Library Manual

Symbiosis Institute of Management Studies (SIMS)

Range Hills Road, Kirkee Cantt., Khadki, Pune – 411020.
Website: www.sims.edu
Email: library@sims.edu
Our Mission

To provide valuable and appropriate learning resources in business education to the student community, researchers and the faculty.
1. Library Profile

SIMS Library is spread over 4120 sq ft with the seating capacity of 95 persons. It has comprehensive collection in management and its related subjects. The Library is open to students, faculties of organization, researcher and other individual users.

The Library has collection of 23314 books, 245 plus e-books, 103 subscription of journals and magazines, 1524 e-journals, 18 newspapers, 5 institutional memberships, 16 databases, and many other resources as 900 company project reports, 1039 CDs and 256 Bound Volumes.

Library has an open access system. The books are arranged specialization wise like marketing, finance, HR, Systems etc. Further arrangement of books sub subject wise like sales management, retail, consumer behaviour in specializations like marketing and further classified arrangement facilitate the access of books without any delay. The Dewey Decimal Classification System is used for classifying the books.

The catalogue of the library is available online known as online public access catalogue (OPAC). Six access points are available for the library user within the library. The library has linked Dissertations, Company Project Reports with the library software in PDF form.

The library has subscribed to Journal and Industrial database to access information in support to students, teaching and research and to enhance scholarly communication.

Electronic databases are available free to Library users.

The reading room is spread all over the library. The seating arrangement is provided near the subject wise shelves to facilitate ease of search and subsequent use of books. A separate reading hall attached with the library.

2. Working Hours

The Library is open on all the days except 18 holidays approved by Symbiosis International University namely- Republic day, Dhulivandan, Gudipadva, Dr. Ambedkar Jayanti, Maharashtra day, Rakshabandhan, Independence Day, Ramzan Id, Ganesh Chaturthi, Mahatma Gandhi Jayanti, Dussehra, Bakri Id, Deepawali (four days) and Christmas.

2.1 Library Hours

2.1.1 Normal Working days
- Monday – Saturday : 8.30 am to 10.30 pm
- Sunday : 10.00 am to 6.00 pm

2.1.2 Examination Days
- Monday – Saturday : 8.30 am to 1.00 pm
- Sunday : 10.00 am to 6.00 pm

Library hours are subject to change and all changes will be notified through emails from time to time.
3. **Transaction Hours**

Monday – Saturday : 10.00 am to 9.00 pm

Sunday : No Issuing.

4. **Right to Membership**

All Symbiosis Family Members are welcome to avail the library facility. Other than Symbiosis family – Researchers, students of other institute, corporates can apply to SIMS Director for the membership (guidelines to outside users are different).

5. **Borrowing Facility**

   a. Full Time Students - 3 books and 1 magazine
   b. Part time Students - 3 books
   c. MBA(EE) - 3 books/magazine
   d. PGADM - 3 books and 1 magazine
   e. Permanent Faculty - 20 books and magazines
   f. Visiting faculty - 5 books and magazines

Student will receive more books under book bank system. The number of books may vary from semester to semester.

6. **Guideline for Transaction**

   1. Members should carry their ID card for issue of books. There is no separate card issued by library for transaction.

   2. Membership account of the borrower is not transferable.

   3. Member is fully responsible for due on his/her account.

   4. The Librarian has the power to cancel the membership or refuse the entry/admission of any member who violate the rules and regulations of the Library or involve in any kind of misconduct.

   5. Library material to be handling with utmost care. Member should not write damage or make any mark on any of the Library material.

6.1 **Books**

   6.1.1 While returning books to the library, members should ensure that their borrowed documents are duly removed from their account.

   6.1.2 Request of renewal will be considered if there is no reservation for those books.

   6.1.3 Books are to be presented physically for renewal.
6.1.4 Books are normally issued for fortnight; borrowing period can be reduced according to the demand.

6.1.5 Book can be recalled anytime in case of urgent demand.

6.1.6 Student should return the book on or before the last due date stamped on the “Due Date Slip” pasted on first / last page of the book. Fine of Rs. 5/- per day will be charged for late return.

6.1.7 Library normally sends 5 reminders to the borrowers’ i.e. before due date, on the day of return and 3 overdue notices. But non-receipt of reminders is no reason for returning book late.

6.1.8 If student do no return the books after 3 reminders, the borrowing facility may be withdrawn for one month.

6.1.9 Absence or illness is not acceptable excuse for exemption from library overdue charges. Only institute holidays are left out of reckoning.

6.2 Reference Material


6.2.2 Reference Material is to be pursued in Library Only.

6.2.3 Librarian is authorized to declare/hold certain books as reference material according to the demand. These books may not be labeled as Reference material.

6.2.4 Reference books/magazines can be ‘short issued’ for photocopying for one hour. Delay in returning reference material will entail fine of Rs. 50/- per hour.

6.3 Magazines

6.3.1 Student can borrow loose issues of old periodicals.

6.3.2 Magazines are normally issued for 3 days.

6.3.3 No renewal is permitted.

6.4 Book Bank

6.4.1 2-6 books are issued to each student per semester, however the number of books issued in each semester will depend on number of students opting respective specializations.

6.4.2 Students should return the book at the end of academic semester. Delay in returning books will entail fine of Rs. 10/- per day.

6.5 Library fines

Fine of Rs5/- charged per day for late submission of fortnightly issued books, Fine of Rs 10/- charged per day for late submission of book bank books and Rs. 50/- per hour for
reference material. The Library will issue a challan for fines. The member has to pay the amount to accounts and show the receipt on the library staff on Library issue counter. The members should ensure that their fines are duly discharged from account in library software.

7. **Loss of Library Material**
Members are responsible for the books/magazines issued to them. Loss of any book should be immediately reported to Library by an email. Member has to replace the lost book with overdue charges (if any). The cost of lost book will be based on current market price of the book. Payment for lost Library material should be made in the accounts section.

8. **General Guideline to the Members**

8.1 Smoking is prohibited in and around the Library.

8.2 No refreshments or foodstuff of any kind shall be consumed in the Library.

8.3 Members are required to deposit their personal belonging at the property counter at their own risk. Library staff is not responsible for loss or damage to the same.

8.4 Mobiles are not allowed in library.

8.5 The Library is a place of individual study. Therefore members should maintain an atmosphere of dignity, peace and silence within the Library premises.

8.6 Members should make an entry in Entry Register while entering Library.

8.7 The Library Staff at the entrance and the counter are authorized to examine material passing in or out of the Library.

8.8 Readers should not replace books back on the shelves, but are requested to leave them on the reading tables after use.

9. **Clearance Certificate**
The clearance certificate form is issued by Library after final year examination or after expiry of membership. It is responsibility of every member to take the clearance from Library. After taking the clearance from Library and Assistant Administrative Officer the form need to be submitted to Hostel Warden.

10. **Facilities/ Services**

10.1 **Computerized services**
The Library has automated most its services and activities through “OPAC”. This gives search facility to the Library resources. Automated circulation system has facilitated fast and efficient service at the issue counter. Reminders, reservations, recalls, renewals etc., are being attended through the system.

10.2 **Book Lending**
Book Lending was explained in detail under “Borrowing Facility”. 
10.3 Reservation
Members can reserve a desired book online through OPAC (symbiosis-koha.informindia.co.in). Member can reserve only those books which are for issue. Non-issue books could not be reserved. In case of multiple copies, one can reserve a copy only if all copies of the title are issued.

10.4 Online Access to E-resources
The Library has linked Dissertations and Company Project Reports on Thin Client in reading hall. The Library has subscribed to databases like EBSCO, Emerald Insight, Prowess, EIS and Capitaline. Prowess and EIS can be accessed on institute LAN, whereas EBSCO, Emerald Insight and Capitaline can be accessed through WIFI inside campus only.

10.5 Inter Library Loan
The Library has subscribe to six institutional membership namely

1. British Council Library–
Library secured 20 cards under this membership. Students who wish to avail the library service of BCL will have collect BCL card from SIMS library and visit BCL which is located on FC road. Against this card a student can draw two Books or one CD & other materials in a month.

2. Maratha Chamber of Commerce, Industry and Agriculture (MCCIA) –
MCCIA library is a Reference library so books are not issued. Students interested in using MCCIA Library facilities will have to take authority letter from SIMSLibrarian. However SIMS students are allowed to attend events/seminars organized by MCCIA. Schedule and intimations of the same will be forwarded to the students.

3. Association for Talent Development –
Benefits from memberships: T+D Magazine, T+D live webcast with industry experts (Webcast are archived for viewing at your convenience), The Buzz Training news, ATD Online library – give access to full text articles from 3000 leading, State of the industry report – provides data on workplace learning & performance investments and practices in the US, Important training literature list for reading, ASTD Job Bank, Area of Expertise Webcast.

4. Indian Society for Training and Development –
ISTD News, the quarterly Newsletter, on the society activities. Up-date with the latest development in the continually change in training and development field. Securing valuable support of experienced professionals in specific tasks of training and development, special discount on ISTD publications, participation in conference of IFDO, ARTDO and ASTD at concessional rates.

5. Association of Management Development Institutions in South Asia
Benefits of membership–
The association publishes quarterly journal named “South Asian Journal of Management”. Receiving the AMDISA newsletters triannually. Invitations to AMDISA South Asian MANagemnet Forum held every alternate year. Receiving mailers for faculty workshops,
Institution Building Seminars and Academic Conferences. Receiving announcements to all international/ national level workshops/forums organized by AMDISA. Promotion of respective member institution’s programs through AMDISA support program facility.

10.6 Reading Room
There is a separate reading hall attached to the Library. This is used by people adherent to peaceful atmosphere of library. There is a discussion area in Library backyard with greenery in site.

Other than reading hall reading tables are spread all over the library near book racks. About 95 students can seat at a time.

10.7 Reference Service
The Library provides personalized short range and long range reference services for its users.

10.8 E-resources
The Library has subscribe to online and offline database and e-books. The list of URL is given below:

10.8.1 E-books:
My library e-books collection www.mylibrary.com

10.8.2 E-Journals/ Database

a. EmeraldInsights (emeraldinsight.com)

b. Emerald Emerging Market Case Studies
(https://emeraldinsight.com/topic/cs_all?sortByPpub )

c. EBSCO (search.ebscohost.com)

d. JSTOR (http://www.jstor.org/)
JSTOR provides access to more than 10 million academic journal articles, books, and primary sources in 75 disciplines.

e. Scopus (https://www.scopus.com/search/form.uri?display=basic)
Scopus is the largest abstract and citation database of peer-reviewed literature: scientific journals, books and conference proceedings. Delivering a comprehensive overview of the world's research output in the fields of science, technology, medicine, social sciences, and arts and humanities, Scopus features smart tools to track, analyze and
visualize research. As research becomes increasingly global, interdisciplinary and collaborative, you can make sure that critical research from around the world is not missed when you choose Scopus.

f. Elsevier- Sciencedirect (https://www.sciencedirect.com/)
Elsevier’s leading platform of peer-reviewed scholarly literature. University libraries and institutions offer ScienceDirect access to their communities of researchers. Researchers, teachers, students, healthcare and information professionals use ScienceDirect to improve the way they search, discover, read, understand and share scholarly research.

g. Sage Publication Journals (http://online.sagepub.com)
SIMS has an online access to 24 Sage publication journals.

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<tr>
<td>Asian Journals of Management Cases</td>
<td>Bi-annually</td>
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<td>Vikalpa Journal</td>
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<tr>
<td>International Journal of Cross Cultural Management</td>
<td>3 Times/Year</td>
<td><a href="https://in.sagepub.com/en-in/sas/journal/international-journal-cross-cultural-management">https://in.sagepub.com/en-in/sas/journal/international-journal-cross-cultural-management</a></td>
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<tr>
<td>Journal of Accounting</td>
<td>Quarterly</td>
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h. Publishing India Group (http://www.publishingindia.com/)
SIMS has an online access to 8 journals of the publication.

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10.8.3 Corporate Database

a. **Prowess** (https://prowessiq.cmie.com/)
Prowess is a database of the financials of Indian companies. Annual Reports of companies is the most important source of this database. The Prowess database contains additional data sourced from the stock exchanges. ProwessIQ provides time-series data beginning 1989-90. The database is updated on a continuous basis. **Structured information** is a conventional presentation format such as an Annual Report or a similar filing and not merely a press release of stray numbers or an unofficial estimate.

b. **Economic Outlook** (https://economicoutlook.cmie.com/)
Economic Outlook therefore provides a comprehensive and integrated view of the Indian economy. The Economic Outlook replaces two of CMIE's earlier services - the Economic Intelligence Service and Business Beacon.

The core strength of the Economic Outlook is the underlying database. The service provides full access to this database. Time series on more than a 100,000 indicators are provided in multiple frequencies and in the form of several derivations. The full set of indicators including all frequencies and derivations add up to nearly a million time-series. All these are presented in intelligently laid-out tabulations. The data can be easily downloaded into spreadsheets or as csv files.

c. **Capex** ([https://capex.cmie.com/](https://capex.cmie.com/))
   CapEx is a database of projects that aim to create new capacities in India. These projects are often in search of financiers and project consultants and implementation agencies. They are similarly in search of plant and machinery suppliers and whole stream of suppliers that help create new factories, offices or infrastructure.

   The CapEx service delivers this unique database over a web-browser and allows you to look up the details of individual projects. As these are updated continuously, CapEx automatically becomes an important internal monitor for business strategy.

d. **States of India** ([https://statesofindia.cmie.com/](https://statesofindia.cmie.com/))
   States of India is a statistical compendium of the 36 states and union territories and 675 districts of India. Statistics on states are released by various state & central agencies. The statistics covered here include a wide spectrum of economic and socio-economic indicators. State domestic product, inflation, banking, public finance, agriculture and industry are examples of the types of economic indicators covered. Energy and infrastructure indicators include data on electricity, coal, petroleum & gas, railways, roadways, ports, civil aviation and telecommunications. Socio-economic indicators such as those on demographics, household amenities, education, health, employment and crime are covered extensively.

   States of India also includes statistics on general and assembly elections. Annual Survey of Industries, the largest database on industries at the state level. Automobile sales and tourism also form part of the data on industries in States of India. Time-series data is available for most indicators from 1990-91 onwards.

   Scores of news items are posted every day from a large number of credible sources to keep you informed of events and announcements in the various parts in India.

e. **Capitaline** ([capitaline.com](http://capitaline.com))
   Capitaline database provides fundamental and market data on more than 35,000 Indian listed and unlisted companies, classified under more than 300 industries, along with powerful analytic tools. Extensive data and analysis on every company profile, directors, more than 10-year financials (P&L, balance sheet, cash flow, consolidated financial data, segment data, forex data, R&D data, ratios, etc), quarterly results, ownership pattern, finished products, raw materials, share price data, directors' report, management discussion, notes to account, business news, corporate events, etc.

   Capitaline database is a sister product of Capital Market, India's foremost investment fortnightly. The specialized expertise in data collection, standardisation and
presentation built up since 1985 has earned Capitaline database the highest level of respect and confidence in the financial information Industry.

   Frost & Sullivan is a growth partnership company focused on helping our clients achieve transformational growth as they are impacted by an economic environment dominated by accelerating change, driven by disruptive technologies, mega trends, and new business models.

g. **Gartner** ([https://www.gartner.com/home](https://www.gartner.com/home))
   Gartner, Inc. (NYSE: IT), is the world's leading research and advisory company and a member of the S&P 500. We equip business leaders with indispensable insights, advice and tools to achieve their mission-critical priorities and build the successful organizations of tomorrow.

   Our unmatched combination of expert-led, practitioner-sourced and data-driven research steers clients toward the right decisions on the issues that matter most. We’re trusted as an objective resource and critical partner by more than 12,000 organizations in more than 100 countries—across all major functions, in every industry and enterprise size.

h. **Euromonitor passport** ([http://www.portal.euromonitor.com/portal/account/login](http://www.portal.euromonitor.com/portal/account/login))
   Passport is an award-winning market research database used by the world’s top business schools and Fortune 500 companies to understand the global business environment in a time of rapid change and increased globalization. Passport provides business intelligence on Industries, economies and Consumers. The database covers 28 Consumer Industries across 80 Countries. You can use it to track market sizes, brand shares, company shares, industry trends, competitive landscape as well as understand market dynamics. Countries and Consumers section covers information such as Consumer Behaviour & Lifestyles, Income & Expenditure, Demographics and various Socio-Economic Indicators across 210 countries.

   It supports a wide range of courses, including International Business Strategy, Marketing, Economics, Social Sciences, Humanities, International Relations, Travel and Tourism, Hospitality Management and Food Marketing. Passport allows students/faculty to create research projects and case studies using the same high-value research that the world’s top banks, consultancies, advertising companies, manufacturers, retailers and government departments rely on to support their business decision making.

   Turnitin improves the students writing cycle by preventing plagiarism by providing them with originality check report. Turnitin’s Originality Check helps instructors check students’ work for improper citation or potential plagiarism by comparing it against the world’s most accurate text comparison database.

   It has been refining the process of comparing papers to a vast repository of data to deliver originality reports in just a few seconds. The content comparison was done from -
• Turnitin Web Crawler that crawls the internet and indexes content into a searchable form. Turnitin currently contains over 24 billion web pages from the current web as well as archived web pages.
• Turnitin database of 300 million papers.
• Turnitin partners with leading content publishers, including library databases, textbook publishers, digital reference collections, subscription-based publications, homework helper sites and books.

This is an industrial database provides us annual reports, company financial results, share pricing etc.

Above given database are online and can be access directly without Login ID & password. In case of any difficulty, contact library@sims.edu.

For further information please contact

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library@sims.edu