



**PVDT College of Education for
Women**

**SNDT WOMEN'S UNIVERSITY,
MUMBAI**

LIBRARY MANUAL



Introduction:

The college certifies optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

Library staff : Dr. Bhupendra Bansod : Librarian (Professor Scale)
Mr. Ganesh Gurav : Library Attendant cum Peon

Library Timings: 10.00 AM to 5.30 PM

Library Area: 218 Sq. Ft.

Reading room Area: 200 Sq. Ft.

Library access: Open Access

Library Software: SOUL 3.0

Software opac : 172.18.11.237/webopac

College website : <https://pvdt.ac.in/library/>

Library website: <https://sites.google.com/view/pvdtlibrary/home>

Online Resources: 75 databases shared by university library

Objectives

- To inculcate the reading habit among teacher educators
- To make the library a place to learn and grow
- To motivate teacher educator for optimum use of library resources
- To provide a library service characterized by passion, energy, and commitment
- To support students for the preparation of competitive examination
- To optimize library processes and services through the strategic implementation of technology

Library timing

The library and reading room timing is as follows.

- Monday to Saturday: 10.00 am to 05.30 pm (except Sunday and university holidays)
(Flexible during examination as per student's demand)

Borrowing Limits



The limits are as follows:

- Teaching Staff: 20 Books for one month
- Temporary Staff: 05 Books for 8 days
- Non-Teaching Staff: 02 Books for 15 days
- Students: 02 Books for a week


Library Sections:

- Circulation Desk
- Newspaper
- Journals
- Reference
- Stack Room
- OPAC & Library online resources
- Reading Room

Library Rules & Regulations:

- Students should maintain the silence in the library
- Bags not allowed in the Library and stack area.
- Discipline and queue must be maintained in library.
- Read the Library Notice Board time to time for updates.
- Co-operate the library staff for smooth functioning and library services.
- The mobile should be in silence mode in the Library.
- Eating, spitting sleeping in the library is not allowed it will be treated as misbehavior and will be penalized as per the college authority
- Handle the Library Book carefully.
- Exchange of Library card is not allowed.
- The library books or any other materials not allowed to take outside without the permission of library staff
- The journals and newspaper should be kept proper place after reading.

GUIDELINES FOR ISSUE OF THE BOOKS

1. A student will be provided two books from the library for a week.
 2. Valid Library card is compulsory for issuing the books from the library.
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3. Books will be issued for a week and can renew for further week. If a student does not renew the book or return the book after the due date will charge a late fee Rupees 1/day.
4. The student must check the book on issuing if found mutilated or torn pages must inform the library staff on the circulation counter otherwise the borrower will be held responsible for the same.
5. If it is found that book is lost or damaged the borrower must replace with a new copy of the Book or have to pay the amount of the Book with the fine as per the college and library authority.

GUIDELINES FOR READING SECTION

1. Student must sign in the Reading Room Entry Register on entering the Reading Room.
2. The Periodicals (Journals & magazines) will not be issued at home they will be available in library reading room only. Taking out the Journals and magazine outside the library is prohibited.
3. While taking the book for reading room students must deposit his/her ID card at the Reading Room Counter.
4. After reading the periodical (Journal, Magazine, Newspaper) keep it on the proper place or on the reading Room Counter.

Library's Treasure

Sr. no	Particular	Total
	Total Books	20082
1	Supplementary Books, Text books,	14601
2	Thesis / dissertation	199
3	Reference books	321
4	Weed out books	4961
5	CD Roms	19
6	Periodicals/ Journals	7
	Subscribed/ current purchase	4
	Complementary	3

	Newspaper	4
	Bound Vol.	297
	Accession no.	20082

Library Software: SOUL 3.0

How to use webopac : visit 172.18.11.238/webopac

(The server is working during office time i.e. 10.00 am to 5.30 pm)

The screenshot shows the SOUL WEBOPAC website interface. At the top, there is a navigation bar with the title "SOUL WEBOPAC" and a search bar. Below the navigation bar, there is a search results page. The page displays a list of search results for the book "Democracy and Education" by Dewey John. The results include the publisher information, accession number, subject, available copies, status, and location. The interface also shows a "Refine Your Search" sidebar on the left and a "Print" button on the right.

How to search book on SOUL 3.0 (Library software)

Visit the Library

Click on the SOUL icon available on desktop

Login : student

Password: student

Following screen will be visible

SOUL (Software for University Library)

Total Members: 199

Total Material (Unique Copies): 3,046

Total Material (Multiple Copies): 3,569

Last 5 Entered Accession No: 16496, 176, T83, 14881, 17903

Pending For Order: 0

Pending For Received: 0

Pending For Accessioning: 0

ILL Issued Books: 1

For Technical Support
Dr. Bhupendra Bansod
Librarian
9029092218
bbhupen2007@gmail.com

For Library Support
Dr. Bhupendra Bansod
Librarian
9029092218
bbhupen2007@gmail.com

Today: 264 (New Books), 29 (Books Issued), 0 (New Member)

Week: 29 (Books Issued)

Month: 0 (New Member)

Ver. 3.0.5 Limited Edition | Logged in as: superuser | Library Name: PVDI College of Education Library, Mumbai

Click on 3 lines on the top left-hand side

Click on OPAC

Search on Title, author, publisher, accession no. or select all field

Then type the keyword

Click on search

You will get the result

Click on the book

You will find the accession no. (5 digit no.) Class no. (eg. 370.15) note down

these details, also there is a stack name like H1, H2, E1, E2, M1, M2, T1. Etc

Search the book on that particular rack no.


After searching the book, visit to circulation desk and request for home lending.

The Book racks have some indication, kindly go through it. Also provided some class no. of important book on the side of Rack.

There are 3 division of Book Rack, Hindi Books, English Book, Marathi Book,

Reference books and Thesis and dissertations. Beside these some books have

been kept in Reading Room. Their code is starts from R1... and so on



We have some QR code available on Circulation desk, kindly visit it.

The databases of university library are also available on the computer terminal.

For any queries ask to library staff.

Contact no. Dr. Bhupendra Bansod. Mob. 9029092218

