Kammavari Sangham (R) - 1952

K.S.INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi & Approved by AICTE, New Delhi)

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User Manual August 2017

LIBRARY FACILITIES AND SERVICES

USERS MANUAL-2017

K.S. Institute of Technology, #14, Raghuvanahalli, Kanakapura Main Road, Bengaluru 560 109 Website: www.ksit.ac.in Phone: 080 /28435722/ 28435724

Contents

1. Profile of Library

Library supports 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, student thesis, E-journals etc.

a) Vision and Mission of College

Vision: To strive continuously to impart quality technical education with ethical values, employable skills and research to achieve excellence.

Mission:

➢ To attract and retain highly qualified, experienced and committed Faculty.

➢ To create relevant infrastructure.

➢ Network with industry and premier institutions to encourage emergence of new ideas by providing Research and Development Facilities to achieve excellence.

➢ The inculcate the professional and ethical values among young students so that, they utilize the knowledge and skills acquired in transforming society.

b) Vision and Mission of Library

Vision: To become the best technical library with best practices for knowledge acquisition, sharing information to faculty and students.

Mission:

➢ To serve as knowledge and Information sharing resource centre with latest books and journals.

➢ Establish learning environment for the users in using the Library facilities and services.

➢ To Automate and provide e-enabled access of Library resources for its users.

➢ To acquire, retrieve, share and loan resources with other Engineering and Technology Libraries.

2. Library / Digital Library Schedules:

Working Days	Timings
Monday to Saturday	8:30am to 7:00pm

Circulation Hours	Timings
Monday to Saturday	8:30am to 4:00pm

3. Library Resources:

Resources	Number
Books	Titles: 4761
	Volumes: 34862
Bound Volumes Journals	704
E Books	13165
E-Journals	5674
CDs/ DVD's	950

Current Subscription of E-Journals from VTU E-resource Consortium

IEEE/ IEL, Springer Link, Elsevier Science Direct (Engg. + CSE), Taylor and Francis Journals, Pro-quest VTU Technology Collections, Knimbus Remote Access solution

4. Library Services:

a) **Circulation of Books:** Books meant in stack section will be issued for its readers.

b) **Classification of Books:** All the subject books are arranged as per the classification numbers.

c) **Reference Service:** Reference books are meant for reference only.

d) **Book Bank Facility:** The facility is provided for category students, an additional two books are issued apart from the books in the stack area.

e) **Inter-Library Loan facility:** Document delivery service through DELNET is provided to its readers for the books, manuscripts and journal articles not available in library by borrowing them through DELNET.

f) **User awareness Programme:-** Library facility and services orientation programme is given for the new students.

g) **Reprographic Services/Centralized**

5. <u>User/ Loan Privileges/ Over Due Fines</u>

Types of Users: All UG, PG and Staff (Teaching/ Non-Teaching) are eligible to avail the Library facilities and services. All readers will use the Library card for borrowing of books and using the reference services of the Library.

<u>Category of Membership</u>	<u>No. of Books</u>	<u>Period of Loan</u>
Under Graduate (B.E)	**03**	**14 days**
Post Graduate (M.Tech)	**03**	**14 days**
Faculty Teaching	**06**	**One Semester**
Non- Teaching Staff	**02**	**One Semester**

<u>Loss of Library Card</u>**: The readers are required to keep the Library card safe. In case of loss of card, the readers has to pay Rs. 50/- to avail the duplicate card.**

<u>Duration of Books Issued</u>**: Thebooks meant in stack area is issued for a period of <u>14</u> days.**
<u>Over Due Charges</u>**: An overdue fine of Rs. 2/- per day will be charged, if the books are not returned on the date mentioned in the due date slip.**

<u>Handling of Library Books</u>**:The reader has to check the condition of the book while borrowing. In case the books are found damaged or mutilated while reading, the reader has to replace the same with a new book.**

<u>Loss of Library Document</u>**: 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.**

6. <u>OPAC</u> (<u>Online Public Access Catalogue</u>)**: The availability of books can be searched by the title/ author/ publisherin the Library System.**

URL ID for OPAC Search: 202.62.79.40/opac.

Member ID: | **User Library card Number** |

Password: | **KSITL** |

7. <u>Digital Library Services:</u>

Online e-resources are subscribed to all the programmesUndergraduate, Postgraduate through VTUE-resources Consortium. These resources are IP enabled and can be accessed anywhere in the campus.

Readers can also access previous years Question papers, NPTEL videos in the following link within the campus: 202.62.79.40/opac.

The e-Journal/ e-books details are mentioned.

SL No.	E-Resource	URL Address
1	IEEE/IEL	http://ieeexplore.ieee.org
2	Science Direct (Engg.+CSE)	http://www.sciencedirect.com/
3	Springer Link	http://www.link.springer.com
4	Pro-Quest	https://search.proquest.com
5	Taylor and Francis	http://www.tandfonline.com/
6	Knimbus	https://www.knimbus.com

8. <u>Library Rules:</u>

- **Users must deposit their bags and personal belongings at the depository outside the Library.**
- **Advised not to keep any valuables in the bags deposited.**
- **Display the Identity card promptly to get themselves identified by the library staff.**
- **Record the signature in the register kept at the check point while entering 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.**
- **Loss of borrower's card or Library book to be reported immediately to the Librarian.**
- **The reader has to check the condition of books while borrowing. In case the books are found damaged or mutilated while returning, the reader has to replace the same with a new book.**
- **Maintain cleanliness. Dustbins can be used to dispose the paper waste if any.**

- **Advised not to disturb the seating arrangements and maintain the decorum.**
- **Use of mobiles and eatables are not permitted inside the library premises.**
- **Suggestion box is kept in the counter where in the readers can suggest their requirements.**
- **Suggestions for purchasing books for library and improving library facilities are appreciable.**
- **All readers need to strictly adhere to library rules and maintain silence in the library. No group discussions are permitted in the library.**

9. Library Staff

SL No.	Staff Name	Designation	E-mail id
1	Dr. V. Bharathi	Chief Librarian	librarianksit@gmail.com
2	Mrs. M. Vasantha	Assistant Librarian	vasanthabalaji2010@gmail.com
3	Mr. G. Kiran Kumar	Technician	kirangksit@gmail.com
4	Mr. Venugopal Naidu	Attendar	
5	Mrs. Rekha	Attendar	

For Further assistance in usage of Library facilities and services you may contact:
Dr. V. Bharathi
Chief Librarian
E-mail id: librarianksit@gmail.com

K.S. Institute of Technology
Library and Information Centre
Bengaluru- 560109

Readers Feedback/ Suggestion

Name: **Dept.:**   **USN No.:**

Types of readers (Please Tick)

UG		PG		Staff	
Types of Library Services Provided	**Very Good**	**Good**	**Satisfactory**	**Needs Improvement**	
Circulation					
Reference					
Technical Journals Print Version					
Online E-Resources					

Retrieving of Library Books	**Very Good**	**Good**	**Satisfactory**	**Needs Improvement**
Stack				
Reference				
Book Bank				
Technical Magazines/ News Papers				

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: