

*Bapuji Institute of Engineering and Technology, Davangere*

*Library and Information Centre*

**LIBRARY FACILITIES AND SERVICES  
USERS MANUAL**

Library is an essential part of every institution which helps staff and students to enhance the knowledge through various resources such as books, Newspapers, Journals, Magazines and Electronic Library. Our institution library provides Borrowing, Book Bank, OPAC, Reference services, digital library with high speed internet facilities , Reprographic, Wi-Fi etc.,

**Working Hours:**

Week days	Borrowing	Reference
Monday to Friday	09:00 AM-01:00 PM 02:00 PM – 5:30 PM	09:00 AM-09:00 PM
Saturday	09:00 AM-01:30 PM	
Sunday, Holidays	*****	09:00 AM-01:00 PM (During Examination:09:00 AM to 9:00PM)

**Membership:**

Digital ID card will be provided to each students and staffs. It is to be used for borrowing library books and also as college Identity Card. The Detailed information and Digital ID Card Application forms are available at Library Office.

**Duration of Loan Period**

Type of Books	Type of Members	Duration of Loan	No of books
Borrowing Section	UG/PG/PhD Students	15days	02
	Teaching Staff	One year	05
	Non Teaching	One year	02

**General Book Bank:**

- UG Students; Students will get 5 Text Books at the beginning of the semester.
- Books are to be returned after the end of the semester examination.

- |                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• These books will be over and above the regular library books</li></ul>                                                                                                                                                                                                 |
| <b>Social welfare Book Bank:</b> <ul style="list-style-type: none"><li>○ SC/ST Students will get 5 Text Books at the beginning of the semester.</li><li>○ Books are to be returned after the end of the semester examination.</li><li>○ These books will be over and above the regular library books</li></ul> |

**Social welfare Book Bank:**

- SC/ST Students will get 5 Text Books at the beginning of the semester.
- Books are to be returned after the end of the semester examination.
- These books will be over and above the regular library books

**Library General Rules:**

- All the readers provided with an ID card will use the same card for library access.
- All readers need to show their card at the entry point of library for using the library facility while check in and checkout 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 accordingly and the library facilities will be withdrawn.
- Suggestions for purchasing books for library and improving library facilities are appreciable.
- The borrowed books must be returned to the library within stipulated period of 15 days to avoid paying fine.
- All books must be returned on before the due date.
- Books are required to be presented physically at the Counter for return.
- Books in demand will not be renewed.
- Students are requested to confirm the generation of receipt for the overdue paid.
- Members must replace the book if lost with latest edition along with overdue charges.
- Students are required to verify the books before borrowing. Any discrepancies like missing pages etc., shall be brought to the notice of the Library staff. Otherwise books will be verified when they are returned to the library and any discrepancies found will be fined accordingly.
- The ID Card is not transferable and must be produced whenever demanded by teacher, staff or any other college authority.

- In case the card is lost, kindly report immediately to the Principal / Librarian of the college in writing mentioning the details of ID Card .Members are responsible for any borrowings made against this card.
- Produce ID card whenever no due certificate is to be collected from the library.

### Charges for Various Services:

Photocopying Charges	Single side Rs.0. 75/- Both side: Rs.1.25/-
Cyclostyle copes	office work only in large scale: test question papers etc.,
Overdue Charges (for Students only)	* <b>1<sup>st</sup> 15 days No Fine.</b>  * <b>2<sup>nd</sup> 15 days (16<sup>th</sup> to 30<sup>th</sup> day) Rs.0.50 per day.</b>  * After <b>30 days</b> onwards <b>Rs.2/-</b> per day till the book is returned to library.
Issue of Duplicate ID Card	<b>Rs.200/-</b> per Duplicate ID Card <b>Rs.50/-</b> per Renewal of ID Card
Loss/Damage of Library books, Materials	Replacing the material/books or paying such compensation as fixed by the Principal/librarian.

### Do's and Don'ts in the library:

Dos	Don'ts
<ul style="list-style-type: none"> <li>* Members should Keep belongings like bags, Aprons, books, files, Xerox copies etc., in the belongings counter at the entrance.</li> <li>* Members should Handle Library books carefully</li> <li>• Books lost by the Borrowers have to be reported immediately in writing to the Librarian,</li> <li>• Members should Switch off cell phone</li> <li>• Maintain Queue at circulation counter.</li> <li>• Show the documents, which are being taken out of the Library, to the staff at the checkpoint</li> <li>• Use the dustbins provided in the reading area and Keep the Library clean.</li> <li>• <b>MAINTAIN SILENCE</b></li> </ul>	<ul style="list-style-type: none"> <li>• Keep valuables, Cash, Purses and Calculator etc., in the belongings counter</li> <li>• Tear pages of books/ Journals</li> <li>• Write on the tables, books, Journals, other materials belonging to the library</li> <li>• Switch on cell phone</li> <li>• Make Noise</li> <li>• Misplace the reading materials</li> </ul>

## E-Resources: Important Websites

**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://bietdvg.edu/Library/e\\_resources.html](http://bietdvg.edu/Library/e_resources.html)

Sl. No.	E – Resource	URL Address
1	IEEE Xplore Digital Library	<a href="http://ieeexplore.ieee.org/Xplore/home.jsp">http://ieeexplore.ieee.org/Xplore/home.jsp</a>
2	ASME e-Journals	<a href="http://asmedigitalcollection.asme.org/">http://asmedigitalcollection.asme.org/</a>
3	ASCE Library	<a href="http://ascelibrary.org/journals">http://ascelibrary.org/journals</a>
4	Taylor and Francis Journals	<a href="http://www.tandfonline.com">http://www.tandfonline.com</a>
5	Proquest	<a href="http://search.proquest.com">http://search.proquest.com</a>
6	Knimbus	Knimbus <a href="http://www.knimbus.com/user/auth.do">http://www.knimbus.com/user/auth.do</a>
7	Kopykitab Virtual –Library	<a href="http://vtulibrary.kopykitab.com/">http://vtulibrary.kopykitab.com/</a>
8	NetAnalytiks’Sententia(Grammer/writing tool)	<a href="https://sententia.online/">https://sententia.online/</a>
<b>Readers can also access , Old Question papers, Syllabus,NPTEL Videos, National Digital Library resources in the Campus.</b>		
9	E-Syllabus (VTU)	<a href="http://vtu.ac.in/b-e-scheme-syllabu">http://vtu.ac.in/b-e-scheme-syllabu</a>
10	VTU Resource	<a href="http://www.vturesource.com/vtu-question-papers/">www.vturesource.com/vtu-question-papers/</a>
11	Vtuplanet	<a href="http://www.vtuplanet.com/">http://www.vtuplanet.com/</a>
12	National Digital Library:	<a href="https://ndl.iitkgp.ac.in/">https://ndl.iitkgp.ac.in/</a>
13	NPTEL	<a href="http://www.nptel.ac.in/">www.nptel.ac.in/</a>

**Library OPAC:** The availability of books can be searched by the title/ author / keywords etc., in library/Campus

**<http://10.201.4.11:8080/bapujieng/login>**

**User name:** ID NUMBER

**Password:** ID NUMBER

**Visit BIET Library for more information**

**[www.bietdvg.edu/Library/info.html](http://www.bietdvg.edu/Library/info.html)**