Faculty	05	One Semester
Non-teaching Staff	05	One Semester
Non–teaching staff pursuing higher Education	10	One Semester

4. **Services Offered:**

Besides the basic borrowing facilities, library offer services such as:

Online Catalog (Web OPAC)	Reservation / Renewals of documents
Reference & Information	Inter-library loan
Information Alert	Internet Access Database search (IEEE and DELNET)
Newspaper Clippings	Access to Tamil Nadu Dr. MGR Medical University library
Article Indexing	Reprography (Xerox Facility for Staff and Students as copyright norms.

5. **Rules and Regulations**

- Members shall keep their personal belongings such as bags, files, folders, notebooks, text books, CDs, pen drives etc. on the shelves outside before entering the Library.
- Silence shall be observed in all areas of the Library and therefore it shall not be used for group discussions.
- Mobile phones shall be switched off or kept on silent/vibrator mode before entering the Library.
- Library books are not meant to be written in, either with pen or pencil nor should students fold any page or part of a page. During the rainy season, users shall take extra care to protect them from rain and mildew.

6. **Borrowing:**

- Web OPAC (Library Catalog) can be searched online to find out the availability of the book.
- SFIT Library uses an Automated Circulation System (LibSuite Enterprise) in which all the transactions are recorded against a bar-coded label.
- Books, periodicals, CDs, old question papers, project reports, syllabus copies etc. can be borrowed and duly returned at the issue counter.
- Reference Books are not allowed for home issue.
- Users are requested to check books for quality before issuing getting them.

7. **Lost books / Library cards:**

- If a book is mutilated or lost, the user shall replace it with a new book or pay thrice the amount of the original price of the book along with the overdue charges if any.
- If a reader's ticket is lost, the Library shall be informed immediately. In genuine cases, a duplicate card may be issued on payment of Rs. 50/-.

8. **Guidelines for using the WebOPAC:**

- Log on to "Online Library" to access the Library Catalog online.
- Enter the "Barcode No." mentioned on the library card in the field 'Membership Code' and press Submit.
- Initiate a search in the field "Enter the string" using:
- Any of the selection criteria from Global, Title and Author and o Any / ALL of the media – Book, CD ROM, Periodical, Project
- Reports.
- After viewing the results, click on the title of the book for detailed information on the relevant topic.
- Set a password for your account by filling in the details on the "Change Password" link.

9. **Reservations:**

- Books and other Library material can be reserved by logging on to the WebOPAC. Reservations may be placed on issued items only.

10. **Renewals:**

- Books and other Library material can be renewed for the original loan period, provided there is no demand or reservation on the same. No books shall be reissued without presenting them physically.

11. **Digital Library**

A CD-Server which is accessible to everyone in the college premises after a valid log-in. Digital library hosts the following:

1) CDs of
- Conferences and Seminars
- Presentation and Communication
- Competitive Exams
- Select books and periodicals

2) Publications Repository of

- Information Technology
- Computers
- Electronics and Telecommunications Departments

3) Old Question Papers of .
4) Project Report Documentation of B.E. students

12. **Access to the IIT Bombay Library:**

SFIT is a member of IIT Bombay, Library. Users willing to access this library are required to carry a letter from the Institute's office and submit it at IIT, Bombay.

13. **Database Access**

DELNET (Developing Library Network): DELNET is a bibliographic database. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible. Users willing to make use of this facility will be provided access in the library only.

IEEE (Institute of Electrical and Electronics Engineering): IEEE is the world's largest technical professional association. The Central Library subscribes to a variety of IEEE transactions. Users willing to make use of this facility will be provided access in the library only.

14. **FORMS**

The followings forms which are available with the Central Library can also be downloaded from the library webpage. (* for staff only)

Library Membership Form	Scholar's Card Form	Book Requisition Form*
Alumni Membership Form	Lost Book Form	Journal Requisition Form*
Material Donation Form		Project report Submission Form*

Central Library can also be accessed at the following:
http://www.sfitengg.org/Library.html
http://sfitlibrary.blogspot.com/