

SNDT Women's University Library

Services Offered

SNDT Women's University Library strives to keep pace with a global, dynamic and technology enabled information environment to meet the expectations of its users. Collection building was one of the most important functions of the library that supports academic and research work of the students and the faculty. Library collection comprises of books, journals, theses and electronic resources.

On an average 1294 books, 248 periodicals, 647 other materials like theses, a-v were either consulted or borrowed on daily basis. Library answered 39302 reference queries and 5160 electronic reference queries while almost 3543 downloads were recorded from the databases, library organized 79 orientation programmes to orient 1633 users with an aim to make students aware about the library collection, services, online resources, rules and regulations so that they make maximum use of it. Significant among them were the e-resources workshops. Library users used OPAC for locating material in the library, 199 OPAC searches were made. We believe in user satisfaction and helped users by borrowing 264 items on inter library loan to satisfy their information needs and also loaned 297 items. Photocopying services was offered by supplying copies without violating copyright law. 43 displays were organised on various topics with a view to give visibility to those books which are not used for a long time and popular books in that area. A reading list of these books were prepared and circulated.

During the year the Reference Service of the library was involved in the compilation of Sahitya Suchi (An annual index of language and literature), compilation of bibliographies on various topics both on demand from users and in anticipation. Displays and exhibitions of various types of documents and various subjects were regularly undertaken. Identification of information from daily newspapers and press clippings field were maintained. User education Workshops, Library orientation programmes, library tours etc. were conducted to acquaint the students with the resources and services of the library.

In addition to the above, the reference department also guided the students with regard to the use of information sources and retrieval of information from various print and electronic resources. In 2010-11 the library answered 39302 queries, compiled 12 reading list and 43 displays and exhibitions were put up.

Computerization

The library started issue of books to staff using the SLIM package. Barcoding of books and data entry of books continued with the help from students of Computer Science, Political Science and Library Science.

Total Collection: Books, Journals, Audio-Visual, E-Resources

Items	Central Library Mumbai	Branch Library Pune	Branch Library Juhu	Study Centre Santacruz **	Study Centre Ghatkopar	Total
1. Foundation Year	1955	1962	1968	1972	1975	
2. Documentary resources						
A. Books						
i. Books stock on 1.4.2010	217576	82756	63128		4843	368303
ii. Books added in the year	1856	1412	845		12	4102
iii. Books stock on 31.03.2011	219409	84168	63973		4855	372405
B. Periodicals and Newspapers						
i. Periodicals subscribed	158	156	114		03	431
ii. Complimentary periodicals	137	12	61		-	210
iii. Newspapers	21	13	05		02	41
C. Manuscripts						
	12	-	-		-	12

SNDT Women's University Library

D. Audio-Visual Materials	3266	913	2183	-	6362
E. Theses & Dissertations	3060	1272	2093	-	6425
F. Annual Reports	2071	-	256	-	2327
G. Reprints, Brochures, Clippings etc.	10882	-	8181	-	19063

Note: * Branch Library, Pune and Branch Library, Juhu remained open on Sundays and Selected Holidays February to April.

* Books damaged in 2005 due to floods.

Use of Library Resources/Services

Items	Central Library Mumbai	Branch Library Pune	Branch Library Juhu	Study Centre Ghatkopar	Total
A. Use of Resources					
i. Books					
No. of books used in-house	75218	91860	46788	2180	216046
No. of Books Lent out	114657	40908	17672	1476	174713
Total issued	189875	132768	64460	3656	390759
Average Used per Day	648	427	167	12	1295
ii. Periodicals					
No. of issues used	7040	15840	51825	1656	76361
Average used per day	24	51	167	06	248
iii. Other materials					
Audio Visual items Used	11	390	11		412
Theses used	4940	3470	665		9075
Other materials Used	125045	58040	618	108	183811
Total Used	129985	61900	1294		193179
Average Used per day	444	199	4		647
iv. Databases					
	39				39
v. CD-Rom/Online Databases					
	84				84
Internet Users	909				909
No. of Users	1032				1032
Electronic Reference Queries	5160				5160
*Consortia: No of Downloads					
i) Infonet-Emerald	624				624
ii) Infonet- JCCC	143				143
iii) Infonet -JSTOR	1545				1545

SNDT Women's University Library

Items	Central Library Mumbai	Branch Library Pune	Branch Library Juhu	Study Centre Ghatkopar	Total
iii) INDEST					
No. of downloads			3543		3543
B. Other Services					
A) Inter library loan					
Items borrowed	38	24	29	173	264
Items loaned	158	15	94	30	297
B) Reference Queries	30142	2570	6590		39302
C) Bibliographies/Reading Lists	4		8		12
D) Displays and Exhibitions	7	28	8		43
E) Library Orientation					
No. of programmes	18	26	35		79
No. of Users Oriented	393	516	724		1633
F) Photocopies Supplied		2740190	9305		2749888
G) Search on Computer		199			199

* Integrated usage statistics of library system