



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

TAB 8 – Ask a Librarian

Ask a Librarian

The "Ask a Librarian" service at **K. P. B. Hinduja College of Commerce (Autonomous)** is designed to provide prompt, reliable, and personalized assistance to students, faculty members, research scholars, and staff in meeting their academic, research, and information needs. The Library team is committed to offering professional guidance and support to help users effectively utilize the Library's print and digital resources.

Whether you need assistance in locating books, accessing online journals, conducting research, using electronic resources, or identifying reliable information sources, our librarians are always ready to assist you.

The service aims to promote information literacy, encourage effective use of library resources, and enhance the overall learning and research experience of the College community.

How Can We Help You?

Our Library professionals provide assistance in the following areas:

Reference and Information Services

- Locating books, journals, magazines, and newspapers
- Identifying appropriate reference sources
- Subject-specific information search
- Bibliographic and reference assistance
- Ready reference queries

Research Support

The Library provides research assistance to faculty members, students, and research scholars by offering guidance on:

- Literature search



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- Research methodology resources
- Citation and referencing styles
- Reference management
- Database searching
- Identification of scholarly journals
- Open Access resources
- Research publication support

Digital Library Assistance

Users may seek assistance in accessing:

- E-Books
- E-Journals
- Online Databases
- Institutional Repository
- Previous Years' Question Papers
- Research Software
- Multimedia Learning Resources
- Digital Reference Sources

Library staff also guide users in effectively utilizing the Digital Library and online academic resources.

Library Membership

Assistance is provided regarding:

- Library membership registration
 - Issue and renewal of Library cards
 - Borrowing privileges
 - Book reservation
 - Library rules and regulations
 - Circulation services
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Book Recommendation

Students, faculty members, and staff are encouraged to recommend books, journals, and other learning resources that support the curriculum, research, and professional development.

Recommendations may be submitted through the **Library Indent Form**, and suggestions are considered subject to academic relevance and budget availability.

Library Orientation

The Library conducts orientation programmes for newly admitted students to familiarize them with:

- Library facilities
- Reading Room
- Digital Library
- Book issue and return procedures
- Online resources
- Library rules
- Information searching techniques

Users may also request individual guidance whenever required.

Information Literacy Support

The Library assists users in developing information literacy skills through guidance on:

- Effective searching techniques
- Evaluating information sources
- Ethical use of information
- Copyright awareness
- Avoiding plagiarism
- Citation styles
- Academic integrity

These services help users become confident and responsible information users.



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General Assistance

Users may also contact the Library for:

- Library timings
- Availability of books
- New arrivals
- Book reservation
- Lost Library cards
- Overdue books
- Library policies
- Digital resource access
- Feedback and suggestions

Contact the Library

Dr. Bhagyashree Tamhane

Designation: Librarian

Email: bhagyashree.tamhane@hindujacollege.com

Areas of Assistance

- Library Administration
- Research Guidance
- Collection Development
- Digital Resources
- Institutional Repository
- Library Services
- Academic Support



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Ms. Neha Sakpal

Designation: Assistant Librarian

Email: neha.sakpal@hindujacollege.com

Areas of Assistance

- Circulation Services
- Library Membership
- Book Issue and Return
- Reference Services
- User Assistance
- Digital Library Support

Dr. Rustum Tajane

Designation: Assistant Librarian (Self Finance)

Email: rustum.tajane@hindujacollege.com

Areas of Assistance

- Self-Financed Programme Library Services
- Student Assistance
- Digital Resources
- Reference Queries
- Collection Support

Library Working Hours

Day	Working Hours
Monday to Friday	7:00 a.m. – 7:00 p.m.



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Day	Working Hours
Saturday	7:00 a.m. – 7:00 p.m.
Sunday & Public Holidays	Closed

Library timings may be revised during examinations, vacations, or on special occasions.

Response Time

The Library is committed to responding to user queries promptly.

- General queries: **Within one working day**
- Research assistance: **Within two to three working days**
- Book recommendation requests: **Subject to review by the Library Committee**
- Technical or digital access issues: **Resolved at the earliest possible time**

Feedback and Suggestions

The Library values feedback from its users and continuously strives to improve its resources and services.

Students, faculty members, research scholars, and staff are encouraged to share:

- Suggestions for new books
- Recommendations for journals and databases
- Feedback on library services
- Ideas for library activities
- Suggestions for improving facilities
- Comments on digital resources

Constructive feedback helps the Library enhance user satisfaction and maintain high standards of service.



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Our Commitment

The Library is committed to providing **professional, responsive, and user-focused information services** that support academic excellence, research, innovation, and lifelong learning. Every query is treated with care, confidentiality, and professionalism, ensuring that users receive timely and reliable assistance.

Our goal is to make the Library an accessible, welcoming, and technology-enabled knowledge hub where every learner can discover, explore, and achieve academic success.

Quick Assistance

For faster assistance, users may contact the appropriate staff member based on their requirement:

Requirement	Contact
Library Membership	Assistant Librarian
Book Issue / Return / Renewal	Assistant Librarian
Book Search & Availability	Library Staff
Research Guidance	Librarian
Digital Library Access	Librarian / Assistant Librarian
E-Resources & Online Journals	Librarian
Book Recommendation	Librarian
Library Rules & Policies	Librarian
General Enquiries	Library Staff