



## St. Francis Institute of Management & Research (SFIMAR)

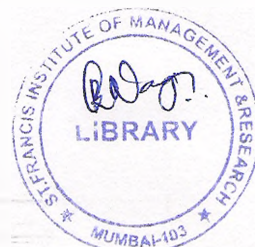
### **Library is automated through Integrated Library Management System - ILMS**

The library at SFIMAR is termed the Learning and Information Resource Centre (LIRC). It is equipped with both physical and digital resources. There is a dedicated team for the management and distribution of books in the library. The website is the gateway to a rapidly increasing range of online databases, subject guides and other electronic services, including the library catalogue and over 14300 books. In addition, the LIRC boasts of over 50 Indian and International journals in print form and more than 8000 e-journals available through online databases. It also has a varied collection of Audio-Visual materials in the form of CD-ROMs and DVDs. It subscribes to 5 online databases that provide access to Industry/ Company/statistical information. The library has become a member of INFLIBNET N-LIST Consortia, through which it can access about 6000 peer-reviewed e-journals and over 31,35000 E-Books from reputed publishers and institutions. Most of these are accessible both in the Institute, hostel and through remote access. The website is updated based on the annual feedback obtained from faculty, staff and students. Thus, it caters to facilitate research culture concerning database requirements and specific information requests.

### **Library Services:**

Library staff provides various services like:

1. Reference Service–The staff guides users to locate documents/resources/information in the library.
2. Referral Service – Users are referred to other libraries or subject experts from other institutions on demand.
3. Current Awareness Service (CAS) – Newspaper clippings on management and allied subjects are displayed on the library notice board. Contents of periodicals added in LIRC

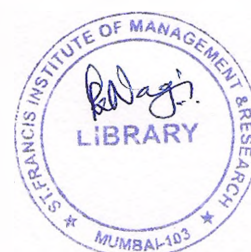


are shared with the user community through Google Drive. Relevant articles to the syllabus are indexed, and abstracts for the same are added in ERP.

4. Selective Dissemination of Information (SDI) - Specific information request is searched through available resources and sent to the user within 15 days.
5. Training and demo for using various databases are organized and/or conducted by the library staff, and students are given related assignments to understand the resources available better and use them to the optimum.
6. Quality of Resources and services is monitored regularly - The Library Advisory Committee's (LAC) primary objective is to establish a bridge between the library and the academic fraternity and the management. The function of the LAC is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of LAC is to act as a channel of communication and dialogue between the library and its users. The LAC meeting is held annually or as and when required to review the library affairs.

Books and Periodicals are procured from Vendors and Publishers, taking into consideration Intellectual Property Rights and Copyright Laws. Vendor analysis is done annually using various parameters to evaluate services in terms of comprehensive coverage of books available for selection, the authenticity of the Publishers and discount offered. Books are also purchased online if the price is low compared to the offer by the vendors and the availability of books. E-Journals and E-Books are made available through the MyLOFT app for ProQuest, J-Gate, National Digital Library (NDL) and N-LIST. ProQuest comprises of 1974 Journals Scopus listed and 158 listed on Web of Science (WOS), J-Gate covers 850 National Journals (UGC approved), 10895 International Journals (Scopus listed, 1971 listed on WOS). Articles relevant to subject/s of interest from Periodicals are indexed and abstract added into ERP. Detailed User Feedback is taken annually to improve the services, collection and amenities available. Usage of the Library is monitored quarterly through ERP and database/s usage is taken annually.

7. Provision of Digital content – SFIMAR events Photos/Videos (mirror image) are uploaded on the NAS server annually. Teaching Aids, E-Books, Question Papers Syllabus, SFIMAR publications, Policy and Procedures, Feedback, MOUs, Student



project reports, ISO Manuals and Departmental Procedures are uploaded on D-Space. The implementation of MyLOFT at SFIMAR LIRC is a working model for providing the users the convenient and efficient interfaces to access e-resources by keeping pace with the changing technology. MyLOFT serves the library by providing cost-effective acquisition and retrieval of licensed resources through remote access. This helps to maintain a feasible financial allocation of collection, services and personnel of the library.

The weeding-out process is carried out annually to keep the collection current, relevant and useful.

### **Participation in Resource sharing networks/consortia (like Inflibnet)**

SFIMAR Library has membership with

1. Developing Library Network (DELNET), New Delhi: DELNET has been established to promote resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to users, coordinating efforts for suitable collection development, and reducing unnecessary duplication wherever possible. DELNET information resources are bibliographic and full text in nature.

2. N-List: National Library and Information Services Infrastructure for Scholarly Content. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through a server(s) installed at the INFLIBNET Centre. The authorized users from colleges can access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users. N-LIST program provides seamless access to the e-resources (6000+ e-journals and 3135000+ e-books). An individual account is created for students, faculty and staff, which can be accessed remotely.

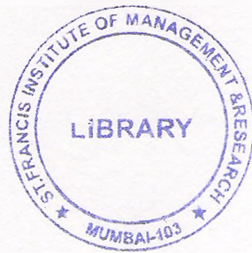
3. National Digital Library (NDL) membership for Faculty, Staff and Students. NDL has been designed to benefit users like students, teachers, researchers, librarians, library users, professionals, alumni, differently abled users and all other lifelong learners.



4. Tata Institute of Social Sciences, SDTM Library, Mumbai

5. Urkund Plagiarism Software, an INFLIBNET initiative to check plagiarism for a student project and faculty Research papers submitted for publication, is provided free of charge by UGC to Institutes affiliated with Mumbai University. More than 3350 reports were tested for plagiarism from the year October 2016 – June 2019.

*R. W. Agri*



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