LIBRARY FACILITIES AND SERVICES

USERS MANUAL

July’2015

R. V. College of Engineering, R.V. Vidyaniketan Post, Mysore Road, Bangalore 560 059
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“The more that you read, the more things you will know. The more that you learn the more places you’ll go.”

- **Dr. Seuss**

1. **Guide About Library**

   a. **About Library**: Library consists of central library and 12 departmental libraries which collectively support the educational needs of all the programmes. Library has automated all
its services. It has a vast collection of books reference books, bound volumes - journals, conference proceedings, e-books, CD’s /DVD’s, E- journals etc.

b. Library / Digital Library Timings:

<table>
<thead>
<tr>
<th>Working Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>9:00am to 9:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00am to 5:30pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>9:00am to 1:30pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circulation Hours</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>9:00am to 5:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00am to 2:00pm</td>
</tr>
</tbody>
</table>

2. Library Resources

<table>
<thead>
<tr>
<th>Resources</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Tiles: 44547</td>
</tr>
<tr>
<td></td>
<td>Volumes: 124708</td>
</tr>
<tr>
<td>Bound Volumes Journals</td>
<td>2910</td>
</tr>
<tr>
<td>Reports/ Conference Proceedings</td>
<td>535</td>
</tr>
<tr>
<td>E Books</td>
<td>20814</td>
</tr>
<tr>
<td>E-Journals</td>
<td>9066</td>
</tr>
<tr>
<td>CDs/ DVD’s</td>
<td>2192</td>
</tr>
<tr>
<td>Print Technical Journals</td>
<td>229</td>
</tr>
</tbody>
</table>


3. Library Services

a. Circulation of Books: The Books meant in the Stack and P G Section will be Issued for Borrowing for a fortnight.

b. Classification of Books: The books are arranged as per the call number, subject name and class number are indicated in the side of the rack. The books are located through the call number subject wise in the rack.

c. Renewal Process: A maximum of two renewals of a books are permitted, in case there is a reservation against the book borrowed the book will not be renewed.

d. Recall of Books: The books will be called back while the stock verification and reservation of books

e. Reference Service: Reference Books are meant for in-situ reference only, however there is a provision of borrowing by the faculty members for overnight issue.

f. Book Bank Facility: This facility is provided to the SC / ST category students, an additional of two books apart from the books in the stack area.

h. Inter-Library Loan Facility – DELNET: The non availability of books, journal articles, manuscripts are borrowed through DELNET for the readers of the library.

h. User Awareness Programme: Library facilities and services orientation programme is given for the new students.
4. Users / Loan Privileges / Over Due Fines

a. Types of Users: All UG, PG, Research Fellows and Faculties (Teaching / Non Teaching) are eligible to avail the library facilities and services.

b. Loan Privileges:

<table>
<thead>
<tr>
<th>Category of Membership</th>
<th>No. of Books</th>
<th>Period of Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Under Graduate (BE)</td>
<td>04</td>
<td>15 days</td>
</tr>
<tr>
<td>Students Post Graduate (M Tech/MCA)</td>
<td>05</td>
<td>15 days</td>
</tr>
<tr>
<td>Faculty Teaching</td>
<td>10</td>
<td>One Semester</td>
</tr>
<tr>
<td>Research Assistants</td>
<td>05</td>
<td>30 days</td>
</tr>
<tr>
<td>Non Teaching Staff</td>
<td>03</td>
<td>30 days</td>
</tr>
</tbody>
</table>

c. Loss of ID card / Smart Card: The readers are required to keep the ID card safe in case of loss of card the readers has to pay Rs 1000/- to avail the duplicated.

d. Duration of Books issued: The books meant in stack area is issued for a period of 15 days and books in reference is issued for faculties for overnight.

e. Over Due Charges: An overdue fine of Rs.1.00/- per day will be charges if the books are not returned on the dated stamped of the book. Reference books Rs. 5.00/-per day. Overnight books issued will be Rs.5/- if the books are not returned on time. The overdue fines are to be paid in the Bank by obtaining the overdue slip from the library.

f. Handling of Library Books: The reader has to check the condition of books while borrowing, in case the books are found damaged, mutilated or spoilt while returning, the reader has to replace the same as a new book.

g. Loss of Library Documents: The loss of the book should be reported immediately to the librarian and the same copy to be replaced otherwise has to pay three times the price for Indian book and two times the price for International book along with overdue charges.

h. No Due Clearance: Students and Staff at the time of leaving the institute will return all the library documents by paying fines of any to obtain the no due from the library.

5. OPAC (Online Public Access Catalog)

a. OPAC: The availability of books can be searched by the title/ author / publisher can be searched in library system.

   Step -1 OPAC User name: OPAC Password: OPACSEARCH

   Step -2 Click on the accession no. wise on right hand side top.

   Step -3 Enter the required title in the title space and first author if known, the first four letters of the author (Eg: Steven = stev).

   Step -4 Click on show on the right hand side.

   Step -5 Displays the accn no., title, author and other details. The titles marked in blue is issued out, details of the issued also displayed.

   Step -6 Click on the title required in green color scroll to the right to find out the location. Eg: Stack, Reference, and PG Section.
Step–7 The books accessioned as .1 (Dot One) eg: 425.1 will be available in the book bank section, will be issued for the category students as an additional books.

Step–8 Status of the books will be highlighted in different color mentioned below in the search screen.

Green – Available, Blue – Issued out, Red – Cost Recovered.

6. Digital Library Services
   a. Digital Library Services: Online e resources are subscribed to all the Programmes viz. Undergraduate, Postgraduate, MCA through the VTU E –Resources Consortium. These resources are IP based and can be accessed anywhere in the campus only. They are made available through the college website http://www.rvce.edu.in/journals.php.

   The e-journal / e-books details are mentioned below along with the URL address.

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>E – Resource</th>
<th>URL Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IEEE /IEL</td>
<td><a href="http://ieeexplore.ieee.org/Xplore/home.jsp">http://ieeexplore.ieee.org/Xplore/home.jsp</a></td>
</tr>
<tr>
<td>2</td>
<td>Science Direct (Engg+CSE)</td>
<td><a href="http://www.sciencedirect.com/science/journals/a/full-text-access">http://www.sciencedirect.com/science/journals/a/full-text-access</a></td>
</tr>
<tr>
<td>3</td>
<td>ASCE E Journal</td>
<td><a href="http://ascelibrary.org/journals">http://ascelibrary.org/journals</a></td>
</tr>
<tr>
<td>4</td>
<td>Springer Link</td>
<td><a href="http://www.link.springer.com">www.link.springer.com</a></td>
</tr>
<tr>
<td>5</td>
<td>Cambridge University Press</td>
<td><a href="http://ebooks.cambridge.org">http://ebooks.cambridge.org</a></td>
</tr>
<tr>
<td>6</td>
<td>CRCnet Base E Books</td>
<td><a href="http://www.crcnetbase.com">www.crcnetbase.com</a></td>
</tr>
<tr>
<td>7</td>
<td>Calibre e Books Management</td>
<td><a href="http://172.16.44.94:8080/jspui">http://172.16.44.94:8080/jspui</a></td>
</tr>
<tr>
<td>9</td>
<td>Knimbus</td>
<td>knimbus</td>
</tr>
</tbody>
</table>

b. Dspace (Institutional Repositories): Is open source software installed in digital library. This contains the publications of faculties, previous year question papers, open access articles and news clippings. This is IP based and can be accessed anywhere in the college campus. The URL address is http://172.16.2.71:8080/jspui

7. Library Rules
   1. All the readers will be provided a ID / smart card for library access also.
   2. All readers need to scan their card at the entry point of library to using the library facility while check in and checkout of library.
   3. Readers are not permitted to take their personal textbooks inside the library, loose sheets are permitted for rough work.
   4. Usage of mobiles, carrying water bottle, eatables are not permitted inside the library premises.
   5. All readers need to strictly adhere to library rules and maintain silence in the library, no group discussions are permitted in the library.
   6. If any reader found taking away library documents without the permission of the library staff, the reader will be charged Rs.5000/- and the library facilities will be withdrawn.
   7. Suggestion box is kept in the counter where in the readers can suggest their requirements.
   8. The reader has to check the condition of books while borrowing, in case the books are found damaged, mutilated or spoilt while returning, the reader has to replace the same as a new book.
   9. Suggestions for purchasing books for library and improving library facilities are appreciable.

8. Library Staff

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Staff Name</th>
<th>Designation</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. T.R.Sridevi</td>
<td>Librarian</td>
<td>M.L.I.Sc,SLET, M.Phil, PhD.</td>
</tr>
</tbody>
</table>
2. Sandeepu  
   Assistant Librarian  
   B.A, M.L.I.Sc

3. H N Indira  
   Library Assistant  
   M.A

4. Drakshayani  
   Library Assistant  
   B.Com, M.L.I.Sc, M.Phil

5. S Satish  
   Library Assistant  
   B.A, M.L.I.Sc, M.Phil

6. Indrakumar  
   Library Assistant  
   B.A, M.L.I.Sc, K-Set

7. M.D. Chandrashekar  
   Jr. Programmer  
   DCS

8. S. Sambamurthy  
   Library Attender  
   PUC

9. M Nagaraju  
   Peon  
   PUC

10. P A Venkatesh  
    Peon  
    SSLC

11. B Raju  
    Peon  
    SSLC

12. Ram Mohan  
    Peon  
    B.Com

13. Pavan Kumar N  
    Peon  
    SSLC

For further assistance in usage of library facilities and services you may contact:

Dr. T.R. Sridevi  
Librarian  
e-mail: sridevitr@rvce.edu.in

"Library wishes all its readers a happy stay and happy reading"

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R V College of Engineering  
Library and Information Centre,  
Bangalore - 59

Readers Feedback / Suggestion

Name …………………….. Dept.………………….. Batch ………………………………...

Types of Readers  
UG  PG  Research Scholar  Faculties

Type of library services provided
Circulation
Reference
Technical Journals Print Ver.
Online E Resources

** Scope for Improvement / Suggestion:

Retrieving of Library Books / Magazines
Stack
Reference
PG / Book Bank
Technical Magazines / Newspaper

** Scope for Improvement / Suggestion:

Retrieving of Online E-Resources
E-Journals
E-Books

** Scope for Improvement / Suggestion:

Library Staff  Yes  No **

Are the library staff helpful in providing services effectively

** Scope for Improvement / Suggestion:

Measures taken by library department in fulfilling the above said improvement / suggestions: