



Rashtreeya Sikshana Samithi Trust
R.V. College of Engineering
(Autonomous Institution Affiliated to VTU, Belagavi)
Mysuru Road, Bengaluru-560 059.

Library & Information Centre

*Library
Facilities
&
Services*



*User
Manual
Aug. 2017*

LIBRARY FACILITIES AND SERVICES

USERS MANUAL-2017

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“Education is not the learning of facts, but the training of mind to think.”

- Albert Einstein

1. Profile of 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, 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 R.V.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.

2. 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

3. Library Resources

Resources	Number
Books	Titles: 47140 Volumes: 136447
Bound Volumes Journals	2910
Reports/ Conference Proceedings	588
E Books	29000
E-Journals	8611
CDs/ DVD's	2192
Print Technical Journals	231 <i>as on 15-7-2017</i>

Current Subscription of E Journals from VTU E-Resource Consortium / Institutional Subscription E- Books and Research Database.

IEEE/ IEL, Springer Link, Elsevier Science (Engg + CSE), ASCE, Taylor and Francis Journals, Proquest VTU Technology Collections, Knimbus, Remote Access Solution, Cambridge University Press E Books, These E- Journals can be Accessed within the Campus Only using the Weblink provided Karvin E Books and Gartner Research Database are institutional subscribed resources, these can be accessed any why with RVCE user ID and Password. (*Resources As on July 15'2017*)

4. 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) **User Awareness Programme:** Library facilities and services orientation programme is given for the new students.

5. 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.

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
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.

Steps	Description
1	OPAC Username – OPAC Password –OPACSEARCH
2	Select Category – In Drop down Select required, Example: books, Bound Volumes, Thesis Etc.
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) eg: 425.1 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.- **172.16.44.44**.

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

Sl. No.	E – Resource	URL Address
1	IEEE /IEL	http://ieeexplore.ieee.org/Xplore/home.jsp
2	Science Direct (Engg+CSE)	http://www.sciencedirect.com/science/journals/a/full-text-access
3	ASCE E Journal	http://ascelibrary.org/journals
4	Springer Link	www.link.springer.com
5	Taylor and Francis Journals	http://www.tandfonline.com
6	Proquest VTU Technology Collection	http://search.proquest.com
7	Cambridge University Press	http://ebooks.cambridge.org
8	Knimbus	Knimbus
9	Karvin Solutions – E Books (Institutional Subscription)	http://www.books24x7.com/books24x7.asp
10	Gartner Research Database (Institutional Subscription)	www.gartner.com

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

Sl No.	Staff Name	Designation	Qualification
1.	Dr. T.R.Sridevi	Librarian	M.L.I.Sc, SLET, M.Phil, PhD.
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, K-Set.
5.	S. Satish	Library Assistant	B.A, M.L.I.Sc, M.Phil, K-Set.
6.	Indrakumar	Library Assistant	B.A, M.L.I.Sc,K-Set.
7.	M.D.Chandrashekar	Programmer GR- II	DCS
8.	M. Nagaraju	Peon	PUC
9.	P. A. Venkatesh	Peon	SSLC
10.	B. Raju	Peon	SSLC
11.	Ram Mohan	Peon	B.Com
12.	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 team wishes all its readers a happy stay and happy reading"

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

Any Other Suggestions: