



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 important functions of the library that supports academic and research work of the students and faculty. Library collection comprises of books, journals, theses and electronic resources.

On an average 994 books, 191 journals and 703 other material like theses, a-v, were either consulted or borrowed on daily basis. Library answered 10255 reference queries and 5139 electronic reference queries while almost 19012 downloads were recorded from the databases, Library organized 37 orientation programmes to orient 675 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 on `E-resources in Food Science and Nutrition and Proquest Medical Library. Library users used OPAC for locating material in the library 21,313 OPAC searches were made. We believe in user satisfaction and helped users by borrowing 197 items on inter library loan to satisfy their information need and also loaned out 131 items. Photocopying service was offered by supplying copies without violating copyright law. 31 displays were organized on various topics with a view to give visibility to those books which are not used for long time and popular books in that area. A reading list of these books were prepared and circulated to all.

During the year the Reference Service of Library was involved in the compilation of Sahitya Suchi (An annual index of language & literature), compilation of bibliographies on various topics both on demand from users and in anticipation. Displays and exhibitions of various types of documents on various subjects were regularly undertaken. Identification of information from daily newspapers and press clippings filed 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 2011-12 the library answered 10,255 queries, compiled 7 reading lists and 31 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 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 Ghatkopar	Total
1. Foundation Year	1955	1964	1968	1975	
2. Documentary resources					
A. Books					
i. Book stock on 1.4.2011	2,19,409	84,168	63,973	4,843	3,72,393
ii. Books added in the year	3,683	1,546	1,297	4,855	11,381
iii. Book stock on 31.3.2012	2,23,092	85,714	65,270	9,698	3,83,774
B. Periodicals & Newspapers					
i. Periodicals subscribed(UF)	264	149	129	3	545
ii. Periodicals subscribed(UGC)	24	-	-	-	24
iii. Complimentary periodicals	118	12	61	-	191
iv. Newspapers	21	13	5	2	41

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v. Databases	5	-	-	-	5
C. Manuscripts	12	-	-	-	12
D. Audio-Visual Materials	3,419	930	2,295	-	6,644
E. Theses & Dissertations	6,366	1,284	2,292	-	9,942
F. Annual Reports	2,126	-	260	-	2,386
G. Reprints, Brochures, Clippings Etc.	11,132	-	8181	-	19,313

Note: Study Centre at Santacruz was shifted to Branch Library, Juhu as books were 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	78,236	75,970	37,999	2,050	1,94,255
No. of books lent out	36,758	50,810	18,310	1,360	1,07,238
Total issued	1,14,994	1,26,780	56,309	3,410	3,01,493
Average used per day	398	408	183	5	994
ii. Periodicals					
No. of issues used	2,728	16,120	3,81,145	1,540	4,01,533
Average used per day	10	52	124	5	191
iii. Other materials					
Audio visuals items used	24	930	-	-	954
Theses & Dissertations	3,283	3,715	705	-	7,703
Other materials used	1,28,369	59,225	11,897	-	1,99,491
Total used	1,31,676	63,870	12,602	-	2,08,148
Average used per day	456	206	41	-	703
iv. Databases					
CD-ROM/online Databases					
Internet Users	5,350	-	9,329		14,679
(Internet + database)					
* Consortia : No. of downloads					
i) Infonet- Emerald	*1,536	-	-		1,536
ii) Infonet- JCCC	* 4,750	-	-		4,750
iii) Infonet- JSTOR	* 2,648	-	-		2,648
iv) Infonet-Spring link	4	-	11		15
v) Infonet-Cambridge	11	-	4		15

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Use of Library Resources/Services

Items	Central Library Mumbai	Branch Library Pune	Branch Library Juhu	Study Centre Ghatkopar	Total
vi) INDEST	18,813	-	19,012		19,012
vii) Proquest & Ebsco		15,251	5,124		39,188
B. Other Services					
a. Inter Library Loan					
i) Items borrowed	21	15	11	150	197
ii) Items loaned	94	8	29	-	131
b. Reference Queries	1,510	2,790	5,930	25	10,255
c. Bibliographies/Reading Lists	7	-	-	-	7
d. Displays & Exhibitions	4	20	7		31
e. Library Orientation					
i) No. of programmes	12	20	5	-	37
ii) No. of users oriented	249	402	24	-	675
f. Photocopies supplied	57,476	64,009	671	-	1,22,156
C. Search on computer (OPAC Search)					
		295	21,018		21,313

*Integrated statistics-all libraries, * Integrated usage stat. of all libraries

