



SANSKARDHAM KELAVANI MANDAL'S
JASHBHAI MAGANBHAI PATEL COLLEGE OF COMMERCE

off M. G. Road, Near Azad Maidan, Goregaon (W), Mumbai 400 104
website: www.jmpcollege.org, Email: jmpcollege@gmail.com

LIBRARY FACILITIES / SERVICES

The library provides the following facilities for the students.

- **Library Orientation:** At the beginning of every academic year new class students as well as other students also, the librarian organizes orientation. Facilities and services, Rules and regulations, library functioning, events organized, awards and rewards, etc. are explained to the students.
- **Books Circulation:** Books will be issued for 7 days. Renewal is allowed only when there is no demand for the same books by others. During the examination, it will be decided by the Librarian. Circulation is automated and books will be issued through barcoded library cards.
- **OPAC Services:** The Library has having up-to-date database of library resources with standard library software (MICM Net Solutions Library Software). It provides an online search service through OPAC (Online Public Access Catalogue) service.
- **Library Resources:** Students can use any number of books, periodicals, and non-book materials within the library.
- **Book Bank Facility:** This facility is available for students of the Economically and Socially Backward category. (Application forms will be available in the month of July-August)
- **Internet Facility:** The library provides an internet facility. Library users who would like to avail the facility should write details in the 'Internet Usage Register'.
- **Current Awareness Service:** The library provides a current awareness service where new additions to the library are made aware to the library users through various media.
- **Selective Dissemination of Information:** SDI service is provided to the users who request the same.
- **Referral Service:** A referral service is provided to the users if the library does not have/ can't procure the information/resources.

- **Reference Service:** Library reference service is provided to all its users.
- **Movie Club Collection:** Students can issue and use the CD/DVDs of movies on campus only from the library.
- **Ratna Nidhi Charitable Trust Library Resources:** The Library is having a special collection of books donated by Ratna Nidhi Charitable Trust. A variety of books from fiction to non-fiction, from Reference to Competitive Examination Preparation books are available for users.
- **‘Earn and Learn Scheme’** (Throughout the year) For details contact the Librarian. **This scheme is available to all bonafide students.**
- **Books suggestion:** Students can suggest the books to be purchased for the library. They can suggest the book/s by writing the details of the books in the ‘BOOK SUGGESTION REGISTER’ kept at the circulation counter, at the library.
- **Books/s Demand:** Students can demand book/s from the library which is/are in circulation through ‘BOOK DEMAND REGISTER’ kept at the circulation counter.
Once the book is received it will be reserved for the students on first first-demand first served bases. The book demanded must be collected on the day as notified; otherwise, the book will be issued to the next student.
- **Suggestion Box:** Written suggestions/genuine complaints may be dropped in the box kept in the library.
- The library also awards the students as **‘Best Library User of the Year’**. The selection is based on student’s attendance in the library, use of library resources, sincerity, and obedience to the library system.