



# WELCOME TO SFIMAR (LIRC)

LIBRARY AND INFORMATION RESOURCE CENTER

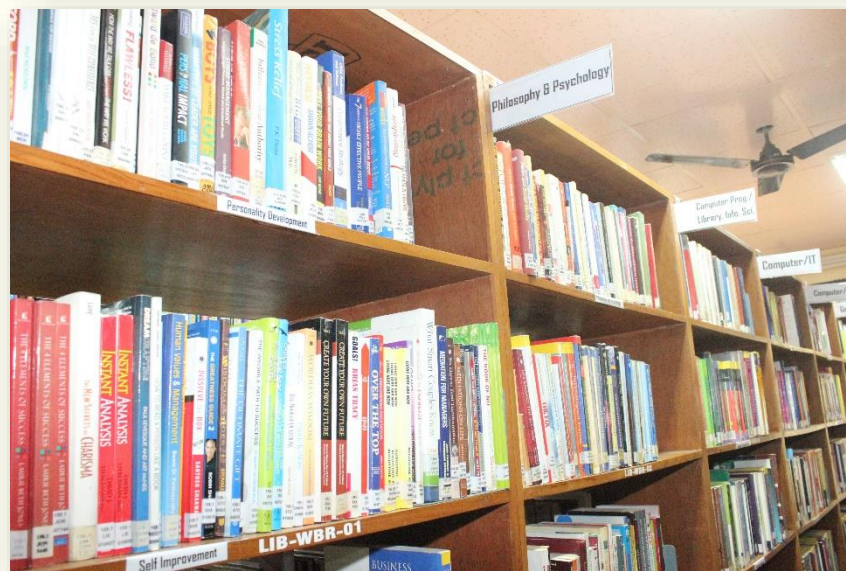
**ORIENTATION & INDUCTION 2022-2023**



SFIMAR LIRC aims to support the teaching, learning and research activities of the Institute using the state-of-the-art techniques in Information Management

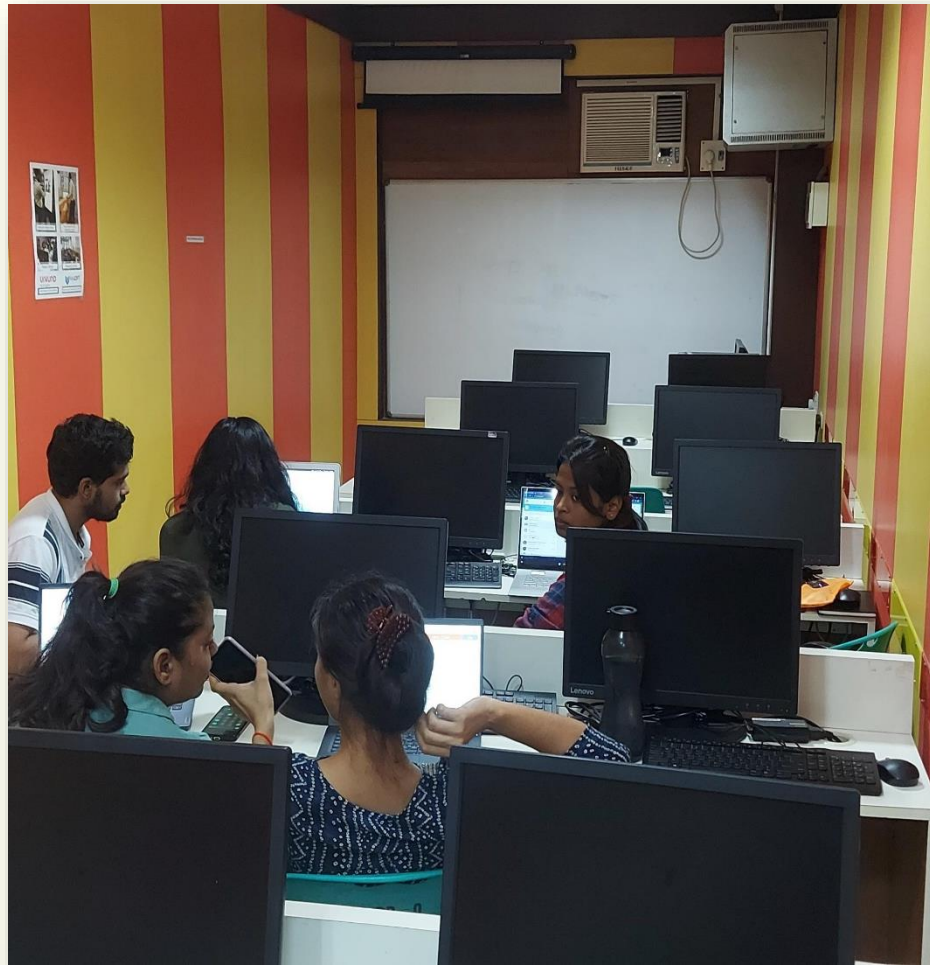
# Stack Area

SFIMAR LIRC follows an Open Access System

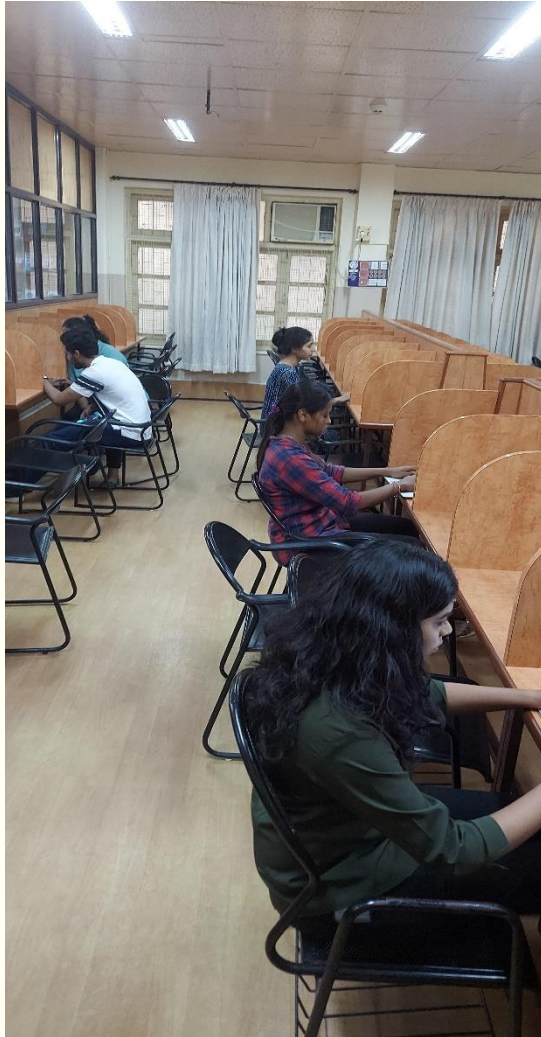




# Digital Section and Reading Section



# Reading Carrels Reference Section and Extended Reading Area





# Online Databases

---

---

- ACE: KNOWLEDGE PORTAL
- ACM : ASSOCIATION OF COMPUTING MACHINERY DIGITAL LIBRARY
- AJOL: AFRICAN JOURNALS ONLINE LIBRARY
- CAPITAL MARKET PUBLISHERS - INDIA
- DOAJ: DIRECTORY OF OPEN ACCESS JOURNALS - UK
- ECOBIZ: ECONOMIC LITERATURE - GERMAN RESEARCH FOUNDATION
- EMERALD
- ENCYCLOPÆDIA BRITANNICA
- ERIC: EBSCO EDUCATION RESOURCE INFORMATION CENTRE OF US
- E-THOS : E-THESES OF BRITISH LIBRARY
- IA – INTERNET ARCHIVE
- ICOMOS OPEN ARCHIVE
- J-GATE
- J-STOR
- MANUPATRA
- N-LIST INFLIBNET
- NEW ZEALAND DIGITAL LIBRARY
- PEARSON EDUCATION
- PROQUEST/ABI INFORM COLLECTION
- SCIENCE DIRECT/ELSEVIER
- WILEY BLACKWELL PUBLISHING

# Library Collection

---

- BOOKS - 12 485
- CDS/DVDS - 984
- PROJECT REPORTS - 6619
- BOUND VOLUMES - 661
- PERIODICALS - 35
- IN-HOUSE PUBLICATIONS - 03
- EXCHANGE JOURNALS - 13
- NEWS LETTERS - 10
- NEWSPAPERS - 13

# How to Locate a Book



- Library is using DDC 21ed. for Classification of Documents
- Search for LIRC items in OPAC -Online public access catalogue
- Look for the call no. and search on the shelves for book spine having no. matching with the author mark

658.8  
KOT  
001234



Call No. →  
Author Mark →  
Acc. No. →

658.5  
CHA  
02568

# E-Learning Resources in SFIMAR LIRC



- E resources are resources that are made available online.
- Importance and Benefits of online resources-
  - Convenience
  - Time saving
  - Focused learning
  - Extended learning



# SFIMAR – LIRC - DATA BASES

## Remote Access Through - MyLOFT

### Ace KP

40,000 Indian Companies, 40 major Industries.  
·>10-years Financials, MF –48 AMCs, 15000 schemes  
·[app.myloft.xyz](http://app.myloft.xyz)

### ACM

Associaton of Computing Machinery Digital Library  
1 81 774 Books. 1 421 Periodicals. 1 31 971 Theses.  
30 690 proceedings . 25 462 Technical Reports ·[app.myloft.xyz](http://app.myloft.xyz)

### AJOL

African Journals On-Line:  
649 Journals. 17 372 Issues. 2 14 029 Abstracts.  
07 658 Full Text Article [app.myloft.xyz](http://app.myloft.xyz)

2

### Capital Market

### Financial Data Base.

## DOAJ

Directory of Open Access Journals:  
· 18 783 Journals. 84 01 713 Articles. 132 Countries. 80 Languages.  
[app.myloft.xyz](http://app.myloft.xyz)

## ECOBIZ

Economic Literature –German Research Foundation:  
· 3 400 Journal Articles . 2 334 Institutions. 13 968 Conferences.  
· 4 818 Workshop. 1 544 Online events. 914 Symposium.  
· [app.myloft.xyz](http://app.myloft.xyz) or <http://nlist.inflibnet.ac.in>

## EMERALD

· 309 Journals. 33 000 E-Books · [app.myloft.xyz](http://app.myloft.xyz)

## Encyclopedia

Encyclopedia Britannica:  
· 3 00 000 Reference Entries. Dictionary. Thesaurus. Business Articles.  
[app.myloft.xyz](http://app.myloft.xyz)

## ERIC-EBSCO

Education Resource Information Centre of US:  
· 2 187 Journals. 24 029 Descriptors. 20 Years Publications.  
[app.myloft.xyz](http://app.myloft.xyz)

E-THOS

E-Theses

6 00 000 Doctoral Theses [app.myloft.xyz](http://app.myloft.xyz)

IA- INTERNET  
ARCHIVE

735 Billion Web Pages. 41 Million Books & Text. 8 90 000  
Software Programme. 14.7 Million audio. 8.4 Million Video.  
[app.myloft.xyz](http://app.myloft.xyz)

ICOMOS – Open  
Archive

Awaiting Approval [app.myloft.xyz](http://app.myloft.xyz)

J-GATE

56 Million Journal Articles. 25 000 Full Text Articles.  
11 Million Full Text Articles. [app.myloft.xyz](http://app.myloft.xyz)

J-STOR

2 800 Journals. 60 Disciplines. 9 000 Books. 1Lakhs E Books.  
1 200 Publishers from 55 Countries. 134 Scholarly Publishers  
[app.myloft.xyz](http://app.myloft.xyz)



MANUPUTRA

Legal Data Base:

325 Indian Journals. 2 Millions Judgements from SC/ HC

[app.myloft.xyz](http://app.myloft.xyz)

N-LIST INFLIBNET

6 293 Journals. 21 95 809 E-Books. [app.myloft.xyz](http://app.myloft.xyz)

New Zealand  
Digital Library

66 727 Journals. 2 56 522 E-Books. 8 31 324 Articles.

2 02 604 Research Papers [app.myloft.xyz](http://app.myloft.xyz)

Pearson  
Education

E-Books Data Base. [app.myloft.xyz](http://app.myloft.xyz)

ProQuest  
ABI INFORM

2 157 Journals. 175 Magazines. 17 News Papers. [app.myloft.xyz](http://app.myloft.xyz)

Science Direct  
Elsevier

4 736 Journals. 33 418 E Books. [app.myloft.xyz](http://app.myloft.xyz)

Wiley Blackwell  
Publishing

1 600 Journals. 1 789 Management Books. 22 000 e-Books.  
200 Reference Works. [app.myloft.xyz](http://app.myloft.xyz)

UGC-CARE  
Management Journals

100 Full Text Journals Titles. [app.myloft.xyz](http://app.myloft.xyz)

International  
Management Journals

150 Peer Review Full Text Management Journals Titles. [app.myloft.xyz](http://app.myloft.xyz)

Other Publication

6000 Peer Review Full Text Journals Titles. [app.myloft.xyz](http://app.myloft.xyz)

Other Websites/  
Research Data Bases

12 Databases [app.myloft.xyz](http://app.myloft.xyz)

Other Services

Current Awareness Services. SDI Services. Content Alert Services .  
[app.myloft.xyz](http://app.myloft.xyz)

University Question  
Papers

From 2016 to Till . [app.myloft.xyz](http://app.myloft.xyz)

# SFIMAR Knowledge Repository on Dspace

---

<http://192.168.1.6:8080/jspui>

**DIGITAL REPOSITORY**  
**E-BOOKS**  
**PROJECT REPORTS**  
**FACULTY RESEARCH**  
**PUBLICATIONS**  
**QUESTION PAPERS**  
**POLICIES**  
**RANKINGS**  
**RESULTS ....**

SFIMAR EVENTS/Subject  
wise CDs

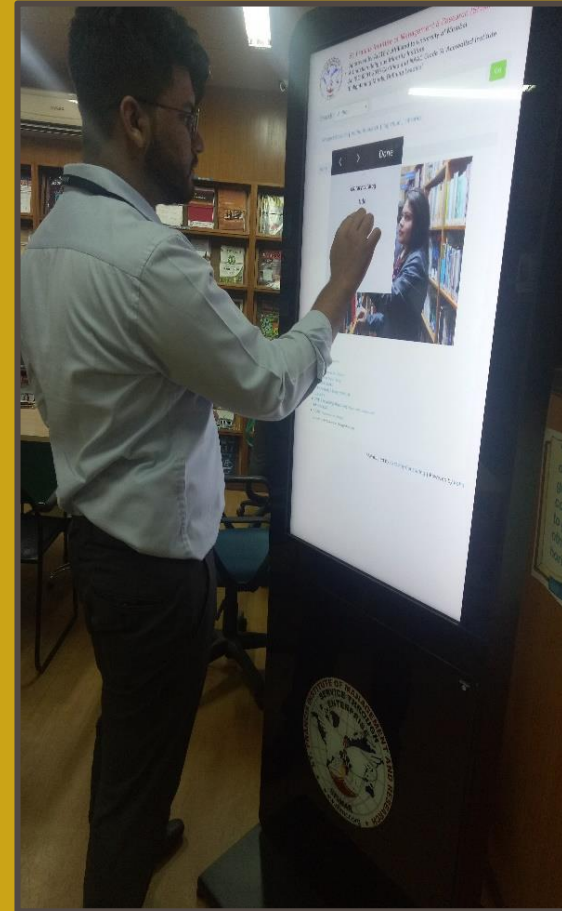
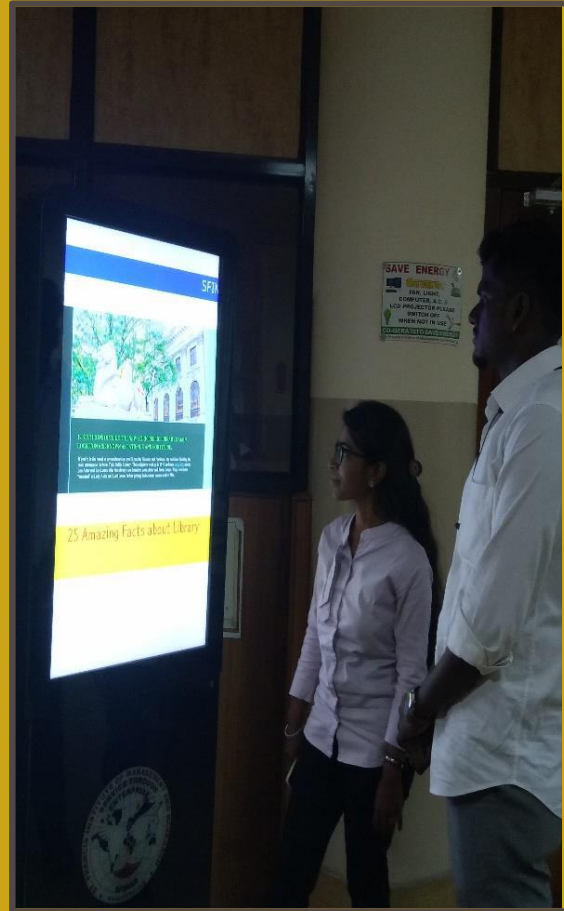
**CDS/  
DVDS**

<http://sfimarlibrary.ourlib.in>

**OPAC-  
ONLINE PUBLIC  
ACCESS  
CATALOGUE**



# LIRC Interactive Kiosk



SFIMAR LIRC has provision of Interactive Kiosk for users to search LIRC collection on OPAC, make purchase suggestion and reserve an item. Kiosk provides amazing facts on library, GK, SFIMAR events etc.

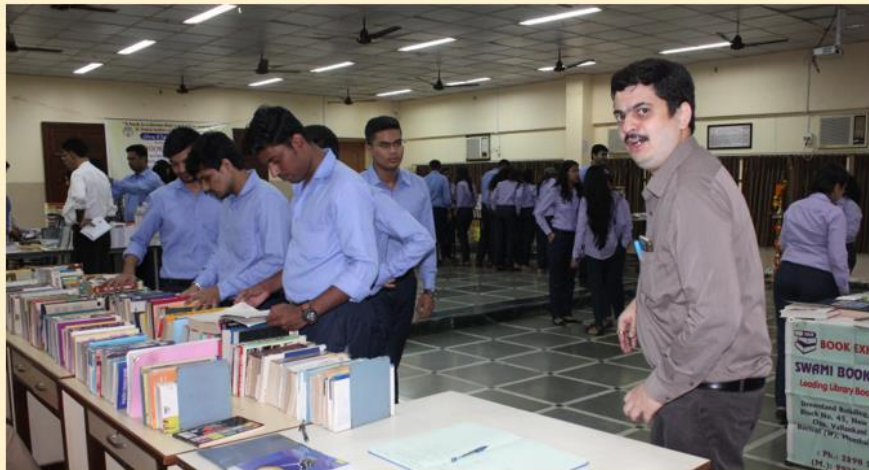
# Services We Offer

- **CAS –Current Awareness Services** comprising of Periodicals content page scanning and sharing with users, New publications, New Arrival Display, Articles display, Indexing and abstracting services
- **SDI –Selective Dissemination of Information** is met by catering to specific information queries in anticipation and demand
- **Reference and Referral Services**
- **Inter Library Loan facility** –procuring document/information from SFIMAR member libraries
- **Reprography/Scanning facility**
- **LIRC Orientation**, conduct sessions on Information literacy and database training.
- **Plagiarism check using Urkund Software**



# Annual Book Exhibition 2019

SFIMARites are invited to select and recommend books for LIRC and personal collection




THANK YOU FOR VISITING!



# LIRC Activities 2021 -2022

**ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH**  
(Website : [www.sfimar.org](http://www.sfimar.org))  
APPROVED BY AICTE, DTE RECOGNISED AND AFFILIATED TO THE UNIVERSITY OF MUMBAI  
AN ISO 9001:2015 CERTIFIED AND NAAC "A" GRADE ACCREDITED INSTITUTE  
Gate No. 5, Mount Pooisar, S.V. P. Road, Borivali (West), Mumbai - 400 103  
"Enlightening Minds, Defining Leaders"

Internal Quality Assurance Cell (IQAC)  
and  
Learning and Information Resource Centre (LIRC)  
Presents  
**Webinar**  
on  
**Intellectual Property Rights**  
Date and Time: 15<sup>th</sup> January 2022, 02.00 p.m. to 04.00 p.m.  
Mode: Online through Zoom, Registration Fee: Nil  
Resource Person : **Dr. Runjhun Tandon**

  
Assistant Dean, HOD - Intellectual Property,  
Lovely Professional University

**Key Themes of the Webinar**

- ♦ Overview of IPR
- ♦ Types of IPR
- ♦ Need of IPR
- ♦ Entrepreneurship and IPR Protection
- ♦ Leads for Commercialization

**Who Should Attend the Programme?**  
Faculty members, Research Scholars,  
Students and Librarians

€-Certificates would be emailed to  
all the participants of the programme

Link for Registration:  
<https://forms.gle/HEVGVL8LXvkLj4H78>

For enquiries : Dr. Smits Jesudasan - 750626925, [smitsa@sfimar.org](mailto:smitsa@sfimar.org), Ms. Papinder K. Nagi - 9021391479, [papinder@sfimar.org](mailto:papinder@sfimar.org)

*Jb*  
20/1/2021

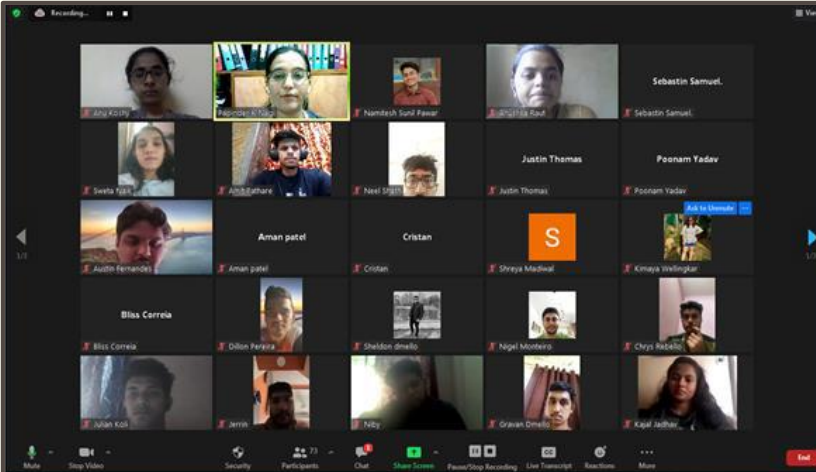
 **ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH (PGDM)** 

BATCH 2021-23

**STUDENT'S ATTENDANCE OF ORIENTATION PROGRAMME-**  
SEPT. 27 & 28, 2021

Date: Sept. 28, 2021 Speaker's Name – Ms. Papinder Negi  
Topic – Library & Information Literacy





# SFIMAR LIRC Collaborates with....

---

- 
- ❖ DELNET- Developing Library Network
  - ❖ INFLIBNET- Information Library Network
  - ❖ NDLI- National Digital Library of India-IIT Kharagpur
  - ❖ IGIDR- Indira Gandhi Institute of Development Research  
(For Faculty and Research Scholars)
  - ❖ World E-Book Library....

# QR access code to SFIMAR LIRC Library tab on Website, Koha OPAC and MyLoft homepage

---

**QR Code to SFIMAR Library OPAC Account Login Homepage**

<http://sfimarlibrary.ourlib.in/>



**QR Code to Library tab on SFIMAR Website**

<https://www.sfimar.org/library.html>



**QR Code to SFIMAR Myloft Home Page**



<https://app.myloft.xyz/user/login?institute=ck66hwi54vmpe0798ary3givi>





# SFIMAR LIRC Rules

**Love your BOOKS**



Keep books away from messy things.



Turn pages carefully.

Put books away for the next time.



**NOTICE**

Out Of Respect  
For Other Patrons  
Please Be Sure  
Your Cell  
Phone  
Is On Quiet  
Or Vibrate



**No Food or Drink  
ALLOWED!**

# LIRC Rules and Regulations

---

---

## ▪ General

- SFIMAR LIRC follows an open access system.
- Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels near the counter reserved for this purpose. However, they can carry loose papers and notebooks.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.

# LIRC Rules and Regulations

---

---

- Readers should maintain silence and quietness in the library and should not disturb other users in any way.
- Eatables are not allowed inside the library.
- Readers should not deface, mark, cut, underline, mutilate or damage library material in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the material.
- Library's photocopying and database search services for outsiders is available on nominal charges.



# LIRC Rules and Regulations

---

---

- Library's computing facilities and database access is meant only for Faculty, MMS, PGDM, MFM/MMM students and staff
- Group Discussions are not allowed, Using computers for emails is prohibited
- Reference books available for overnight borrowing only.
- Overdue fines can be paid at the counter immediately. The library can refuse to issue books to a borrower having overdue books;
- Tearing of pages, marking on the pages of the book with pencil is a serious offence;
- The borrower shall be responsible for any damage or losses caused to the library documents borrowed by him/her and shall be required to either replace such a material or to **pay triple the cost of the book.**

# LIRC Rules and Regulations

---

---

- Newspapers should be folded properly and kept in an orderly manner at the designated place after reading the same.
- Disregard of library rules, indiscipline and misbehavior will render the borrower liable to action as well as forfeiture of membership.

# LIRC Rules and Regulations

---

---

## ▪ Borrowing Entitlement

- Books can be borrowed against Identity card issued by SFIMAR to the borrowers.
- The library card i.e. Identity Card is non-transferable and their loss should be immediately reported to the library. It is the holder of the Identity card who is responsible for any loss to the library due to the misuse of his/her library card (Identity Card).
- A fee of Rs.200/- will be charged for issuing a duplicate identity card with barcode number on it.
- Bound volumes of periodicals and journals, Annual reports and all reference material will not be issued outside. These sources are only to be referred in the library itself.



# LIRC Rules and Regulations

---

---

## ▪ Issue / Return and Renewal

- Books will be issued on presentation of the library card (Identity Card). Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return
- The borrower may return or renew the book on or before the due date.
- For renewing, physical presentation of the reading material along with Identity card is necessary.
- Renewal is not permitted if a demand is pending for the reading material.
- The library can recall reading material after 4 days of issue. Reading materials to be replaced on reserve can be recalled any time.
- Only 2 times the reading material will be reissued or renewed

# LIRC Rules and Regulations

---

---

## ▪ Overdue Charges

- Books will be issued to the students for 7 days only. In the last page due date slip is pasted, mentioning the due date on it at the time of issuing the same and the fine will be charged from the due date till the book is returned to library.
- Levy of fine / overdue charges will be according to the number of days as follows :
  - **For the initial 7 days overdue charges will be Rs.15 per day per book, from 8<sup>th</sup> day to 15<sup>th</sup> day the overdue charges will be Rs.30/ per day per book and above 16<sup>th</sup> day onwards flat Rs.50/ per day per book will be charged on overdue.**
- Overdue fine can be paid at the circulation counter immediately.
- The library can refuse to issue books to a borrower having overdue books.
- The renewal of the reading material will be done only by mail and not by phone.

# LIRC Rules and Regulations

---

---

## ▪ **Loss of Books or Damage**

- If the returned book is found damaged beyond repairable condition it is considered as lost or if the borrower reports in writing that the borrowed book is lost the recovery procedures followed are appended below:
  - The borrower shall replace the lost book with same bibliographic description or with the latest edition.
  - The recovery charge for the lost book will be a minimum of 3 times the current market price of the book with additional 10% departmental charges.
  - The recovered charges will be recorded and will be deducted from the library security deposit of the concerned borrower.



# LIRC Rules and Regulations

---

---

## ▪ Care of Library borrower card (Identity Card)

- Take special care to maintain the library borrower card (Identity Card).
- Do not fold, alter entries made on the cards. Members are responsible for the library borrower card issued to them.

## ▪ Loss of card

- Loss of borrower card (Identity Card) should be reported to the librarian in writing. After checking details they will be issued a fresh replacement card on a payment of Rs.200/-.

# LIRC Rules and Regulations

---

---

## ▪ **Validity of Identity card**

- Library borrower cards are valid for the complete course i.e. for MMS/PGDM two years validity and for MFM/MMM three years validity the validity month and dates are mentioned on the identity card.

## ▪ **No due Certificate**

- Each student shall obtain No dues certificate from the library after returning all the books issued, and after paying outstanding dues, if any.

## ▪ **Care of Library Books**

- Students are required to handle the books/ Journal very carefully. Marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any manner will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

# LIRC Rules and Regulations

---

---

## ▪ Norms for procurement of multiple copies of the textbooks

- Procurement of multiple copies of textbooks will be based on the demand register enquiry from both faculty and students subject to a minimum of 3 demand entries in the demand register on the same title and author and out of 3 demands one should be from the concerned faculty member.
  - (Note: students are required to mention the name of the concerned faculty member)
- Maximum 5 copies of the textbook will be kept in the library collection.

## ▪ Reference section

- This section has Encyclopedia, dictionaries, Textbooks reference books etc. which are only available for reference. User can make use of these resources.

## ▪ Journal Section

- In these section journals, subject journals, general magazines and newsletter are available. They are arranged at one place. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged on rack and are meant only for reference within the library.

# LIRC Team

**Dedicated Team at Service : Mon – Sat:8 am – 8 pm**



Dr.V.Thangavel . Ms. Selma Baptista. Ms. Bharti Bhosle. Mr. Vrushal Bhatkar.