

# K J Somaiya Institute of Management

## Library Services

- **Borrow, Return Policies**

- Library is open access, user can get benefit to go through wide range of management books. Books are stacked as per subject wise so it is easy for user to identify books as per his / her requirement. User can use OPAC to search books on online catalogue and also library staff available to help. This policies and framed for streamlining the process of library materials.

- **Policy For Circulation**

- Library is open Monday to Saturday days, except institute notify holidays, Students, Faculty and Staff can borrow library materials from
- Monday to Saturday - 10.00 a.m. to 6.00 p.m. and
- Except lunch time - 1.30 p.m. to 2.00 p.m. (Closed)

- **Reserve Book Online**

Library Books can be reserved, Member can only reserve the book in case of desired book is already issue to another borrower. Once the reserve book back into the library system will Send notification through an email to the reserved Member. When reserved book returned, that book will be keep at issue counter for next two days to the member who has reserved the book.

- **Renew Book Online**

Book can't be renew if that book is reserved by another borrower. There are two methods of library books renewal.

### Online Renewal

In this method borrower can reissue books by login at library portal and renew the books, he has to use his **svv net id** and **password** for the same.

<http://opac.somaiya.edu/>

then click on Somaiya Vidyavihar **Online Library Search** - then click on **My Account**

In this method borrower cannot reissue book if that book is overdue.

### Physically Bringing Books In Library.

If any borrower is not able to renew the books online, then the student has to bring the books in library physically for renewal within