



Department of Library and Information Centre

USERS MANUAL-2018

LIBRARY FACILITIES AND SERVICES

Profile of Library

- Vision Mission of Library
- Library Hours
- Library Facilities / Services
- Circulation of Books
- Classification of Books
- Renewal Process
- Recall of Books
- Reference Service
- Book Bank Facility
- Inter- Library Loan Facility – DELNET
- User Awareness Programme
- Types of Users
- Loan Privileges
- Loss of ID Card /Smart Card
- Duration of Books issued
- Over Due Charges
- Handling of Library Books
- Loss of Library Documents
- No Due Clearance
- OPAC (Online Public Access Catalog)
- Digital Library Services
- Library Rules

Human Resource of Library

“Learning Gives Creativity, Creativity Leads to Thinking, Thinking Provides

Knowledge, and Knowledge Makes you Great”. – Dr. A.P.J.Abdul Kalam

“Education is the most powerful weapon which you can use to change the world” – Nelson Mande

Profile of Library

Library consists of central library and 08 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, , e-books, CD’s, Students Projects, E- journals etc.

VISION

“To be Recognized as an excellent information Hub of Academic Community with a good collection of Modern resources for students and faculty of Science, Engineering and Management Discipline.”

MISSION

- To Procure latest edition of text books reference books Journals Modern Resources .
- To provide an Ambience conducive for Referring the various resources
- To Keep the Library open round the clock
- To provide good furniture/Reprographic internet facilities for users
- To have interaction with other reputed libraries for mutual benefit

Goal

To adhere to the reputation of being able to channel human resources and guide the transformation process of every individual’s dream into reality.

Quality Policy

To provide education services of the highest quality both curricular and co-curricular so that our students can integrate skills and serve industry and society equally well at the Global level.

Library working Hours

| | |
|-------------------|--------------------|
| Monday to Friday | 8.00 am to 8.00 pm |
| Saturday | 8.00 am to 5.00 pm |
| Sunday & Holidays | 8.00 am to 1.00 pm |

Library Resources

| SN | Resources | Numbers |
|----|-------------------------------------|---------|
| 1 | Books | 14871 |
| 2 | Volumes | 70487 |
| 3 | National Journals (print) | 55 |
| 4 | International Journals (e-Journals) | 8611 |
| 5 | e-Books | 13599 |
| 6 | Back Volumes | 1514 |
| 7 | CD-ROMs | 3483 |

E-Resources

Current Subscription of E Journals from VTU E-Resource Consortium / E Books:

IEEE/ IEL, Springer Link, Elsevier Science (Engg + CSE), ASCE, Taylor and Francis Journals, Proquest Technology collections & Management Collections, Knimbus, Remote Access Solution

Library Services:

Circulation of Books: Circulation section is the gateway between users and documents so it plays a vital role in Library. Circulation Section deals with Issue of Books, Renewal/Return of books using Easylib software.

Classification of Books: The books are arranged as per the call number, subject name and class number are indicated at the side of the rack. The books are located through the call number, course wise in the rack.

Renewal Process: A maximum of three renewals of books is permitted, In case, there is a reservation against any book borrowed, the such book, will not be renewed.

Recall of Books: The books will be called back during the stock verification and reservation of books.

Reference Service: Reference Books are meant for in-situ reference only. However, provision is made to borrow books by faculty for overnight issue.

Book Bank Facility: This facility is provided to the SC / ST category students. Two additional books apart from the books in the general stack area are Issued to them.

Inter- Library Loan Facility – DELNET: The non-available books, journal articles, manuscripts are borrowed through DELNET for the readers of the library.

User Awareness Programme: Library facilities and service orientation programme is given to new students.

Users / Loan Privileges /Over Due Fines

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 card for borrowing of books and using the reference services of the library.

Loan Privileges: Category of Membership No. of Books Period of Loan

| Category of Membership | No. of Books | Period of Loan |
|------------------------|--------------|--------------------|
| Under Graduate | 03 | 14 days |
| Post Graduate | 03 | 14 days |
| Faculty Teaching | 06 | 180 days / Per Sem |
| Research Scholars | 06 | 30 days |
| Non- Teaching Staff | 02 | 30 days |

Loss of ID Card: The readers are required to keep the ID card safe. In case of loss of card, the reader has to pay Rs 200/- to avail the duplicate ID Card.

Duration of Books Issued: The books meant in stack area issued for a period of 14 days and books in reference are issued for faculty for overnight.

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 Rs. 5.00/-per day. Overnight books issued will be Rs.5/- ,if the books are not returned on time.

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.

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.

No Due Clearance: Students and Staff at the time of leaving the institute shall return all the library books and documents, if any pending, will pay the overdue fine to obtain the no dues from the library.

OPAC (Online Public Access Catalog)

The availability of books can be searched by the title/ author / publisher can be searched in library system.

Digital Library Services

Online e resources are subscribed to all the Programmes viz. Undergraduate, Postgraduate, MCA/MBA through the VTU E-Resources Consortium. These resources are IP based and can be accessed anywhere in the campus only. available through the website

Also providing the remote access to all the students & faculties anytime and anywhere on their Android Mobiles through their e-mail credentials sent by VTU consortium via K-Nimbus Digital Library through the website <https://amcecb.new.knimbus.com/user#/home>

The e-journal / e-books details are mentioned below along with the URL address IP based in the campus

| SN | E-Resources | Total No. of e-Journals | Total No. of e-Books | Publishers URL Address |
|--------------------|--|-------------------------|----------------------|---|
| 1 | IEEE Electronic Library (IEL) | 273 | | https://ieeexplore.ieee.org/Xplore/home.jsp |
| 2 | Science Direct (Engineering + Computer Science) | 288 | | https://www.sciencedirect.com/science/journals/all/full-text-access |
| 3 | Springer link | 680 | 12235 | www.link.springer.com |
| 4 | ASCE Journal Package | 35 | | https://ascelibrary.org/journals |
| 5 | Taylor & Francis | 535 | 1000 | https://www.tandfonline.com |
| 6 | ProQuest (Engineering & Technology) | 3900 | | http://www.search.proquest.com |
| | ProQuest ABI Information Global (Management Collection) | 2900 | | |
| 7 | McGraw Hill | | 364 | https://www.mheducation.co.in |
| 8 | K-NIMBUS: Digital Library Platform Remote Access Solution (Cloud Based) 24X7 | 12K + | | https://amcecb.new.knimbus.com/user#/home |
| Grand Total | | 8611 | 13599 | |

ADDITIONAL SERVICES

| S.N | Content | Services |
|-----|--|---|
| 1 | DELNET (Developing Library Network) URL:www.delnet.nic.in Login: knamcec Password:amc4111 Contact for access of ILL services: Librarian | <input type="checkbox"/> Inter library loan services. <input type="checkbox"/> Resource sharing. <input type="checkbox"/> Users can exchange any kind of reading materials. <input type="checkbox"/> Online union catalogue search |
| 2 | D-Book Store URL: amcgroup.edu.in/amcec http://www.interlinepublishing.com/store-54/books.php | Students can download specific chapters of books that have been uploaded in D-Bookstore by various Publishers, faculty & also AMCEC faculty publications |
| 3 | Library OPAC (Library Online Public Access Catalogue) | <input type="checkbox"/> Check availability of Library document <input type="checkbox"/> Check status & location of library document |

| | | |
|---|--|---|
| | | <input type="checkbox"/> Reserve checked-out document |
| 4 | CD's/DVD's which have come along with journals and Books are made available in our Circulation Section | <input type="checkbox"/> Book CDs <input type="checkbox"/> Journal CD/DVDs <input type="checkbox"/> Educational CD/DVDs |
| 5 | NPTEL (National Programme on Technology Enhanced Learning) 1. http://digimat.in/list.html 2. Quikltn | NPTEL: To encourage teaching-learning and research activities in the campus access to NPTEL- Video Lecture contents from Seven IIT's & IISc, has been provided across the campus, through AMCEC-Library Facilities Website around 725 subjects & 25, 000 plus Lecture Video contents. |
| 6 | Library home page URL : http://www.amcgroup.edu.in/AMCEC/Library | AMCEC Facilities in the library Rules & Regulations of library |

Library Rules

- Users must possess and must show ID card at the checkpoint
- Bags, handbags and personal belongings are to be kept at depository/property counter
- Students are prohibited to carry any book inside the reference section except loose sheets
- No person shall write on, damage or make any mark on any book, journal or other material belonging to the library
- Books should be handled with great care and mutilation of books in any manner will be heavily fined
- Students can retain the books for 14 days only, after which a fine of Rs.1/- Per book per day will be chargeable
- Renewals are allowed only when there is no claim by others. No phone renewal entertained
- A borrowed book if recalled by the Librarian has to be returned immediately
- Online reservation can be done for a book, which is already lent out. Reserved books are kept separately in circulation counter
- Maintain Queue at the circulation counter
- 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.

Library Staff

| SL No. | Name of the Staff | Designation | Qualification | Phone No & Email ID |
|--------|--------------------|-------------------|------------------------------------|--|
| 1 | MR. S.N. SRINIVASA | Librarian | M.A., M.L I Sc., M. Phil., K-SET., | 9980662688 Srinivas_amc74@yahoo.co.in |
| 2 | MR. BHOGAIAH | Asst. Librarian | M.L I Sc., | 9900341472 Bhogu119@gmail.com |
| 3 | MR. K.N THAYAGARAJ | Asst. Librarian | M.L I Sc., | 9845331249 Suhasaskt2004@gmail.com |
| 4 | MR. MURALI. D | Asst. Librarian | M.L I Sc., | |
| 5 | MRS. SHYLAJA | Asst. Librarian | M.L I Sc., | |
| 6 | MS. SPANDANA | Library Assistant | Diploma in L I Sc., | 9986423884 |
| 7 | MS. SHILPA | Library Assistant | Diploma in L I Sc., | 9066898764 |
| 8 | MR. NAVEEN KUMAR | Library Assistant | Diploma in L I Sc., | |
| 9 | MR. P. VENU | Library Assistant | PUC | 9916454361 |

For further assistance in usage of library facilities and services you may contact:

Mr. S N. SRINIVASA, LIBRARIAN, AMCEC



AMC ENGINEERING COLLEGE, BANGALORE – 560 083

CENTRAL LIBRARY

LIBRARY FEEDBACK FORM

Name of the Student:

USN No.:

Branch / Department:

Semester:

_How do you rate AMCEC Library?

Excellent

Good

Fair

Poor

Availability of books / journals / e-resources in the library

Excellent

Good

Fair

Poor

Quality and Quantity of books / journals / e-resources in the library

Excellent

Good

Fair

Poor

Library Services

Excellent

Good

Fair

Poor

Library Environment

Excellent

Good

Fair

Poor



Library Staff Co-operation

Excellent

Good

Fair

Poor

Suggestion if any

Date:

Signature