



ST. FRANCIS INSTITUTE OF TECHNOLOGY
(ENGINEERING COLLEGE)

An Autonomous Roman Catholic Christian Minority Educational Institute
Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai

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Learning and Information Resource Centre (LIRC)

Welcome to the **SFIT Library!**

**Your Gateway to Knowledge,
Research, and Innovation**

USER MANUAL

St. Francis Institute of Technology Library

Whether you're a student, faculty member, or a visitor, our library is here to serve you with a wide range of resources designed to support your academic journey. We're more than just books – we're a hub for learning, innovation, and inspiration.

About the SFIT Library

The SFIT Library stands as the cornerstone of academic excellence at St. Francis Institute of Technology, offering a comprehensive network of information resources and knowledge services crucial to teaching, research, and learning. Since its establishment on September 5th, 1999, the SFIT Library, also known as the Learning and Information Resource Centre (LIRC), has been a vital academic hub within the institution. With a commitment to knowledge dissemination, the SFIT Library hosts exhibitions disseminates newsletters, and provides a myriad of services, fostering a dynamic exchange of information among faculty, students, and the broader community.

"I cannot live without books." — Thomas Jefferson

VISION

To be a central hub that not only preserves and provides access to a wealth of information but also actively contributes to the institution's mission of nurturing well-rounded, informed, and innovative leaders.

MISSION

The mission of the library at St. Francis Institute of Technology is to support and enrich the academic experience by providing comprehensive access to resources, fostering information literacy, and promoting lifelong learning within the institution's diverse community.

The SFIT Library is committed to:

- ✓ Facilitating Access to Information
- ✓ Promoting Information Literacy
- ✓ Enhancing Research and Scholarship
- ✓ Cultivating a Learning Environment
- ✓ Engaging with the Community



 **Take a Virtual Tour of our Library:** [Click Here](https://youtu.be/fpDBT3Mh_Cw)



[\(https://youtu.be/fpDBT3Mh_Cw\)](https://youtu.be/fpDBT3Mh_Cw)

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Library Facilities & Services

✓ **Book Bank Services** (General, University of Mumbai SC/ST, GATE)

 **Book Bank:** A special service that allows students to borrow textbooks for the semester. This initiative ensures that every student has access to essential study material. Library has three types of Book Bank:

1. **General Book Bank**
2. **University of Mumbai Book Bank for SC/ST/DT/NT students**
3. **GATE Preparation Book Bank**

✓ **e-Resources Access** (IEEE Xplore, AICTE e-Kumbh, Knimbus, Magzter)



e-Resources: Access to a wide variety of eBooks, academic journals, and research databases to support your studies. Use platforms like **IEEE Xplore, AICTE E Kumbh, Knimbus and Magzter.**

✓ **NPTEL Learning Resources**



NPTEL: Participate in online learning resources through the NPTEL platform, where you can access webinars, lectures, courses, and other useful academic content.

"Libraries are the crossroads of all knowledge. If you've never visited one, go now. Don't miss the opportunity." — Anonymous

✓ Computers, Printing & Photocopying



Computers and Printing: The library is equipped with computers for research and academic tasks.

- Photocopiers are available on the Ground Floor. Scanning and Colour Printing facilities are made available for staff only.

✓ Online Database (IEEE ASPP, IEEE CSDL, KNIMBUS M LIBRARY PORTAL AND MAGZTER)



Online Databases: The library offers access to a range of digital academic databases such as



IEEE ASPP



IEEE CSDL



Knimbus M Library Portal



Magzter

for students conducting research or working on projects.

✓ Extended 14-Day Borrowing Facility



14-Day Extended Facility: Members can borrow books for up to 14 days during their study leave and exam period, giving you ample time to complete your assignments and studies.

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✓ **Research Assistance & Special Collections**

 **Research Assistance:** Library staff are available to help with citation formats and finding resources relevant to your coursework.

 **Special Collections:** The library maintains collections of rare books, subject-specific materials, and resources that support specialized research in areas like engineering, and even books on Entrepreneurship.

✓ **Audio-Visual & Digital Resources**

 **Audio-Visual Resources:** The library provides access to multimedia resources such as educational videos, documentaries, and presentations to supplement your learning experience.

✓ **Library Orientation & Tours**

 **Orientation and Tours:** New members (both staff and students) can take advantage of library orientation programs where staff will guide you through library services, collections, and how to use various resources.

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✓ **Wi-Fi & Laptop Charging Stations**



Wi-Fi and Charging of Laptops: Internet is available throughout the library, and students can also charge laptops.  **Strictly meant for academic use only.**

✓ **Events & Activities Calendar**



Events and Activities: Library conducts interesting activities on the following Special Days every year:



National Reading Day – June 19



Reading Inspiration Day – October 15



Reading Resolution Fortnight – January 1–15



Marathi Bhasha Diwas – February 27



Women's Day – March 8



World Book and Copyright Day – April 23

✓ **Faculty Zone & Library Outreach**



Faculty Zone: A Special area dedicated for staff is available where they can prepare for their research activities or read books.



Library Outreach Programs: The library conducts outreach programs, including Word of the Day, Vocational Voyager, reading challenges, and book exhibitions, designed to foster a love for reading and learning among students and faculty.

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Library Events & Special Initiatives



National Digital Library of India Club:



The library hosts NDLI Club, where students can come together to participate in innovative learning activities and quizzes. These events help foster a sense of community and encourage extracurricular learning.



Cultural and Literary Events:

In addition to academic workshops, the library organizes cultural and literary events, including poetry readings such as Meraki, that enrich the student experience beyond academics.



Personalized Library Tours for New Students:

New students can sign up for personalized library tours, where staff members guide them through the library's resources and show them how to make the most of the available facilities.



Sustainability Initiatives:

The library is committed to sustainability and incorporates eco-friendly practices, such as digital access to resources to reduce paper usage, recycling programs, etc

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 **Stay Connected!**

 **Join our WhatsApp Library Channel for updates**



Get daily Newspaper Clippings, Word of the Day, Vocational Voyager, Library Notices, and much more—all in one place!

Stay informed and connected with SFIT Library updates.

Join us today!

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Navigate SFIT Library Anytime, Anywhere



Explore Our Library Catalog



<http://opac.sfit.co.in:8080/>



Access AICTE e-Kumbh for Online Learning



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Library for SFIT Alumni

Our Alumni are welcome and use their library and its resources.

✓ **Alumni can borrow 2 books for 15 days**

✓ For membership details, email  **sfitlibrary@sfit.ac.in**

(Subject: ALUMNI)

To know the name of the B.E. Project Report and Guide, alumni can visit the library webpage.

They can also search the library database – OPAC to know the details too.

List of Project Reports with Guide Name



"Libraries: The healing place for the soul." — Anonymous

How to Use the Library Catalog

Description:

The library's online catalog is your go-to tool for finding books, journals, and resources.

- Go to the library webpage > OPAC and login
- **Search Tips:** Enter keywords related to the topic you're researching. Use filters to narrow down your search by author, subject, or availability.
- If you need help navigating the catalog or finding resources, don't hesitate to ask our library staff.

QR Code: Link to the library catalog page or search portal so students can start browsing books, journals, and e-resources immediately.

SEARCH FOR BOOKS HERE:



"There is no friend as loyal as a book." — Ernest Hemingway

Library Policies and Etiquette

Description:

- **Library Etiquette:** Keep noise to a minimum to ensure a conducive study environment for all. Food and drinks are not allowed at all inside the library.
- **Book Return Policy:** Please return borrowed items by the due date to avoid fines and to help others access the resources you used.
- **Late Fees:** A small fee is charged for late returns. To avoid this, make use of the online renewal facility.
- **Please understand that more than two notebooks will not be allowed inside the library.**
- **Completion of Assignments is also not permitted in the library. *You are supposed to do it at home and well in advance.***

QR Code: Link to the **Library Policies** page for detailed information about borrowing rules, fines, and library conduct guidelines.



<https://www.sfit.ac.in/lb-rules.php>

"Reading gives us someplace to go when we have to stay where we are." — Mason Cooley



Digital Archive of Past Theses and Dissertations:

- ◆ Students have access to a digital archive of past theses and dissertations from their peers. This valuable resource allows them to explore previous research, get inspiration for their projects, and understand the level of work expected in their field.
- ◆ Prior email or written permission from the project authors and guide is mandatory to access the Digital Archive.



Library Ambassadors Program:

- ◆ Students can apply to become Library Ambassadors, promoting library services, organizing events, and helping other students navigate library resources. This is a leadership opportunity that provides students with valuable skills for their resume.

Library Events Calendar



<https://www.sfit.ac.in/lb-EventsActivities.php>

"The best way to predict the future is to create it." — Abraham Lincoln

Contact Information and Hours

- **Description:**

The library is open from 8.00 am to 6.00 pm (Monday through Friday) and from 9.00 am to 1.00 pm (Working Saturdays).

Feel free to drop by or get in touch with us for any queries.

You can reach us via email at sfitlibrary@sfit.ac.in.

For the most up-to-date information, visit our website at www.sfit.ac.in/library.php

We're located in SFIT B Wing, 2 floor.

Contact Us



<https://www.sfit.ac.in/contact.php>

Google Map



<https://shorturl.at/SETRJ>

"The library is the temple of learning, and learning has liberated more people than all the wars in history." — Carl T. Rowan

Conclusion & Invitation

Join us in making the most of our library's resources and services. From textbooks to online databases, and from workshops to digital learning tools, our library is here to help you succeed. Don't wait – become a member today and unlock a world of knowledge!

Footer Quote:

"A library is a hospital for the mind." — Anonymous

Feedback Form

"A library is a hospital for the mind." — Anonymous