



YENEPOYA INSTITUTE OF TECHNOLOGY

NH-13, Thodar, Moodbidri-574225, Mangaluru, D.K.

CENTRAL LIBRARY & INFORMATION CENTRE

HAND BOOK 2022-23



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1. ABOUT THE CENTRAL LIBRARY

"One best book is equal to hundred good friends but one good friend is equal to a Library". – **Dr. A P J Abdul Kalam.**

The Library being the most important part of the education system much care is taken to provide the best of the best facilities in the library to motivate the students and the faculty members to make use of the facilities. The Library is equipped with state-of-the art facilities with natural light and ventilation & creates a conducive study atmosphere for the user. The Library has adopted the open access system thus readers enjoy perfect liberty to go round and choose for themselves the books and the journals they need. Books are classified according to Dewey Decimal Classification system (DDC) and subject wise arrangement is done for easy retrieval from the stock

The central library website is always where your research starts. Everything you want to know about our library is found at <https://www.yit.edu.in/campus/facilities/library-and-information-center>

2. OBJECTIVES

- To be user friendly.
- Build collections and create tools to support teaching, learning and research.
- Provide access to current and updated information resources.
- To help users to find right information at the right time.
- To help users in their curriculum activities with knowledge support.
- Providing comfortable learning environment to users.

3. LIBRARY SECTIONS

Members of library may easily access library as below mentioned sections. The YIT library mainly organized as following section.

- 3.1 Circulation Section
- 3.2 Lending section
- 3.3 Reference Section
- 3.4 Journals & Periodicals Section
- 3.5 Photocopy section
- 3.6 Digital library

3.1 Circulation Section

Department of Library and Information Centre is enriched with a huge collection of valuable books. To make the functioning of the library easy and effective, the college library is automated using an Integrated Library Management System called EASYLIB software (EASYLIB 4.3.3 version) 2009 onwards. The software consists of various modules on acquisition, cataloguing, circulation, serials control, and Online Public Access to Online Public Access Cataloguing (OPAC).

OPAC (Online Public Access Catalogue) facility is made available this Software to know the bibliographical details about the collection and CCTV cameras are installed in the library for strict surveillance.

3.2 Lending/ borrowing section

Library provides borrowing service to both the faculty and students, is located the first floor of the college. All the books are stacked in this section are classified as per the DDC 22 Ed Online Public Access Catalogue code. This method may help users to find the books in racks easily and bar coded and barcode scanners are used for issue, return and renewal of the books and student's library cards Bar Coded for the purpose of issue the books. The student members of the library can borrow 02 books regular basis for a period of 14 days. The faculty can borrow 06 books and return the same at the end of the particular semester. The users are requested to return the borrowed books to the library on or before the due date to avoid the penalty of Over Due Charges. Members are requested to obtain the NO DUE CERTIFICATE from the library at the end of the course or service.

The lending section have 32 seating capacity.

Timings of lending section: 8.45 AM – 5.00 PM

3.3 Reference Section

The YIT central Library has good reference collections and provides reference service to the members using these reference resources, which have been organized at the second floor of the library. The reference section has very valuable sources like Encyclopedias, Dictionaries, Directories, Project Reports, Question papers, Book Bank facility (SC/ST) Textbooks, CD/DVD Rom service etc. this section resource is only available for reference,

Reference section have 96 seating capacity.

Timings of this Reference section: **09.00 am – 08.00 pm**

3.4 Journals & Periodicals Section

Journals and periodical section is located at the Reference section of the library, this section have 16 seating capacity, magazines, Journals and journals back volumes are placed in this section. Here reputed national and international journals are available in this section.

This section have 16 seating capacity.

Timings of this journal and periodical section: 09.00 am – 08.00 pm

Available Magazines

SL. No.	Periodicals
1	The Week
2	Employment News
3	Sudha
4	Tharanga
5	Sports star
6	Competition success review
7	India today

Available News Papers (08)

SL No.	News Paper
1	The Hindu
2	Deccan Herald
3	The Indian Express
4	Times of India
5	Vijayavani
6	Udayavani
7	Vijaya Karnataka
8	Malayalam Manorama

3.5 Photocopy Section

Photocopy section is one of the important sections in the library for users; here users may take a copy of their much needed informations.

3.6 Digital Library

Digital library is located in the library, With the 400 MBPS leased line of broadband institution providing Wi-Fi facility in the campus, In the digital library total 08 systems are available for accessing the e- resources like CD- ROMs, e- journals, NPTEL videos, e-books, Seminar papers, National Digital library (NDL) contents, Thesis, Abstracts, etc. Through this initiative, users can access courses like Engineering and Humanities streams. This system provides high quality learning materials without bandwidth Constraints. This can helps students to improve their technical skills and employability. 24x7 Students can access all the contents through Intranet.

4. E-RESOURCES

Electronic resources (e-resources) are materials in digital format accessible electronically. E-Resources may be electronic journals (e-journal), electronic books (e-book), Conference proceeding , Articles, e-learning materials ,Videos etc., online databases in varied digital formats like Adobe Acrobat documents (.pdf), Web Pages (.html, .html, .asp etc.) and more. The YIT Central Library has subscribed online e journals and e-books on various publishers through a member of VTU Consortium.

- E-resources such as e-journals, e-databases, e-books made available by the Central Library, are for academic use only.
- Use e-resources for scholarly, educational or research, teaching, private study and clinical purposes.
- Systematic downloading of entire journal issues or volumes, or large portions of other e-resources is not permitted.
- Using e-resources for commercial gain is not permitted. Transmitting, disseminating or otherwise making online content available is unauthorized.

5. LIBRARY WORKING HOURS

REFERENCE SECTION	WORKING DAYS	DAYS	TIMINGS
		MON-FRI	8 a.m to 8 p.m
		SATURDAY	8 a.m to 5 p.m
		SUNDAY & PH	9 a.m to 1 p.m
REFERENCE SECTION	University Examinations All days		8 am to 10 pm
CIRCULATION SECTION	WORKING DAYS	MON-FRI	8.45 a.m to 5 p.m
		SATURDAY	8.45 a.m to 4 p.m
DIGITAL LIBRARY/E-LIBRARY	WORKING DAYS	MON-SAT	9 am to 5 pm

6. LIBRARY COLLECTIONS

Library Collections consist of books, periodical magazines, Newspapers, Project reports, back Volumes, Conference proceedings, standards, reference books Dictionaries and CD /DVD Rom's.

BOOKS,

Total Number of Volumes	-	18033
Total Number of Titles	-	3114
Lending Section Books	-	14907
Reference Section Books	-	3126

E-JOURNALS	-	7363
E-BOOKS	-	10725
GENERAL MAGAZINES	-	03
NEWS PAPERS	-	08
CD ROM	-	1288

Collection development of library from 2015-16 to 2019-20, the major library resources availability details for academic year –2019-2020, 2018-2019, 2017-18,2016-2107, and 2015-2016

Types of resource		Titles	Volumes	Year of purchase
Books	2019-2020	35	462	July 19-June 20
	2018-2019	83	406	July 18-June 19
	2017-2018	55	282	July 17-June 18
	2016-2017	125	389	July 16-June 17
	2015-2016	323	2774	July 15-June 16
Print Journals	2019-2020	02		July 19-June 20
	2018-2019	01		July 18-June 19
	2017-2018	11		July 17-June 18
	2016-2017	15		July 16-June 17
	2015-2016	10		July 15-June 16

E-JOURNALS AND E-BOOKS – UNDER VTU CONSORTIUM

A campus wide access to various E-Resources through institute IP address has been facilitated in accordance with the VTU Consortium.

E-JOURNALS		Total
Elsevier	296	7363
Springer Nature	692	
Taylor and Francis	555	
Knimbus	5700	
Emerald	120	
E Books		10725
Knimbus	10,000+	
Mc Graw Hill Express	505	

New Age International (Reference + Text)	220	
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Department wise book collection

Department	Titles	Volumes
Computer Science Engineering	700	2605
Information Science Engineering	538	2102
Mechanical Engineering	808	4970
Electronics Engineering	730	3040
Electrical and Electronics Engineering	615	2430
Total	3391	15147

SCIENCE & HUMANITIES

Engineering Mathematics	136	1280
Engineering Physics	61	358
Engineering Chemistry	54	404
English	2	4
Civil	46	267
Constitution	6	251
Management	28	138
General Knowledge/ General Books	104	184

7. SUPPORT AND FACILITIES TO STUDENTS FOR SELF-LEARNING ACTIVITIES

Library provides a support to students for self-learning facilities like

1. NDL Membership
2. VTU E- Consortium
3. 24x7 (400mbps) Wi-Fi facility in campus

4. K-Nimbus Remote access and mlibrary mobile app
5. Library Digital-support through intranet.

Facilities available at library for Students and Staff members

1.	Open access system (Reference and lending Section books)
2.	Reading
4.	Book Bank facility (General & SC/ST)
5.	Journals/Periodicals
6.	Newspapers
7.	New Arrivals
8.	Digital Library
9.	Reference Books
10.	Question paper e mail service
11.	Reprographic facility
12.	Project Reports
13.	OPAC System
14.	User Education: Library Orientation Program for new users

8. LIBRARY STAFF DETAILS

SI No	Name	Designation	Qualification
1.	Mr. Satheesh V	Asst. Librarian	B.Com, M.L.I.Sc
2.	Mrs. Chandrika Shetty	Library. Asst.	BA, M.L.I.Sc
3.	Mrs. Sushma	SDA	BA
4.	Mrs. Diana Sequeira	FDA	BA
5.	Mr. Hariprasad	Attender	SSLC

9. PROCESS

9.1 Library

- Books, Journals and Magazines are purchased/subscribed as per the Management and principal directives.
- Requirements of books and journals from the staff and students are indented by HODs after their approval with details such as name of the book, subject, author, publisher, cost and place available, as far as possible.
- A consolidated list is prepared and checked with the existing stock to avoid surplus purchases.
- We request the book quotation three or four suppliers are sent to the Purchase department.
- Books on receipt are verified for correctness and completeness (page, index and page number etc).
- Entering the books details in the library software and accession register, cataloguing and classifying books as per DDC.

9.2 Issue – Receipts

- **Admission to the library** -YIT Central Library primarily intended to support the educational and research needs of the Faculty, researcher, staff and students.
- College ID is mandatory to qualify for admittance to the Central Library borrowing facilities.
- All members are required to deposit their belongings at the cupboard. The Library is not responsible for any loss or damage to the same.
- Taking bags inside the Library is strictly prohibited.
- Student / staff select the books which are arranged call no. wise in the shelves.(open access)
- The borrower's book card are filled and signature by the borrower and borrower submit the lending card.
- The books are issued to the card holder after pasting the due date.
- It is ensured that the number of books issued to a borrower is as per the laid down norms of the library.
- The borrower returns the book on or before the due date which are checked for completeness. Borrower's lending cards are returned and books are replaced.
- Borrowers returning the books after their eligible time limit are levied a fine as per the norms of library. Fines are collected as per the specified rate. The amount is recorded in the register are deposited in the account section.

- Renewals are permitted only once, after the due date if there are no demands from others. The books are pasted / stamped with the fresh due date and the books renewed.
- Entries are made for issue of books and deletions are done for the library software.

9.3 Display of books

- The new arrivals are first placed in the reference section and then transferred to the lending section / reference section after a period of one month.
- Allotment of accessing number is as per Dewey decimal classification system DDC 22.ed

9.4 Stock checks

- The book shelves are checked at least once a week to ensure that they are available in the shelves as per the call no.
- Stock of books with respect to availability and checked once a year and tallied.
- List of books on stock is updated as and when books are added or written off.
- Newspapers are retained for reference for a period of six months and then disposed off.

10. LIBRARY RULES

- The Library is primarily intended for the use of students and staff of this College.
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Users shall have to produce the Identity Card on demand and sign in the entry register without fail.
- Users shall maintain decorum order and silence in the Library.
- No discussion permitted inside the library Dress code is compulsory.
- Making noise, spitting, and using electronic gadgets are strictly prohibited.
- Do not mutilate, disfigure, and deface by writing, underlining sentences or any such thing in the Library books.
- Reference Books, Magazines, Periodicals, Newspapers are meant for reading in the Library only.
- Leave the library books / Journals on the table after reading.
- Comply with library rules, library membership card can be recalled at any time.
- Library membership and borrower cards are not transferable.
- Each Borrower Card will enable the member to borrow one book at a time and he/she will be responsible for the book drawn on this card.

- Loss of Borrower Card and library membership card shall be intimated to the Librarian in writing. Duplicate card will be issued at the cost of Rs. 100/- per Borrower card.
- Please check while borrowing the book for any damage and report it immediately.
- A fine of Rs.5/- first 7 days, after 7 days Rs.10/- per day will be levied after the specified due date.
- In case of any books lost, damaged, defaced borrower has to pay the penalty/fine.
- CD/DVD's and Periodicals will be issued for overnight on demand.
- Use of Mobile Phone is strictly prohibited within Library.
- Digital Library should be used only for browsing and downloading e-learning resources and not use to play computer games and for browsing unwanted content.
- Do not keep Money purses, Valuable materials, Laptops and any kind of electronic gadgets in the Property Counter.
- Do make sure you know what library materials you have borrowed. Return them on time to avoid fines and as a courtesy to others.
- To obtain "No Dues Certificate" from the College, members should return all books borrowed, pay overdue charges if any and surrender the borrower's cards/library membership card to the library.
- Do ask Library staff for help in any situation. Don't hesitate! Library belongs to you.
