

Circulation

The KBS library has implemented KOHA open-source Integrated Library System and is fully automated. The entire collection of the library including Books, Bound Volumes, Theses, Reports and Audio Visual Resources are bar-coded and /or are part of Web OPAC. The members of the library are expected to present their Library cards to get the books borrowed on their names.

The books are issued for a period of one week and the entitlements for members are as follows:

Category	No. Of Books	Duration
Faculty	10	30 days
Students	2	7 days
Non-Teaching	2	15 days
Temporary (visiting)	2	15 Days

The books can be re-issued for another period of 1 week provided they are not reserved by other members.

Books which are on loan may be renewed for a one more week as the case may be, provided no other reader has requisitioned the book in the meantime. For renewal, either the book needs to be brought to the library to get the new due date stamped at the issue counter or simply send an e-mail request at library@kbs.ac.in

The members will receive a system generated reminders for overdue books. When such reminders are received, the students are expected to return the books immediately or get them re-issued at the issue counter or simply by sending an e-mail. A book can be returned through another member, and the overdue charges, if any, needs to be paid by the member who brings the book. Fine of Rs. 2 for overdue of books.

The Librarian has the right to recall any book at any time.

E-resources remote access facility

By using the Remote Access Facility, the user agrees to the following conditions:

- ❖ That you are authorized user of KBS Library (Access to current KBS students and faculty members)
- ❖ That you cannot share your access with anyone else (Usage of the remote access facility is monitored, please do not share your login credentials with any one)
- ❖ That you will use the resources only for academic purpose

Inter Library Loan

The KBS Library offers inter-library loan service to its users for the books and periodicals not available in the Library by procuring them from other libraries within Mumbai. Our Library has the membership of Tata Institute of Social Science (TISS) library membership, KBS user can use online & offline resources of TISS library. They also provide document delivery services.

Users Awareness Programmes

The library takes an active part in the orientation program organized by the institute for the benefit of student in the beginning of academic year. They are taken around the library to familiarize them with various resources and services available for them. Training session are also organized whenever a new product or service is introduced. Any user desiring to know more about library resources and service or to learn how to particular resource like OPAC, e-journals, databases should contact Incharge, reference service.