



Kammavari Sangham © 1952

K S Group of Institutions

K. S. INSTITUTE OF TECHNOLOGY

An Autonomous Institution under VTU

Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka

Accredited by NBA (CSE & ECE) and NAAC with A+ Grade

#14, Raghuvanahalli, Kanakapura Road, Bengaluru – 560109



LIBRARY AND INFORMATION CENTRE



LIBRARY USER MANUAL 2026

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1. Profile of the Library

The K. S. Institute of Technology Library and Information Centre is a cornerstone of academic excellence, supporting the educational and research needs of all programmes offered by the institution. The library has fully automated all its services and maintains an extensive collection of books, journals, conference proceedings, student theses, e-books, e-journals, and multimedia resources such as CDs and DVDs.

Spread across the first and second floors of the Administrative Block, the library offers a welcoming and well-resourced environment for students, faculty, and staff to explore knowledge and advance their academic pursuits.

Vision of the Library

“To become a premier repository of technical information, fostering academic excellence and innovation among all stakeholders.”

Mission of the Library

- To serve as a comprehensive storehouse of information through the continuous acquisition of books, journals, and e-resources.
- To establish a friendly, inclusive, and stimulating learning environment for all users.
- To leverage technology to provide seamless access to global knowledge resources.
- To support research activities and information literacy among students and faculty.

2. Library Timings

Day	Library Hours	Circulation Hours
Monday to Saturday	8:30 AM – 4:00 PM	8:30 AM – 4:00 PM
Sunday & Public Holidays	Closed	Closed

Note: Extended hours may be available during examination periods as per student requirements.

3. Library Resources

The library maintains a rich and diverse collection of physical and digital resources to support learning, teaching, and research across all disciplines.

Resource Type	Quantity
Books – Volumes	37,944
Books – Titles	5,400
News Papers	06
CD-ROMs	1,497
Project Reports	1,877
Bound Volume Journals	698

E-Journals	12,258
E-Books	51,662
IEEE Conference Proceedings	1,800
e-Learning Courses	154

E-Resources Subscribed for 2025–2026

The following e-resources are subscribed through the VTU e-Resource Consortium for all Undergraduate and Postgraduate programmes. These resources are IP-enabled and accessible throughout the campus, as well as remotely via the Digital Library.

SL.	Publisher	e-Resources	Website
1	IEEE	ASPP 202 Journals & POP ALL Conference Proceedings: 1,800	https://ieeexplore.ieee.org
2	Elsevier ScienceDirect	405 e-Journals	https://www.sciencedirect.com
3	Springer Nature	710 e-Journals	https://link.springer.com
4	Taylor & Francis	260 e-Journals	https://www.tandfonline.com
5	EBSCO Engineering Suite	6,100 e-Journals 24,015 e-Books 80+ Micro Courses	https://search.ebscohost.com
6	Magzter Database	Magazines: 3,174 Newspapers: 1,260 Journals: 4,581 Others: 2,595	https://library.magzter.com
7	PACKT	7,300 e-Books	https://learning.packt.com
8	New Age International	670 e-Books	https://digital.elib4u.com
9	Edsol Informatics	20 e-Books	https://ebooks.edsolinformatics.com
10	Quiklrn	185 e-Books (Mobile App Access)	https://home.quiklrn.com
11	Quiklrn	70 e-Learning Courses	https://home.quiklrn.com
12	PAT Technology	14 e-Learning Courses	https://vtu.edutainer.in
13	IEEE Blended e-Learning	70 e-Learning Courses	http://blendedlearning.ieee.org
14	DrillBit	Plagiarism Detection Software	https://www.drillbitplagiarism.com
15	MAP Systems	Technology Platform	https://access.vtuconsortium.com/ksiot
16	CELUS	Automated COUNTER & Non-COUNTER Statistics Software	https://www.celus.net
17	CBS Publishers	174 e-Books	https://www.eduport-global.com

18	Cambridge University Press	58 e-Books	https://www.cambridge.org
19	Cengage Learning	69 e-Books	https://cengageindiaelibrary.ipublishcentral.net
20	BSP Books	141 e-Books	https://ebookstore.bspublications.net
21	Taylor & Francis	5,731 e-Books	https://www.taylorfrancis.com
22	Springer	12,863 e-Books	https://link.springer.com
23	Elsevier ScienceDirect	436 e-Books	https://www.sciencedirect.com
TOTAL E- RESOURCES		E-Journals: 12,258 E-Books: 51,662 IEEE Conf. Proceedings: 1,800 e- Learning: 154	

4. Library Services

Circulation Service

Circulation is the most fundamental service the library offers, covering the issue and return of books. Library staff are available to assist new users with membership registration, locating books, navigating the OPAC system, and all related queries.

Membership

All registered students, faculty members, and non-teaching staff are entitled to library membership. Membership forms are available at the Circulation Counter. Upon submission of the completed form with a photograph, a Library Card will be issued.

Important Membership Guidelines:

- Always carry your Library Card when visiting the library.
- Library cards are strictly non-transferable.
- Report lost or stolen library cards immediately at the Circulation Counter.
- A duplicate library card will be issued upon payment of Rs. 50/-.

Circulation Policy – Book Entitlement

Category of Membership	No. of Books	Loan Period
Under Graduate Students (B.E.)	03	14 Days
Post Graduate Students (M. Tech)	03	14 Days
Post Graduate Students (M.C.A.)	03	14 Days
Faculty Members	06	One Semester
Supporting Staff	02	14 Days

Borrowing Rules

- Books may only be borrowed upon presentation of a valid Library Card.
- Users must thoroughly inspect books for missing pages or damage at the time of borrowing.
- Damaged or mutilated books will not be accepted upon return; the borrower will be held responsible.
- In case of loss, the borrower must replace the book with a recent edition.
- Any loss or damage must be reported to library staff immediately.
- DVDs/CDs cannot be borrowed by library users.
- Reference books are strictly for in-library use and are not issued for home borrowing.
- No library material should be removed without proper issue; violations will result in disciplinary action.
- Faculty and staff proceeding on long leave must return all borrowed materials before departure.

Overdue Fine Policy

Overdue Period	Fine Amount
Up to 10 days overdue	Rs. 2/- per book per day
Beyond 10 days overdue	Rs. 3/- per book per day
Loss of book (if available in market)	Replace with recent edition
Loss of book (if unavailable in market)	2x the original price + accumulated fines

Reference Service

The Reference Service helps users maximize their use of library resources. Trained library staff provide expert guidance on research methodologies, citation practices, and the use of print and electronic resources.

User Awareness Programme

An orientation programme on library facilities and services is conducted for all new students at the beginning of each academic year. Information literacy programmes are also held annually to equip students with research skills.

Reprographic Service

Centralized reprographic services (photocopying) are available for users who require copies of library materials in compliance with copyright guidelines.

Inter-Library Loan (DELNET)

Document delivery services are provided through DELNET for books, manuscripts, and journal articles not available within the library's own collection. This ensures users have access to a broader network of academic resources.

OPAC – Online Public Access Catalogue

The Online Public Access Catalogue (OPAC) enables users to search the library's complete collection and manage their accounts. Features include:

- Search books by author, title, subject, or publisher.
- View checkout status and borrowing history.
- Browse new arrivals and recently subscribed journals.
- Access personal account details and due dates.

OPAC Access: <http://202.62.79.40/opac>

Your Member ID and Password are required for login. Contact the Circulation Counter for access credentials.

NPTEL / SWAYAM

A SWAYAM NPTEL Local Chapter has been established at K. S. Institute of Technology. Students can access free online courses offered by NPTEL through the SWAYAM platform, covering a wide range of engineering and science subjects.

Newspaper Clippings

A curated collection of newspaper clippings on topics relevant to technology, science, and current affairs is maintained and made available for user reference.

5. Facilities

Facility	Description
Stack Area	Open access area housing the main book collection, organized by subject for easy browsing.
Reference Section	Contains encyclopedias, dictionaries, handbooks, standards, and other reference materials for in-library use.
Periodicals Section	Houses current and bound volumes of national and international journals and magazines.
Reading Hall	A spacious, quiet reading area with comfortable seating for 200 users.
Digital Library	Dedicated computing workstations to access e-journals, e-books, institutional repositories, and online video lectures.
Discussion Room	A separate room for collaborative group learning and project discussions.

6. Infrastructure

The Library and Information Centre is housed on the first and second floors of the Administrative Block, spanning approximately 9,500 sq. ft. It is well-lit, adequately ventilated, and provides comfortable seating for up to 200 users at a time.

Floor	Sections Available
First Floor	Circulation Counter Stack Area Technical Processing Section Librarian's Office New Arrivals Section
Second Floor	Reference Section Reading Hall Discussion Room Periodicals Section Digital Library

Electronic Surveillance: CCTV cameras are installed throughout the library premises as a security measure to ensure safety and prevent theft.

7. Best Practices

- A dedicated Discussion Room is available for group learning and collaborative projects.
- The Digital Library enables access to institutional repositories, electronic resources, and video lectures.
- A Book Exhibition is organized at least once per academic year, showcasing new acquisitions and featured titles.
- Extended library hours are provided during examination seasons based on student demand.
- Information Literacy Programmes are conducted annually to develop research and information skills.
- User feedback is regularly collected to evaluate and improve facilities, resources, and services.
- 24/7 remote access to electronic resources is available through the VTU Consortium.
- Web OPAC is accessible to students and faculty to check resource availability and manage borrowing accounts online.
- An additional book is issued to the Top 10 Branch Toppers each semester as a reward for academic excellence.

8. Library Rules

Adherence to the following rules is mandatory for all library users. These rules are in place to maintain a productive and respectful environment for everyone.

- Scan your Library Card at the checkpoint upon entry.
- Leave all personal belongings at the designated depository near the entrance.
- Any library material being taken out must be shown to staff at the checkpoint.
- Handle books and materials with care; mutilation or damage will result in heavy fines.
- Books may be retained for a maximum of two weeks; overdue fines of Rs. 2/- per day (up to 10 days) and Rs. 3/- per day (beyond 10 days) will be charged.
- Lost or misplaced books must be reported to the library immediately.
- Loss of a Library Card must be reported at the Circulation Counter without delay.
- Students may borrow a maximum of three books at a time.
- Books recalled by the Librarian must be returned immediately upon request.
- Wearing an Institution ID Card is compulsory within library premises.
- Use of mobile phones is strictly prohibited.
- Maintain discipline and silence at all times.

9. Library Staff

Our dedicated library team is here to assist you with all your information needs. Do not hesitate to approach any staff member for guidance.

Sl.	Staff Name	Designation	E-mail
1	Dr. V. Bharathi	Chief Librarian	bharathivirla@ksit.edu.in
2	Mrs. M. Vasantha	Assistant Librarian	vasantham@ksit.edu.in
3	Mr. G. Kiran Kumar	Technician	kirang@ksit.edu.in
4	Ms. M. Anuradha	Attendar	—
5	Mr. Charan Kumar	Attendar	

For Further Assistance

Dr. V. Bharathi, Chief Librarian

E-mail: bharathivirla@ksit.edu.in

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