



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



User Manual
August 2017

LIBRARY FACILITIES AND SERVICES

USER MANUAL-2017

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

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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.

a) Vision and Mission of the 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.
- To 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 the 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 Timings

Library Timings	
Monday to Friday	8:30 AM to 7:00 PM
Saturday	8:30 AM to 4:00 PM
Circulation Timings	
Monday to Saturday	8:30 AM to 4:00 PM

3. Library Resources:

Resources	Number
Books	Volumes: 35099
	Titles: 4811
Bound Volumes Journals	704
E Books	14044
E-Journals	5674
CDs/ DVD's	1005

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 anywhere in the campus.

E-Journal	E-Books
IEEE http://ieeexplore.ieee.org/	Springer https://link.springer.com/
Springer https://link.springer.com/	Taylor and Francis http://www.tandfonline.com/
Science Direct https://www.sciencedirect.com/	
Taylor and Francis http://www.tandfonline.com/	
ProQuest https://search.proquest.com	
Knimbus https://www.knimbus.com/	

4. Library Services/ Facilities:

a) Circulation Service

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.50.00 will be charged for duplicate card.

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

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) Book Bank facility

This service is provided for category students, an additional two books are issued apart from the books in the stack area.

d) 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.

e) Classification of Books

All the subject books are arranged as per the classification numbers.

f) Library Automation:

The Library uses Libsoft (9.5 Version) Library Management software and the operations of cataloguing and circulation have been automated. Resources are updated on regular basis.

g) Institutional Digital 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.

h) 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>

K.S. Institute of Technology
No.14, Raghuvanahalli, Kanakapura Road, Bangalore-62.

Online Public Access Catalogue (OPAC)

KSIT LIBRARY AND INFORMATION CENTRE

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."

Library occupies a place of pride in K.S. Institute of Technology and is an essential component of the Institute outstanding educational activities. It is very spacious about 9500 sq. ft. It is a resource centre for teaching, learning and research. Being the heart of the academic centre, it is home for all the information services. It plays a proactive role in enabling access to information resources of all kind and providing innovative, responsive and effective services to meet the changing needs of the academic community. Library holds a collection of printed as well as electronic resources which include books, journals, project reports, bound volumes, previous years question papers, CDs, e-books, e-journals and databases etc. Currently the library holds over 35010 books provides access to electronic resources. And also have Institution membership of DELNET

OPAC (Online Public Access Catalogue) allows users to search all materials (such as Books, Journals, Magazines, Digital material etc.) available in the library collection. Only Library Members can access Full text and Digital material by using their User ID and Password.

Log In
Online reservation & Digital Library Login for K.S.LT Group of Library Members

Member ID
Password

Sign In **Clear**

* This site is best viewed in 1024 X 768 Pixels screen resolution in the Internet Explorer 6.0 and above.

Member ID:

User Library card Number

Password:

KSITL by default

i) User awareness Programme

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

j) Reprographic Facility: Centralized

k) Digital Library Facility:

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.

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 150 users at a time.

- **First floor:**
Circulation counter, Stack Area, Technical processing section,
Librarian office and New arrival section.
- **Second floor:**
Reference Section, Reading Room, Discussion room, Journals section,
News paper section.

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

Electronic Surveillances

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

5. Library code and conduct:

1. Users must deposit their bags and personal belongings at the depository outside the Library.
2. Advised not to keep any valuables in the bags deposited.
3. Display the Identity card promptly to get themselves identified by the library staff.
4. Record the signature in the register kept at the check point while entering the library.
5. Maintain cleanliness. Dustbins can be used to dispose the paper waste if any.
6. Eatables are not allowed inside the library.
7. Users must promptly display the books and other documents which are being taken out of the library to the staff at the check point.
8. Library users when making copies of library materials should strictly adhere to copyright laws.
9. Personal belongings should not be left unattended.
10. Library is not responsible for any loss or damage of personal belongings.
11. Use of mobiles inside the library is strictly prohibited.

You are requested to

- ❖ **Maintain discipline and silence.**
- ❖ **Respect and follow library rules and procedure.**
- ❖ **Cooperate with library staff.**

- ❖ Keep the library premises neat and clean.
- ❖ Alert us upon misuse of library resources.
- ❖ Handle library materials with care.
- ❖ Help us by providing your valuable feedback and suggestions regularly
- ❖ Feel free to seek assistance.

6. 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:
(Please Tick)

Dept.:

USN No.:

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

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

	Very Good	Good	Satisfactory	Needs Improvement
Retrieving of Online E-resources				
E-Journals				
E-Books				
Previous year Question Paper				

Are the Library staff helpful in providing services effectively	Always	Sometimes	Not Available
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Any other Suggestions:
