



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 2 – Library Services

Library Services

The Library of **K. P. B. Hinduja College of Commerce (Autonomous)** offers a wide range of user-centric services to support teaching, learning, research, and academic excellence. The Library continuously strives to provide quality information resources, technology-enabled services, and personalized assistance to students, faculty members, research scholars, and staff.

Through its modern infrastructure, digital resources, and professional services, the Library functions as an active learning resource centre that promotes independent learning, research, innovation, and lifelong learning.

1. Circulation Services

The Library provides efficient circulation services for borrowing, returning, renewing, and reserving books. The circulation process is partially automated through the **Data Vista Integrated Library Management Software (ILMS)** and barcode technology, ensuring quick and accurate transactions.

Facilities include:

- Issue and return of books
- Renewal of borrowed books
- Reservation of books
- Barcode-enabled circulation
- User account management
- Overdue reminders

These services ensure easy and timely access to library resources for all registered users.

2. Reference Services

The Library provides comprehensive reference services to assist users in locating relevant information for academic, research, project, and competitive examination purposes.



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Library professionals offer guidance in:

- Locating books and journals
- Finding reference sources
- Searching subject-specific information
- Identifying authoritative information resources
- Citation and referencing support
- Literature search assistance

Reference services help users save time and improve the quality of their academic work.

3. Digital Library Services

The Digital Library & Research Centre is equipped with **21 multimedia computers** connected to high-speed internet, providing access to a wide range of digital information resources.

Users can access:

- E-Books
- E-Journals
- E-Databases
- Online Newspapers
- Open Educational Resources (OER)
- Institutional Repository
- Previous Years' Question Papers
- Research Software
- Multimedia Learning Resources

The Digital Library enables users to access information anytime for learning, assignments, projects, and research.



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4. Air-conditioned Reading Room

The Library provides a spacious, air-conditioned Reading Room with a seating capacity of **50 students**, offering a peaceful and comfortable environment for reading, self-study, and academic preparation.

The Reading Room is designed to:

- Encourage uninterrupted study
- Promote reading habits
- Support examination preparation
- Facilitate individual learning
- Provide a distraction-free academic environment

A separate reading space is also available for faculty members and research scholars.

5. Research Guidance Services

The Library actively supports research by providing guidance and information assistance to faculty members, students, and research scholars.

Research support includes:

- Literature search assistance
- Research methodology guidance
- Database searching
- Reference management support
- Citation guidance
- Plagiarism awareness
- Research publication support
- Assistance in identifying quality journals

These services strengthen the research culture within the institution.



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6. Inter-Library Loan (ILL) Service

To ensure access to resources beyond its own collection, the Library facilitates **Inter-Library Loan (ILL)** services through institutional collaborations and library memberships.

This service enables users to:

- Borrow books unavailable in the College Library
- Access reference materials from partner libraries
- Utilize specialized collections
- Support research and project work

The Library currently benefits from institutional memberships with:

- Indian Merchants' Chamber (IMC) Library
- SNDT Women's University Library, Mumbai

7. Institutional Repository

The Library is developing an Institutional Repository to preserve, organize, and provide access to the scholarly and intellectual output of the College.

The repository includes:

- Research publications
- Faculty publications
- Ph.D. Theses
- M.Phil. Dissertations
- Conference proceedings
- College magazines
- Annual reports
- IQAC documents
- NAAC-related documents
- Institutional publications

The repository promotes knowledge sharing, preserves institutional memory, and enhances the visibility of the College's academic contributions.



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8. Library Orientation Programmes

To familiarize newly admitted students with library resources and services, the Library conducts Orientation Programmes at the beginning of every academic year.

The orientation covers:

- Library membership procedures
- Library rules and regulations
- Book issue and return process
- Digital Library facilities
- OPAC usage
- E-resource access
- Research support services
- Best practices for effective library use

These programmes help students become confident and independent library users.

9. Book Exhibitions

The Library organizes Book Exhibitions throughout the year to promote reading culture and create awareness about newly acquired books and important publications.

Book exhibitions are arranged on themes such as:

- Commerce and Management
- Banking and Finance
- Economics
- Information Technology
- Literature
- Competitive Examinations
- National Education Policy (NEP)
- Environmental Awareness
- National Library Week



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These exhibitions encourage students to explore diverse areas of knowledge beyond the prescribed curriculum.

10. Book Recommendation (Indent Facility)

The Library encourages active participation of students, faculty members, and non-teaching staff in collection development.

Users may recommend new books by submitting the **Library Indent Form**.

Recommendations are considered based on:

- Curriculum requirements
- Research needs
- Student demand
- Emerging academic trends
- Faculty suggestions
- Budget availability

This participative approach ensures that the Library collection remains current, relevant, and responsive to the evolving needs of its users.

11. Current Awareness Service (CAS)

(Recommended Addition)

The Library provides Current Awareness Services to keep users informed about the latest developments in various disciplines.

This service includes:

- Display of newly arrived books
- Information on new journals
- Notifications about new e-resources
- Research and academic updates
- Announcements of library activities



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CAS enables users to stay updated with the latest information and developments in their fields of study.

12. User Assistance and Information Support

(Recommended Addition)

The Library staff provides personalized assistance to help users effectively utilize library resources and services.

Users can seek assistance for:

- Locating books
- Searching OPAC
- Accessing digital resources
- Using online journals
- Research references
- Citation styles
- Library membership
- General information queries

The Library staff is committed to providing prompt, courteous, and professional assistance to every user.

13. Photocopying / Reprographic Assistance *(If Available)*

Subject to copyright regulations and fair use provisions, the Library facilitates access to reprographic services for academic and research purposes.

Users may obtain photocopies of:

- Journal articles
- Research papers
- Book chapters
- Reference material

This service is available strictly for educational, teaching, and research purposes.



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14. Career and Competitive Examination Support (Recommended Addition)

The Library maintains a dedicated collection of books and digital resources for students preparing for professional and competitive examinations.

Resources are available for:

- UPSC
- MPSC
- Banking
- SSC
- NET/SET
- CA
- CS
- CMA
- MBA Entrance
- Other Competitive Examinations

The Library also guides students in identifying reliable online learning resources and reference materials.

Commitment to Quality Service

The Library is committed to continuously enhancing its services through technological advancements, user feedback, and best practices in library and information science. It strives to provide equitable access to information, promote knowledge creation, and support the academic and research objectives of **K. P. B. Hinduja College of Commerce (Autonomous)**.
