



RV College of Engineering®

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Department of Library and Information Centre



LIBRARY FACILITIES AND SERVICES USERS MANUAL

All knowledge that the world has ever received comes from the mind; the infinite library of the universe is our own mind” – Swami Vivekananda

Profile of Library

Library consists of central library and 14 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.

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.

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.

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 |

Library Resources

| Resources | Number |
|---------------------------------|----------------------------------|
| Books | Titles: 61865 Volumes: 188198 |
| Bound Volumes Journals | 2916 |
| Reports/ Conference Proceedings | 689 |
| e Books | 22427 IR e- Books - 2500 |
| e-Journals | 12499 |
| CDs/ DVD's | 2295 |
| Print Technical Journals | 154 |

Current Subscription of e - Journals from VTU e-Resource (e-Journals/e-Books / Institutional Subscription e- Books ,Technology Platform:

Library is a consortia member of VTU for e - Resources, through which we are receiving the following e- Journal / e-Books: Springer Nature e – Journals / e-Books, Elsevier Science (Engg + CSE), e-Journals / e - Books, Taylor and Francis e-Journals/e-Books, ProQuest (Architecture and all Engineering and its Allied Branches Database), Emerald e- Journals/e-Books, Packet e- Books, New age e- Books. **Technology Platform:** Turnitin Anti-Plagiarism Software, Drillbit anti-Plagiarism software. Remote Access Platform: MAPMyAccess: <https://rvcoe.mapmyaccess.com>

These e- Journals can be accessed within the Campus through Web Link provided in library page of website <https://rvce.edu.in/lib-journals> and at home MAP Cloud hosted remote access. IEEE Journals, Pearson e-Books, Wiley e-Books are Institutional subscribed resources, these can be accessed anywhere by using RVCE user ID and Password.

Library is also member of DELNET and is also making use of inter library loan facility provided by the DELNET, for borrowing non availability of books, manuscripts and journal papers in the library, and sending required library books to DELNET on request.

Library Services:

- Circulation of Books:** The Books meant in the Stack and P G Section will be issued for borrowing for a fortnight.
- 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.
- 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) **British Council Library Membership** – Readers can make use of the British Council Library Bangalore for borrowing books, journals, CDs.
- i) **User Awareness Programme:** Library facilities and services orientation programme is given for the new students.

Users / Loan Privileges /Over Due Fines

- j) **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 |
| Indo- German Students | 04 | 15 days |
| ADAMS | 02 | 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.

OPAC (Online Public Access Catalog)

The availability of books can be searched by the title/ author / publisher in the library system from the link <http://103.213.211.197/opac> using any internet browser /mobile, in home also.

| Steps | Description |
|-------|---|
| 1 | http://172.16.2.117/opac for Direct Search (In Campus). |
| 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) will appear as eg: BB4803 will be available in the book bank section, will be issued for the category students as an additional book. |

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.- **172.16.44.55 (DSpace Institutional Repository)**.

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

Online Access Details

| Sl. No. | Journal Publisher | URL | No. of Journals |
|---------|---|--|--|
| 1 | IEEE Journals (ASPP/ POP All) | https://ieeexplore.ieee.org | 202 |
| 2 | Elsevier - Science Direct (Engineering + Computer Science)- | www.sciencedirect.com | 405 |
| 3 | Springer Nature (ME, CV, CS, EC and allied branches) | https://link.springer.com | 710 |
| 4 | Taylor & Francis (Engineering and allied branches) | https://www.tandfonline.com | 260 |
| 5 | Emerald (Management Journals) | https://www.emeraldinsight.com/insight | 212 |
| 6 | ICE (Institution of Civil Engineers) | https://www.emeraldinsight.com/insight | 29 |
| 7 | EBSCO Engineering Suite) | https://search.ebscohost.com/ | 6100 |
| 8 | Magzter Database | https://library.magzter.com https://library.magzter.com | Magazines-3174, Newspapers 1260, Journals -4581 others - 2595 |

| e-BOOKS | | | |
|----------------|--|---|------------------------------|
| Sl No | e-Books Publisher | URL | No. of e-Books |
| 1 | Edsol Informatics | https://ebooks.edsolinformatics.com/ | 20 |
| 2 | Quiklrn Language Communication Lab | https://home.quiklrn.com/englishlab/ | |
| 3 | QUIKLRN E-Books | https://quiklrn.com/app.php | 185 |
| 4 | IEEE BLENDED E-LEARNING PLATFORM: Selected Video Courses | http://blendedlearning.ieee.org | 70 |
| 5 | Pat Technology Edutainer | https://vtu.edutainer.in/ | 14 e-Learning Courses |
| 6 | Eduport Global Cbs E-Books | https://eduport-global.com | 174 |
| 7 | Cambridge Univeristy Press E-Books | https://www.cambridge.org/core | 58 |
| 8 | Cengage Learning E-Books | https://cengageindiaelibrary.ipublish | 69 |
| 9 | BSP E-Books | https://ebookstore.bspublications.net | 141 |
| 10 | Taylor & Francis (Engineering And Allied Branches) | https://www.tandfonline.com | 5731 |
| 11 | Springer Nature | https://link.springer.com | 12,863 |
| 12 | Packt (Professional) | https://learning.packt.com | 2300 |
| 13 | New Age International | https://digital.elib4u.com/ | 450 |
| 14 | Elsevier Sd (Engineering) | https://www.sciencedirect.com | 436 |
| 15 | Ebsco Engineering Suite Database (Engineering, Management, Architecture) E-Books | https://search.ebscohost.com | 24015 |

INSTITUTIONAL SUBSCRIPTION (e-Book /e-Journals):

| Sl No | e-Books Publisher | URL | No. of e-Books /e-Journals |
|-------|-----------------------------|---|---|
| 1 | IEEE e-Books | https://ieeexplore.ieee.org | 1120 |
| 2 | Pearson e-Books | https://elibrary.in.pearson.com | 496 |
| 3 | Wiley e-Books | https://ebooks.wileyindia.com | 375 |
| 4 | WORLD TECHNOLOGIES e- BOOKS | https://ebooks.wtbooks.org | 267 |
| 5 | ASCE e-Journals | http://ascelibrary.org/ | 39 |
| 6 | ASME e-Journals | https://asmedigitalcollection.asme.org | 35 |
| 7 | AIAA e- Journals | https://arc.aiaa.org/ | AIAA e-Journals, Journal of Aircraft, Journal of Spacecraft and Rockets. |

| TECHNOLOGY PLATFORM | | |
|----------------------------|-------------------------------|---|
| 1 | MAP Systems (Remote Access) | https://access.vtuconsortium.com |
| 2 | Drillbit plagiarism software) | https://www.drillbitplagiarismcheck.com |

| INSTITUTION SUBSCRIPTION: (Plagiarism Software) | | |
|--|---|---|
| 1 | Turnitin (Plagiarism Software Online Tool | https://www.turnitin.com |

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.

Human Resource of Library

| SI No. | Staff Name | Designation | Qualification |
|--------|--------------------|---------------------|---------------------------------|
| 1. | Dr. T.R.Sridevi | Librarian | M.L.I.Sc, SLET, M.Phil, PhD. |
| 2. | Mr. Sandeep | Assistant Librarian | B.A, M.L.I.Sc. |
| 3. | Mrs.Drakshayani | Library Assistant | B.Com, M.L.I.Sc, M.Phil, K-Set. |
| 4. | Ms. Ambika T.S | Library Executive | B.A; M.L.I.Sc. |
| 5. | Ms.Nagalakshmi R | Library Executive | B.Com, M.L.I.Sc. |
| 6. | Mr.M. Nagaraju | Peon | PUC |
| 7. | Mr. Venkatesh P. A | Peon | SSLC |
| 8. | Mr. B. Raju | Peon | SSLC |
| 9. | Mr.Ram Mohan K.R | Peon | B.Com |

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

Dr. T.R. Sridevi Librarian

e-mail: sridevitr@rvce.edu.in; librarian@rvce.edu.in

R V College of Engineering
Dept of Library and Information Centre,
Bengaluru -560- 059
Readers Feedback / Suggestion

Name Dept.....USN

Types of Readers (Pls Tick)

| | | | | | | | |
|----|--|----|--|------------------|--|-------|--|
| UG | | PG | | Research Scholar | | Staff | |
| | | | | | | | |

| 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: