

## Library and Information Centre

### 1. About the Library

The MCE Hassan Library System comprises of a Central Library and 9 departmental libraries that collectively support the teaching, research and extension programmes of the Institute. The Central Library houses a total collection of over 120000 documents comprising of books, journals and compact discs in the fields of engineering and humanities. All in-house operations in the library are fully computerized using software package that also provides web-based access to the online catalogue of Library.

### 2. Library Hours

Monday through Friday : 8.00 A.M. to 8.00 P.M.

Saturday : 8.00 A.M. to 5.00 P.M.

During Major Exams : 8.00 A.M. to 9.00 P.M. (Only Reference Section including Sundays)

Only referral services are extended on Saturday, Sundays and Holidays when the Library operates on skeletal staff. However, Textbook Section remains operational all through the opening hours of the Library on all days. The Library remains closed on government holidays. Special arrangements are made to keep the Library open up to 9.00 P.M before and during the minor and major examinations. A portion of Library on the ground floor has been segregated as an independent Library Reading Room where users can bring their personal books and other reading materials.

### 3. Physical Infrastructure, Layout and Floor plans

Sl. No	Specification	Square Feet	Square Meter
1	Library Hall (Stack Area)	2100	195.00
2	Staff Reading Room	0400	037.00
3	Mezzanine (Ground Floor)	2450	228.00
4	Library Staff Room	0400	037.00
5	Librarian Chamber	0130	012.00
6.1	Store Room(Old books)	0300	028.00

6.2	Store Room(Old books)	0175	016.00
7	Reprographic (Xerox)	0080	007.50
8	Entrance + Lobby	0600	055.50
9	News Paper Section/ Exhibition Hall	0720	067.00
10	Ladies Toilet	0150	014
	Total	7505	697

#### 4. Library Membership and Circulation: Policies and Guidelines

Category of Member	No. of Books that can be issued	Duration of Issue	Membership Form Attestation By
Faculty Scientific & Academic Staff	05	Based on the Requirement	Head of the Dept./ Librarian
Administrative staff	02	Based on the Requirement	Head of the Dept./ Librarian
Technical and Supporting Staff	02	Based on the Requirement	Head of the Dept./ Librarian
Research Scholars	04	14 days	Librarian
M.Tech. / M.Sc(Engg).	04	14 Days	Librarian
B.E(All Branches)	04	14 Days	Librarian

#### **Borrowing Rules**

1. Identity Card should be produced for scanning. Based on the existing information in the library, the books are issued.
2. The readers should check the books thoroughly for missing pages, chapters, etc. while getting them issued.
3. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.

#### **Loss of Identity Card/Library Card**

The loss of Identity Card or bar-coded patron card should be reported to the Librarian of the Library. The Librarian (UG/PG) will issue duplicate Identity card. Contact librarian for issuance of bar-code. Borrowers shall be responsible for any

loss or misuse of their original/duplicate card.

### **Issue & Return Timings**

1. General books are issued or returned on weekdays from 10.00 A.M. to 5.30 P.M.
2. Text Books can be consulted within the Library premises on depositing Identity Card at Text Book counter.

### **Conventions for Issues / Return**

1. General books are issued to all eligible members as per their entitlements.
2. Reference books and bound volumes are issued to members with special permission. Please contact Incharge, Reader Services/Librarian for obtaining permission.
3. Theses, dissertations, CDs, are not lent out of the Library.

### **Overdue Fine**

Items that are returned after the due date are considered overdue. Overdue fines are assessed at the following rates:

1. Rs. 1.00 per day for the books issued from General Section.

**Note:** Librarian cannot exempt the charges under any special circumstances.

### **Cost recovery of lost books by the Library members**

Following is the approved criteria for recovering the cost of lost books by Library members/students:

1. The cost of the book in foreign currency to be charged at the current conversion rate of the INR currency.
2. Lost book should be replaced by a new book with overdue charges. Minimum of Rs. 300/- to be charged if the cost of the book is less than Rs.300/- with processing charges of Rs. 100/- for each book.

## 5. Collections and Resources:

The Library has extensive collections on technology, science, humanities, and social science books. Besides, General and specialized collections in the Library are segregated as mentioned below:

Sl. No.	Collection	Location (Floor)	Collection Size in Number
1.	Text Books(UG, PG)	Ground Floor	96000
2.	Reference Collection	First Floor	10656
3.	Book Bank	Basement Floor	6746
4.	Magazines- General	Ground Floor	12
5.	CD/DVD Collections	Ground Floor	200
6.	E-Journals	First Floor	1681
7.	National Journals	First Floor	88
8.	International Journals	First Floor	74
9.	News Papers	First Floor	14
10.	Browsing Computers	First Floor	25
11.	SC/ST Reserved Books	Basement Floor	24304

## 6. Electronic Resources

VTU E-Consortia service with the support of

- Elsevier, Science Direct
- Taylor & Francis
- Springer Nature ME, CV, CS, EC
- Emerald Management

**Elsevier's Science Direct (<http://www.sciencedirect.com/>)**

**Springer Link (<http://www.springerlink.com/>)**

## 7. Library Services & Facilities

- Reading Room facility
- Reference Service

Library provides more than 12000 reference books for students to read at a time, Library accommodates for maximum of 600 students to use this facility.

- Internet Facility
- Reprography Service (Photo Copying).
- Digital Library (Online access to e-resources)
- Facility for viewing e-content from NDL/NPTEL/SWAYAM:
- Issue/Return through automation software

## 8. Computer and Network Infrastructure in the Library

The Library has its own sub-LAN, which, in turn, is connected to the Campus LAN. It has over 25 PCs and Two Servers spread over two floors of the Library.

The Library is a part of fiber optic-based campus-LAN. 25 Internet-enabled PCs are exclusively devoted for the Library users. The users can access library databases offered by the Library.

## 9. General Rules

- The Library user shall not engage in audible conversation in any part of the Library.
- A person shall not write upon, damage or mark any book belonging to the Library.
- A person responsible for any damage caused by him / her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Librarian.
- The library staff at the Library will check all personal belongings including Library books issued to a member.
- Personal book(s) shall not be allowed inside the Library. Please leave them at the

Property Counter.

- Use of mobile phone in the Library is prohibited.
- The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
- Photography is not allowed.
- Membership privileges of a user can be suspended on account of mis-behaviour with the Library staff or for indecent manners.

## 10. Contact Us

Sl.No	Name of the Staff Qualification, Designation, E-mail id	Resi/ Mobile
1	Mr. A.M. Mallikarjuna, M.A., F.D.A.	9980912799
2	Mr. Jayashankar, PUC, SDA	9964934565
3	Mr. Shankar D R, B.Ed, M.L.I.Sc ( Incharge Librarian) S.D.A karadevshankar@gmail.com	9740595772
4	Ms. H.S. Bharathi, B.A, M.L.I.Sc S.D.A bharathihs77@rediffmail.com	8105223582
5	Mr. Prathap H A, M.A., M.L.I.Sc., M.S.W. S.D.A. prathapha@rediffmail.com	9986025588
6	Mrs. B. J. Ramyashree, Diploma Office Assistant ramya.bj555@gmail.com	9353197267
7	Mr. H.S. Deepak, PUC Helper	9591618567
8	Mr. Anil Kumar R.N, SSLC Helper	9844988756
9	Ms. M.D. Rajani, SSLC Attender/ Helper	8453940030
10	Mr. Ashok Kumar C.S, 7th Peon	9353744994
11	Nagarathna, 7th Peon	8197926822
12	Smt. T.H Rajeshwari, (S.S.L.C)	9900867700

	Office Assistant	
13	Smt. Sumithra . M. D, S.S.L.C Helper	9964473822

## 11. Electronic Resources through the VTU Consortium

### Accessing Easylib

URL: <http://192.168.25.201:8080/easylib/index.php>

User name: student

Password: Student

## Search Results and Display of Records

Types	Count
Book	268

Authors	Count
Balaguru Swamy E	242
Balaguru Swamy E,Macdonald	26

Publishers	Count
null	103
Gaigotia	6
IMH New Delhi	6
Mc-Graw Hill	2
McGrawHill New Delhi	2
Tata McGraw Hill	28
Tata McGraw Hill Comp. New Delhi	18
Tata McGraw Hill Delhi	3
Tata McGraw Hill Pub,Delhi	5

Record ID	Title	Author	Title No	Total Copies	Publisher	Material Type
1	fortran IV for Beginners	By:Balaguru Swamy E	024943	1	Tata McGraw Hill	Book
2	fortran IV for Beginners	By:Balaguru Swamy E	024944	1	Tata McGraw Hill	Book
3	fortran IV for Beginners	By:Balaguru Swamy E	024945	1	Tata McGraw Hill	Book
4	fortran IV for Beginners	By:Balaguru Swamy E	024946	1	Tata McGraw Hill	Book
5	fortran IV for Beginners	By:Balaguru Swamy E	024946	1	Tata McGraw Hill	Book