ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)
www.sfit.ac.in

LEARNING AND INFORMATION RESOURCE CENTRE
FAQ (Edition 2)

How do I become a member of the Library?

- SFIT faculty, students, and staff are bona-fide members.
- For Students: As soon as you get your ID Card and your PID Number, please visit the library to activate your membership along with **one stamp size photograph**.
- For Faculty and Staff: Employee ID, Registration of college ERP system and soft copy of passport size photo are required.

How do I (an outsider) use the Library?

- Students from ACCMI Institutes can refer to the resources of SFIT LIRC against Introduction letters and submission of the Resource Sharing form.
- As an Alumnus, you can borrow the books for a period of 15 days if the books are not utilized in the current semester.

What is "WebOPAC"?

WebOPAC stands for Web Online Public Access Catalogue. This is a database of all books, reference books, e-books, theses, reports, CDs etc. available in the library. It enables speedy searching of a particular book, books on a given subject, and/or a book by an author.

How do I search books in Catalogue (WebOPAC)?

- Go to library home page – www.sfit.ac.in/library.php. There is a tab with "WebOPAC". Login to WebOPAC using your PID number as your Membership Code and Password.
- In the Search Box, enter a word or words from title or subject or author of a book you would like to search. Press submit. It will list all books matching the words you input.
- In Search, you can search books by Author, Title (any word in the title, subtitle) , Keyword, Subject. Previous searches are saved on the right hand side.
- You can restrict your search to a particular media like Books, E-Books, Project Reports etc.

How do I know what e-books are available / accessible to me?

1. Go to library webpage – www.sfit.ac.in/library.php.
2. Click on Virtual References. The sub-menu will take you to various e-book aggregators. Other ways to access e books are as follows:

3. Open Educational Resources (OER) - https://sites.google.com/sfit.ac.in/oersfit/home to know the Open Access e-Books compiled by SFIT LIRC.

4. Portal of National Digital Library of India (An Initiative of GOI and developed by IIT Kharagpur) - https://ndl.iitkgp.ac.in/

5. DSpace@SFIT: Institute Repository available on http://dspace.sfit.co.in:8004/xmlui

How do I borrow books?

Go to the library, pick up the books you like to borrow, carry these books to the Circulation Counter. Show your ID Card or library which has your PID number as a barcode. The library staff will assist you in getting these books issued to you.

What are the timings of the Library?

Monday through Friday: 8.00 am to 6.00 pm
Working Saturdays (1st, 3rd and 5th): 9.00 am to 4.00 pm

How do I renew / re-issue the books or other material that I have already borrowed?

Off-line – Bring all books / borrowed material back to the library and get them renewed at the Circulation Counter.

On-line – 1) Go to the library home page – www.sfit.ac.in/library.php.

2) Go to "WebOPAC".

3) Login using your Membership and Password.

4) On the Left hand side, click on "Outstanding Documents".

5) A list of books / library material borrowed by you is visible.

6) Select the books which you want to renew by putting a "Tick Mark" against the respective title.

7) Click on Submit.

Note: *The tick mark boxes will be activated three days prior to the due date of the books borrowed by you.*

If the books are overdue, you cannot renew the books online.

How do I renew / re-issue the _overdue_ books or other material that I have already borrowed?

1. Login to WebOPAC and confirm the overdue amount.
2. Pay it online by scanning the QR Code in the Library.
3. Call up in the library on 28928585 Ext. 2181 or visit the Library to renew the books borrowed by you.

How many times a book can be renewed online?

A book can be renewed 3 times by the students and 2 times by the faculty members and staff, provided the book is not in demand by others and there are no overdue charges.

Can I reserve (claim) a book that is already borrowed by another member ?

Yes. All members of the Library can reserve up to 2 books. Books will be issued based on the claims generated on the library software.

Can I reserve (claim) a book that is available in the Library ?
No!

How many books can I borrow?

Category	Number of Documents for Home Issue
UG Students	6 for7 Days Each. 5 For The Day For Reference
PG Students	6 for 7 Days Each. 5 For The Day For Reference
Ph.D. Students	1(Book) For 15 Days. 5 Books For The Day For Reference
Faculty teaching UG Courses	10 For One Semester.
Faculty teaching both UG and PG Courses	15 For One Semester
Non-Teaching Staff	5 For One Semester.

Documents: Books, Periodicals, Project Reports, CDs etc.

For more details regarding Book Borrowing, please see
https://www.sfit.ac.in/lb%20General%20Services.php

Is there a fine for late return (Over-due) of books?

Yes, a member is required to pay late fee, as per the current Overdue Structure, if he/she fails to return the books within prescribed period of time. Members can see their over due charges

by logging into their WebOPAC accounts or by visiting the library or by giving a call in the library.

How / Where do I pay Library dues?

Library dues (late fees/cost of lost books etc) can be paid in cash at the Circulation Counter or online.

What is the Reference Section in the library?

References Section mainly contains one copy of syllabus recommended book. High cost books, encyclopedias, handbooks, dictionaries, some Special Collection books.

How do I borrow the reference books ?

Reference books are issued only to the faculty on Friday and research scholars for one day. Other processes are the same as in case of general books.

How do I replace a lost book (What am I required to do for a lost book)?

1. Kindly inform the library immediately.
2. Fill up the Lost Book Form available online or offline.
3. Pay the overdue charges (if any).
4. Replace the lost book with a new one (same title and edition).
5. If the book is not available in India, you may replace it with an updated edition or new relevant title after due approval from Principal.
6. If the similar book or title is not available and if the lost book is a rare or old book, you will need to pay three times the original cost of the lost book.

How do I distinguish between Reference book / M.E. books from other library books?

Reference books are marked with a "Reference Section" tag on the spine of the book and also on the Title Page of every book.

M.E. books are marked as M.E. on the Title Page of every book.

Is a list of Project Reports available?

1. Yes. The list of completed B.E. Project Reports, M.E. Dissertations and Ph.D. Thesis is available in the library and also online at www.sfit.ac.in/library.php under the Project and Research Assistance Tab.

2. A list of project reports with the names of their guides is available at https://www.sfit.ac.in/library.php# > WebOPAC > List of Project Reports with Guide Name.

3. You may also search the WebOPAC for the completed project reports.

4. Best Project Reports are stacked separately in the library and can be accessed online at https://www.sfit.ac.in/lb-BibliographyProjectReports.php

How do I refer to Project Reports / Dissertations/ Theses?

1. All current students and employees can refer to project reports are kept in the Reference Section (Library Corridor).

2. Dissertations and Theses can be referred to in the P.G. Section.

3. Project Reports can be borrowed for one week by students.

4. E copy of the B.E. Project Reports can be accessed online at DSpace@SFIT - http://dspace.sfit.co.in:8004/xmlui/

5. Dissertations and Theses can be referred to in the Library only for Reference and are not allowed for home issue.

Can I bring my own books in the Library?

Yes. The Library allows one personal book for study inside the library. All the personal books brought inside the library will be checked by the library security / staff before entering the library.

Can we go to other libraries?

SFIT is an Institutional member of IIT Bombay library. You may visit the library of IIT Bombay after getting an approval letter from the Librarian and the Principal.

How do I get access to all the e journals?

1. We have subscribed to IEEE ASPP and IEEE POP for the current year.
2. If you are inside the college, you can access it online from any PC.
3. For access from home, please fill up the "Request to access e Resources Form" available at https://www.sfit.ac.in/lb%20General%20Services.php# > Services > E Services > E Forms.

Is there a Book Bank facility in the Library?

1. Yes. The list of books available in the Book Bank is available online for your reference.
2. Books are made available on a First Come First Serve Basis after paying nominal charges.
3. These books can be retained by the students for a period of one semester. The due date is stamped on the receipt.

How do I recommend a book for purchase in the Library?

Faculty and staff can recommend books for purchase by the library.

1. Go to library webpage at www.sfit.ac.in/library.php.
2. Go to the tab – Services. Click on E Services. Then Click on Downloads.
3. Download the Book Recommendation Form and print it
4. Fill in all the details in such as Course, Title, Author and Publisher and Number of Copies.
5. Submit it to the Library for further processing.
6. Book Recommendation Forms are available as a hard copy in the library also.

For Students:

1. Kindly approach your Subject Teacher or Library Committee Member. They will fill up the Book Recommendation Form.
2. For books on General Topics or Leisure Reading, you may recommend books through the Online Book Recommendation Form.