



About the Library

The Sree Sankaracharya University of Sanskrit Central Library has been functioning in the main campus at Kalady, since the inception of the University (1993). The University Library aims to develop a comprehensive collection of documents that is useful for the faculty, students and research scholars in their educational and research activities in the University. The Library has a well-balanced collection of ancient and modern thoughts mainly on Social Science and Humanities. Our collection includes 74000 books, Manuscript 146, CD ROMs, Thesis and Dissertations, Scholarly Journals and Periodicals. Our Sections include Circulation, Acquisition, Technical Section, Reference and Journal, Magazine and Newspaper, Maintenance, Computer Center and INFO Lab. Books are arranged on the shelves according to the internationally accepted Dewey Decimal Classification (DDC) Scheme. Students can consult Online Public Access Catalogue (OPAC) or Card Catalogue for Call Number of a book before going to the shelf. The following Service as are done by our library team that is the display of New Arrivals, Reservation, Renewals, Photocopying and CD-ROM Search. In addition to University library we have our own 9 Regional Campus libraries at Thiruvananthapuram, Panmana, Thuravoor, Ettumanoor, Thrissur, Tirur, Koylandy, Payyanur and Kalady.

The present library building is a two storied structure with a total plinth area of 27,000 Sq. ft. Today libraries are undergoing tremendous changes in their functioning by adopting latest technology so as to give the user population quick access to print and electronic information resources. The UGC initiated UGC-INFONET project provides access to electronic journals and database over the internet executed by INFLIBNET. Library has a number of rare and historically important manuscripts and palm leaves in different languages.

The University Library, with a blend of normal and digital resources and services, caters to the information needs of its academic community. Apart from the customized collection development of print-documents, the vast digital resources available physically or accessible online and primarily focusing on the ongoing



courses and research programmes, makes the activity area, the hub of the learning process of Sree Sankaracharya University of Sanskrit.

User-education programmes targeting mini groups and better ambience are expected to facilitate enhanced use of the Library. A major modernization programme of LIS management is also in the anvil.

Library also offers Internship programme for the Fresh Library & Information Science Post Graduates.

Our Vision

- Library aims to be one of the best among University libraries in the country.
- Library intends to incorporate the latest technology and adopt user friendly approach towards student and faculty.
- Library intends to offer comprehensive services related to dissemination of knowledge.

Our Mission

The SSUS University Library is the principal provider of scholarly information resources to the campus community. We work with faculty and students in the discovery, use and management of information that supports their research, teaching and learning.





Library Advisory Committee

This Advisory committee constitutes of 6 Faculty members and Deputy Librarian as the Convener. Their main duties are advising on general policies related to the quality/depth of collections, services, instruction program, and infrastructure, as well as on major new initiatives and assessment processes

Library Staffs

SSUS University Library has got a good team of professionals, semi-professionals and supporting staff.

Deputy Librarian	1
Reference Officer	4
Reference Assistant Hr. Gr.	5
Reference Assistant	3
Reference Assistants on Contract	4
Library Attender	2
Non Professional	8

Library Rules & Regulations

Working Hours

Monday to Saturday: 7.30 AM to 7 PM

(The library is kept open on all working days)

Document Lending Rules

Entitlements for Lending of Books

- Teachers : 6 books
- Ph. D : 5 books
- M. Phil : 4 books



- Post Graduate Students : 3 books
- Graduate Students : 1 book
- Guest Faculty : 4 books
- Non teaching staff : 2 books

- The period of loan will be 14 days including the day of issue for students and non teaching staffs. For Faculty members books are issued for a period of 30days.
- If a book is not being reserved by anyone, book can be renewed for further one term. Thus a student can keep a book for a maximum of one month and a teaching faculty can keep for a maximum period of two month.
- If a member wishes to keep the book after one renewal he/she has to present the book in the library and get it reissued (if available), after keeping the book in the Stack room for one week.
- A fine of 50 paise per day will be levied from all the library members including teaching and non teaching staffs, if a book is kept beyond the due date stamped.
- A book, which is temporarily on special demand, may be lent for a shorter period than the prescribed period. The Librarian may terminate loan/reduce the loan period as the time demands.
- Reference Books (Except Multi-Volume/Rare/High cost) are issued on loan for overnight only.
- Members are not allowed to sub-lend the books borrowed from the library.





- The person in whose name a book/periodical is issued will be held responsible for the care of the same. He will have to bear the compensation for any damage or loss.
- No book shall be issued which is not in good condition for safe handling. Condition of books will be decided by the Library Authority.
- Periodicals are regarded as reference books and are not issued normally. Newly procured books are displayed on every Monday for a week. Books on display will not be issued on any account.
- A book in display can be reserved by filling the reservation slip at the Circulation Counter and it may be issued on subsequent Tuesday. Reserved books are kept separately in the Circulation Counter for two days for each member. If the book is not collected, the reservation lapses after two days and the next person gets the chance.
- In case of loss of borrower's tickets, the matter must be reported immediately to the Library Authority. A duplicate ticket may be issued against the payment of Rs.100/- per ticket.
- Borrower's Tickets will have to be returned and No Due Certificate has to be collected from the Circulation-in-charge at the time of completion of course/ transfer/retirement from the University. If a student fails to return the borrowers tickets at the time of leaving a fine of Rs. 100/- per ticket will be levied.
- If a book/books borrowed from the Library is/are lost, the matter must be reported to the Librarian immediately. The member has to replace the same or latest edition of the same book lost/ damaged within a two weeks time. If the replacement is not possible the following will be the procedure to recover the cost of the lost/damaged.
- For a foreign book: the cost of the book converted as per the current conversion rate of the foreign currency plus three times of the cost.
- For an Indian book: Printed price of the book plus three times of the price.



General Rules & Guidelines

- Readers are required to deposit their bags and other belongings at the Property Counter before entering the Library. However, Laptops are permitted to be brought inside with prior permission.
- Underlining, scribbling, tearing/dog-earing of pages or any other type of mutilation of books and other documents are strictly prohibited.
- 'A book misplaced is a book lost (at least temporarily)'. So users are discouraged from replacing the reading materials. Leave it to the Library staff.
- Silence must be observed within the Library. Discussions shall be totally avoided as it will disturb other serious readers.
- A student leaving the university before or after completing the course has to produce a Non liability certificate from the Librarian for getting any certificate from the university.
- Staff members also have to obtain Non -liability certificate from the Librarian for relieving from the university, either on deputation, retirement, or on long leave.





- Photocopying is permitted to only certain types of library documents. Theses/Dissertations are exempted from photocopying. Xeroxing of library documents is made without violating the copyright act.
- Use of Mobile phones is not permitted inside the Library premises.
- The library shall not be responsible for any loss or damage of the personal belongings of the users.

Organization of the library

1. Circulation Section
2. Acquisition Section
3. Technical Section
4. Reference Section
5. INFONET & Digital Library
6. Periodical & Journal Section
7. Manuscript Section
8. Newspaper Reading Room
9. Research Section and
10. Maintenance Section (Stack Room)
11. Reprographic Section

Circulation Section:

- Performs the job of issue and return of documents, renewal of loan period, fine collection for delayed return of books and membership management functions.

Acquisition Section:

- Deals with the procurement of books and other documents other than serials.

Technical Section:

- This section is responsible for the technical process of the documents like Classification, Cataloguing, Assigning of Subject Headings and Key words.



- The following Standards are used for the works performed in the Section:

Cataloguing: AACR II (with slight modifications)

Classification: Dewey Decimal Scheme of Classification

Maintenance Section:

- Arranges and maintains the documents in the classified sequence and provides facilities for referring the documents within the section.

Reference Section:

Answering reference queries.

Library has possessed a balanced and rich collection on all branches of knowledge for reference.

INFONET & Digital Library:

- Takes initiatives to reach the services provided by the INFLIBNET Programme of UGC to the academic community of the University.
- Internet Browsing
- OPAC Searching
- Training in Accessing E-Resources
- CD-ROM/DVD access

Journal & Periodical Section

- Periodical section collects and manages the Journals, Periodicals, Newsletters, Bulletins, Reports, Seminar proceedings etc. We have 438 Bound Volumes of Journals, 71 Indian Journals and 28 Periodicals. Our Library is in the process of subscribing more scholarly journals.

Manuscript Section:

- Library has a good collection of manuscripts. Users can study the manuscripts with special permission from the Librarian.



Newspaper Reading Room

- Library subscribes to 20 newspapers in 3 languages of both regional and national, which users can read in the reading room.

Reprographic Section

- The Library provides photocopying facilities allowed within the copyright rules. An amount of 50 paise per page is charged for the facility.

Library Services

University Library offers the following general services and other innovative value added services.

Book Lending Service

- Books are issued to all students and faculty of the institute. The numbers of books issued are based on the category of the user.

Reference service

- Reference service is provided for queries from the available reference sources.
- Ready Reference Service to users

IT related Information Services

- Library has access to online electronic resources. Computer terminals are installed inside the library for students to access them.

User Education

- Library conducts regular instructional programs designed to teach library users how to locate the information they need quickly and effectively. It usually covers the library's system of organizing materials, the structure of the literature of the field, research methodologies appropriate to the academic discipline, and specific resources and finding tools (catalog, bibliographic databases etc.).



Photocopying

- Journal articles and other materials that are not lent out can be photocopied for a nominal charge.

Newspaper service

- Library subscribes 20 regional and national daily newspapers for the benefit of its users.

Bindery Services

- The library houses a bindery which looks after the maintenance of library documents.

LIBRARY COLLECTIONS

The Library has a collection of approximately 1 Lakh print volumes which include Books, Journals, Magazines, MPhil & Ph.D Thesis, Manuscripts, Audio Recordings, CD Collections, back volumes of periodicals and a comprehensive collection of encyclopedias, dictionaries, and directories on specialized subjects.

E-RESOURCES

E-Resources constitute a major segment of our learning materials. We facilitate and manage the right infrastructure and ambience for its effective usage. It is indeed an enabling system for our academic community to demystify the barriers of learning thereby putting us at par with the world class centers of higher education. Our team of trained personnel helps the users in their routine, customized, system-related, access-related and value-added services in the information search, retrieval and dissemination processes.

IN-HOUSE ACCESSIBLE

UGC INFONET

(<http://www.inflibnet.ac.in/econ/eresource.php>)

CambridgeUniversitypress www.journals.cambridge.org

Springerlink www.springerlink.com

Economic and political weekly <http://epw.in>

J-Gate <http://www.jgateplus.com>

DOAJ <http://www.doaj.org>

Google Scholar <http://scholar.google.com>



JSTOR

[http:// www.jstor.org](http://www.jstor.org)

Taylor & Francis

www.tandfonline.com

DATABASES

J-Gate

www.jgateplus.com

ISID

www.isid.org.in

E-RESOURCES UNDER N-LIST PROGRAMME

American Institute of Physics

American Physical Society

Annual Reviews

Cambridge University Press - Books Online

Ebrary- eBooks

EBSCOHOST (H.W. Wilson)

Economic and Political Weekly

Hindustan Books Agency - eBooks

Institute of Physics

Institute of South East Asian Studies(ISEAS) Books

JSTOR (2000+ titles)

MyiLibrary-McGraw Hill- eBooks

NetLibrary-EBSCOhost

Oxford University Press & Scholarship- eBooks

Royal Society of Chemistry

Sage Knowledge eBooks

Springer eBooks

Taylor and Francis -ebooks new platform

Open Accessible Resources:

IndCat: Online Union Catalogue of Indian Universities

<http://indcat.inflibnet.ac.in/>

OJAS: Open Journal Access System - <http://www.inflibnet.ac.in/ojs/>

Shodganga: A reservoir of Indian Theses-

<http://shodhganga.inflibnet.ac.in/>

Shodgangotri: <http://shodgangotri.inflibnet.ac.in/>

E-PG pathshala: <http://epgp.inflibnet.ac.in/about.php>

VIDWAN Expert database: <http://vidwan.inflibnet.ac.in/>

Research Project Database <http://www.inflibnet.ac.in/researchproject/>



University Directory of INFLIBNET <http://www.inflibnet.ac.in/universitydirectory/>

NPTEL: www.nptel.ac.in/

Coursera: <https://www.coursera.org/>

DOAJ: <http://doaj.org/>

DOAB: <http://www.doabooks.org/>

MIT Open Courseware: <http://ocw.mit.edu/index.htm>

SPECIAL COLLECTIONS & PUBLICATIONS

The special collections include the CDs of the sound film 'Sama Veda Alaapana' that plays long to 100 hrs and the history of "Koodiyattam" all this for teaching, learning and research purpose.

FACULTY PUBLICATIONS:

The publications of five faculty members funded by the UGC are under printing and will be released very soon. Our teachers engaged in active research also make several publications. The total number of publications of the teachers in the last four years is about 1200.

UNIVERSITY PUBLICATIONS:

1. Sree Sankaravagmayasarvaswam (The Complete Works of Sree Sankaracharya) - (5 vol.)
2. Keraleeya Samskritha Sahitya Charithram - (6 vol.)
3. Brahmasoothram
4. Preservation Techniques of Rigveda Chanting of Kerala
5. Sree Sankara Digvijayam - (2 vol.)
6. Perspectives of Kerala Studies
7. Vedic Text and Knowledge System of India

LIBRARY AUTOMATION

Earlier University Library was automated using proprietary software called ALICE for Windows. As a part of library modernization and is shifting to KOHA Open Source Library Management System. The software is installed in Linux platform (Debian) in the University server and is accessible through all the nodes in the Library network.

Library is under CCTV surveillance.



PROGRAMMES

One day Seminar on the maintenance of manuscripts in collaboration with National Manuscripts Mission was conducted.

One day seminar on Shodhganga and ShodhGangotri for Library staff and Research Scholars of the University was conducted.

Six days National workshop on KOHA Library Software for library professionals was conducted.

Initiated the publication of International Research journal - SCAIRIRJ an International Biannual Journal. First issue released on 3rd September 2014.

FUTURE PLANS

Planning to open library on Sundays (8 am to 2pm).

Implementation RFID Technology for library.

Planning on conducting Workshop / Seminar at different academic levels.

Campus Wi-Fi connection.

Contact Us

Dr. A. Vijayakumar

Deputy Librarian

SUSS University Library

Sree Sankaracharya University of Sanskrit,

Kalady, Ernakulam

683574

Email: ssuslibrary@gmail.com

Phone: 04842463585