

# Know Your Library



Handbook of  
**HINDUSTAN INSTITUTE OF TECHNOLOGY & SCIENCE**  
**CENTRAL LIBRARY**  
**Dr. K. C. G. VERGHESE RESEARCH AND RESOURCE CENTRE**  
**(FOUNDER'S BLOCK)**



**HINDUSTAN**  
**INSTITUTE OF TECHNOLOGY & SCIENCE**  
**(DEEMED TO BE UNIVERSITY)**

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# Know Your Library

## VISION

To be a central hub of the University for the best scholarly and educational Resources and be digitally enabled by adopting to latest technology and Grow continuously by setting new benchmarks.

## MISSION

University Library shall function as the principal Provider of scholarly the information resources to the campus community, by Working with faculty and students in the discovery, use and management of Information that supports their research, teaching and learning.

## OBJECTIVES

Training and development for the staff and Students and provide Intellectual and physical environment:

- To identify the information needs of the user community
- To relate those needs to available resources
- To provide access to the learning resources
- To facilitate the productive and proficient use of those resources
- To provide access to the library resources through web pages and Online resources

## MOTTO

**“READERS ARE LEADERS”**

# Know Your Library

## About HITS Central Library

- The Hindustan University Library System consists of a Central Library and departmental libraries which collectively support the teaching, research and extension programmes of the University.
- All students, faculty members and employees of the University are entitled to make use of the Library facilities on taking library membership.
- The Library, besides having a huge collection of books on engineering, science and humanities offers library services through its various divisions.
- The Library is housed in the ground, first and second floors of the Founder's Block.

## Admission to Library

- All Library users are required to deposit their personal belongings at the property counter at their own risk.
- The Library is not responsible for any loss or damage to the same.
- Taking of briefcase, bags, files, jerkins, raincoat, umbrella, mobile phones etc., inside the library is strictly forbidden.

# Know Your Library

## Library Resources

The Library has a rich collection of books on

- Aeronautical Engineering
- Architecture
- Automobile Engineering
- Bio-Technology
- Civil Engineering
- Chemical Technology
- Computer Science Engineering
- Electrical and Electronics Engineering
- Electronics and Communication and Engineering
- Fashion Technology
- Information and Technology
- Instrumentation Engineering
- Library and Information Science
- Management Studies
- Mechanical Engineering
- Nanotechnology
- Science and Humanities
- Light Reading Materials

# Know Your Library

## Library Books

The Subject-wise break up of library collections are as follows:

Subjects	Books	
	Titles	Volumes
Civil	3563	7088
Electronics	5628	14457
Electrical	3497	10293
Computer Science	2392	7629
Information Technology	1296	6977
Computer Applications	2221	7460
Aeronautical & Aerospace	2220	6091
Automobile	1222	3713
Mechanical	6108	10002
Mechatronics	934	2610
Chemical	314	1014
Bio-Technology	187	436
Bio-Medical	118	149
Nanotechnology	104	242
Management	5904	14540
Law	726	1242
Architecture	3604	4852
Mathematics	1043	2932
Physics	757	2081
Chemistry	699	1266
Literature	1233	2732
Fashion Design	176	319
Food Technology	175	426
Physical Education	101	114
Library Science	58	83
Higher Education	64	140
Political Science	133	238
Psychology	71	235
Sociology	212	404
Commerce	152	599
Visual Communication	115	243
Economics	256	604
Nursing	367	1199
Optometry	63	123
Physiotherapy	126	276
Pharmacy	266	1114
General	2768	5156
<b>GRAND TOTAL</b>	<b>48873</b>	<b>119079</b>
<b>E-Books TOTAL</b>	<b>228744</b>	<b>228744</b>

# Know Your Library

OTHER MATERIALS		
Book Bank Books (Government)	-	2719
<b>Theses and Report</b>	-	2356
<b>Back Volumes</b>	-	3439
Theology	-	162
Bookers Club	-	135
ED(MBA)	-	503
TIFAC Core	-	154
Code Books	-	72
Book Bank ( Hindustan)	-	68602
<b>Total Number of Holdings</b>	<b>281473</b>	<b>425965</b>

# Know Your Library

## Reference Sources

The library has the following types of reference resources:

- Dictionaries,
- Encyclopedias,
- Hand books,
- Manuals
- Theses and Dissertations
- Project Reports
- Maps, Atlases and
- CDs/DVDs/VHS
- Conference/Seminar Proceedings

## Current Periodicals

The Library subscribes to about 347 Periodicals (Including gift and exchange).

- The latest issues are displayed and its back issues available in the corresponding drawers.
- These loose issues of periodicals are withdrawn for binding as soon as the volume is complete.
- Bulletins and news letters from different organizations, institutions, libraries, etc., are arranged in the reading halls.

## Bound Volumes Of Periodicals:

- Bound volumes of periodicals are housed in the Reference room of 2<sup>nd</sup> Floor.

## News Papers:

The Library receives 11 News papers

- English – 7
- Tamil – 1
- Malayalam – 1
- Hindi - 1
- Telugu – 1



# Know Your Library

## Arrangement of Library Collections

The Library follows Open Access System.

- The reading materials are arranged in two classes:  
1. General Collections, 2. Reference Collections
- New books acquired are displayed for a week. After display these “new arrivals are put into circulation.
- Books are shelved according to call Numbers.
- When a book is requested by a user, call number and accession number must be correctly ascertained from the database available on the Online Public Access Catalogue (OPAC).
- The stack room is provided with classification numbers for book location.

## TECHNICAL SECTION

### Classification

- The Library follows the Dewey Decimal Classification System (DDC) for classification of documents.
- Library of Congress and Sears List are used for assigning Subject Heading.

### Cataloguing

- The collection of library material is computerized. Existing library material is available on the library database.
- Books are catalogued as per AACR-II.
- The catalogue is divided into 3 parts viz., author, title, and subject index.
- OPAC helps the user to search the library database.

### Locating Books

- Call numbers are the key to location of books on the shelves.
- Books are arranged according to their call numbers.
- The main class numbers by which the books are arranged are displayed at the stack room ready reference.
- OPAC search facility is available in the search terminals

# Know Your Library

## Computerised Information Retrieval

Library activities like acquisition, cataloguing, circulation, serials control, multimedia, and web enquiry have been automated by using LIBSYS Library Software.

## Circulation

At the time of borrowing, the students are requested to show their ID cards for borrowing books.

- All the students, faculty members of the university can register themselves for the membership of the library
- Books can be borrowed by staff and students
- Regular books may be borrowed for a period of 14 days by students and one month by staff members.
- Reference books, journals and Video Cassettes may not be borrowed
- Reservation of library material can be made through **Online Public Access Catalog (OPAC)**
- Loss of borrowed books and journals should be reported to librarian immediately.
- If a book which has been borrowed by a student is urgently required, the library may call back the book from the student.
- Book must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge.
- Repeated failure to return of books on time may lead to denial of borrowing facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- The borrower is fully responsible for the books borrowed in/her account.
- The library may recall a book at any time before its due date. Overdue charges may be increased for failure to return a book when it is due or recalled.
- The borrower shall be responsible for loss or damages caused to the library material borrowed. They shall be required to replace or pay double the cost of such material including overdue charges.
- Penalty will be levied for marking/scribbling the pages and tampering the barcode labels.

# Know Your Library

## Issue Details & Duration

Category of member	No. of Books that can be issued	Duration of Issue
Deans and HODs	7	one Semester
Teaching Faculty (completion of 1 year)	7	1 month
Teaching Faculty ( Newly appointed )	3	1 month
<b>Students</b>		
UG	4	14 days
PG & Research Scholars	6	14 days

## Renewals

- Books issued to you can be renewed unless they are reserved by someone else. You need to bring the books to the library for getting them re-issued.
- Renewals over the telephone, oral instructions, or written communications are not entertained.

## Reserving the Documents

- A library user can reserve a book currently out on loan by requesting staff at the Circulation Counter.
- Notifications for availability of reserved books are placed on the Library notice board.

## Overdue Charges

Overdue charges at the rates mentioned below are the charged for late return of the books:

First week - 10/ per day

Second week - 20/ per day

After this duration, the library will stop the borrowing facility to the particular user.

# Know Your Library

## Instructions for Users:

Help to maintain a quiet atmosphere for study. Users shall not engage in conversation in any part of the Library so as to cause annoyance to any other reader

- Books removed from the shelves for reading should be returned to its correct place. If you cannot find the right place on the shelf, kindly return the books to the counter or leave them on the reading tables after use.
- Smoking in the Library is strictly prohibited.
- Tearing off pages, marking in pencil or ink on the books is a serious offence.
- Students are not permitted to take tea or snacks etc., in the Library.
- After reading, newspapers should be folded properly and kept in the designated place
- Users are not allowed to take cuttings from newspapers. One can photo copy the articles that are required
- Library users should “SWITCH OFF” their Mobile phones. Usage of cell phone is banned inside the library.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the Library staff or behaving in an indecent manner.
- Do remember to switch off the lights and fans after use
- Files, Folders, personal books, books already borrowed should be kept in the property counter provided at the entrance. These should not be taken in to the library.
- The arrangement of chairs in the reading rooms should not be disturbed.
- Fire Extinguishers are available in the library. If you notice any fire/smoke, please report to the librarian immediately.
- Access the E-Resources regularly.

# Know Your Library

## Care of Library Materials

1. Library books, Reference books, Electronic Media's etc., are costly and often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library material. No tracing or copying of any map or manuscript is allowed in the Library.
2. If termites/other insects spoiling the books, torn/missing pages are noticed, please report to the librarian immediately.
3. Before leaving the issue counter, members should satisfy themselves as to whether the Library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the Library staff at the issue counter, otherwise they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.

# Know Your Library

## Library Floor Wise Plan

<b>Ground Floor</b>	
<b>Reading Hall - I</b>	
FB 005	Engineering Journals for Aeronautical, Civil, Architecture, Computing Sciences and Electrical Sciences, Reference Books, Technical Periodicals, News Papers and facility to access OPAC & E-Resources.
FB 002	Librarian Room & Xerox
FB 003	VIP Room
FB 004	Padur Hall - I
FB 005	OPAC
FB 006	Join Director
<b>READING HALL 2</b>	
	Journals for Automobile, Mechanical Engineering, Chemical Engineering and Management Sciences, Reference Books, Technical Periodicals and facility to access OPAC and E-Resources
<b>First Floor</b>	
FB 101	Stack Area – Architecture
FB 102	Padur Hall - II
FB 103	Stack Area – Aeronautical, Automobile, Literature
FB 104	Stack Area – Computer Science and Engineering, Science & Humanities, Electrical, Electronics, Instrumentation, Fashion Design, Nanotechnology
<b>Second Floor</b>	
FB 201	Stack Area – Management Sciences
FB 202	Digital Library
FB 203	Mechanical
FB 204	Stack Area – Reference Books, Civil, Theses, Project Reports, Back–Volumes and Question Papers

# Know Your Library

## Library Facilities

Library has the following facilities:

S.No	Particular
1	Digital Library
2	Kindle
3	Centralized Air Conditioning
4	NPTEL
5	Educational Multimedia
6	Wi-Fi Enabled
7	Photocopying
8	Inter Library Loan Service
9	Paper Clipping
10	Thesis Reports
11	Document Delivery
12	Article Alerts Services
13	Book Bank
14	Remote Access
15	Institutional Repository
16	Research Scholars Rooms
17	Advanced Security Enabled Facility
18	Ramp for Physically Disabled Users/Elevator Available

# Know Your Library

## Digital Library

Digital Library has 47 computers with Internet Connectivity for the students to access the Online Electronic Information Resources. Apart from these 47 computers, the library has another 25 computers for the students to access OPAC and E-Resources.

**Library has the following Unlimited Online Electronic Information Resources:**

S.No	Name of the E-Resources
1	IEEE
2	Emerald
3	Springer Link
4	Science Direct
5	Scopus
6	ASCE
7	ASME
8	Access Engineering Library
9	PROQUEST
10	J-GATE PLUS
11	CENGAGE LEARNING
12	EBSCO (Management)
13	EBSCO (Art & Architecture)
14	ASTM Digital Library
15	Universe Engineering Database
16	SAE
17	SAGE
18	Open Access E-Journals
19	Taylor & Francis Journals



# Know Your Library

## Timings

Library Timings		
Monday – Friday	8:30 A.M.	8:00 P.M.
Saturday & Sunday	8:30 A.M.	4:00 P.M.
Issue & Return Timings		
Monday – Friday	8:30 A.M.	6:00 P.M.
Saturday & Sunday	8:30 A.M.	4:00 P.M.

*The library is closed on public and University Holidays.*

# Know Your Library

## Library Staff

Chief Librarian	:	Dr. J. Dominic
Deputy Librarian	:	Mr. K. Veeraramu
Assistant Librarian	:	Dr. S. Senthil Kumar
Assistant Librarian	:	Mr. S. Venkatesh
Assistant Librarian	:	Mr. D. Daniel
Assistant Librarian	:	Ms. Jeyachithra

## Contact Details:

Phone	:	+ 91-44-2747 4262 / 4385 / 4385 / 4395
Fax	:	+ 91-44-2747 4208

## Intercom Numbers

1. Chief Librarian	:	114
2. Stack Area (First Floor)	:	170
3. Reference Desk (Second Floor)	:	152
4. Library Help Desk (Ground Floor)	:	180

## Email:

[cl@hindustanuniv.ac.in](mailto:cl@hindustanuniv.ac.in)

[library@hindustanuniv.ac.in](mailto:library@hindustanuniv.ac.in)