

**KARVE INSTITUTE OF SOCIAL SERVICE**  
**KINSS LIBRARY**  
**KarveNagar , Pune**

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**VISION :**

Promote access to library resources, facilities and services needed by members of the higher education community for the successful pursuit of academic programs and research activities.

**MISSION :**

User satisfaction through quality service is our concern.

**OBJECTIVES :**

- To assist the users in upgrading their knowledge /information/ skills in making proper use of Library resources and services.
- To give timely and quality services and information to our users.
- To provide effective and efficient services to our users.
- To plan & design use of prints ,e-resources, and cost efficient services.
- Enable faculty members, students and other users of the Library to become better informed in their fields of specialization.

**COLLECTION HIGHLIGHTS:**

The KINSS Library serves as the Information System in social work education. The Library, as one of the important central facilities of the Institute, supports the study, teaching, research and development programmes of the Institute. It is housed in a separate building having two floors. The information resources have been strengthened by adding a good number of journals and latest books in social work and allied subjects. The library has a collection of 16500+ volumes which includes Text Books, Reference Books and Bound volumes of Journals. The Library subscribes to about 70+ current Journals and National Library and Information Services infrastructure for Scholarly Content (N-LIST) programme online database, the UGC- Consortium from the Inlibnet for the year 2011 by providing the online IP based institutional e-resources access. N-LIST online database consist more than 7000+ journals and 97000+ e-books with online access to students, researchers and faculties. Library operations have been automated with the help of an integrated library software package, AutoLib. The book database is accessible through OPAC (Online Public Access Catalogue). Circulation Services are executed through Barcode System. It is an open access library and remains open from 9 a.m. to 6.00 p.m. on weekdays and extended from 9 a.m. to 7 p.m. during the examination period. The Library has introduced Internet and Wi-Fi facility to facilitate free-flow of information to the users. Special reading room facility is offered for

M.S.W., M.Phil, Ph.D.,PGDGMN and PGD-CSR students. Library has a well-equipped xerox, printing and scanning facility. The library has institutional membership with Jaykar library, University of Pune to avail their services.

#### **TIMING & WORKING DAYS :**

The library is kept open almost throughout the year except on Public & University Holidays.

DAYS	TIMING
MON - SAT	9.00 A .M. to 6.00 P.M.

#### **INFRASTRUCTURE :**

Aesthetically designed with all modern facilities has been exclusively created for the library with the vision of creating an ideal educational ambience. The library is divided into various different sections like Periodical, Circulation , Stack Room , Internet, Reprography, Bound Volumes & Project Report, Reading Room for M.Phil./ Ph.D. students, General Reading Room & Reference Reading Room for staff & students etc.

#### **ARRANGEMENT OF RESOURCES:**

The Library has classified its knowledge resources according to the internationally recognized Colon Classification System.

#### **INSTITUTIONAL MEMBERSHIP:**

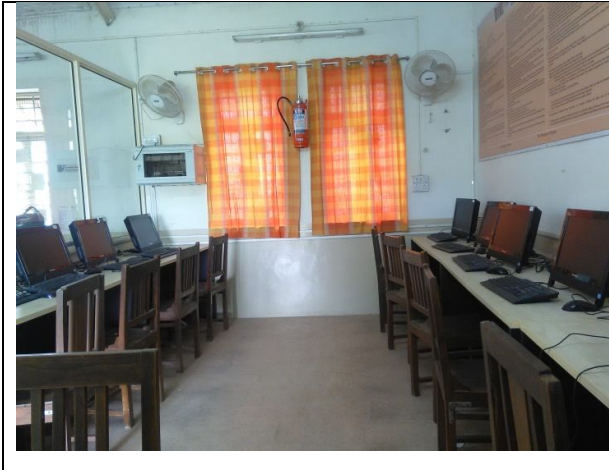
We have institutional membership

- National Library and Information Services infrastructure for Scholarly Content (N-LIST) programme Online Database, Inflightnet, Ahmedabad
- Jaykar library, SavitribaiFulePune University
- Dhananjayaraogadgil Library , Ghokhale Institute of Politics & Economics ( Deemed University, Pune)
- British Council Library , Pune

**LIBRARY COMMITTEE :** The library committee has been to formulate policies and guidelines for the smooth functioning of library activities.

**AUTOMATION & NETWORKING STATUS:** Considering the importance of computerization, the library has an Information Centre. The library has prepared a database of books and periodicals in different subjects. The house- keeping activities like Acquisition, Serial control, Cataloguing, Circulation , OPAC have been automated by using “ AutoLib ” Software. The Library is implementing BAR CODE technology. The Library has adopted this system to provide timely services to their users. It also helps to save the time of the user. In the library there are 15 Lenova PCs with Lease Line connections of 2 MBPS bandwidth kept to provide the Internet and Wi-Fi free services to our users. Users can access our in-house databases and CD-ROMs and other electronic resources available in the library. All PCs are

connected with Local Area Network (LAN) to reduce the time of the user and one heavy-duty network printer is installed. Scanner facility is also provided to them.



**Internet Section**



**M.Phil & Ph.D. Study Room**



**Periodical Section**



**Stack Room**



**Reference Section**



**Newspaper Clipping Collection Rack**

**Audio Video Collection Rack**

**SERVICES OFFERED:**

- Subject wise Bibliography
- Indexing
- Cataloguing
- Newspaper clipping
- E-clipping
- Reprography and Printing services
- Research and Project report reference catalogues
- Reference service
- Networking with other library
- INFLIBNET N-LIST Prog.
- E-Resources: E-Journals (Fulltext)- Cambridge University Press , Economic and Political Weekly (EPW), Indian Journals , JSTOR, Oxford University Press, H. W. Wilson.  
E-Books -Cambridge Books Online, E-brary, EBSCoHost, Hindustan Book Agency, Institute of South East Asian Studies(ISEAS) Books, Oxford Scholarship, Springer eBooks, Sage Publication eBooks, Taylor Francis eBooks, Mylibrary-McGraw Hill
- Open access system for all users.
- Automation of library services using library software AutoLib.
- Internet access.
- Digitization Newspaper Clipping.
- Power back up
- Overnight Book lending Services (Keeping I card)
- External Borrowers Services (Paid Service).
- Compilation of University Question Papers and distribution services to faculty as well as students.
- Internet service & Wi-Fi Service

## LIBRARY RULES

### **Timings:**

- Library working hours : 09.00 a.m. to 6.00 p.m.
- Issue of books : 09.30 a.m. to 6.00 p.m.
- During Examination Period : 09.00 a.m. to 7.00 p.m.
- The library will remain closed on Sundays and university holidays.
- Changes, if any, in the above timing will be notified for the convenience of the readers from time to time.

### **Eligibility for membership of the library:**

- A Bonafide student of the College.
- Teaching and Non-teaching Staff.
- Library deposit will be returned only when the student completes or discontinues his/her studies at the Karve Institute on submission of a deposit receipt and fulfilment of regular office procedure. He /she cease to be a member when the deposit is withdrawn.
- Library deposit, if not withdrawn within a period of one year from the date he/she leaves the institute, will be forfeited and no claim for the amount will further be entertained.

### **Membership:**

#### **A) Regular membership**

- Regular Students /faculty members/ administrative staff of the institute
- B. D. Karve Research Cell staff members/ Project Staff.

#### **B) Temporary membership**

- Visitors

### **Temporary membership:**

- Visitors' membership facility is open to past students, research scholars and any visitors on the basis of casual membership fee Rs.20/- per day, with the written permission from the Director.
- Temporary membership and library deposit for Ph.D. (Unregistered) Research Scholars would be Rs.200/-per month and Rs.1000/- as refundable deposit respectively. Scholar is allowed to borrow one book at a time for home issue.

### **Visiting faculty Members:**

- Visiting faculty can be issued books on recommendation of the concerned subject teachers, and can borrow the books on the Library Cards of subject teachers.
- Visiting faculty can refer to the books in the reading hall.

### **B.D. Karve Research Cell Staff membership:**

- B.D. Karve Research cell staffs will be issued books only on Director's borrower card.
- In any case Books will not be issued to the research cell/ project staff without written permission of the Director of the R & C Cell.
- Project staff appointed on contractual basis should take no dues / clearance certificate from Library, before leaving the job.

### **Identity card:**

- **MSW- I, M. Phil , Ph.D.&N.G.O. Management** : Students are requested to fill the prescribed Identity Card form, available in the library and attach two Passport-Sized photographs and library deposit receipt along with the form . Identity card will be issued after three days from the date of submitting their forms in the library.
- **MSW- II:** Students are requested to renew their I-card and library cards from library by submitting their, second years fee receipt.

### **Discipline in the Library:**

- Silence must be strictly observed while using the library.
- Students must carry the Identity Card while entering the library.
- While entering the library, every member is required to sign in the register kept at the counter.
- Borrower should not write anything on the books or spoil the books in any manner of damage.
- Spitting, smoking and sleeping are strictly prohibited in the library premises.
- Library Card and Identity Card are not transferable.
- Borrowers will take all responsibility of books loaned to them before leaving the loan counter.
- Leave all personal belongings at the property counter before entering the library.
- Complete care will be taken of your belongings but readers are requested not to bring valuable things to the library.
- Books removed from the shelves should be shelved in correct place. In case the correct place to shelve the book is not clear the book should be kept on the nearest table or handed over to library staff.

### **Conditions of Loan:**

- Students ( M.S.W., M. Phil, Ph.D. PGD-CSR & N.G.O. Management) will be issued two books on the borrower card for
  - a) Maximum seven days period.
  - b) Over-night books will be issued after 3.30 p.m. and would have to be returned back before next day 1.30 p.m.

- Faculty members will be issued five books on the borrow card for maximum fifteen days
- Faculty members will return the borrowed books/journals before going on deputation, extraordinary / special or any other leave exceeding one month.
- Borrowers will be issued the reference books, periodicals, syllabus, question papers, project reports, Ph.D. Thesies, on I-Card for using these books within the library premises only and not for home lending.
- Projects report, Ph.D. Thesis, Non-book materials (CD, DVD, Video cassette) are issued to the students only on faculty recommendation.
- Borrowers must satisfy themselves about the physical condition of the books before borrowing, otherwise they will be held responsible for any damage or mutilation noticed at the time of returning.
- Borrower's cards should be submitted to the library at the end of the membership term.
- Readers should come personally to the library for receiving the books issued. No books shall be issued to any other person on their reader's card.( This condition will be relaxed for members with orthopedic handicaps)
- Borrower's cards are not transferable.

#### **Renewal of books:**

##### **Books may be renewed to the same borrower, for a further period, provided:**

The books are physically produced at the issue counter.

- No other borrower has demanded those books in the meantime.
- Renewal of the book will be allowed only once for students and twice for faculty.
- During the renew period the books are liable to be recalled if the same are demanded by any other user.
- The borrower will return the books so called for by the library within two days of notice having been received by him.
- Borrowers will return all the books drawn by them from the library, when called for physical stock verification.

#### **Reservation of books:**

- Reserved books received in the library shall be issued to only those readers who have already made the reservation for these books.
- A book already issued and not available to a borrower may be reserved immediately by filling up a reservation slip.
- Reservation is valid for only two days from the date of return.

**Fine / late fee:**

- Borrowers are responsible to return their books on or before the due date. The overdue fine charged Rs.2/- per book per day is calculated with effect from the day including working days and holidays.

**Loss of books:**

- In case the book is lost, the borrower should at once inform the circulation counter in writing to enable the circulation counter to initiate action to recover the cost and overdue charges.
- The borrower shall have to replace the same or pay five times of the cost of book.
- If the cost of the lost book is less than Rs.100/-, then the borrower has to pay minimum Rs. 500/-.
- No photocopy will be accepted as replacement of the book.
- For the smooth functioning of the library the Director/Librarian hold the power to suspend the use of the library to a reader or deny the use of the library to a reader, found neglecting to comply with any of these rules or not cooperating with the library staff.

**Loss of Identity card / borrower card:**

- Loss of Identity card or borrower card must be reported immediately at the circulation counter.
- Duplicate Identity card or borrower card will be issued after receiving application writing in to the librarian with a charge Rs.50/- and Rs.5/- respectively.
- If the lost card be subsequently found it must be returned to the circulation counter without delay.

**Facilities Available:****A) Reprography:**

- Photocopy facility is available on the charge of Re.1 per page.
- Reference books, rare materials, Ph.D. Thesis, Project Reports will not be allowed for photocopying.

**B) Print:**

- Print facility is available on the charge of Re.1 per page.
- Maximum 10 pages will be allowed for printing, at a time.
- Project Reports and personal materials will not be allowed to be printed.

**C) Internet:**

- Students will be allowed to use the Internet and Wi-fi facility.



**D) Scanning:**

- Scanning facility is available on the charge of Rs.2 per page.

**E) Inter library loan:**

Any material not available in the library can be acquired from the following libraries for the reader through the interlibrary loan system. For material required the reader may request the librarian in writing.

**a) Membership :** British Council library, Jaykar library, SavitribaiFulePune University , Dhananjayaraogadgil Library , Ghokhale Institute of Politics & Economics ( Deemed University, Pune)

If the students & faculty members wish to visit the above library, they can take the membership slip from the librarian and borrow the books from the above libraries.

**G) Best reader award:**

- Kum. SanjeevaniGodbole Prize: Awarded to a student making the best use of library.

The library staffs are pleased to welcome all users to use KInSS Library Services to the maximum extent. Compliances of rules and norms will help us to give effective and efficient service outputs.

**Dr. Deepak Walokar**

Director

**Mr.MangeshTalmale**

Librarian