



**KSIT**  
K.S. INSTITUTE OF TECHNOLOGY

Kammavari Sangham (R) - 1952

**K.S. INSTITUTE OF TECHNOLOGY**

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

No.14, Raghuvanahalli, Kanakapura Main Road, Bengaluru - 560109

Tel : +91-80-28435722/24 Fax : +91-80-28435723 Email : principal.ksit@gmail.com Website : www.ksit.ac.in



## *LIBRARY FACILITIES AND SERVICES*

### *USER MANUAL-2019*

*K.S. Institute of Technology, #14, Raghuvanahalli, Kanakapura Main Road,  
Bengaluru 560 109 Website: [www.ksit.ac.in](http://www.ksit.ac.in) Phone: 080 | 28435722 | 28435724*

# Contents

	Page No.
1. <i>Profile of the Library</i>	
Vision and Mission of the Library	3
2. <i>Library Timings</i>	4
3. <i>Library Resources</i>	4
4. <i>Library Services</i>	6
➤ Circulation Service	
➤ Reference Service	
➤ User Awareness Programme	
➤ Institutional Repository	
➤ Reprographic Service	
➤ Inter Library Loan	
➤ OPAC (Online Public Access Catalogue)	
➤ NPTEL	
➤ News Paper Clippings	
5. <i>Facilities</i>	8
➤ Stack Area	
➤ Reference Section	
➤ Periodicals Section	
➤ Reading Hall	
➤ Digital Library	
➤ Discussion Room	
6. <i>Infrastructure</i>	9
7. <i>Best Practices</i>	10
8. <i>Library Rules</i>	10
9. <i>Library Staff</i>	11

# 1. Profile of the Library

Library supports the educational needs of all the programmes. Library has automated all its services. It has a vast collection of books, journals, conference proceedings, student thesis, e-books, e-journals, CD's etc.

## Vision and Mission of the Library

### **Vision:**

- To become a good repository of technical information amongst stakeholders.

### **Mission:**

- To serve as a storehouse of information through constant acquisition of books, journals and e-resources.
- To establish a friendly learning environment to the users.
- To acquire resources with other institutes.

## 2. Library Timings




Monday to Friday	8:30 AM to 7:00 PM
Saturday	8:30 AM to 4:30 PM
<b>Circulation Timings</b>	
Monday to Saturday	8:30 AM to 4:30 PM

## 3. Library Resources:

Resources	Number	
Books	Volumes:	35464
	Titles:	4907
Print Journals		27
News Papers		11
CD- ROMs and DVDs		1119
Project Reports		1193
Bound Volumes Journals		705
E-Journals		7249
E- Books		34795

### E-Resources

e-Resources are subscribed to all the Programmes Undergraduate, Postgraduate through VTU e-resource Consortium. These resources are IP enabled and can be accessed any where in the campus.

SL No.	Publishers	E-Portal	No. of e- Resources
1.		<a href="https://www.sciencedirect.com/">https://www.sciencedirect.com/</a>	304 Journals
2.		<a href="https://link.springer.com/">https://link.springer.com/</a>	690 Journals
3.		<a href="https://www.tandfonline.com/">https://www.tandfonline.com/</a>	555 Journals

4.		<a href="https://www.ice.org.uk/">https://www.ice.org.uk/</a>	31 Journals
5.	 	<a href="https://www.sciencedirect.com/">https://www.sciencedirect.com/</a>	436 E-Books
6.	 <b>Taylor &amp; Francis</b> Taylor & Francis Group	<a href="https://www.tandfonline.com/">https://www.tandfonline.com/</a>	4950 E-Books
7.	 <b>India Express</b> <i>your e-book library</i>	<a href="http://mcgrawhilleducation.pdn.i.publishcentral.com/">http://mcgrawhilleducation.pdn.i.publishcentral.com/</a>	505 E-Books
8.		<a href="http://www.newagepublishers.com/servlet/nahome">http://www.newagepublishers.com/servlet/nahome</a>	220 E-Books
9.		<a href="https://prod.packtpub.com/in/">https://prod.packtpub.com/in/</a>	5002 E-Books
10.		<a href="https://new.knimbus.com">https://new.knimbus.com</a>	E-Books: 10,000+ E-Journals: 5700+
11.		<a href="https://www.turnitin.com/">https://www.turnitin.com/</a>	Plagiarism Originality Online Check
12.		<a href="https://sententia.online/">https://sententia.online/</a>	Writing Grammar Tool

## **4. Library Services:**

### **a) Circulation**

Circulation is a major service in the library that includes issue/return of books. Staff will help the new users in familiarizing the use of library such as making membership, locating books in stack, guidance to use the OPAC and other related issues.

### **Circulation Policies**

Circulation services are framed by certain rules which are formulated by the library and these are mentioned under the following.

### **Membership**

All registered students, faculty and non-teaching staff of the institute are entitled for library membership. The library membership form is available at the circulation counter..

After submitting membership form with the photograph, you will be issued a Library card . Carrying of Library card is must while using the library. Library card is strictly non-transferable. In case of loss/theft of library card, you should report immediately at circulation counter. Duplicate Library card will be issued. Rs.50/- will be charged for duplicate card.

<b>Category of Membership</b>	<b>No. of Books</b>	<b>Period of Loan</b>
Under Graduate Students (B.E)	03	14 days
Post Graduate Students(M. Tech)	03	14 days
Faculty	06	One Semester
Supporting Staff	02	14 days

### **Borrowing Rules:**

1. Books can be borrowed only upon producing the Library card.
2. Users should check thoroughly for missing pages, chapter, etc. at the time of borrowing.
3. Books will not be accepted in damaged or mutilated condition from the user at the time of return.
4. In case of loss of book, the borrower is required to replace the book with a recent edition.
5. The lost or mutilated book should be brought to the notice of library staff immediately.
6. DVD's/ CD's cannot be borrowed by Library users.
7. Reference books are not issued.
8. No materials from the library should be taken out without proper issue. Taking book(s) without adhering to the procedure will invite disciplinary action.
9. Faculty and staff going on long leave will have to return all borrowed materials before leaving the institute.

**Overdue fine:**

An overdue fine of Rs. 2/- per day will be charged up to ten days and after that fine amount will be Rs.3/- per day.(If the books are not returned on the date mentioned in the due date slip.)

**Loss of Book:**

You need to inform at Circulation Counter immediately after the loss of book and the recent edition to be replaced. If book is not available in the market for purchase, you are required to pay two times of the actual price of the book along with the fine accumulated.

**b) Reference Service**

This service helps you to make full use of the resources available in the Library. The library staff provide guidance in the use of library resources.

**c) User awareness Programme**

Library facility and services orientation programme is given for the new students.

**d) Institutional Repository**

Library has developed the Institutional Digital Repository using DSpace which holds online resources like previous years Question papers and research publications of the Institute.

**e) Reprographic Service: Centralized****f) Inter-Library Loan**

Document delivery service through DELNET is provided to its readers for the books, manuscripts and journal articles not available in library.

**g) OPAC**

Online Public Access Catalogue (OPAC) enables library users know their checkout status, issue history and so on. Users can browse for new additions of books, journals subscribed (author, title, publisher etc.)<http://202.62.79.40/opac>

**Member ID:**

User Library card Number

**Password:**

KSITL by default

**h) NPTEL**

**i) News Paper Clippings**

## **5. Facilities:**

**a) Stack Area**

**b) Reference Section**



**c) Periodicals Section**

**d) Reading Hall**

**e) Digital Library**

E-resources are subscribed to all the programmes Undergraduate, Postgraduate through VTU e-resource Consortium. These resources are IP enabled and can be accessed in Digital Library.

**f) Discussion Room**

For group learning.

## **Infrastructure**

The library is located on the first and second floor of Administrative block and is spacious, spreading about 9500 sq. ft. It is well lit and adequately ventilated. The location allows easy access and offers a seating capacity for 200 users at a time.

**First Floor:**

Circulation counter, Stack Area, Technical processing section, Librarian office and New arrival section.

**Second Floor:**

Reference Section, Reading Hall, Discussion room, Periodicals Section.

Digital Library: A separate section for the Digital Library to access e-resources.

### **Electronic Surveillances**

CCTV Cameras are installed in the library premises as security measure.

## **6. Best Practices**

- Discussion room is provided for group learning.
- The Library provides Digital Library where students can access Institutional repositories, electronic resources and video lectures.
- Book Exhibition will be organized once in a year.
- Extended Library opening hours as per the students' requirements.
- The Information literacy program is conducted every year for our students.
- To receive feedback from students with regard to facilities, resources, and services.
- 24/7 Access to Electronic Resources through remote access.
- Web OPAC is available for our students and faculty members to check the availability of resources and they can also login to their personal account to see which books are borrowed from the Library and its due date.
- One more book is issued to top 10 Branch Toppers every Semester.

## **7. Library Rules:**

- Identity card should be shown at the check point.
- Leave your personal belongings at the depository.
- Sign the register kept at the check point while entering the library.
- Show the documents, which are being taken out of the Library, to the staff at the check point.
- Books should be handled with great care and mutilation in any manner will be heavily fined.
- Students can retain the books for two weeks only, after which a fine of Rs.2/- Per book per day up to 10 days and after Rs. 3/- will be charged.
- Books lost/ misplaced by the Borrowers have to be reported.
- Loss of borrower's card has to be reported immediately.
- Students can borrow three books at a time.
- A borrowed book if recalled by the Librarian must be returned immediately.
- Wearing ID-Card is compulsory.
- Usage of mobile phone is prohibited.
- Maintain discipline and silence.

## 8. 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**