

**ST. FRANCIS INSTITUTE OF TECHNOLOGY
BORIVALI WEST**

www.sfitengg.org/library

LEARNING AND INFORMATION RESOURCE CENTRE

BEST PRACTICES OF LIRC@SFIT

Inter-Library Loan and Resource Sharing

- 1) Libraries of **ACCMI institutes** viz. SFIT, XIE, FRCE, Fr. Agnel and DBIT have formed a group for mutual Resource Sharing and Inter- Library Loan. Students from any institute of ACCMI can utilize the resources of any other library for reference purposes. This initiative would benefit the students especially during their PL.
- 2) Our library is a proud **member of IIT Bombay**. All the members (faculty and students) are urged to use the services of the library only on working days (Monday through Friday) between 0930 – 1730 hrs. They should carry a letter of introduction from Head of the Institute and their valid identity card.
- 3) We have subscribed to **DELNET (Developing Library Network, Delhi)** – database which provides bibliographic access to catalogs of other libraries.

IT-enabled Services

- 1) An **app – “Book Overdue”** has been developed by our very own students – Clyde Mendonca, Alfred John, Liston Mascarenas and Vikrant Fernandes under the guidance of Dr. Vikram Shete and Mr. Johnson Pen. This is the first app which has been developed for the LIRC. It is available for download through the Google PlayStore.
- 2) **DSpace@SFIT** – the Institutional Repository of our Institute. We archive abstracts (of the papers in conference proceedings) of our faculties, SFIT related Advertisements and news clippings published in various newspapers.
- 3) Subscription to IEEE-POP (IEEE Conference Proceedings) for the benefit of PG students.
- 4) **NPTEL Video Courses** are available in the LIRC as well as On Intranet. We support viewing of video courses of NPTEL with the aid of head-phones.
- 5) Past examination’s Question Papers have been uploaded on the Library’s webpage for reference.
- 6) Students are alerted / reminded through e-mails for over-due books too.
- 7) Capturing of foot-falls in the LIRC has been improvised using in-house developed software.
- 8) Students can raise a request for books through the Online Procurement Request available on WebOPAC.
- 9) The LIRC has a collection of CD-ROMs viz. Digit, Electronics for You, Open Source for You, IELTS, TOEFL, GRE etc.
- 10) We also provide access to DVDs on Presentation and Communication Skills.
- 11) It also provides free Internet Facility to all its students and teachers. It also provides Scanning service to its faculty.
- 12) **The LIRC has its official blog – <http://www.sfitlibrary.blogspot.in>**. Activities of the library and important information regarding contests are posted on the blog.

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Memberships

- 1) All the FE and ME students have been issued library cards during their Library Orientation; thereby motivating them to use the library whenever required.
- 2) Scholar's Cards - extra library cards are offered to the first three toppers per semester per branch.
- 3) Active Users of the LIRC and Toppers of every semester are appreciated by providing them with extra library cards.

Initiatives

- 1) The book lending period is increased to 15 days during PL and exams for the benefit of students.
- 2) In-house Reference Books exhibition is organized every year to familiarize everybody with the library's reference collection.
- 3) Bibliography of B.E. Project Reports (with abstracts) for A.Y. 2012 – 2015 has been uploaded on the Library's webpage.
- 4) Celebration of Wanchan Prerana Diwas on October 15 – Dr. A.P.J. Abdul Kalam's birth anniversary
- 5) Take Away of Reading Materials: Donated books, magazines and CDs
- 6) Book Bank Facility for FE to BE Students
- 7) Display of B.E. Project Reports
- 8) Celebration of National Science Day, International Women's Day and Entrepreneurship Day.

Outreach

- 1) Hands-on-Training to M.L.I.Sc. students from SNTD for 240 hours as part of their curriculum.
- 2) The Library offers Training cum Mutual Learning Programme for the Librarians of colleges/universities.
- 3) The Library offers Referral Service to the Library Science professionals and teachers.
- 4) All Alumni of SFIT can become a member of the Central Library.
- 5) "Procedure Manual of the Library" has been prepared for the benefit of the current and prospective library staff for timely reference and better and efficient functioning of the library.