

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)

JULY 2025

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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

Overview of the HITS Central Library

- The library system at Hindustan Institute of Technology and Science comprises a Central Library and multiple departmental libraries, all supporting the teaching, research, and extension activities of the University
- Membership is open to all research scholars, students, faculty and staff members upon registration.
- The Central Library supports all academic streams—including Engineering & Technology, Planning, Architecture & Design, Basic & Applied Sciences, Health Sciences, Liberal & Creative Arts, Management, Law, and Nursing—through its specialized divisions, promoting teaching, research, and extension initiatives.
- Located in the Founder's Block, the Central Library spans the ground, first, and second floors, serving as the main academic resource centre.

Admission to Library

- All library users must deposit personal items in the cloak room at their own risk.
- The library does not accept responsibility for any loss or damage to items deposited.
- Bringing personal items like briefcases, bags, files, raincoats, umbrellas, and mobile phones into the library's reading areas is strictly forbidden.

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Library Resources

The Central Library offers a rich and diverse range of resources across numerous academic disciplines, organized through dedicated divisions to support teaching, research, and extension activities:

- Aeronautical
- Aerospace
- Architecture, Planning and Design
- Automobile
- Basic & Applied Sciences
- Bio Technology
- Chemical
- Civil
- Computer Science & Engineering & Computer Application
- Electrical & Electronics Engineering
- Electronics & Communication Engineering
- Fashion Technology
- Health Sciences and Nursing
- Information and Technology
- Law
- Liberal & Creative Arts (including humanities)
- Management Studies & Career Guidance
- Mechanical
- Mechatronics
- Theology

In addition, there is a special section for light reading materials to support casual engagement and leisure reading.

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Library Books

Subject-Wise Distribution of Library Collections (SET, SLiCA & SBAS)

| School | SUBJECT | Books | |
|---|---|--------|---------|
| | | TITLES | VOLUMES |
| School of Engineering and Technology (SET) | Aeronautical/Aerospace | 2253 | 6143 |
| | Computer Science and Engineering | 2408 | 7677 |
| | Information Technology | 1315 | 7001 |
| | Electronics and Communication Engineering | 5635 | 14466 |
| | Bio-Medical Engineering | 216 | 326 |
| | Electrical and Electronics Engineering | 3506 | 10245 |
| | Mechanical Engineering | 6119 | 10018 |
| | Mechatronics Engineering | 941 | 2620 |
| | Automobile Engineering | 1255 | 3766 |
| | Bio-Technology | 187 | 474 |
| | Chemical Engineering | 314 | 1014 |
| | Nanotechnology | 104 | 242 |
| | Civil Engineering | 3566 | 7094 |
| Total (SET) | | 30041 | 78755 |
| SPADE | Architecture | 3638 | 5025 |
| School of Liberal and Creative Arts (SLiCA) | Economics | 258 | 606 |
| | Commerce | 156 | 605 |
| | Political Science | 133 | 238 |
| | Sociology | 212 | 404 |
| | Fashion Design | 179 | 322 |
| | Visual Communication | 132 | 269 |
| | Christian Studies | | 162 |
| | Languages | 1261 | 2772 |
| | Higher Education | 65 | 141 |
| Total (SLiCA) | | 2396 | 5519 |
| School of Basic and Applied Sciences (SBAS) | Mathematics | 1053 | 2945 |
| | Physics | 760 | 2084 |
| | Chemistry | 707 | 1274 |
| | Computer Applications | 2222 | 7669 |
| | Food Technology | 198 | 467 |
| | Psychology | 126 | 310 |
| | Physical Education | 154 | 187 |
| | Library Science | 58 | 83 |
| Total (SBAS) | | 5278 | 15019 |

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Subject-Wise Distribution of Library Collections (SOHS, SOL, SOM, GENERAL & EBOOKS)

| School | SUBJECT | Books | |
|----------------------------------|------------------------------------|--------------|---------------|
| | | TITLES | VOLUMES |
| School of Health Sciences (SoHS) | Pharmacy | 268 | 1124 |
| | Nursing | 501 | 1493 |
| | Physiotherapy | 166 | 326 |
| | Optometry | 87 | 147 |
| | Total (SoHS) | 1022 | 3090 |
| SOL | Law | 846 | 1561 |
| SOM | Management | 6214 | 15003 |
| | General | 2976 | 5365 |
| | Others Total | 20148 | 42751 |
| Printed books Grand Total | | 50189 | 121506 |
| E-books | | | 235243 |
| Others | Book-Bank Books (Government SC/ST) | | 2719 |
| | Bookers Club | | 135 |
| | ED(MBA) | | 503 |
| | TIFAC Core | | 154 |
| | Code Books | | 72 |
| | Gratis Books | | 1305 |
| | Journal Back Volumes | | 5936 |
| Other Books/Back Volumes | | | 10824 |

Know Your Library

Library Periodicals

Subject-Wise Distribution of Periodicals

| Subject | Journals (In Print) | | Magazines |
|----------------------------|------------------------|------------|-----------|
| | Int. | Nat. | National |
| Aeronautical & Aerospace | 1 | 8 | 3 |
| Automobile | - | 5 | 8 |
| Civil | - | 4 | - |
| Computer Science | 2 | 19 | 6 |
| Information Technology | | | |
| Computer Applications | | | |
| Chemical /Biotech. | - | 5 | - |
| Electronics | 2 | 7 | 2 |
| Electrical | - | 4 | 1 |
| Mechanical | 1 | 4 | - |
| Mechatronics | - | 6 | - |
| Fashion Design | 1 | 3 | 6 |
| Architecture | 2 | 10 | 3 |
| Management | 4 | 12 | 8 |
| Food Tech. | - | 3 | - |
| Pharmacy | - | 6 | - |
| Physiotherapy | - | 3 | - |
| Optometry | - | 3 | - |
| Psychology | 1 | - | - |
| Basic and Applied Sciences | - | 4 | - |
| Vis. Com. | - | 3 | - |
| Political Science | - | 4 | - |
| Commerce | - | 2 | - |
| Chemistry | - | 3 | - |
| Physics | - | 3 | - |
| Maths | - | 3 | - |
| English | - | 1 | - |
| Law | 1 | 14 | - |
| General | - | - | 14 |
| Interdisciplinary | - | 3 | - |
| Total | 15 | 141 | 51 |

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Reference Sources

The Central Library maintains a diverse and authoritative collection of non-circulating materials designed for quick and reliable information retrieval:

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

Current Periodicals

- The Library subscribes to approximately 270 Periodicals (including those received via gift or exchange). The latest issues are prominently displayed, while back issues are stored in the corresponding drawers.
- Once a volume is complete, loose issues are withdrawn promptly and sent for binding.
- Bulletins and newsletters from various organizations, institutions, and libraries are neatly arranged in the reading halls for easy reference.

Bound Volumes Of Periodicals:

- All bound volumes of periodicals are housed in the Reference Section on the 2nd Floor of the Central Library.

News Papers:

The Library subscribes to 11 newspapers, covering multiple languages:

- English – 7
- Tamil – 2
- Malayalam – 1
- Hindi - 1
- Telugu – 1

Know Your Library

Arrangement of Library Collections

The Central Library follows an Open Access System, enabling users to directly browse and retrieve books from the shelves.

- Reading materials are organized under two primary categories:
 - ❖ General Collection
 - ❖ Reference Collection
- New Arrivals are displayed for one week before being incorporated into general circulation.
- Books are arranged by Call Numbers, ensuring systematic shelving and easy retrieval.
- Users must check the Call Number and Accession Number through the Online Public Access Catalogue (OPAC) to locate any book.
- The stack room displays prominent classification signage and guides for easier navigation.

TECHNICAL SECTION

Classification

- The library uses the Dewey Decimal Classification (DDC) system for organizing documents.
- For assigning subject headings, it refers to:
 - ❖ Library of Congress Subject Headings (LCSH)
 - ❖ Sears List of Subject Headings

Know Your Library

Cataloguing

- The entire collection is computerized and searchable through the library database.
- Books are catalogued according to AACR-II (Anglo-American Cataloguing Rules – Second Edition).
- The catalogue is divided into three indexes:
 - ❖ Author Index
 - ❖ Title Index
 - ❖ Subject Index
- ❖ OPAC (Online Public Access Catalogue) allows users to search and locate library materials efficiently.

Locating Books

- ❖ Call Numbers are essential for finding books; they represent the book's subject classification.
- ❖ Books are shelved in ascending order of call numbers.
- ❖ Class number signage is available in the stack area for quick reference.
- ❖ OPAC terminals are provided within the library for user searches.

Know Your Library

Computerised Information Retrieval

The Central Library has automated its core operational workflows using LIB-MAN Library Management Software, a comprehensive solution developed by MasterSoft. This system manages all key library functions.

Circulation

- ❖ All students and faculty must register for library membership.
- ❖ ID cards must be shown at the time of borrowing.
- ❖ Books may be borrowed by research scholars, students and staff.
- ❖ **Students:** Regular books – 14 days
- ❖ **Staff:** Regular books – 1 month
- ❖ Reference books, journals, and video cassettes: Not for loan
- ❖ Users may reserve items using the OPAC.
- ❖ Books must be returned on or before the due date.
- ❖ Books may be recalled before the due date if urgently required.
- ❖ Students must check the condition of a book before borrowing.
- ❖ Overdue fines apply for late returns.
- ❖ Repeated delays may result in suspension of borrowing privileges.
- ❖ Loss or damage must be reported immediately to the Chief Librarian.
- ❖ Lost/damaged materials must be replaced or paid for at double the cost, including any applicable fines.
- ❖ Marking/scribbling in books or tampering with barcodes will attract penalties.

Know Your Library

Library Loan Limits by Member Category

| Category | No. of Books | Loan Period |
|---|--------------|--------------|
| Deans and HODs | 7 | one Semester |
| Teaching Faculty (completion of 1 year) | 7 | 1 month |
| Teaching Faculty (Newly appointed) | 3 | 1 month |
| Students | | |
| UG | 4 | 14 days |
| PG & Research Scholars | 6 | 14 days |

Renewals

- You may renew borrowed books if no other patron has reserved them.
- For renewal, you must physically bring the book to the library—renewals via telephone, email, or chat are not accepted.

Reserving the Documents

- To reserve an item currently borrowed by another, submit a request at the Circulation Counter.
- Once available, the library posts a notification on the notice board for the reserved book.

Overdue Charges

Late return fees apply as follows:

First week overdue: Rs.10 per day

Second week overdue: Rs.20 per day

If a book remains unreturned beyond the second week, the borrower's borrowing privileges will be suspended.

Know Your Library

Instructions for Users:

To ensure a conducive learning environment, all users are requested to follow these guidelines:

- ❖ Maintain silence at all times. Refrain from conversations that may disturb others.
- ❖ Smoking—and analogous behavior—is strictly prohibited throughout the library premises.
- ❖ Phones must be switched off before entering. Usage within the library is banned.
- ❖ Any indecent behavior, misuse of materials, or abuse of staff may result in suspension of library privileges by the Chief Librarian
- ❖ After reading, return books to their correct shelves. If unsure, place them on the reading tables or hand them to the library staff.
- ❖ Do not tear pages, write, or mark books—this is considered a serious offense.
- ❖ Newspapers must be folded neatly after use and returned to their designated place.
- ❖ Cutting articles from newspapers is prohibited; photocopies may be taken if needed.
- ❖ Food, snacks, and beverages are not allowed inside the library.
- ❖ Personal items, such as files, folders, bags, and borrowed books, must be left at the clock room at your own risk.
- ❖ Do not rearrange chairs or furniture in the reading areas.
- ❖ Please switch off lights and fans after use.
- ❖ Fire extinguishers are available for emergencies. Immediately report any sign of fire or smoke to the library staff.
- ❖ Users are encouraged to access e-resources through designated library systems and OPAC terminals.

Know Your Library

Care of Library Materials

1. Library materials—including books, reference materials, electronic media, maps, and manuscripts—are valuable and often rare. Please do not write, damage, fold leaves, or mark in any way. Tracing or copying maps or manuscripts directly is not permitted.
2. If you notice signs of damage—such as termites, insects, torn or missing pages—please inform the Library staff immediately.
3. Before leaving the issue counter, verify that the item is in sound condition. If defects are found, report them immediately, or you may be held responsible for replacement or compensation as determined by the Chief Librarian.

Know Your Library

Floor-Wise Library Room & Function Overview

| Ground Floor | |
|--------------|---|
| FB012 | Reading Hall – 2 Liberal Arts , Management Sciences, Architecture, Reference Books, Technical Periodicals |
| FB 013 | Reading Hall – 1 Engineering Journals, Reference Books, Technical Periodicals, and News Papers. |
| FB 003 | Chief Librarian Room & Reprography |
| FB 004 | VIP Room |
| FB 005 | Padur Hall - I |
| FB 006 | Librarian Room & Information System Lab & and facility to access OPAC & E-Resources. |
| FB 007 | Special Officer & Vigilance Officer |
| First Floor | |
| FB 101 | Stack Area – Architecture |
| FB 102 | Padur Hall - II |
| FB 103 | Stack Area – Aeronautical, General |
| FB 104 | Stack Area – ECE, EEE, Maths, CSE, IT, & Psychology |
| Second Floor | |
| FB 201 | Stack Area – Management Studies |
| FB 202 | Common Computing Facility |
| FB 203 | Civil, & MBA |
| FB 204 | Stack Area – Automobile, Mechanical, Mechatronics, Fashion Design, Career Guidance, Law, Reference Books, Theses, Project Reports, & Back-Volumes |

Know Your Library

Library Facilities

Library has the following facilities:

| S.No | Particular |
|------|---|
| 1 | Information System Lab |
| 2 | Centralized Air Conditioning |
| 3 | Wi-Fi Enabled |
| 4 | Reprography |
| 5 | Inter Library Loan Service |
| 6 | Paper Clipping |
| 7 | Theses & Project Reports |
| 8 | Document Delivery |
| 9 | Book Bank |
| 10 | Question Bank Repository |
| 11 | Research Scholars Rooms |
| 12 | Advanced Security Enabled Facility |
| 13 | Ramp for Physically Challenged/Elevator Available |

Know Your Library

Information System Lab

The library has 13 computers for the students to access OPAC and E-Resources.

Unlimited User Access (IP enabled) to Digital Information Resources

| S.No. | Name of Online Database | Access Link |
|-------|---|---|
| 1. | SCOPUS | https://www.scopus.com/pages/home?display=basic#basic |
| 2. | IEEE/CSDL online | https://ieeexplore.ieee.org/Xplore/home.jsp |
| 3. | IET Journals (Open Access) | https://ietresearch.onlinelibrary.wiley.com/ |
| 4. | Science Direct | https://www.sciencedirect.com/ |
| 5. | Springer | https://link.springer.com/ |
| 6. | SAE Journals | https://saemobilus.sae.org/journals |
| 7. | Academic Complete - ProQuest (eBooks Centre) | https://ebookcentral.proquest.com/auth/lib/hindustanuniv/login.action?returnURL |
| 8. | ProQuest ABI Inform Global (Management) | https://www.proquest.com/business/index |
| 9. | SCC online (Law) | https://www.sconline.com/ |
| 10. | Cambridge University Press | https://www.cambridge.org/core/publications/journals |
| 11. | NPTEL | https://nptel.ac.in/courses |
| 12. | Hathi Trust Digital Library (Open Access eBook) | https://www.hathitrust.org/ |
| 13. | DOAJ (Open Access Journals) | https://www.doaj.org/ |
| 14. | NDLI | https://club.ndl.iitkgp.ac.in/sign-in |
| 15. | Know your Library | https://www.hindustanuniv.ac.in/library/services/KYL_NEW.pdf |

Know Your Library

Timings

| Library Timings | | |
|------------------------|-----------|-----------|
| Monday – Friday | 8:30 A.M. | 8:30 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

Contact Us

Library Staff

| | | |
|---------------------|---|----------------------|
| Chief Librarian | : | Dr. C. Jayakumar |
| Librarian | : | Dr. K. Veeraramu |
| Assistant Librarian | : | Mr. S. Senthil Kumar |
| Assistant Librarian | : | Mr. S. Venkatesh |
| Assistant Librarian | : | Mr. D. Daniel |
| Assistant Librarian | : | Ms. Varsha Joseph |

Contact Details:

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

Intercom Numbers

| | | |
|-------------------------------------|---|-----|
| 1. Chief Librarian | : | 234 |
| 2. Circulation Desk (Ground Floor) | : | 235 |
| 3. Stack Area (First Floor) | : | 236 |
| 4. Reference Section (Second Floor) | : | 237 |

Email:

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