User Manual 2021

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 Phone: 080 /28435722/ 28435724

Contents

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.

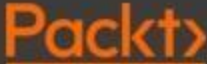➢ To establish a friendly learning environment to the users.

2. Library Timings

Monday to Friday	8:30 AM to 7:00 PM
Saturday	8:30 AM to 4:30 PM
Circulation Timings	
Monday to Saturday	8:30 AM to 4:30 PM

3. Library Resources:

Resources	Number	
Books	Volumes:	35738
	Titles:	4984
News Papers		10
CD- ROMs and DVDs		1279
Project Reports		1384
Bound Volumes Journals		704
E-Journals		5576
E- Books		23238

E-Resources	E-Portal	No. of e-Resources
ScienceDirect ELSEVIER	https://www.sciencedirect.com/	**296 Journals**
IEEE Xplore DIGITAL LIBRARY	https://ieeexplore.ieee.org/Xplore/home.jsp	**5,30,000 papers-from 100 core IEEE Conference titles in POP**
SpringerLink	https://link.springer.com/	**690 Journals**
Taylor & Francis Taylor & Francis Group	https://www.tandfonline.com/	**555 Journals**
ProQuest.	https://www.proquest.com/	**3900 Journals and 7800 Abstract**

emerald PUBLISHING	https://www.emerald.com/insight/	**120 Journals**
SpringerLink	https://link.springer.com/	**12125 Books**
Packt>	https://www.prod.packtpub.com/in/	**5002 Books**
Taylor & Francis Taylor & Francis Group	https://www.tandfonline.com/	**4950 Books**
Mc Graw Hill Education India Express your e-book library	https://www.expresslibrary.mheducation.com/	**505 Books**
ScienceDirect ELSEVIER	https://www.sciencedirect.com/	**436 Books**
New Age International	http://newagepublishers.com/servlet/nahome	**220 Books**
knimbus	https://ksitb.new.knimbus.com	**E-Journals: 5700+** **E-Books: 10000+**
turnitin	https://www.turnitin.com/	**Plagiarism Originality Online Check**
sententia	https://sententia.online	**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. <u>Library Services:</u>

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.

Category of Membership	No. of Books	Period of Loan
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

<u>Borrowing Rules:</u>

1. Books can be borrowed only upon producing the Library card.
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

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. <u>Facilities:</u>

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. <u>Best Practices</u>

➢ 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. <u>Library Rules:</u>

➢ 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. <u>Library Staff</u>

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