



Rayat Shikshan Sanstha's

# SADGURU GADGE MAHARAJ COLLEGE, KARAD

(EMPOWERED AUTONOMOUS - Affiliated to Shivaji University, Kolhapur)

Accredited 'A<sup>+</sup>' with CGPA 3.63 by NAAC

● RUSA Beneficiary & NAAC Designated Mentor College ●

Keshavrao Pawar Central Library

## LIBRARY HANDBOOK



Compiled & Edited by :

- Mr. Mahesh Gaikwad
- Prof. Dr. Girish Kalyanshetti
- Dr. Abhijeet Mulik
- Dr. Ahilya Waghmode

# **Library Handbook**

Compiled and Edited by

Mr. Mahesh Gaikwad  
Prof. Dr. Girish Kalyanshetti  
Dr. Abhijeet Mulik  
Dr. Ahilya Waghmode

**Keshavrao Pawar Central Library**  
**Sadguru Gadge Maharaj College, Karad**

<https://sgm.edu.in/sgmkplibrary/>

[sgmkplibrary@sgm.edu.in](mailto:sgmkplibrary@sgm.edu.in)

© 2025 Keshavrao Pawar Central Library, Sadguru Gadge Maharaj College, Karad

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of the copyright holder.

**Disclaimer:** The compilers, editors, and publisher do not assume responsibility for the contents or any part of the information compiled in this volume. Any errors or omissions are purely unintentional. Readers are kindly requested to inform the editors or publishers of any such discrepancies so they may be corrected. The information presented in this book is intended for immediate reference and to promote the use of library resources, services, and products.

***Compilers and Editors***

Mr. Mahesh Gaikwad: Librarian and Head of Central Library, SGM College, Karad

Prof. Dr. Girish Kalyanshetti: IQAC, Director, SGM College, Karad

Dr. Abhijeet Mulik: IQAC Co-Coordinator, SGM College, Karad

Dr. Ahilya Waghmode: HOD of Food Science, SGM College, Karad

**ISBN: 978-81-990407-0-0**

**Enlarged Edition**

**To access the online copy, scan the QR Code**

**<https://bit.ly/3HfDIJn>**



**Published by**

Sadguru Gadge Maharaj College, Karad  
Masur Road, Vidyanagar, Saidapur, Karad  
Website: <http://sgm.edu.in>  
Email: [sgmkarad@yahoo.com](mailto:sgmkarad@yahoo.com)  
[sgmkplibrary@sgm.edu.in](mailto:sgmkplibrary@sgm.edu.in)  
Ph. 02164- 271346

**Designed & Typeset by**

SGM College, Karad  
E-mail: [sgmkarad@yahoo.com](mailto:sgmkarad@yahoo.com)

**Cover Page designed by**

Vishwas Hase

**Printed by**

SGM College, Karad-415 124  
E-mail: [sgmkarad@yahoo.com](mailto:sgmkarad@yahoo.com)

## CONTENTS

About the Central Library	1-2
Vision, Mission, Purpose	2
Objectives	3
Library Hours	3
Library Layout and Floor Plans	3-10
Library Services and Facilities	11-12
Facilities and Services for Physically Challenged Users	12
Inter-Library Loan (ILL) and Resource Sharing Facility	12-13
Research Support Service and Outreach Programs	13-14
Library Policies: Membership, Collection Development, Book Issue and Return, Library Internet/Digital Library/ E-Resources Usage Policy	14-22
Collections and Resources	22
Computerization of In-house Activities	23
Guidelines for Fair Use of E-Resources at SGM Karad	23-24
General Rules	24-27
Library Advisory Committee	27-28
The Library Team	29
E-Resources (E-Books, E-Journals) Subscribed	29-30
Library Website	30
Print Journals/ Periodicals Subscribed	31-37
News Papers Subscribed	37
Tutorial on Library's Online Catalogue: OPAC/ WebOPAC	37-41
Access DELENT Online Services	42-46
Bibliography	47



## About the Central Library

### Keshavrao Pawar Central Library

is the central library of Sadguru Gadge Maharaj College, Karad, established in the year 1954 since its inception. The library is the **'Heart and Soul'** of the college and plays an important role in the career of



students. The library, named in honor of Ex-MLA Keshavrao Pawar, has an excellent collection of books of more than 1,50,000 in the faculty of Art, Commerce, and Science, as well as journals and other non-book reading materials. The library provides a range of useful services and resources in various formats that cater to users' academic and research needs. Library services are purely based on a qualitative approach rather than only a quantitative approach. This college has been keenly interested in and devoted to developing its Library as a Learning Resource Centre.

All in-house library operations are fully computerised using LIBRERIA 2.0 LMS, which also provides web-based access to the catalogue of the Central Library. Bar Code Technology is introduced for transactions of books. The important component of the library is the "Digital Library", which has a pool of 15 computers connected to the internet for accessing worldwide knowledge. A variety of professional E-journals and E-Books are subscribed from INFLIBNET NLIST, DELNET (Developing Library Network) and KNIMBUS are accessible to Faculty, students and Research Scholars. More than 250 students can take advantage of the Library Reading Hall facility, and it has an excellent ambience that encourages and enhances the involvement of students in their studies. Enrolled students, researchers, existing faculty and also outsiders can avail the



membership of the Keshavrao Pawar Library.

## **Vision**

*The vision of the Central Library, SGM College, Karad, is to develop and enhance the capability of the library resources and services to meet the demands of the curricular, instructional, and research programs of the college.*

## **Mission**

*The mission of the Central Library, SGM College, Karad, is to offer comprehensive information resources and high-quality services to all its stakeholders, while providing a conducive environment for information access, teaching, learning, and research, through effective use of information and communication technology.*

## **Purpose**

The purpose of a Keshavrao Pawar Central Library is to serve the information needs of our students, faculty members, research scholars, and outside users. It acts as a centre for study and research for the inmates of the college, giving way to an integral departmental user.

Being an Autonomous College, the Library attracts outside users on a deposit and also a non-deposit basis for academic purposes. We allow open access to the collection and encourage users to browse through the stacks. We also allow access to information resources through electronic mode.



## Objectives

- To enrich qualitative collection
- To optimise the utilization of existing resources
- To enhance reading habits among the students and staff members
- To promote the library as a vibrant learning unit
- To raise awareness of e-resources amongst the users
- To install e-governance in the library
- To support and enhance the research activities of faculty, students, and research scholars by providing access to relevant scholarly resources, research tools, and personalized information services

## Library Hours

- Monday to Saturday: 8.00 am to 6.00 pm
- The library is closed on Sundays and on government holidays.

## Library Layout and Floor Plans

The Central Library is situated on the eastern side of Building A and occupies two floors, covering an area of approximately 11,500 sq. ft. (1059 sq. mtr.) The distribution of library services and resources by floor is detailed below.

### TOTAL LIBRARY AREA

Ground Floor		
Stack Room 'A' Side		
Sections	Area in Sq. Ft.	Area in Sq. Mtr.
Textbooks Section	78 (Sq. Ft.)	7 (Sq. Mtr.)
Subject Reference Books Section	405 (Sq. Ft.)	38 (Sq. Mtr.)
Circulation Section	1944 (Sq. Ft.)	181 (Sq. Mtr.)
Librarian Cabin	165 (Sq. Ft.)	15 (Sq. Mtr.)
Assistant Librarian Cabin	140 (Sq. Ft.)	13 (Sq. Mtr.)
<b>Total A Side Area</b>	<b>2732 (Sq. Ft.)</b>	<b>254 (Sq. Mtr.)</b>



Stack Room 'B' Side		
Reference Books Section	280 (Sq. Ft.)	26 (Sq. Mtr.)
Subject Reference Books Section	1788 (Sq. Ft.)	166 (Sq. Mtr.)
Subject Reference Books Section with Open Space	2320 (Sq. Ft.)	216 (Sq. Mtr.)
Farmers Library	16 (Sq. Ft.)	2 (Sq. Mtr.)
Reprography Section	16 (Sq. Ft.)	2 (Sq. Mtr.)
Storeroom	108 (Sq. Ft.)	10 (Sq. Mtr.)
<b>Total B Side Area</b>	<b>4528 (Sq. Ft.)</b>	<b>422 (Sq. Mtr.)</b>
<b>Total Ground Floor Area</b>	<b>7260 (Sq. Ft.)</b>	<b>676 (Sq. Mtr.)</b>

First Floor		
NRC (Network Resource Centre)	576 (Sq. Ft.)	54 (Sq. Mtr.)
Periodicals Section	352 (Sq. Ft.)	33 (Sq. Mtr.)
News Paper Section	132 (Sq. Ft.)	12 (Sq. Mtr.)
Staff Reading Room	198 (Sq. Ft.)	18 (Sq. Mtr.)
Girls Reading Room	1435 (Sq. Ft.)	133 (Sq. Mtr.)
Boys Reading Room	1435 (Sq. Ft.)	133 (Sq. Mtr.)
<b>Total First Floor Area</b>	<b>4128 (Sq. Ft.)</b>	<b>383 (Sq. Mtr.)</b>
<b>Total Library Area</b>	<b>11388 (Sq. Ft.)</b>	<b>1059 (Sq. Mtr.)</b>

## Library Sections and Facilities

The SGM library is organized into various functional sections to ensure efficient management and delivery of services. Each section is dedicated to specific tasks that support the academic, research, and informational needs of students, faculty, and staff. Let us take a detailed look at various departments and facilities provided by the library.



## Ground Floor

**Librarian's Office:** The Librarian's Office includes the Librarian's Room, which functions as the administrative centre of the library. It is open to all stakeholders, students, faculty, and researchers who may seek consultation, request assistance, or provide feedback regarding library services and resources.

**Acquisition Section:** The Acquisition section of the library is responsible for the selection, procurement, and processing of new information resources. This includes books, journals, magazines, newspapers, reference materials, and electronic resources. The section ensures that the library collection remains relevant, up-to-date, and aligned with the academic and research needs of the institution.

**Technical Processing Section:** This section plays a crucial role in preparing library material for use. Once new books and resources are acquired by the library, they are sent to this section for classification, cataloguing, and physical processing. It also handles labelling, tooling, and related processes. This ensures that every item is systematically organised and easily accessible to users through the library's catalogue and shelving system.

**Stack Section:** The stack area, located on the ground floor, is systematically divided into two major sections for easy access and subject-wise organization. One section includes collections in Science, Computer Science, Fine Arts, Languages, and Textbooks. The other section covers material in Social Sciences, Humanities, Management Studies, Dissertations, and Reference Resources. Additionally, this section features a special collection of Braille books, CDs, audio cassettes, and rare literature. To preserve older issues of journals, back volumes are neatly stored in compactors for long-term reference and research use.



**Books Circulation Section:** The Circulation section is the primary service point for library users. It handles the issuing, returning, and renewal of books and other library materials for students, faculty, and staff. This section also manages overdue fines, maintains circulation records, and assists with membership registration, ID verification, and user queries.

**Library Membership Counter:** The Library Membership Counter operates as part of the Circulation section and is responsible for managing library membership registration and renewal services for students, faculty, and institutional staff. This counter ensures that all eligible users are registered and granted timely access to library resources and services.

**Reprography Section:** The Reprography Section offers photocopying, printing, and other document reproduction services to library users. It supports the academic and research needs of students, faculty, and staff by enabling easy access to printed copies of reference materials, journal articles, and other essential documents, in accordance with copyright guidelines.

**Books Written Off (Weeding Section):** The Weeding section is responsible for the systematic identification and removal of outdated, damaged, or redundant books and other material from the library collection. This process, known as *weeding* or *writing off*, is carried out periodically to maintain a relevant, accurate, and space-efficient collection. The procedure is conducted in accordance with institutional policies and approved by the Library Advisory Committee.

**Web OPAC Kiosk:** The Web OPAC Kiosk offers convenient access to the library's Web/Online Public Access Catalogue (OPAC) through a web-based interface, enabling users to search, locate, and check the availability of books and other library materials. In addition to catalogue search, this device also enables users



to access open-access and subscribed e-resources, read digital newspapers, watch educational videos and lectures, and explore institutional repositories and library websites. To facilitate ease of use, the library has installed both a touchscreen kiosk and a standard computer terminal, ensuring that all students, faculty, and staff can independently make full use of the digital resources and services available.

**New Arrival Section:** The New Arrival Section showcases recently acquired books and other library resources, allowing users to stay updated with the latest additions to the collection. This section helps promote new titles across various subjects and encourages students, faculty, and researchers to explore current publications relevant to their academic and research interests. Materials displayed here are available for browsing and issue as per library rules.

**Staff Publication Display:** This section showcases books and other scholarly works authored by the institute's faculty and staff. This section inspires students and researchers by providing access to high-quality academic content produced within the institution.

**QR Code Wall:** The QR Code Wall is a dedicated space in the library that features a collection of QR codes linking to a variety of digital resources. By simply scanning these codes with a smartphone or tablet, users can instantly access e-books, online journals, databases, college and library websites, syllabi, previous year question papers, and other library services. This initiative promotes quick and convenient access to digital content, supporting the academic and research needs of students and faculty in an interactive and tech-friendly manner.

**Especially-abled Student Section:** This section is specially designed to support students with disabilities by offering inclusive and accessible library services. It



provides a range of resources such as Braille books, audio material, and assistive devices to facilitate independent learning. The area is equipped with a comfortable and user-friendly reading environment tailored to the specific needs of users with disabilities. The library is committed to ensuring equal access to information and promoting an inclusive academic atmosphere for all learners.

**Identity Card Generation Section:** The Identity Card Generation Section is responsible for creating and issuing identity cards to students, faculty, and staff of the institution. This section is equipped with two dedicated ID card generation machines to ensure smooth and timely processing. The library also procures and maintains the necessary stationery and materials required for ID card generation, such as card blanks, ribbons, card holders etc.

**Power Backup Division:** The Power Backup Division ensures an uninterrupted power supply to the library, enabling smooth functioning of all services even during electricity outages. The library is equipped with Uninterruptible Power Supply (UPS) systems and other backup solutions to maintain continuous access to computers, servers, OPAC terminals, lighting, and other essential equipment.

**Lecture Capturing Studio:** The library is equipped with two state-of-the-art lecture capturing studios to facilitate digital teaching and learning. These studios feature smart electronic whiteboards, projectors, sound recording systems, high-quality recording devices, and advanced video editing software to support the creation of professional educational content. Faculty members can record lectures, which are later uploaded to the college website under the Knowledge Bank section for student access. The studios also support live lecture delivery through platforms such as Zoom and Google Meet, promoting interactive and flexible learning beyond the classroom.



**Photography Section:** The Photography section caters to the photography-related needs of both the library and the institution. It is responsible for documenting college events, capturing photographs for ID cards, and maintaining visual records for archival and promotional purposes. This section plays an important role in supporting institutional activities by providing high-quality photographic documentation and assisting in the creation of various official and academic materials.

## First Floor

**Network Resource Centre (NRC):** The Network Resource Centre (NRC), located on the first floor of the library, is designed to provide seamless access to digital resources and internet-based services. It is equipped with 15 high-configuration computers, offering students and faculty a dedicated space to browse the internet, access e-resources, prepare academic assignments, conduct research, and explore online learning platforms. The NRC plays a vital role in supporting the institution's digital learning environment and promoting the effective use of information technology in education.

**Journal / Periodicals Section:** This section houses a collection of 104 print journals and magazines covering a wide range of academic and professional subjects. It provides access to both current issues and back volumes, supporting the teaching, learning, and research needs of students and faculty. In addition to display and access, the section also manages the processing, classification, and maintenance of these periodicals, ensuring organised and efficient use of the collection.

**Newspaper Section:** The Newspaper section, located on the first floor of the library, offers access to 12 newspapers in both Marathi and English. This section enables students, faculty, and staff to stay informed about daily news, current



affairs, and important national and international events. Newspapers are neatly displayed for easy reading and are updated regularly to ensure timely access to information.

**Student Reading Room:** The library provides a spacious and well-equipped reading room for both boys and girls, with a seating capacity of 275. This dedicated space offers a quiet and comfortable environment ideal for focused study, reading, and reference work. Designed to support the academic needs of students, the reading room ensures ample space, proper lighting, and a peaceful atmosphere that fosters concentration and learning.

**Staff Reading Room:** This dedicated space provides faculty and staff with a quiet, comfortable environment for reading, research, and academic work, equipped with necessary resources to support their scholarly activities.

LIBRARY SERVICES AND FACILITIES	
Manual Services	Online Services
Book Borrowing Service	Membership of UGC INFLIBNET N-LIST Consortia.
Reference Service	Membership of DELNET (Developing Library Network)
Print Periodicals/ Journals	Knimbus Library (Data Discovery tool for accessing e-resources)
Book Bank facility	Membership of Shivaji University E-Library for Online Databases
Current Awareness Service (CAS)	Mobile Library application
New Arrivals Display	Web OPAC Facility (KIOSK for Access)
Faculty publication display	QR Code Facility
CD's/DVD's Collection	Separate Library Web Portal <a href="http://sgm.edu.in/sgmkplibrary/home.php">http://sgm.edu.in/sgmkplibrary/home.php</a>



Syllabus and Old Question Papers	National Digital Library of India (NDLI) Membership.
Interlibrary Loan Facility	Internet Facility (NRC)
Book Suggestions	Online Book Suggestion Facility
Book Exhibitions	Online feedback Facility
Theses and Dissertations	Providing a wide range of Open Access E-Resources- <a href="http://sgm.edu.in/sgmkplibrary/e-resources.php">http://sgm.edu.in/sgmkplibrary/e-resources.php</a>
Newspaper Clippings	E-News Paper Clippings
Reprography Facility	E-Syllabus, E-Question Papers
Farmers Library	Plagiarism Checking facility
Rare Book Collection	E-Books
Bound Volumes of Journals/Periodicals	E-Journals
PhD and M. Phil Thesis/ Dissertations	E-News Papers
Organizing Book Exhibitions, Lectures, webinars etc.	Knowledge Bank (Video Bank)
Suggestion Box	E-Sadguru (College Magazine)

### FACILITIES AND SERVICES FOR PHYSICALLY CHALLENGED USERS

The library is committed to providing inclusive and accessible services to support the learning and research needs of physically challenged users. To ensure equal access to information, the following facilities and services are available:

- **Dedicated Reading Area:** A special reading lounge located on the ground floor is reserved for differently abled users. It provides a quiet, comfortable, and accessible environment for reading and studying.
- **Braille Books and Audio Materials:** The SGM library has a collection of Braille resources and audiobooks to support visually impaired users.
- **Assistive Devices:** Tools such as screen reader software like NVDA, special hearing devices, and reading tabs are made available by the SGM Library to



support users with visual and hearing impairments.

- **Ramp and Wheelchair Access:** The library premises are wheelchair-friendly, with ramp facilities, wide doorways, and barrier-free pathways to ensure smooth movement across all accessible areas.
- **Personal User Assistance:** Personalized support from library staff to help users locate and access materials or use digital resources.
- **Accessible E-Resources:** Subscription-based and open-access digital resources compatible with screen readers.

### Inter-Library Loan (ILL) and Resource Sharing Facility

The Keshavrao Pawar Central Library of the SGM College provides an Inter-Library Loan (ILL) and a Resource Sharing Facility to meet the extended academic and research needs of its users. Through this service, the library arranges books, journals, and research articles from other libraries across India on a reciprocal and loan basis. It enables students, faculty, and researchers to access materials not available in the college library. The library also facilitates access to research articles from other colleges/ institutions under a collaborative resource sharing arrangement among the Rayat Shikshan Sanstha's and other college libraries. Additionally, SGM Library is an active member of DELNET (Developing Library Network), which provides a vast network of bibliographic resources and inter-library loan services. This facility strengthens the library's support for advanced research and scholarly activities. Users can request specific documents through the library, which then coordinates with partner institutions to fulfill the demand. This service enhances learning opportunities by extending access beyond the local collection.



## Research Support Services and Outreach Programs

The SGM College Library actively supports the academic and research endeavors of its users through its Research Support Services. The library offers access to a wide range of scholarly online databases, research journals, eBooks, and research tools like DrillBit, Grammarly, and Quillbot. It also supports faculty profiling and provides data analytics that contribute to institutional development and national/international rankings. Through outreach initiatives, the library organises online workshops and training sessions to guide users in effectively using subscribed and open-access resources. The library provides research articles to research scholars and faculty members upon request. SGM Library holds membership with DELNET (Developing Library Network), through which we offer valuable research support services to our users. A key service is the Inter-Library Loan (ILL) facility, allowing researchers to borrow books, journals, and other materials not available in our library. DELNET maintains a comprehensive union catalogue of books, periodicals, theses, and articles, making it easier for our users to search and request required resources. SGM library also provides online access to full-text e-resources, specialized databases, and subject-specific content, thereby supporting literature reviews and academic investigations. Through this service, SGM Library aims to strengthen the connection between research literature and the research community by offering support in research methodology, data discovery, and academic publishing.

## Library Policies

Library policies are defined to ensure the effective use, fair access, and proper management of library resources and services. These guidelines help maintain a supportive learning and research environment for all users. They cover areas such as membership, borrowing rules, code of conduct, use of digital resources,



and access to special services. All users are expected to follow these policies to ensure smooth and equitable functioning of the library.

## Library Membership Policy

The following person is eligible for membership in the library.

- A student who is admitted to the college.
- Borrower's Cards are issued to the students after receiving the application. Students are charged a nominal fee of Rs. 75/- for the college ID card and Library Borrow card from their admission fees. A user whose college ID or Library borrowing card is lost or stolen should immediately report it to the library. The cost to replace a lost card is Rs. 100/-. This card is an RFID-based Smart Card and Library Borrower's Card and can be used for various purposes such as Identification, User's Digital Attendance, and Book Circulation, etc.
- The library members are not allowed to use the library facilities in the absence of a college ID card.
- A teacher (Regular, Full Time, Part Time, CHB, Contributory), Administrative staff of the college can avail the library facilities.
- Members of the College & Management authorities and bodies, while they are members of respective authorities and bodies, can also avail the library facilities.
- Any other Rayat Sevak can use the library facilities with recommendations of and on the guaranty of the respective head of the college/school of the respective Rayat Shikshan Sanstha can use the library facilities.
- Other persons admitted with special permission of the Principal under the Category of “general members or “visitors”.



- Any citizen from society can use the library facilities with the prescribed fees and a deposit of Rs. 1000/- with the permission of the head of the institution.

## Collection Development Policy

- Collection development is a collaborative work of all stakeholders of the library.
- Selection of reading material is driven by the needs of teachers, students, and researchers. Stakeholders demand the new reading material for the library.
- The library advisory committee allocates the budget to the subjects and types of reading materials in its first annual meeting. A review of expenditure is done in every meeting of the library advisory committee.
- **Selection of the reading materials is based on:**
  - Demand for the staff members and students of the college for the reading material and copies of the required text and reference books
  - Currency of the content
  - Adequacy of the current holding of the subject area
  - Availability of resources
  - Cost of the material
  - Type of material
- Based on the demand and available budget, the library purchases books and reading materials

## Book Issue & Return Policy

- General books and other reading material are issued and returned on weekdays between 10:30 A.M. and 5:45 P.M. at the Circulation Counter.
- Student is eligible to borrow two books for one week; he/she can renew/extend the books for another week, depending on the availability and



demand of the book he/she borrowed.

- The teacher is eligible to borrow 20 books for one month. He/she can renew/extend the book for another week, depending on the availability and demand for the book he/she borrowed.
- A Library Card is not interchangeable.
- The books should be borrowed from/returned to the library personally, and the borrower should sign the book card. Transactions should not be carried out through an intermediary.
- Alumni/people are eligible to borrow one book for 15 days. Preference will be given to the student and teacher before issuing to the Alumni/citizen.
- Reference books, CDs, syllabus, question papers and periodicals should be borrowed against the identity card and should be used in the library only. Students should inform the library staff if they wish to take photocopies of these materials.
- If the book /reading material is returned after the due date, a fine of Rs.1/- per day will be charged from the user.
- If the borrower loses a book, he or she should replace it with a brand-new copy of the latest edition. If the book is out of publication, an amount equal to one and a half times the book's price must be paid.
- Reference books like handbooks, encyclopedias, dictionaries, manuals and CDs will not be issued. They should be referred to in the library only.
- When users request book/s not available from the College Library, such book/s may be requested through Inter-Library Loan (ILL) from other



institutions. Users can deposit their request to the library staff. The reading material can be made available for 15 days only.

- Borrower is held responsible for damages found in library books when items are returned; He must check and report any damage found in library books before borrowing them. Where an item is lost or damaged, the borrower will be charged for the same.
- The lost book should be replaced by a new book with overdue charges, if any.
- In case of a lost book, one and a half times the cost of the book must be paid.
- In case the book is out of print or not available in the market, then double the cost mentioned in the Accession register should be charged with processing charges of Rs. 100/- for each book, with overdue charges if any.
- The cost of the book in foreign currency will be charged at the current conversion rate of the currency.

## **Reservation of Documents**

Books can be reserved either through the Library OPAC or by contacting the Circulation Counter. Only those books that are currently issued to other users and not available on the shelves may be reserved. Alternatively, you may also send an email to [sgmkplibrary@gmail.com](mailto:sgmkplibrary@gmail.com) for reservation requests.

## **Library Internet/Digital Library/ E-Resources usage policy**

The digital library is designated for academic use only. Downloading or printing entire books or journals is strictly prohibited. The library adheres to the college's internet usage policy. Use of VPNs, proxy servers, private firewalls, tunneling software, connectivity sharing software, hacking, games, and movie



trailers is strictly prohibited within the library premises. Violators will face strict disciplinary action. Online chatting, browsing social networking sites, and accessing pornographic websites are strictly prohibited. Violators will face strict disciplinary measures. Members are advised against sharing their ID and password. Modifying computer settings or displays in the IT section is not permitted. Playing games on library computers is strictly prohibited.

### **Stock Verification Policy**

Stock verification in a college library is a systematic process of confirming the physical availability and condition of books and other resources as recorded in the library's inventory. This process ensures the accuracy of library records and upholds accountability for its holdings. It also helps locate and return misplaced books to their correct positions. Therefore, conducting stock verification at regular intervals is essential for effective library management.

### **Frequency of Stock Verification**

Since acquisition and circulation are continuous activities, books are constantly added to the library. Therefore, regular stock verification is necessary to assess the current status of the library's holdings.

In connection with stock verification, the following is worth noting: The Ministry of Finance, Government of India, took a decision that: Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty



thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

### **Responsibility for Losses of Books**

The library, being a public service, is bound to get source books lost. If so then the question comes, who is responsible for the loss. Loss of Five volumes per one thousand volumes issued/consulted in a year may be taken as reasonable, provided such loss cannot be attributed to dishonesty or negligence on the part of librarian. Loss of book of value exceeding Rs 1000/- (Rupees One Thousand) and rare books of special nature and rarity shall invariably be investigated and consequential action taken. All such losses will, however, be written off only by a competent authority.

The University Grants Commission's Workshop on formulating standards for college libraries was held at Khandala from 5th to 7th March 1999, these are the recommendations on 'Loss of books and Weeding out books':

- In consultation with the Heads of Department, weeding out of obsolete and unusable library material should be done regularly.
- If missing books are not traced within a period of three years, they should be written off in consultation with the library committee. Four books per thousand issued should be treated as negligible loss; The Librarian and the library staff should not be held responsible for the loss of books unless gross negligence is proved. (As per GR No.SU/BBKL/Shivaji University-Affiliation/Policy/11647)

### **Library Reading Material Weed-out Policy**

Weeding out outdated collections is very necessary to keep the library up-to-date, for space saving and to create space for the latest collection in the library.



- The Head of the institute/Principal will form a committee that consists of a faculty member from each specialization area, members of the library committee and the librarian.
- Library staff assist the committee and the librarian in preparing the list of outdated books.
- The weed out committee prepares the list.
- **The following reading material are considered for the weed-out.**
  - Books, which were torn off, pages of which are torn off, or which are mutilated old syllabus textbooks
  - Books that are not in use in future if the latest edition is available
  - For subjects where new policies or rules change every year e.g. taxation, old editions for more than two years will also be included in the list.
  - Areas like Computers/Information Technology all books related to obsolete technologies/software/hardware will also be included in the weed-out list after a gap of three years.
  - Books that are banned by the government, court and any other authority.
  - Library Committee members recommend weeding out of the collection from the library.
  - After the approval of the Library Advisory Committee, the List is sent to the Auditor and Secretary Rayat Shikshan Sanstha, Satara.
  - The Audit Committee verifies the physical availability of such books to avoid the inclusion of books stolen from the library in this list. Once the audit committee is satisfied, the Auditor approves the list.
  - The approved list is presented before the CDC of the SGM college and then to



the Managing Council of Rayat Shikshan Sanstha, Satara. The Managing Council discusses and approves or rejects the list of books.

- After the approval of the Managing Council committee, the library update entries in the Accession Register and in library automation software, mentioning reasons and date of weeding out of any book.
- The weeded-out collection may either be donated to some other needy library or may be disposed of as per the standard policy of the institute.

## Collections and Resources

The Central Library of SGM College, Karad houses a robust collection encompassing Arts, Commerce, Science, Social Sciences, Humanities, Languages, Management, and related disciplines, each organized under distinct collection codes as detailed below.

### Collections and Resources in the Central Library

Sr. No.	Collection	Code
1	Senior College	SR
2	Book Bank	BB
3	Master of Business Administration	MBA
4	Master of Computer Applications	MCA
5	Theses and Dissertations	TH
6	Donated Books	DB
7	Bound Volumes of Journals	BV

## Computerization of In-house Activities

All in-house activities of the Central library, including collection development, cataloguing, circulation, and electronic resources management, are fully computerized using MKCL's LIBRERIA LMS software package. The Online Public



Access Catalogue (OPAC), discovery service, single window search, and library app enable users to search bibliographic records and access full texts through web-based interfaces available on both the intranet and the internet. Library records and databases are regularly edited and updated. The library employs barcode technology for its computerized circulation system and RFID technology for monitoring user attendance. Every library document except for reference sources and bound volumes of journals carries a barcode label, which facilitates the identification of both the document and the borrower during circulation. Similarly, all categories of users are issued RFID and bar-coded patron cards. The library has also developed an in-house facility for barcoding books and patron cards.

### **Guidelines for Fair use of E-Resources**

- Electronic resources, including e-journals, e-databases, and e-books, provided by the Central Library of SGM College, Karad are intended solely for academic and research purposes.
- These resources may be searched and browsed, and users are permitted to download or print single copies of articles, like the use of printed library materials. However, downloading or printing an entire book, a full issue, or a complete volume of one or more journals (i.e., systematic downloading) is strictly prohibited.
- The use of robots, spiders, or intelligent agents to access, search, or systematically download content from these resources is strictly prohibited. Any violation of this policy will result in penal action in accordance with the Institute's rules and regulations.



- Users are requested to be aware that systematic downloading may lead the publisher to block access to these resources for the entire SGM Karad user community.

## Library General Rules

- All students, faculty members, and employees of the Institute are eligible for membership of the library.
- Personal bags must be deposited at the Property Counter at the owner's risk. Valuable items such as laptops, mobile phones, money, ATM cards, etc. should not be kept inside the bags. The library will not be responsible for any loss of such items.
- Users shall not write on, mark, or damage any book or library material. Marking, scratching, damaging, mutilating, or stealing library resources or property will result in disciplinary action against the offenders.
- Users should carefully check books for any damage or missing pages before borrowing them. If any such issues are found, they must be reported and officially recorded; otherwise, the borrower will be held responsible for any damage detected at the time of return.
- The library reserves the right to recall any issued book or item at any time.
- Books taken from the shelves should be placed on the nearest book trolley or table if not required further. Users are requested not to re-shelve books themselves, as a misplaced book is effectively a lost book.
- The library shall not be held responsible for any loss or damage to users' personal belongings.



- Library users should refrain from audible conversations and must maintain strict silence within the library to avoid disturbing others.
- Every user who enters the library will have to register his/her presence by showing the RFID-based ID to the 'Digital Attendance System Scanner' located at the entrance of the library and reading room.
- Loss of the Identity Card or Book Borrower Card must be reported to the Library Circulation Counter. The library will issue a duplicate Identity Card or Book Borrower Card as needed. Borrowers shall be held responsible for any loss or misuse of their original or duplicate cards.
- Mobile phones should be in silent mode and talking on the mobile should be avoided in the library and reading room.
- Silence must be maintained strictly in the library and reading room.
- Group discussions, assignments are not allowed in the library and reading room; it's for reading only.
- Library book Borrowers' card is non-transferable.
- All the users who use the library and reading room shall identify themselves on request to any member of the academic or library staff.
- Smoking, eating and speaking on the mobile phone is strictly banned inside the library and reading room.
- No unauthorized person shall enter or be in the library and reading room for any purpose. Outside students are not permitted to use the library and reading room unless there is written permission from the Principal/Librarian.









- Computers within the library premises are to be used strictly for academic purposes.
- Online chatting, dating, and browsing social networking sites are strictly prohibited. Violators will face disciplinary action.
- Playing games or watching movies on library computers is strictly forbidden throughout the library premises.
- Users must always carry their Library Membership Card while using the library and present their ID card upon request.
- Sharing Proxy IDs and Passwords with other students is not permitted.
- Users should not leave bags, books, or notebooks on tables to claim or reserve seats for future use. Reserving seats for friends or later occupancy is strictly prohibited. Unattended belongings may be removed by other users.
- Reading room seating is available strictly on a first-come, first-served basis.
- Users must not rest or place their feet on tables, chairs, shelves, or other library furniture.
- Smoking, pan chewing, and spitting are strictly prohibited within the library premises.
- The library membership may be cancelled, or strict action will be taken for an unfair act or any illegal behaviour of the member.
- These rules are subject to revision or change from time to time without prior notice. The Librarian reserves the right to take any decision deemed necessary in the interest of the Library or the Institution.





## Library Advisory Committee

The Library Advisory Committee is formed at the commencement of every academic year. The Head of Institution serves as the Chairman, and the Librarian serves as the Secretary of the Library Advisory Committee. The Principal can nominate any stakeholder as a member of the Advisory Committee.

### Library Advisory Committee (2025-26)

	Dr. M. M. Rajmane – (Principal)	Chairman
	Dr. D. A. Kasabe	Coordinator
	Dr. B. P. Naik	Member
	Dr. S. S. Chile	Member
	Dr. Smt. A V Waghmode	Member
	Dr. G. B. Pendharkar	Member
	Dr. A. G. Mulik	Member






	Dr. A. J. Sakate (Registrar)	Member
	Shri. M. N. Gaikwad	Secretary (Librarian)




## The Library Team

Sr. No.	Library Staff	Designation	Qualification
01	Prof. M. N. Gaikwad	Librarian	M. Lib. & Inf. Sc., SET, NET, PhD
02	Mr. Sawant B. M.	Library Cleark	SSC
03	Mr. S.V. Jadhav	Library Attendant	S.S.C
04	Mr. L. K. Pawar	Library Attendant	S. S.C
05	Mr. K.R. Sutar	Library Attendant	S.S.C.
06	Mr. R.Y. Kadam	Library Attendant	S.S.C
07	Mr. P.S. Koli	Library Attendant	M.A.
08	Mr. V. R. Sakate	Library Attendant	S.S.C

## E-Resources (E-Books, E-Journals) Subscribed

Sr. No.	NAME OF THE DATABASE	Logo	E-JOURNALS	E-BOOKS
1	Knimbus		E-Books, E-Journals, Databases, Videos	500000+
2	DELNET		37847	1613
3	N-LIST		6000+	31,50,000



4	INFED DATABASE FROM SHIVAJI		8 Databases	500000+
5	Magzter		9500+ Magazines and Newspapers	--
6	Storytel Audio Books		----	400000+
7	Plagiarism Detection Software		Yearly Subscription	

## Library Website

The **Keshavrao Pawar Central Library** has developed a dedicated library website to provide easy access to its resources and services, available at <https://sgm.edu.in/sgmkplibrary/>. The website serves as a gateway to a wide range of academic and research material for students, faculty, and researchers. It features detailed information about the library's collections, including books, journals, e-resources, and digital archives. Users can explore library rules, services, membership details, and photo galleries through a simple and well-organized interface. The site also provides updates on library events, exhibitions, and best practices. It includes links to open access databases, institutional repositories, and other useful online learning resources. The website reflects the library's commitment to promoting knowledge and supporting academic excellence. A section for library staff and contact details is also available for user convenience. The digital presence of SGM Library enhances transparency, communication, and user engagement. Visitors are



encouraged to regularly check the website for the latest updates and services.

### **Print Journals/ Periodicals Subscribed**

The Journals/Periodical Section of the college library provides inspiration, recreation, and up-to-date information to its readers. With the rapid expansion of knowledge, periodical literature, especially journals, plays a vital role in all fields such as Science, Arts, and Humanities. Journals provide scholarly and peer-reviewed content, enabling students and faculty to be informed about the latest research and developments. SGM College library users often prefer periodicals over books for current information. The library subscribes to a wide range of national and international journals, magazines, and newspapers in both print and digital formats. Back issues are preserved for reference, and newspapers in multiple languages are available. More than 50 percent of the library's users visit only the periodical section due to the special access provided to non-members. A quiet, comfortable reading space further enhances the section's usefulness for academic and recreational reading.

Readers have access to a wide range of magazines, newspapers, and subject-specific journals/periodicals in this section. For research purposes, several journals/periodicals are indexed, and important titles are bound annually. Bound volumes going back over ten years are available for reference. Current issues of journals and periodicals are displayed on specially designed racks in the journals section to encourage readers to make maximum use of them. A limited number of periodicals and their back issues are arranged alphabetically by title in the library for easy access. Periodicals are not issued for circulation as they are expensive and often available in single copies only.

The library has subscribed to 112 journals, both national and international, along with leading magazines.



## List of Print Journals/ Periodicals Subscribed

Sr. No.	Journals/ Periodicals	UGC CARE/ Scopus Status	National / Int/State	Type
<b>English</b>				
1	Indian Literature	UGC CARE	National	Research
2	Litt crit	UGC CARE	National	Research
3	Journal of English Language Teachers Association Journal	UGC CARE	National	Research
<b>Marathi</b>				
4	Saksham Samiksha	No	State	Research
5	Jadan Ghadan	No	State	General
6	Lalit	UGC CARE	State	General
7	Mehata Marathi Granth Jagat	No	State	General
8	Mahanubhav	UGC CARE	State	Magazine
9	Kavitarathi	UGC CARE	State	General
10	Parivartanacha Vatsaru	UGC CARE	State	General
11	Sadhana Saptahik	UGC CARE	State	Research
12	Navbharat	UGC CARE	State	Research
13	Marathi Sanshodhan Patrika	UGC CARE	State	Research
14	Shivam Sanshodhan Patrika	No	State	Research
15	Miluni Saryajani	No	State	Research
<b>Hindi</b>				
16	Aajkal	No	National	General
17	Alochana	UGC CARE	National	Research
18	Sahitya Amrut	UGC CARE	National	General
19	Hans	UGC CARE	National	Research
<b>Sanskrit</b>				



20	Sambhashan Sandesh	No	State	General
21	Shodhasamhita	UGC CARE	State	Research
<b>Economics</b>				
22	Arth Sanwad	No	State	General
23	Arthbodh Patrika	No	State	General
24	R. B. I. Bulletin	No	National	General
25	The IUP Journal of Applied Economics	No	National	Research
26	Indian Economic and Social History Review	Scopus	National	Research
27	Arthaniti	UGC CARE	National	Research
28	Arthmimansa	UGC CARE	State	Research
29	Journal of Quantitative Economics	UGC CARE	National	Research
30	Journal of Indian School of Political Economy	UGC CARE	National	Research
<b>History</b>				
31	Studies in History	No	State	Research
32	Indian Journal of History of Science	UGC CARE	National	Research
33	Itihas Sanshodhan Patrika (History Research Journal)	UGC CARE	State	Research
<b>Politics</b>				
34	Indian Studies Review	UGC CARE	National	Research
35	Samaj Prabodhan Patrika	UGC CARE	State	Magazine
36	India Today	No	National	Magazine
<b>Sociology</b>				
37	Sociological Bulletin	Scopus	National	Research
38	Indian Journal of Social Work	Scopus	National	Research
39	Prabodhan Prakashan Jyoti	No	State	General
40	Prerak Lalkari	No	State	Magazine
41	Andhshraddha Nirmulan Samiti Vartapatra	No	State	Magazine
42	Bhartiya Samajshastra Sameeksha	UGC CARE	National	Research
<b>Education</b>				
43	University News	No	National	General



44	Shikshan Sankraman	No	State	General
45	Indian Journal of Adult Education	UGC CARE	National	Research
<b>Geography and Environmental Science</b>				
46	Down to Earth	No	National	General
47	The Deccan Geographer	UGC CARE	National	Research
48	The Indian Geographical Society	UGC CARE	National	Research
49	The Geographical Review of India	UGC CARE	National	Research
50	National Geographic	No	International	Magazine
<b>Psychology</b>				
51	Indian Journal of Psychology	UGC CARE	National	Research
<b>Commerce</b>				
52	Udyog Prerana	No	State	General
53	Udyojak	No	State	General
54	Vyapari Mitra	No	State	General
55	Journal of Entrepreneurship and Innovation in Emerging Economies	Scopus	International	Research
56	Vikalpa: The Journal for Decision Makers	Scopus	National	Research
57	The IUP Journal of Accounting Research & Audit Practices	UGC CARE	National	Research
58	International Journal of Banking, Risk and Insurance	UGC CARE	International	Research
59	MUDRA: Journal of Finance and Accounting	UGC CARE	National	Research
60	The IUP Journal of Marketing Management	UGC CARE	National	Research
61	South Asian Journal of Human Resources Management	Scopus	International	Research
62	PCQUEST	No	National	General
63	Indian Journal of Marketing	Scopus	National	Research
64	Indian Journal of Finance	Scopus	National	Research
65	Banko	No	State	Magazine
66	Journal of Commerce and Accounting Research	UGC CARE	National	Research
67	The IUP Journal of Entrepreneurship Development	No	National	Research



68	Sakal Money	No	State	General
<b>Science</b>				
69	Current Science <b>(Online)</b>	Yes (Scopus, Wos)	Internati onal	Research
70	Srushtidnyan	No	State	Research
<b>Botany</b>				
71	Sheti Pragati	No	State	General
72	Indian Journal of Agricultural Sciences	No	National	Research
73	The Journal of Indian Botanical Society	UGC CARE	National	Research
74	The Journal of Plant Science Research	UGC CARE	National	Research
<b>Chemistry</b>				
75	Indian Journal of Chemistry A & B	Scopus	National	Research
76	Indian Journal of Chemical Technology	Scopus	National	Research
77	Journal of Medicinal and Chemical Sciences	Scopus	Internati onal	Research
<b>Computer Science/ Electronics</b>				
78	Digit in	No	National	Magazine
79	Electronics for you	No	Internati onal	Research
80	ICTACT Journal on Communication Technology	UGC CARE	Internati onal	Research
81	ICTACT Journal of Soft Computing	(Scopus)	Internati onal	Research
82	International Journal of Computing and Digital Systems	No	Internati onal	Research
83	Current Trends in Information Technology	No	Internati onal	Research
84	Global Journal of Computer and Internet Security	No	Internati onal	Research
85	Global Journal of Programming Languages	No	Internati onal	Research
86	i-manager's Journal on Artificial Intelligence and Machine Learning (JAIM)	No	Internati onal	Research
87	i-manager's journal on IOT and Smart Automation (JIOT)	No	Internati onal	Research
88	Indian Journal of Advanced Computer Engineering	No	National	Research
89	Indian Journal of Advances in Computational Sciences and Technology	No	National	Research



Food Science				
90	Asia journal of dairy and food research	NO	International	Research
91	Indian Journal of Dairy Science	UGC CARE	National	Research
92	Krushni Panan Mitra	No	State	Research
Life Science				
93	Indian Journal of Experimental Biology	Scopus	National	Research
94	Journal of Scientific Industrial Research	Scopus	National	Research
95	International Journal of Entomology Research	UGC CARE	International	Research
Mathematics				
96	Bulletin of the Calcutta Mathematical Society	UGC CARE	National	Research
97	The Journal of the Indian Mathematical Society	Scopus	National	Research
98	Applied Mathematics & Information Sciences	Scopus	National	Research
Physics				
99	Indian Journal of Physics	Scopus	National	Research
100	Indian Journal of Optics	Scopus	National	Research
Statistics				
101	Calcutta Statistical Association Bulletin (CSAB)	Scopus	National	Research
102	Journal of the Indian Statistical Association	UGC CARE	National	Research
Library Science				
103	Journal of Information and Knowledge	UGC CARE	National	Research
Hotel Management				
104	International Journal of Hospitality Tourism Systems	Scopus	National	Magazine
105	Athitya: Journal of Hospitality	No	National	Research
Comp. Exam				
106	Chanakya Mandal	No	State	General
107	Employment News	No	State	General
108	Competition Success Review	No	National	General
109	Pratiyogita Darpan (Hindi)	No	National	General
110	Pratiyogita Darpan (English)	No	National	General
111	Chronicle (Hindi)	No	National	General



International Journals	17	Research Journals	79
National Journals	60	Magazines	9
State Level Journals	34	General Reading	28

### News Papers Subscribed

Sr. No.	Name of the Newspaper	Language	Quantity	Periodicity
1	Times of India	English	1	Daily
2	Indian Express	English	1	Daily
3	Loksatta	Marathi	1	Daily
4	Sakal	Marathi	2	Daily
5	Pudhari	Marathi	2	Daily
6	Samana	Marathi	1	Daily
7	Lokmat	Marathi	2	Daily
8	Aaikya	Marathi	2	Daily
9	Tarun Bharat	Marathi	1	Daily
10	Punya Nagari	Marathi	1	Daily
11	Agro	Marathi	1	Daily
12	Karad Vaibhav	Marathi	1	Weekly
13	Yashwant Nagari	Marathi	1	Weekly

### Tutorial on Library's Online Catalogue: OPAC/ Web OPAC

The Library's OPAC/Web OPAC (Online Public Access Catalogue) enables users to search and browse the collection of books and other resources available in the KP Central Library, SGM College, Karad. The Web OPAC can be accessed via the Internet or Intranet at:

<http://libreria.org.in/SGMKarad/OPAC/SearchField.aspx>.

Users can access it through the SGM KP Central Library website by clicking on the Web OPAC link available quick links.

### Searching WebOPAC

The SGM library **Web OPAC (Online Public Access Catalogue)** serves as a user-friendly interface for searching and locating resources available in the library. It allows users to perform quick and advanced searches for books, theses, and other learning materials.



## Field Search

The OPAC approach provides greater ease because users can search by any word from the title, author, subject, or any field. title or author, or by subject or any field. They can also search by various fields, such as title, author, subject, keyword, call number, or publication field. Once a resource is located, detailed bibliographic information, including accession number, location, status (available/issued), and call number, is provided to help users find the item easily on the library shelves.

Field Search

Search For :  \*

Search In :  \*

Note: \* marked fields are mandatory.

Search

**The Cell**

Author: Swanson C.P.  
Call Number: 574.87/SWA  
ISBN: Not Available  
Publisher: Prentice hall of India private ltd, 1963  
Place: New Delhi  
Language: English  
Availability for Issuing: 1 of 1

**Categories**  
• Life Science  
• Biology 574

**All Titles**  
The Cell

**All Authors**  
Swanson C.P.

**Other Details**

Edition: Not Available	Size: 12X18	Book Type: Reference
Volume: Not Available	Binding Type: Paper	Price: Rs. 4.00
Series: Not Available	No of Pages: 114	Price in Foreign: Not Available
	Supplementary Items: None	Currency: Not Available
		Other: Not Available

## Advanced/ Boolean Search

The Advanced Search feature in the Web OPAC allows users to perform more



precise and targeted searches by combining multiple search criteria. It supports Boolean operators such as AND, OR, and NOT, which help refine search results based on user needs:

- **AND** – Retrieves records containing all the specified terms (e.g., "*Library AND Management*").
- **OR** – Retrieves records containing any of the specified terms (e.g., "*Information OR Data*").
- **NOT** – Excludes records containing a specific term (e.g., "*ComputersNOT Programming*").

The screenshot displays the MKCL's LIBRERIA Library Management System interface. The header includes the logo, the text "Sadguru Gadage Maharaj College Library, Vidyanagar, Karad", and a "Home" link. A "Change Theme" button is also present. Below the header, a navigation bar lists search options: Field Search, Boolean Search, Keyword Search, Truncation Search, and Wildcard Search. The main content area is titled "Boolean Search" and features a table with columns for search fields (Title, Author, Subject, Publisher, Publication Year, Series, ISBN, Keywords) and Boolean operators (And, Or, Not). Each field has a corresponding input box and a dropdown menu for selecting the operator. A "Search" button is located at the bottom right of the form.

	Title:	And	Or	Not
And ▾	Author:	And	Or	Not
And ▾	Subject:	And	Or	Not
And ▾	Publisher:	And	Or	Not
And ▾	Publication Year:	And	Or	Not
And ▾	Series:	And	Or	Not
And ▾	ISBN:	And	Or	Not
And ▾	Keywords:	And	Or	Not

## Keyword Search

Web OPAC. It allows users to search for any word or phrase that appears in the bibliographic record of a resource, such as in the title, author, subject, publisher, or abstract fields. This method is especially helpful when the user does not know the exact title or author of the book or when looking for resources on a specific topic. For example, entering the keyword "*Managerial Economics*" will display all records where the term appears in any searchable field. Keyword search is broad and inclusive, often retrieving more results compared to other specific searches, making it ideal for exploratory research or topic-based discovery. To



narrow down results, users can combine keywords using Boolean operators (AND, OR, NOT) or use Advanced Search for more specific filtering.

The screenshot shows the library's OPAC interface. The header includes the library name and logo. A navigation bar lists search options: Field Search, Boolean Search, Keyword Search, Truncation Search, and Wildcard Search. On the left, a sidebar menu shows the OPAC options. The main content area displays search results for the keyword 'Managerial Economics', showing 970 records. Two results are listed with their call numbers, authors, and other information.

Call Number	Author	Other Info
331.714/DWI	Dwivedi D.N.	Economics, English, 424 Pages
338.542/PAT	Patil J.F.	Economics, English, 314 Pages

## Truncation Search in Web OPAC

Truncation search allows users to find multiple forms of a word by adding a symbol usually an asterisk (\*) at the end of the root word. For example, typing "Manag\*" will retrieve results like *management*, *managerial*, *managing*, and *manager*. This technique helps broaden search results and is useful when the exact word form is unknown. Truncation is commonly used in keyword or subject searches to ensure all related terms are included.

The screenshot shows the library's OPAC interface with search results for the truncated keyword 'Manag\*'. It found 191 records. Three results are displayed, showing various forms of the word 'management' and related terms.

Call Number	Author	Other Info
657/PAT	Patkar M.G.	Commerce, English, 471 Pages
657/GRI	GRIFFIN.W	Commerce, English, 704 Pages
658/WEI	Weihrich Heinz, Cannice Mark V., Koontz Harold	



## Wildcard Search in Web OPAC

Wildcard search is a useful feature in Web OPAC that allows users to find words with unknown characters or multiple spelling variations by using symbols like a question mark (?) or an asterisk (\*). For example, searching "**te?t**" will retrieve both *text* and *test*, while "**col\*r**" will bring up *color* and *colour*. This technique is especially helpful when dealing with different spellings or when the exact word is uncertain. Wildcard search enhances flexibility and increases the chances of retrieving relevant results during the search process.

The screenshot shows the 'Wildcard Search' page of the Sadguru Gadage Maharaj College Library. The header includes the library's name and logo. A navigation bar lists search options: Field Search, Boolean Search, Keyword Search, Truncation Search, and Wildcard Search. The main content area has a search form with a 'Search For' text box and a 'Search In' dropdown menu. A 'Search' button is located below the form. A note states: 'Note: \* marked fields are mandatory.' Below this, a detailed note explains the wildcard search engine's capabilities: 'The wildcard search engine supports single and multiple character wildcard searches.' It provides two examples: 'To perform a single character wildcard search use the "?" symbol.' and 'To perform a multiple character wildcard search use the "\*" symbol.' The examples are followed by input boxes: 'For example, to search for "text" or "test" you can use the search: te?t' and 'For example, to search for wind, winds or windy, you can use the search: wind\*'. A final example shows 'You can also use the wildcard search in the middle of a term. wi\*d'.

## Access DELNET online Services

DELNET (Developing Library Network) offers a wide range of online services to support academic and research needs. Users can access union catalogues of books, journals, theses, and articles, as well as request material through inter-library loan and document delivery services. These services can be accessed online by registered member institutions like SGM College Library, enabling students, faculty, and researchers to discover and obtain relevant resources beyond their local library collection.



## Step- 1

Go to the **DELNET** Website at <https://delnet.in/> through Google Chrome/Mozilla Firefox.



## Step 2

Click onto New Discovery Portal Login option



## Step - 3

A new web page will appear, prompting you to enter your Username and Password. These credentials can be obtained from the Head, Library Services,



SGM KP Library. The username and password are not case-sensitive, so you may enter them in either uppercase or lowercase. However, please ensure that there are no extra spaces or spelling errors, as incorrect entries may prevent access to the system.

**DELNET**

Username:

Password:

[About Us](#)

[Membership Form](#)

Feedback: sangskaul2003@yahoo.co.in

[Login](#)

**Access Millions of Networked Library Resources through DELNET**

4,10,00,000+ Books available for loan

1,12,000+ list of Journals

15,000+ Full-text E-journals

1,45,000+ Thesis/Dissertations

[Providing Information Support Services to the Scholarly World](#)

#### Step- 4

A new web page will appear showing links to various **DELNET** databases. On the left-hand side of the screen, you will see abbreviations of the participating libraries that have contributed records to these databases. These abbreviations serve as indicators of the full names of the institutions where the physical materials (such as books, journals, etc.) are available. These same abbreviations are used as location codes or library holdings across the different **DELNET** databases to identify the source library.



## Step - 5

### For Searching the Book Catalogue, Journals, etc.

To search for a specific book, double-click on the first database listed Union Catalogue of Books: CCF. This database contains bibliographic information of over 3 crore (30 million) books available across various DELNET member libraries throughout the country. The size of this catalogue is continuously increasing as new records from member libraries are added daily, making it a rich and growing resource for book discovery. Users will have full access to e-content available under the **Knowledge**.

**Gainer Portal"** and the **"E-books"** tab. If access to other tabs prompts for an **"ILL Password"**, users are advised to **contact the library staff**, who will provide guidance and assist in resolving the issue.



DELNET Digital Knowledge Hub Poster / Usage Statistics / E-journals Statistics: Subject-Wise / Know your ILL-Book Status  
/ DELNET YouTube Channel / Your Account / Contact DELNET / Log Out  
Your membership will be active for 6 days, needs renewal thereafter.  
Records last received on: 23-08-2022  
Language: --  
Institution : Sadguru Gadage Maharaj College (DELNET Membership number : IM-8377) Location Code : mhSGMCS

Wishing You an Enriching, Empowering, Enlightening and Encouraging New Year ! Happy New Year 2025

Search the DELNET Digital Library Resources  
All Fields All Location --Select Format-- Find Advanced  
You are accessing union catalog of Books, Journals etc.

Full-text Digital Library Resources

**Knowledge Gainer Portal**  
Access Full Text E-books, E-journals, E-articles, etc.

**ViSiOn Portal**  
Video Sites Online  
Broaden Your Knowledge & Horizons through ViSiOn

## Step- 6

### ILL Online Registration for Books/Articles

If the required e-content is not fully accessible on the site and an ILL password is needed, users can submit an Inter-Library Loan (ILL) request for books or request photocopies of articles through the librarian.

**For any assistance regarding DELNET services  
Please get in touch with the library staff.**



## Bibliography

1. Ministry of Finance, Department of Expenditure. (2017). *General Financial Rules 2017*. Government of India.  
[https://doe.gov.in/sites/default/files/GFR2017\\_0.pdf](https://doe.gov.in/sites/default/files/GFR2017_0.pdf)
2. <http://libreria.org.in/SGMKarad/OPAC/SearchField.aspx>
3. <https://sgm.edu.in/sgmkplibrary/>
4. <https://sgm.edu.in/>



**We await you at the Keshavrao Pawar Central Library, SGM  
College, Karad**



# LIBRARY HANDBOOK

