



RV Educational Institutions®  
RV College of Engineering®

Autonomous  
Institution Affiliated  
to Visvesvaraya  
Technological  
University, Belagavi

Approved by AICTE,  
New Delhi

## Dept. of Library and Information Centre

Library  
Facilities  
and  
Services



Library  
User  
Manual  
2022-2023

# *LIBRARY FACILITIES AND SERVICES*

## *USERS MANUAL-2022-23*

RV College of Engineering, R V Vidyaniketan Post, Mysore Road, Bengaluru 560 059  
Website: [www.rvce.edu.in](http://www.rvce.edu.in) Phone: 080 /6818 8111/ 6818 8236

Updated as on Oct 2022

*All knowledge that the world has ever received comes from the mind; the infinite library of the universe is our own mind” – Swami Vivekananda*

## **Profile of Library**

Library consists of central library and 14 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, Students thesis, E- journals etc.

### **a) Vision and Mission of College**

***Vision:*** Leadership in quality technical education, interdisciplinary research & innovation, with a focus on sustainable and inclusive technology.

***Mission:***

- To deliver outcome based quality education, emphasizing on experiential learning with state of the art infrastructure.
- To create a conducive environment for interdisciplinary research and innovation.
- To develop professional through holistic education focusing on individual growth, discipline, integrity, ethics and social sensitivity.
- To nurture industry- institution collaboration leading to competency enhancement and entrepreneurship.
- To focus on technologies those are sustainable and inclusive, benefitting all sections of the society.

### **b) Vision and Mission of Library**

***Vision:*** To become the best archive and vibrant technical library with best practices for knowledge acquisition, sharing and act as outreach to faculty and students.

***Mission:***

- To serve as knowledge & information sharing resource centre for all the engineering and technology library with the best and latest reference books and journals.
- Establish serene learning environment for the readers in using the library facilities and services at ease any time.
- To automate, digitize and provide seamless e- enabled access of all the library resources for all its readers.
- To acquire, store, retrieve, share and loan resources with ease with other engineering and technology libraries.

### **c) Library and Information Science- Research Centre**

Department of Library and information Science of RV.College of Engineering has received the Grant of permission to offer Ph.D by research from VTU, Belagavi, in the Year October, 2015. There is a separate centre in the Library department with two computer systems and reference book, conference proceedings and journals relating to library science.

### 1. Library / Digital Library Schedules:

Working Days	Timings
Monday through Friday	9:00am to 9:00pm
Saturday	9:00am to 4:30pm
Sunday	9:00am to 1:30pm

Circulation Hours	Timings
Monday through Friday	9:00am to 5:00pm
Saturday	9:00am to 2:00pm

### 2. Library Resources

Resources	Number
Books	Titles: 59953 Volumes: 183616
Bound Volumes Journals	2916
Reports/ Conference Proceedings	689
e Books	40274 IR e- Books - 2500
e-Journals	3651
CDs/ DVD's	2295
Print Technical Journals	233 <i>as on Oct 2022</i>

#### **Current Subscription of e - Journals from VTU e-Resource (e-Journals/e-Books / Institutional Subscription e- Books ,Technology Platform**

Library is a consortia member of VTU for e-Resources, through which we are receiving the following e-Journal/ e-Books: IEEE Conference Proceedings, Springer Nature e-Journals / e-Books, Elsevier Science (Engg + CSE), e-Journals / e-Books, Taylor and Francis e-Journals/e-Books, ProQuest (Architecture and all Engineering and its Allied Branches Database), Emerald e- Journals/e-Books, Packt e- Books, Mc Graw Hill e-Books, New age e- Books. **Technology Platform:** Net Analytiks, Turnitin Anti-Plagiarism Software. Remote Access Platform: **MAPMyAccess:** <https://rvcoe.mapmyaccess.com>

These e- Journals can be accessed within the Campus through Web Link provided in library page of website <https://rvce.edu.in/lib-journals> and at home MAP Cloud hosted remote access. Skill Soft e - Books, IEEE Journals, Pearson e-Books, Wiley e-Books are Institutional subscribed resources, these can be accessed anywhere by using RVCE user ID and Password.

Library is also member of DELNET and is also making use of inter library loan facility provided by the DELNET, for borrowing non availability of books, manuscripts and journal papers in the library, and sending required library books to DELNET on request. (*Resources as on Oct 2022*)

### 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 and are indicated in the side of the rack. The books are located through the call number.

- c) **Renewal of Books Process:** A maximum of two renewals of books is 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 during 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 are issued apart from the books in the general stack area.
- g) **Inter- Library Loan Facility – DELNET:** The non available books, journal articles, manuscripts are borrowed through DELNET for the readers of the library.
- h) **British Council Library Membership –** Readers can make use of the British Council Library Bangalore for borrowing books, journals, CDs.
- i) **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 scholars and staff (Teaching / Non-Teaching) are eligible to avail the library facilities and services. All readers will use the ID Smart card for borrowing of books and using the reference services of the library.

#### 5. Loan Privileges:

Category of Membership	No. of Books	Period of Loan
Under Graduate -BE Students	04	15 days
Post Graduate - M Tech/MCA Students	05	15 days
FHWS (German Students)	04	15 days
ADAMS	02	15 days
Faculty Teaching	10	One Semester
Research Scholars	05	30 days
Non- Teaching Staff	03	30 days

- b) **Loss of ID Card /Smart Card:** The readers are required to keep the ID card safe. In case of loss of card, the reader has to pay Rs 1000/- to avail the duplicate ID Card.
- c) **Duration of Books Issued:** The books meant in stack area are issued for a period of 15 days and books in reference are issued for faculty for overnight.
- d) **Over Due Charges:** An overdue fine of Re.1.00/- per day will be charged if the books are not returned on the date stamped on the book. Reference books are 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 challan from the library.
- e) **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 with a new book.
- f) **Loss of Library Documents:** The loss of the book should be reported immediately to the librarian and the same copy to be replaced, otherwise the student has to pay three times the price for Indian book and two times the price for International book, along with overdue charges.
- g) **No Due Clearance:** Students and Staff at the time of leaving the institute will return all the library documents, if any pending, will pay the overdue fine to obtain the no dues from the library.

## 6.OPAC (Online Public Access Catalog)

The availability of books can be searched by the title/ author / publisher in the library system from the link <http://112.133.207.137/opac> using any internet browser /mobile, in home also.

Steps	Description
1	<a href="http://172.16.2.117/opac">http://172.16.2.117/opac</a> for Direct Search ( In Campus).
3	Enter the required title or author or accession number in the respective field and click on search button
4	To locate a book: for Example: In title field type Lean Manufacturing- click on search button, books details will be displayed.
5	Click on the view button right hand side. The complete details will be highlighted with the availability status.
6	The books accessioned as .1 (Dot One) will appear as eg: BB4803 will be available in the book bank section, will be issued for the category students as an additional books.

## 7. 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>.

**Readers** can also access **Previous Year Question Papers, NPTEL Videos** in the following link within the Campus i.e.- **172.16.44.55 (DSpace Institutional Repository)**.

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

SI No	Journal Publisher	URL	No. of Journals
1	Elsevier - Science Direct (Engineering + Computer Science)-	<a href="http://www.sciencedirect.com">www.sciencedirect.com</a>	296
2	Taylor & Francis (Engineering + Architecture)	<a href="https://www.tandfonline.com">https://www.tandfonline.com</a>	555
3	Springer Nature (ME, CV, CS, EC and allied branches)	<a href="https://link.springer.com">https://link.springer.com</a>	690
4	IEEE Conference	<a href="https://ieeexplore.ieee.org">https://ieeexplore.ieee.org</a>	100
5	IEEE Journals( Institutional Subscription)	<a href="https://ieeexplore.ieee.org">https://ieeexplore.ieee.org</a>	190
6	Emerald (Management) Journals	<a href="https://www.emeraldinsight.com">https://www.emeraldinsight.com</a>	120
7	Emerald (Management) Case Studies	<a href="https://www.emeraldinsight.com">https://www.emeraldinsight.com</a>	1000
8	ProQuest (Architecture and all Engineering and its Allied Branches)	<a href="https://www.proquest.com">https://www.proquest.com</a>	4492
SI No	e-Books Publisher	URL	No. of e-Books
1	Packt (Professional)	<a href="https://prod.packtpub.com/in">https://prod.packtpub.com/in</a>	5002
2	Taylor & Francis (Engineering and allied branches)	<a href="https://www.tandfonline.com">https://www.tandfonline.com</a>	4950
3	McGraw Hill Express (Subscription model for four year)	<a href="http://mcgrawhilleducation">http://mcgrawhilleducation</a>	505
4	Elsevier SD (Engineering)	<a href="https://www.sciencedirect.com">https://www.sciencedirect.com</a>	436
5	Emerald (Management)	<a href="https://www.emeraldinsight.com">https://www.emeraldinsight.com</a>	436
6	New age International	<a href="https://digital.elib4u.com/">https://digital.elib4u.com/</a>	220
7	MINT e-Books	<a href="https://mintbook.in">https://mintbook.in</a>	3469
8	Skillsoft e-Books	<a href="http://rvce.percipio.com">rvce.percipio.com</a>	29000
9	Pearson e-Books	<a href="https://elibrary.in.pearson.com">https://elibrary.in.pearson.com</a>	162
10	Wiley e-Books	<a href="https://ebooks.wileyindia.com">https://ebooks.wileyindia.com</a>	140
Technology Platform			
1	NetAnalytiks Platform	<a href="https://sententia.online">https://sententia.online</a>	
2	Turnitin (Plagiarism Software Online Tool)	<a href="https://www.turnitin.com">https://www.turnitin.com</a>	
3	MAP Systems	<a href="https://rvcoe.mapmyaccess.com">https://rvcoe.mapmyaccess.com</a>	

## 8. Library Rules

- All the readers provided with an ID Smart card will use the same card for library access.
- All library users need to scan their ID Smart Card while entry and exit of Library.
- Readers are not permitted to take their personal belongings inside the library. However loose sheets are permitted for rough work.
- Usage of mobiles, carrying water bottle, eatables are not permitted inside the library premises.
- All readers need to strictly adhere to library rules and maintain silence in the library. No group discussions are permitted in the library.
- 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.
- Suggestion box is kept in the counter where in the readers can suggest their requirements.
- 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 with a new book.
- Suggestions for purchasing books for library and improving library facilities are appreciable.

## 9. Human Resource of Library

SI No.	Staff Name	Designation	Qualification
1.	Dr. T.R.Sridevi	Librarian	M.L.I.Sc, SLET, M.Phil, PhD.
2.	Mr.Sandeep	Assistant Librarian	B.A, M.L.I.Sc.
3.	Mrs.Drakshayani	Library Assistant	B.Com, M.L.I.Sc, M.Phil, K-Set.
4.	Ms. Ambika T.S	Library Executive	B.A; M.L.I.Sc.
5.	Ms.Nagalakshmi R	Library Executive	B.Com, M.L.I.Sc.
6.	Mr.M. Nagaraju	Peon	PUC
7.	Mr.Venkatesh P.A	Peon	SSLC
8.	Mr. B.Raju	Peon	SSLC
9.	Mr.Ram Mohan K.R	Peon	B.Com
10.	Mr. 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](mailto:sridevitr@rvce.edu.in); [librarian@rvce.edu.in](mailto:librarian@rvce.edu.in)

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

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R V College of Engineering  
Library and Information Centre,  
Bengaluru – 59

**Readers Feedback / Suggestion**

Name ..... Dept..... USN .....

Types of Readers (Pls Tick)

UG		PG		Research Scholar		Staff	
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Type of library services provided	Very Good	Good	Satisfactory	Needs Improvement
Circulation				
Reference				
Technical Journals Print Ver.				
Online E Resources				

Retrieving of Library Books / Magazines	Very Good	Good	Satisfactory	Needs Improvement
Stack				
Reference				
PG / Book Bank				
Technical Magazines / Newspaper				

Retrieving of Online E-Resources	Very Good	Good	Satisfactory	Needs Improvement
E-Journals				
E-Books				
Previous Year Question Paper				

Are the library staff helpful in providing services effectively	Always	Sometimes	Not Available
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**Any Other Suggestions:**





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*(Autonomous Institution affiliated to Visvesvaraya Technological University,  
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LIBRARY



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