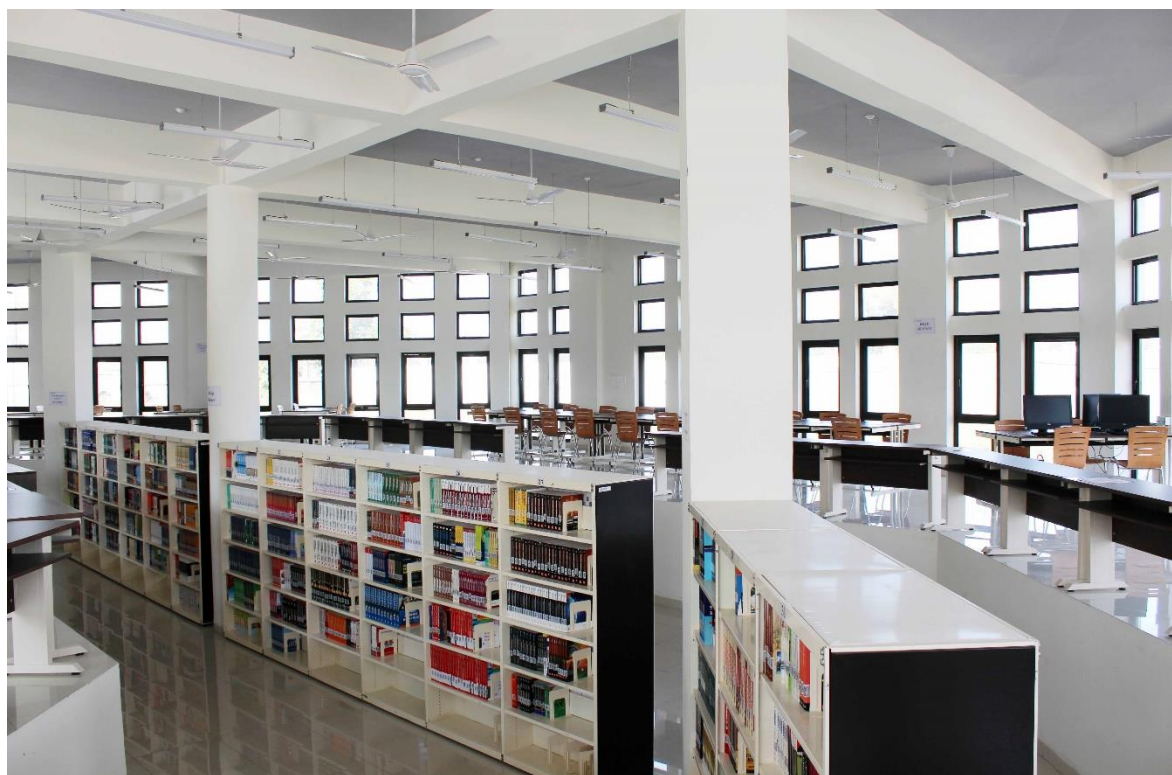


Explore Your Library



CENTRAL LIBRARY

Handbook

SYMBIOSIS UNIVERSITY OF APPLIED SCIENCES



**Symbiosis University of
Applied Sciences, Indore**

India's First Skill University

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Explore Your Library

VISION

We aim to establish the University Library as the benchmark of information retrieval center enabling digital sources for the users.

MISSION

Central library is intended to serve as a primary source of scholarly information resources for faculty members, students, and staff that assist them in learning, researching, teaching, and informing.

OBJECTIVES

Providing intellectual and physical environments and training to staff and students

- To expand and organize the library resources to support academic excellence.
- To provide timely access and simplified search to library resources.
- To provide library services at your place.
- To create a user-friendly library environment
- To encourage users to enrich knowledge through continuous library updates.

Explore Your Library

About Central Library:

- The Symbiosis University library structure includes Central Library with two departmental libraries which jointly encourage the teaching-learning programs of the University.
- All Students, Teaching and non-teaching members of Symbiosis University (SUAS) are members of the Central Library and are permitted to use library facilities.
- The Central Library is on the ground, the Engineering Departmental library is on the third floor of Engineering Block and the Management Departmental library is on the second floor in Management Block.
- Area of Central Library – 466.42 Sq.m

Engg. Dept. Library- 80 Sq.m., Mgmt. Dept. library- 120 Sq.m

Library Entry:

- All Library users are required to carry their Identity cards to access the library.
- All Users are required to keep their personal belongings at the property counter at their own risk.
- The library is not responsible for any loss or damage to the same.
- Taking bags, file folders, raincoats, umbrellas, jerkins etc. inside the library is strictly prohibited.

Library Resources

The Library has a rich collection of books on

- Computer Science Engineering
- Electrical and Electronics Engineering
- Electronics and Communication and Engineering
- Information and Technology
- Automobile Engineering
- Management Studies
- Science and Humanities
- Light Reading Materials

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Library Books:

The Subject-wise break up of library collections are as follows:

Subjects	Books	
	Titles	Volumes
Engineering and Technology		
Electronics	39	125
Electrical	22	50
Computer Science	98	472
Information Technology	107	512
Computer Applications	85	407
Automobile	12	30
Mechanical	101	251
Total	464	1847
Management	444	2036
Mathematics	38	171
Physics	24	53
Chemistry	34	75
Generals	99	484
E-Books (As Per AICTE Norms 25%)		
GRAND TOTAL	1103	4666
OTHER MATERIALS		
CD & DVDs	262	262
Video Cassettes (VD)	NIL	NIL
Audio Cassettes (AC)	NIL	NIL
Theses and Report	NIL	NIL
Back Volumes	NIL	NIL
Donated Books	49	49
Total Number of	311	311

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Reference Sources

The library has the following types of reference resources:

- Dictionaries,
- Manuals
- Project Reports
- CDs/DVDs/VHS
- Conference/Seminar Proceedings

Current Periodicals:

The Library subscribes to about 69 Periodicals (excluding gift and exchange).

- The latest issues are displayed on the racks and back issues are available behind the rack in a pigeonhole.
- Periodicals are withdrawn for binding on completion of its Volume.
- Items like the newsletter, Bulletins etc. are kept in departmental libraries.

Bound Volumes of Periodicals:

- Bound Volumes of periodicals are accommodated in departmental libraries of Engineering and Management blocks.

News Papers:

The Library subscribes 5 News Papers for Central Library

- Dainik Bhaskar
- Naidunia
- Patrika
- Times of India
- Free Press

Arrangement of Library Collections:

The Library follows Open Access System.

- Books are shelved according to call numbers.
- The shelf guide is pasted on shelves for users' assistance.

Explore Your Library

TECHNICAL SECTION

Classification:

- The Library follows the Dewey Decimal Classification System (DDC) for the classification of documents.
- Subject Heading is searched using the Library of Congress.

Cataloguing:

- The library is computerized by using KOHA (an open-source software).
- All collection is available on the library database.
- Books are catalogued using AACR II.
- OPAC searching is available for users to search library holdings.

Locating Books:

- Books can be located on shelves by using call numbers
- Main class no is mentioned on the shelf guide for ready reference.
- OPAC search terminals are also available in the library.

Computerized Information Retrieval:

- All library customary function like acquisition, cataloguing, circulation, serial control, multimedia, reservation etc. is done by using KOHA software.

Circulation:

- At the time of borrowing, the students are requested to show their ID cards for borrowing books.
- All the students, faculty members of the university can register themselves for the membership of the library
- Books can be borrowed by staff and students
- Regular books may be borrowed for 14 days by students and one month by staff members.
- Reference books, journals and Video Cassettes may not be borrowed
- Reservation of library material can be made through **Online Public Access Catalog (OPAC)**

Explore Your Library

- Loss of borrowed books and journals should be reported to the librarian immediately.
- If a book that has been borrowed by a student is urgently required, the library may call back the book from the student.
- Book must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge.
- Repeated failure to return books on time may lead to denial of borrowing facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- The borrower is fully responsible for the books borrowed in/her account.
- The library may recall a book at any time before its due date. Overdue charges may be increased for failure to return a book when it is due or recalled.
- The borrower shall be responsible for loss or damages caused to the library material borrowed. They shall be required to replace or pay double the cost of such material including overdue charges.
- The penalty will be levied for marking/scribbling the pages and tampering with the barcode labels.

Issue Details & Duration:

Category of member	No. of Books that can be issued	Duration of Issue
Dean and HOD's	7	One Semester
Teaching Faculty	7	One Semester
Non-Teaching Faculty	3	15 days
Students		
UG	3	14 days
PG	5	14 days

Explore Your Library

Renewals:

- Books issued to you can be renewed unless they are reserved by someone else. You need to bring the books to the library for getting them re-issued.
- Renewals over the telephone, oral instructions, or written communications are not entertained.

Reserving the Documents:

- A library user can reserve a book currently out on loan by requesting staff at the Circulation Counter.
- Notifications for the availability of reserved books are informed by email or on call.

Overdue Charges:

- Fine should be paid at the circulation desk in cash only.
- For all the students, Faculties and Staff, a fine of Rs 5/- per day per book will be charged in case the books are not returned on the date stamped on the date slip.
- All fines/ charges must be paid in full; No partial payment will be accepted.

Lost and damage Items:

- In case of loss of book, submit the new book of the same author, title and edition or double cost of the book + fine till that day.
- In case of damage to the book, submit the new book of the same author, title and edition or double the cost of the book + fine till that day.
- In case of loss of CD/DVD, a new book of same author, title, edition containing CD/DVD has to be submitted or the latest cost of book/books.

Instructions for Users:

Be silent to maintain a quiet atmosphere for study. Users shall not engage in conversation in any part of the Library to annoy any other reader.

- Books removed from the shelves for reading should be returned to their correct place. If you cannot find the right place on the shelf, kindly return the books to the counter or leave them on the reading tables after use.
- Smoking in the Library is strictly prohibited.
- Tearing off pages, marking in pencil or ink on the books is a serious offence.
- Students are not permitted to take tea or snacks etc., in the Library.
- After reading, newspapers should be folded properly and kept in the designated place
- Users are not allowed to take cuttings from newspapers. One can photocopy the articles

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that are required.

- Library users should keep their mobiles on “SILENT MODE”
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving indecently.
- Do remember to switch off the lights and fans after use.
- Files, Folders, personal books, books already borrowed should not be brought inside the Library. Keep them at the property counter.
- The arrangement of chairs in the reading rooms should not be disturbed.
- Fire Extinguishers are available in the library. If you notice any fire/smoke, please report to the librarian immediately.
- Access the E-Resources regularly.

Care of Library Materials:

- Library resources are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library material. No tracing or copying of any map or manuscript is allowed in the Library.
- If termites/other insects spoiling the books, torn/missing pages are noticed, please report to the librarian immediately.
- Before leaving the issue counter, members should satisfy themselves as to whether the Library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the Library staff at the issue counter, otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.

Explore Your Library

Library Facilities: Library has the following facilities:

S.No	Particular
1.	Digital Library
2.	NPTEL
3.	Educational Multimedia
4.	Wi-Fi Enabled
5.	Photocopying
6.	InterLibrary Loan Service
7.	Paper Clipping
8.	Circulation
9.	Article Alerts Services
10.	Remote Access
11.	Institutional Repository
12.	Advanced Security Enabled Facility

Digital Library:

Digital Library has 47 computers with Internet Connectivity for the students to access the Online Electronic Information Resources. Apart from these 47 computers, the library has another 25 computers for the students to access OPAC and E-Resources.

Access to e-resources:

- E resources are IP based and can be accessed from anywhere within the SUAS premises.
- URLs of all e-resources are pasted on all notice boards of all labs and libraries.
- Users may type the URL directly and access and search any e-journal/ book/ material by typing any keyword in the search box.
- CDs/DVDs are issued overnight or a day before a holiday.
- On the next working day before 11 a.m. CD/ DVD must be returned to the library.

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OPEN Access e-books and e-resources

HathiTrust https://www.hathitrust.org/	Science Open https://www.scienceopen.com/
National Digital Library https://ndl.iitkgp.ac.in/	CORE https://core.ac.uk/
Project Gutenberg https://www.gutenberg.org/	Social Science Research Network https://www.ssrn.com/
Engineering 108.com http://engineering108.com/	Public Library of Science https://plos.org/
Engbookspdf https://www.engbookspdf.net/	Open DOAR https://v2.sherpa.ac.uk/opensdoar/
FreeTechBooks https://www.freetechbooks.com/	JURN http://www.jurn.org/directory
Library Genesis http://libgen.li/	Digital Library of the Commons Repository https://dlc.dlib.indiana.edu/dlc/
Bookfi http://bookfi.net/g/ https://bluesyemre.com/	Arxiv https://arxiv.org/
PDF Drive https://www.pdfdrive.com/	Scientific Research https://www.scirp.org/
Book Boon https://bookboon.com/	Nature Preceding https://www.nature.com/
Internet Archive https://archive.org/	Paperity https://paperity.org/
OAPEN https://oapen.org/	JSTOR https://www.jstor.org/
Obooko https://www.obooko.com/	DOAJ https://doaj.org/
Free Books Centre http://www.freebookcentre.net/	Journals for Free http://www.journals4free.com/
World Digital Library Collection https://www.loc.gov/	Academic OUP https://academic.oup.com/journals
Our Hindi https://ourhindi.com/	
Free Computer Books https://freecomputerbooks.com/	
DOAB https://www.doabooks.org/	

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OPEN Access Courses and Test preparation

SWAYAM https://swayam.gov.in/	All India Exam https://www.allindiaexams.in/home
NPTEL https://nptel.ac.in/	Current Affairs https://currentaffairs.adda247.com/
DIKSHA https://diksha.gov.in/	NET UGC https://nta.ac.in/
e- Skill India https://eskillindia.org/	Free Online Test http://www.freeonlinetest.in/
NDLI https://ndl.iitkgp.ac.in/	Play Quiz 2 win https://playquiz2win.com/
e- Pathashala https://epathshala.nic.in/	SSC Adda https://www.sscadda.com/
e-PG Pathshala https://epgp.inflibnet.ac.in/	Pariksha https://www.pariksha.co/
Sakshat https://sakshat.ac.in/	Freshers Live https://www.fresherslive.com/
e-kalpa https://icar.org.in/content/e-kalpa	Wi Fi Study https://www.wifistudy.com/
Online Harvard University https://pll.harvard.edu/	Gyankunj https://gyankunj.gujarat.gov.in/
Open Learning https://www.openlearning.com/	eVidhya https://www.evidhya.com/
Vidya Mitra https://vidyamitra.inflibnet.ac.in/	Byjusexamprep https://byjusexamprep.com/
EDX https://www.edx.org/	UPSCPathshala https://upscpathshala.com/
GCF learn free https://edu.gcfglobal.org/en/	TCY Online https://www.tcyonline.com/
WifiGyan .com http://wifigyan.com/	Discovermagazine https://www.discovermagazine.com/
Cosmo learning https://cosmolearning.org/	Paperboy https://www.paperboy.com/
Khan Academy https://www.khanacademy.org/	Jionews https://jionews.com/
Test Spot https://testpot.com/	Testbook.com https://testbook.com/practice-questions
India Bix https://www.indiabix.com/	

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Online Reference Tools, Sources and job websites

Cambridge Dictionary https://dictionary.cambridge.org/	DailyEPaper https://dailypaper.in/home-point/
Oxford Dictionary https://www.oxfordlearnersdictionaries.com/	Onlinenewspapers.com https://www.onlinenewspapers.com/index.shtml
Computer Dictionary https://www.computer-dictionary-online.org/	w3newspapers https://www.w3newspapers.com/
Encyclopedia https://www.encyclopedia.com/	Newspaperindex https://www.newspaperindex.com/
Math World https://mathworld.wolfram.com/	Mprogzar http://mprojgar.gov.in/
Legal Info of India http://www.commonlii.org/	Fresherslive https://www.fresherslive.com/
SciTech Daily https://scitechdaily.com/	Jagranjosh https://www.jagranjosh.com/
Collins Dictionary https://www.collinsdictionary.com/	Sarkari Results https://sarkariresults.info/
Shodh Ganga https://shodhganga.inflibnet.ac.in/	Free Jobs Alert https://www.freejobalert.com/
Shodh Gangotri https://shodhgangotri.inflibnet.ac.in	Employment News http://employmentnews.gov.in/newemp/home
Mendeley https://www.mendeley.com/	Google Scholar https://scholar.google.com/
Citethisforme https://www.citethisforme.com/	Kiran news agency http://www.kirannewsagency.com
EndNote https://endnote.com/	
PaperPile https://paperpile.com/	

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Online Science & Technology News and other links

The Indian Express https://indianexpress.com/	Ministry of Home Affairs https://www.mha.gov.in/
Sciencenews.com https://www.sciencenews.org/	National portal of India https://www.india.gov.in/
PHYS.ORG https://phys.org/	General Administration Department of MP http://www.gad.mp.gov.in/
Indiatoday.in https://www.indiatoday.in/	Link to Voter ID card & Aadhar No https://www.ceomadhyapradesh.nic.in/
Livescience.com https://www.livescience.com/	State Disaster Management Authority http://mpsDMA.mp.gov.in/
BBC.com https://www.bbc.com/	District Indore, Gov of M.P. https://indore.nic.in
Nature.com https://www.nature.com/	University Grant Commission https://www.ugc.ac.in/
Futurism.com https://futurism.com/	All India Council for Technical Education https://www.aicte-india.org/
Abc NEWS https://abcnews.go.com/	Department of Technical Education http://mptesde.mp.gov.in/ https://www.mptechedu.org/
How-To-Geek https://www.howtogeek.com/	National Educational Policy 2020 https://www.education.gov.in/
NBC News https://www.nbcnews.com/	
CNN News https://edition.cnn.com/	
New York Times https://www.nytimes.com/international/	
FOX News https://www.foxnews.com/	

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Library Timings:

Library Timings		
Monday – Friday	9:00 A.M.	9:00 P.M.
Saturday & Sunday	9:00 A.M.	4:30 P.M.
Issue & Return Timings		
Monday – Friday	9:00 A.M.	6:00 P.M.
Saturday & Sunday	9:30 A.M.	4:15 P.M.

Note: *The library is closed on public and University Holidays.*

-----Contact US-----

Library Staff

Deputy Librarian : Dr. Jaymala Patil
Assistant Librarian : Mr. Yogesh Shrivastava

Contact Details:

Landline No: 0731-2581300 / 2581328
Intercom Numbers: 1701- 1702

Email: jaymala.patil@suas.ac.in
yogesh.shrivastava@suas.ac.in
