



## ***LIBRARY FACILITIES AND SERVICES***

### ***USER MANUAL-2021***

***K.S. Institute of Technology, #14, Raghuvanahalli, Kanakapura Main Road,  
Bengaluru 560 109 Website: [www.ksit.ac.in](http://www.ksit.ac.in) Phone: 080 /28435722/ 28435724***

	<b>Contents</b>	
		<b>Page No.</b>
<b>1.</b>	<b><i>Profile of the Library</i></b>	
	Vision and Mission of the Library	<b>3</b>
<b>2.</b>	<b><i>Library Timings</i></b>	<b>4</b>
<b>3.</b>	<b><i>Library Resources</i></b>	<b>4</b>
<b>4.</b>	<b><i>Library Services</i></b>	<b>6</b>
➤	Circulation Service	
➤	Reference Service	
➤	User Awareness Programme	
➤	Institutional Repository	
➤	Reprographic Service	
➤	Inter Library Loan	
➤	OPAC (Online Public Access Catalogue)	
➤	NPTEL	
➤	News Paper Clippings	
<b>5.</b>	<b><i>Facilities</i></b>	<b>9</b>
➤	Stack Area	
➤	Reference Section	
➤	Periodicals Section	
➤	Reading Hall	
➤	Digital Library	
➤	Discussion Room	
<b>6.</b>	<b><i>Infrastructure</i></b>	<b>9</b>
<b>7.</b>	<b><i>Best Practices</i></b>	<b>10</b>
<b>8.</b>	<b><i>Library Rules</i></b>	<b>10</b>
<b>9.</b>	<b><i>Library Staff</i></b>	<b>11</b>

# **1. Profile of the Library**

Library supports the educational needs of all the programmes. Library has automated all its services. It has a vast collection of books, journals, conference proceedings, student thesis, e-books, e-journals, CD's etc.

## **Vision and Mission of the Library**

### **Vision:**

- To become a good repository of technical information amongst stakeholders.

### **Mission:**



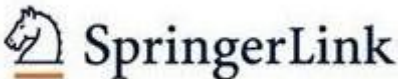

- To serve as a storehouse of information through constant acquisition of books, journals and e-resources.
- To establish a friendly learning environment to the users.


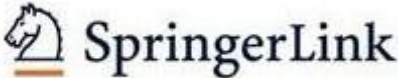








## 2. Library Timings

Monday to Friday	8:30 AM to 7:30 PM
Saturday	8:30 AM to 4:30 PM
<b>Circulation Timings</b>	
Monday to Saturday	8:30 AM to 4:30 PM

## 3. Library Resources:

Resources	Number
Books	Volumes: 35829
	Titles: 5000
News Papers	09
CD- ROM's	1244
Project Reports	1512
Bound Volumes Journals	698
E-Journals	5561
E- Books	23238

E-Resources	E-Portal	No. of e-Resources
	<a href="https://www.sciencedirect.com/">https://www.sciencedirect.com/</a>	296 Journals
	<a href="https://ieeexplore.ieee.org/Xplore/home.jsp">https://ieeexplore.ieee.org/Xplore/home.jsp</a>	5,30,000 papers-from 100 core IEEE Conference titles in POP
	<a href="https://link.springer.com/">https://link.springer.com/</a>	690 Journals
	<a href="https://www.tandfonline.com/">https://www.tandfonline.com/</a>	555 Journals
	<a href="https://www.proquest.com/">https://www.proquest.com/</a>	3900 Journals and 7800 Abstract

	<a href="https://www.emerald.com/insight/">https://www.emerald.com/insight/</a>	120 Journals
	<a href="https://link.springer.com/">https://link.springer.com/</a>	12125 Books
	<a href="https://www.prod.packtpub.com/in/">https://www.prod.packtpub.com/in/</a>	5002 Books
	<a href="https://www.tandfonline.com/">https://www.tandfonline.com/</a>	4950 Books
	<a href="https://www.expresslibrary.mheducation.com/">https://www.expresslibrary.mheducation.com/</a>	505 Books
	<a href="https://www.sciencedirect.com/">https://www.sciencedirect.com/</a>	436 Books
	<a href="http://newagepublishers.com/servlet/nahome">http://newagepublishers.com/servlet/nahome</a>	220 Books
	<a href="https://ksitb.new.knimbus.com">https://ksitb.new.knimbus.com</a>	E-Journals: 5700+ E-Books: 10000+
	<a href="https://www.turnitin.com/">https://www.turnitin.com/</a>	Plagiarism Originality Online Check
	<a href="https://sententia.online">https://sententia.online</a>	Writing Grammar Tool

e- Resources are subscribed to all the Programmes Undergraduate, Postgraduate through VTU e-resource Consortium. These resources are IP enabled and can be accessed anywhere in the campus.

## **4. Library Services:**

### **a) Circulation**

Circulation is a major service in the library that includes issue/return of books. Staff will help the new users in familiarizing the use of library such as making membership, locating books in stack, guidance to use the OPAC and other related issues.

### **Circulation Policies**

Circulation services are framed by certain rules which are formulated by the library and these are mentioned under the following.

### **Membership**

All registered students, faculty and non-teaching staff of the institute are entitled for library membership. The library membership form is available at the circulation counter..

After submitting membership form with the photograph, you will be issued a Library card . Carrying of Library card is must while using the library. Library card is strictly non-transferable. In case of loss/theft of library card, you should report immediately at circulation counter. Duplicate Library card will be issued. Rs.50/- will be charged for duplicate card.

<b>Category of Membership</b>	<b>No. of Books</b>	<b>Period of Loan</b>
Under Graduate Students (B.E)	03	14 days
Post Graduate Students(M. Tech)	03	14 days
Faculty	06	One Semester
Supporting Staff	02	14 days

### **Borrowing Rules:**

1. Books can be borrowed only upon producing the Librarycard.
2. Users should check thoroughly for missing pages, chapter, etc. at the time of borrowing.
3. Books will not be accepted in damaged or mutilated condition from the user at the time of return.
4. In case of loss of book, the borrower is required to replace the book with a recent edition.

5. The lost or mutilated book should be brought to the notice of library staff immediately.
6. DVD's/ CD's cannot be borrowed by Library users.
7. Reference books are not issued.
8. No materials from the library should be taken out without proper issue. Taking book(s) without adhering to the procedure will invite disciplinary action.
9. Faculty and staff going on long leave will have to return all borrowed materials before leaving the institute.

**Overdue fine:**

An overdue fine of Rs. 2/- per day will be charged up to ten days and after that fine amount will be Rs.3/- per day. (If the books are not returned on the date mentioned in the due date slip.)

**Loss of Book:**

You need to inform at Circulation Counter immediately after the loss of book and the recent edition to be replaced. If book is not available in the market for purchase, you are required to pay two times of the actual price of the book along with the fine accumulated.

**b) Reference Service**

This service helps you to make full use of the resources available in the Library. The library staff provide guidance in the use of library resources.

**c) User awareness Programme**

Library facility and services orientation programme is given for the new students.

**d) Institutional Repository**

Library has developed the Institutional Digital Repository using DSpace which holds online resources like previous years Question papers and research publications of the Institute.

**e) Reprographic Service: Centralized****f) Inter-Library Loan**

Document delivery service through DELNET is provided to its readers for the books, manuscripts and journal articles not available in library.

**g) OPAC**

Online Public Access Catalogue (OPAC) enables library users know their checkout status, issue history and so on. Users can browse for new additions of books, journals subscribed (author, title, publisher etc.) <http://202.62.79.40/opac>

← → ↻ Not secure | 202.62.79.40/opac/ ☆ 🔍 📄 📁 ⓑ ⋮


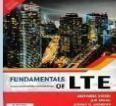

**K.S INSTITUTE OF TECHNOLOGY**  
(Affiliated to VTU, Belagavi & Approved by AICTE, New Delhi)

**Library and Information Center**

Home Search Collections Services Instructions E-Resources E-Learning Staff Info Gallery My Page

Hi Guest... |

**New Arrivals**

	Introduction to Machine Learning... / Alpaydin Ethem 006.31 ALP:8		Fundamentals of LTE... / Ghosh Arunatha, Jun Zhang, Jefferey G. Andrews 621.38456GHO;1		Internet of things... / Srinivasa K.G, Siddesh G.M, Hanumantha Raju R 004.68 SRI;1
---	--	---	---	--	---

Search... **Search** Latest News | Security Alert: Update the password every 3 months.

**LIBRARY VISION**

To become a good repository of technical information amongst stakeholders.


**LIBRARY MISSION**

- To serve as a storehouse of information through constant acquisition of books, journals and e-resources.
- To establish a friendly learning environment to the users
- To acquire resources with other institutes.

**ABOUT KSIT LIBRARY**

Library occupies a place of pride in K.S. Institute of Technology and is an essential component of the Institute outstanding educational activities. It is very spacious about 9500 sq. ft. It is a resource centre for teaching, learning and research. Being the heart of the academic centre, it is home for all the information services. It plays a proactive role in enabling access to information resources of all kind and providing innovative, responsive and effective services to meet the changing needs of the academic community. Library holds a collection of printed as well as electronic resources which include books, journals, project reports, bound volumes, previous years question papers, CDs, e-books, e-journals and databases etc. Currently the library holds over 35,253 books provides access to electronic resources. And also have Institution membership of DELNET

**Quick Links**



My Library Account  
What's new ?  
Useful Links

Powered by Environ Software (P) Ltd 1024 X 768 Pixels and Java Script enabled.

**Member ID:**

User Library card Number

**Password:**

KSITL by default

**h) NPTEL:** SWAYAM NPTEL Local Chapter established in our college.

**i) News Paper Clippings**



## **5. Facilities:**

**a) Stack Area**

**b) Reference Section**

**c) Periodicals Section**

**d) Reading Hall**

**e) Digital Library**

E-resources are subscribed to all the programmes Undergraduate, Postgraduate through VTU e-resource Consortium. These resources are IP enabled and can be accessed in Digital Library.

**f) Discussion Room**

For group learning.

## **Infrastructure**

The library is located on the first and second floor of Administrative block and is spacious, spreading about 9500 sq. ft. It is well lit and adequately ventilated. The location allows easy access and offers a seating capacity for 200 users at a time.

First Floor:

Circulation counter, Stack Area, Technical processing section, Librarian office and New arrival section.

Second Floor:

Reference Section, Reading Hall, Discussion room, Periodicals Section.

Digital Library: A separate section for the Digital Library to access e-resources.

### **Electronic Surveillances**

CCTV Cameras are installed in the library premises as security measure.

## **6. Best Practices**

- Discussion room is provided for group learning.
- The Library provides Digital Library where students can access Institutional repositories, electronic resources and video lectures.
- Book Exhibition will be organized once in a year.
- Extended Library opening hours as per the students' requirements.
- The Information literacy program is conducted every year for our students.
- To receive feedback from students with regard to facilities, resources, and services.
- 24/7 Access to Electronic Resources through remote access.
- Web OPAC is available for our students and faculty members to check the availability of resources and they can also login to their personal account to see which books are borrowed from the Library and its due date.
- One more book is issued to top 10 Branch Toppers every Semester.

## **7. Library Rules:**

- Library card should be scanned the check point.
- Leave your personal belongings at the depository.
- Show the documents, which are being taken out of the Library, to the staff at the check point.
- Books should be handled with great care and mutilation in any manner will be heavily fined.
- Students can retain the books for two weeks only, after which a fine of Rs.2/- Per book per day up to 10 days and after Rs. 3/- will be charged.
- Books lost/ misplaced by the Borrowers have to be reported.
- Loss of borrower's card has to be reported immediately.
- Students can borrow three books at a time.
- A borrowed book if recalled by the Librarian must be returned immediately.
- Wearing ID-Card is compulsory.
- Usage of mobile phone is prohibited.
- Maintain discipline and silence.

## **8. Library Staff**

SL No.	Staff Name	Designation	E-mail id
1	Dr. V. Bharathi	Chief Librarian	bharathivirla@ksit.edu.in
2	Mrs. M. Vasantha	Assistant Librarian	vasanthabalaji2010@gmail.com
3	Mr. G. Kiran Kumar	Technician	kirang@ksit.edu.in
4	Mr. Venugopal Naidu	Attendar	rekha.s@ ksit.edu.in
5	Mrs. Rekha	Attendar	venugopalnaidu.s@ksit.edu.in

**For Further assistance in usage of Library facilities and services you may contact:**

**Dr. V. Bharathi  
Chief Librarian  
E-mail id: librarianksit@gmail.com**