LIBRARY FACILITIES AND SERVICES
USERS MANUAL

Library is an essential part of every institution which helps staff and students to enhance their knowledge through various resources such as books, Newspapers, Journals, Magazines and Electronic libraries. 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 02:30 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 cards will be provided to each student and staff. It is to be used for borrowing library books and also as a 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.
- These books will be over and above the regular library books

Social welfare Book Bank:
o   SC/ST Students will get 5 Text Books at the beginning of the semester.
o   Books are to be returned after the end of the semester examination.

o	These books will be over and above the regular library books

Layout of Library:

Ground Floor:	Self Reading Room: To read their own books, notes etc., Librarian/Assistant Librarian/ /Office Rooms, Reprographic Room, Circulation Desk, Digital Library, Reference Section, Current periodical Display, News Paper and Magazine Section.
Second Floor:	Borrowing Section, Back Volumes , Project Report and Social welfare Book Bank Section.
Third Floor:	General Book Bank Section.

Library General Rules:

- All the readers provided with an ID card and use the same card for library access.
- All readers need to show their card at the entry point of the library for using the library facility while checking in and checkout of the 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 bottles, 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 the library and improving library facilities are appreciable.
- The borrowed books must be returned to the library within a stipulated period of 15 days to avoid paying fine.
- All books must be returned 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 the 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 the ID card. Members are responsible for any borrowings made against this card.
- Produce ID cards whenever no due certificate is to be collected from the library.

Charges for Various Services:

Photocopying Charges:A4 size	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)	*** 1St 15 days No Fine.** *** 2nd 15 days (16th to 30th day) Rs.0.50 per day.** * After **30 days** onwards **Rs.2/-** per day till the book is returned to the library.
Issue of Duplicate ID Card	**Rs.200**/- per Duplicate ID Card **Rs.50/-** 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:

Do's	Don'ts
* Members should Keep belongings like bags, Aprons, books, files, Xerox copies etc., in the belongings counter at the entrance. * Members should Handle Library books carefully ● Books lost by the Borrowers have to be reported immediately in writing to the Librarian, ● Members should Switch off cell phone ● Maintain Queue at circulation counter. ● Show the documents, which are being taken out of the Library, to the staff at the checkpoint ● Use the dustbins provided in the reading area and Keep the Library clean. ● **MAINTAIN SILENCE**	● Keep valuables, Cash, Purses and Calculator etc., in the belongings counter ● Tear pages of books/ Journals ● Write on the tables, books, Journals, other materials belonging to the library ● Switch on cell phone ● Make Noise ● Misplace the reading materials

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
https://www.bietdvg.edu/library/e_resources

Sl. No.	E – Resource	Numbers	URL Address
	E-Journals		
1	Elsevier :E-Journals	296	www.sciencedirect.com
2	Taylor & Francis (E-Journals)	555	https://www.tandfonline.com

3	Springer (E-Journals)	690	https://link.springer.com
4	Emerald	120	https://www.emeraldinsight.com/
	E-Books		
5	McGraw Hill Education	505	http://mcgrawhilleducation.pdn.ipublishcentral.com/
6	Elsevier :E-Books	436	www.sciencedirect.com
7	Taylor & Francis (E-Books)	4950	www.taylorfrancis.com
8	Springer (E-Books)	12846	https://link.springer.com
9	New Age International	220	https://digital.elib4u.com/
10	Packt	5002	https://prod.packtpub.com/in/
11	KNimbus Digital Library:Digital Library Platform	EB-10000+ EJ-5700+	https://bieatd.new.knimbus.com/user#/home
12	Turnitin: Plagiarism Software	-	https://www.turnitin.com/
13	Sententia- An Assistive Tool for formal Writing (NetAnalytiks)	-	https://sententia.online/signin

Readers can also access Old Question papers, Syllabus, NPTEL Videos, National Digital Library resources in the Campus.

14	E-Syllabus (VTU)	http://vtu.ac.in/b-e-scheme-syllabu
15	VTU Resource	www.vturesource.com/vtu-question-papers/
16	Vtuplanet	http://www.vtuplanet.com/
17	National Digital Library:	https://ndl.iitkgp.ac.in/
18	NPTEL	Direct Access: www.nptel.ac.in/ Local Access: http://10.201.4.237/LocalGuru/

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

http://10.201.4.11:8088/easylib/

User name: ID NUMBER

Password: ID NUMBER

Visit BIET Library for more information

https://www.bietdvg.edu/library