



## VISION

SHM Degree College Library is an active participant in the college's mission to provide an exceptional undergraduate liberal commerce education. In support of university curriculum, we build collaborative partnerships that enrich the intellectual climate of the campus. We create an atmosphere that sparks curiosity, discovery, and the pursuit of knowledge. In fulfillment of our teaching mission, we develop services and collections that are flexible and responsive to the needs of SHM Degree College, and we foster a culture of inclusiveness that respects the diversities of our community. We strive to do all of this in a manner that is welcoming and safe; that encourages and values intellectual freedom; and that empowers students with the lifelong capacity for information literacy necessary for continued growth.

## Mission

Mission of library is to provide its users information services by way of instruction, research, and curricular offerings through updated Library resources and services.

### **ABOUT LIBRARY :**

(SES) Swami Hansmuni Maharaj Degree College of Commerce Library is best College Library in Ulhasnagar 421 005. It provides various facilities to the students and staff with conducive environment for learning. This is the soul of any Educational Institution. Our Library is situated in a very peaceful ambience having seating capacity of hundred persons. The well lit and ventilated library has a collection of around 2560 books in the text and reading categories besides nearly 3 journals and 2 magazines and 05 Daily Newspapers.

Our Library has Book Bank Facility which offers free books to needy students. We have dedicated and helpful staff in the Library who continuously encourage and motivate the students for using the library. The students are offered one card for text related books and one card for the Reference books. While M.Com students are offered three cards for text related books. Library also provides the facility such as Internet connectivity and E-Library facility to access online free journals such as DOAJ and e-books. The library is open all the days except Sundays and Holidays. It operates from 8.15 am to 03.00pm from Monday to Saturday. Library gives open access to all teaching and nonteaching staff. OPAC of library helps students to check books on line. Its having a separate section for Faculty member and Research Scholar. **Suggestion Scheme** is available for the students for betterment of Library. **Display Board** is available for the 'new thinker' or Blog Benchers they can write their thoughts and display on it. Third year students are beneficiary for **Gold Card Facility**. Library denotes **Special Library User Award** for the students.

## **RULES :**

### **LIBRARY RULES**

#### **BOOKS ISSUE:**

- Every bonafide Degree student of the College shall be eligible to get 2 cards, one for the text book and one for the Reference Book. M.Com Student shall be eligible to get 3 cards.
- Books borrowed on library card can be kept for home reading for 7 days. It is left to the discretion of the Librarian to issue and to renew certain books.
- Every student is expected to show his/her Library card / Identity card as and when asked by the library staff.
- Reference books, pamphlets, periodicals or reference copies of the text books can be obtained on library Reference card for internal reading only.
- Projects can be used for internal reading only.

#### **LIBRARY FINES AND CHARGES**

- A fine of Rs. 5/- per day will be charged if a book is not returned within a given time. Students are advised to check the date of returning the book before leaving the counter. Sundays or holidays are included in fine. No complaint will be entertained later.
- Use of mobile phone is strictly prohibited in the library, failing to which the fine of Rs. 200/- will be charged.
- In case a student loses his/her Library or Reference Cards then the student should apply for a Duplicate card on the prescribed form available at the Library counter. Rs.50/-will is charged as fine for issuing the Duplicate card.

## **LIBRARY RULES AND REGULATIONS**

### **Rules for Students:-**

1. Student entry in **Entry Register** is compulsory.
2. Every student must carry his/her Identity card and Library card while making use of the Library and produce the same to the Library staff on entering the Library
3. Library is a place for study and hence **SILENCE** at all times is must. Those who create nuisance will be asked to leave the reading hall.
4. Students are strictly prohibited to use their cell phones in the library. If he/she is caught, cell phone will be confiscated for one week or fine of Rs. 200/- or both.
5. Bag counter is located inside the library. Students should keep their other belonging at the counter and only reading or study material they can carry with them. Students should take responsibility of their own valuables. Library staff is not responsible for any misplacement of student's valuables.
6. **Internet Register Entry** is compulsory for user of Internet Service. In or out timing should be mentioned in register otherwise student will not be allowed to use this service next time.
7. The book issued for home reading should be returned within seven days. The students should not return the book only on the date on which it is issued.
8. The "Reference Books" Question paper sets, Dictionaries, Textbooks, reference books, reference sources for reading in the Reading Room against his/her Reference card. If such a book is taken outside without the permission of the Librarian then a Non Compliance charge of Rs. 10/- will be charged and no book will be issued to him/her in future.
9. Once the book is discharged students must take their Reference Card from the same counter.
10. Books lying on the table for a long time will be taken away.
11. Help to keep the books Fresh & Clean
12. Dog-earing the pages of the books, marking or writing therein with ink or pencil, tearing or taking out its pages or otherwise damaging it will constitute an injury to a book. **Any such injury to a book is serious offence, and invites punishment**
13. Membership card is not—transferable. Students must not lend their Library and Reference card to any other students to borrow books from the library. Library facilities will be suspended for students misusing the cards.
14. **The students will have to compensate for loss of book by them; same copy of book should be replaced to the library. If exactly same copy is not available in the market, double the amount of cost of book should be paid to the library.**
15. News Papers and magazines are kept in the newspaper and periodical rack students can read the news papers and magazines place after reading.

16. Eating Tiffin's, toffees, chewing gum etc are strictly prohibited.
17. Shifting of chairs from one place to another place is strictly prohibited.
18. **Those users, who fail to observe the above instructions, may be asked to leave the library. This may lead to cost-recovery charges, and/or suspension of library privileges.**

## **BOOK BANK SCHEME**

The college is started a book bank scheme from the AY 2016-17.

Book Bank facility will be given to the Other Backward Class and Meritorious Students selected by the committee.

1. Selection of meritorious student is totally depending upon Last three years record of High Percentage or grade (i.e. above 70%). The decision will be taken by the committee and it's mandatory to all students.
2. The numbers of books in the set given depends on books available with Book Bank.
3. All Students who are availing the facility must ensure returning the entire set of books provided to them within two days of completion of their final examination in the concerned semester.
4. A fine of Rs. 5/- per day will be charged in case of delay made after the end of examinations.
5. Students are responsible to make proper use of the books given. In case of damage caused or loss of books, the student will have to replace the books or they have to pay the current cost of the book plus fine.

### **Documents:**

1. Backward Class Students (SC, ST, and NT) submit one Xerox copy of Cast certificate.
2. Xerox copy of last three years Mark sheets
3. One copy of Aadhar Card
4. Two passport size photos

### **LIBRARY ADVISORY COMMITTEE**

Prof. Hanisha Bathija	Chairperson
Prof. Shilpa Bhagtani	Member
Prof. Ninad Kasale	Member
Mrs. Swati Salunke	Librarian

### **LIBRARY TEAM**

Mrs. Swati Sachin Salunke – Librarian (M.A., M. Lib)
Mrs. Pooja Lakhani – Library Assistant
Mr. Vijay Singh – Library Clerk
Mr. Ashok Kapure – Library Peon