User Manual

AKGEC Central Library

Logo

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

27th Km Stone, Delhi-Meerut Expressway, Ghaziabad, Uttar Pradesh-201015

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About AKGEC Central Library

The AKGEC Library System comprises of a Central Library, nine Departmental Libraries and five Hostel Libraries.

The Central Library, housed in the Administrative Block of the College, consists of two sections spread over 1465 Sq. M and with a seating capacity for 344 users. Comfortable study space is provided for faculty, staff and students in the form of reading hall, study cubicles, digital library and faculty reading room.

The state-of-the-art facilities include KOHA Open Source Library Management Software, Web Based Online Public Access Catalogue (Web OPAC), Digital Library, DSpace Institutional Repository Server and Membership to DELNET and National Digital Library.

The library system is very user friendly with sufficient resources to meet the requirements of the users. Addition of resources as per the requirements and norms is a regular feature. Sufficient number of qualified staff are employed to manage the activities of the library.

The Departmental and Hostel libraries are managed and run by the respective departments and hostels with resources on loan from the Central Library.

All students, faculty and staff of the College are entitled to make use of the library facilities on availing library membership.

Admission to the Central Library is through Library cum Identity Card, which is scanned at the entrance, to keep record of the users. The library is under camera surveillance through ten cameras that have been installed at various locations.

The library attracts an average of 350 users on a regular working day.

LIBRARY AT A GLANCE

ITEMS	AICTE NORMS	CENTRAL LIBRARY	OTHER LIBRARIES
AREA	945 SQ.M.	1465 SQ.M.	596.75 SQ.M.
SEATING CAPACITY	250	344	237
NO. OF TITLE	6900	8433	3266
NO. OF VOLUMES	50550	90028	3266
PRINT JOURNALS (NATIONAL)	162	165	
INTERNATIONAL E-JOURNALS	IEEE SPRINGER ASME MC GRAW HILL J-GATE ELSEVIER ASTM DIGITAL LIBRARY ASCE	YES	YES
CD DVD		5116	
AUDIO CASSETTES		41	
MAGAZINES		36	
NEWSPAPERS		13 (H+5, E+8)	
DEPARTMENT LIBRARIES		09	
HOSTEL LIBRARIES		05	

TIMINGS

NORMAL WORKING DAYS	8.15AM TO 09.00 PM
DURING EXAMINATION DAYS	8.15 AM TO 12.00 AM

QUALITY POLICY

VISION

MISSION

Message from the Senior Librarian

Dear Learners

I welcome you to the AKGEC Central Library from a wonderful learning journey. AKGEC Central Library would like to support you in your academic activities and in making good use of your knowledge. The library endeavors to help you locate, access and acquire the information you need with ease.

We hope that you shall utilize the Central Library resources as a medium of enriching knowledge, information and communication.

AKGEC Central Library committed for finding new opportunities to make your learning experience wonderful. If you have any suggestions for improvement, you may feel free to contact me or my team anytime.

Dr. Shiv Shankar Srivastava
Senior Librarian

Central Library Features

The Central Library of the college has an invaluable collection of text and reference books, journals and e-books, e-journals and a variety of multi-media resources. At present, the total number of titles and volumes on Science, Technology, Humanities and Management are around one lac and fifty two thousand one hundred eighty nine respectively including book bank books (Total Book collection 1,52,189, Lending Section Books and Reference Section Book collection 39,937, Book Bank book collection 1,12,252). The library subscribes to over 4120+ E-resources/International Journals and over 106 National Journals. In addition, the library maintains seminar reports, project reports and thesis of students. A separate section with more than 1000 books on personality development and competitive examination preparation are available. All these resources are constantly getting added and increased.

The Central Library subscribes to more than 43 magazines and 19 newspapers.

1. Library Automation

The Library uses KOHA software package, which is an Open Source Library Management System, to support all in-house operations of the library with barcode technology and circulation of Information through E-mail. It consists of modules on acquisition, cataloguing, circulation, reports and Web based Online Public Access Catalogue (Web OPAC). The database of books available in the Library is updated on day-to-day basis with details of recently acquired books. Record of all the library patrons has also been created in the KOHA software package.

Web based Online Public Access Catalogue (Web OPAC) has been introduced for library data search by users. Web OPAC is a powerful search engine for finding any cataloguing information from KOHA bibliographic database on-line. The resources can be searched based on title of the book, author of the book, subject, publication or accession number of the book.

2. Digital Library

The Digital Library section provides visual media in all formats to support teaching and research. The collection includes DVDs and CD-ROMs for use by AKGEC faculty, staff and students within the library. The collection is constantly being updated and expanded to address the specific study and research needs of the AKGEC community. There are 15 multimedia PCs for use on a walk-in basis in the Digital Library. Users can access Digital Library from anywhere in the campus through IP.

The library subscribes to a variety of e-journals including ProQuest Engineering Collection, through authorized Distributors and remote access facilities thru Login ID / Password.

The Institutional Repository DSpace, an Open Source Software, has been installed to facilitate the users to access multiple resources like e-journals, question papers and model solutions, newspaper clippings and administrative norms / policies of the college.

2.1 E-Journals: All the AKGians may access 4120+ E-Journals through ProQuest Engineering Collection of your interest directly through authorized Distributors and remote access facilities thru Login ID / Password. The details of e-resources uploaded on library website.

2.2 Video Lectures: The changing technology is adding new dimensions to the Learning and Teaching pedagogy. The video lectures for various subjects have been hosted on website for the learners. If you find interest in any particular subject or topic even apart from your regular curriculum, you may access the videos and learn new things instantly. You may search the videos of your choice through the subject code.

2.3 DELNET: The Central Library offers inter-library loan service to its users for the books and periodicals not available in the AKGEC Library by procuring them from other libraries. The AKGEC library has membership of DELNET which facilitate sharing of resources among member libraries. The resources available under DELNET network include Union Catalogue of Books and Periodicals and database of thesis and dissertations. For more details, please contact to Senior Librarian of Central Library.

2.4 National Digital Library of India (NDLI): NDLI is one of the significant digital learning initiative of the government of India to make

knowledge reach everyone at no cost. The NDLI is a virtual repository of learning resources which in addition to providing the basic browsing facilities also provides host of services to the learning community. It serves the academic needs from school students to the scholars pursuing research. The platform supports many languages and almost all streams of learning in modern day.

2.5 **AKGEC NDLI Club:** AKGEC NDLI club is a unique initiative supported by IIT Kharagpur to bring the students and faculty to the digital learning platform together. The club has a vision to explore the young talent for their skills through various competitive events at institute level as well as at the intra college level. The AKGEC NDLI club endeavors to collaborate with other NDLI clubs across the country to provide a platform to young minds for sharing their knowledge and skills.

2.6 **Turnitin Plagiarism Software:** AKGEC has subscribed for the turnitin plagiarism software for use by faculty and students. The platform may be used for good quality publications to be submitted to reputed publishers / journals / conferences.

3. **Digital Repository:** AKGEC Central Library maintains a Question Papers & Model Solutions Bank consisting of previous question papers of Sessional, PUT (Pre-University Test), and University Examinations along with their model solutions prepared by the respective subject teachers. The collection is readily available for reference of students in electronic as well as print form in central library and also in electronic form in departmental and hostel libraries for benefit of faculty and students respectively users are allowed to take the documents for making photocopies at the photocopy. The collection is readily available for students reference through open source DSpace Institutional repository.

4. **KOHA OPAC:** Library Catalogue / Online Public Access Catalogue (OPAC) has been introduced for library data search by users. OPAC is a powerful search engine for finding any cataloguing information from KOHA bibliographic database on-line. The resources can be searched on internet

based on title of the book, author of the book, subject, publication or accession number of the book.

5. **Useful Links:** This section provider you with a collection of all the major portals of significant knowledge resources which may be of interest to you

   5.1 **NDLI:** The National Digital Library of India (NDLI) is an all-digital library that stores information (metadata) about different types of digital contents including books, articles, videos, audios, thesis, and other educational materials relevant for users from varying educational levels and capabilities. It provides a single-window search facility so that learners can retrieve the right resources with the least effort in minimum time. NDLI is designed to hold content of any language and provide interface support for the leading vernacular languages. It is available on all popular forms of access devices including mobile apps on Android and iOS platforms.

   5.2 **NPTEL:** NPTEL is an Indian online learning platform for university-level science, technology, engineering, and mathematics subjects. It is jointly developed by Indian Institutes of Technology and Indian Institute of Science. The initiative is funded by the Ministry of Human Resource and Development, Government of India. The project's central idea is to put recorded lectures taught by its member institutes online for open access. It operates one of the most extensive educational Youtube channel covering engineering, basic sciences, some humanities and social science subjects.

6. **Contact Us:**
   You may use this link to reach us for any queries. We are eager to help you.

AKGEC CENTRAL LIBRARY OTHER SERVICES BEYOND PORTAL

The Central Library is very spacious and provides you with an ambient environment for studying. You may make the best use of this facility for enriching your knowledge. The collection of books in library not only covers the course curriculum but also includes books of general interest.

The Central Library provides you with certain supplementary services which are as given here:

1 Reference Section:

The Central Library maintains a separate reference collection consisting of text books, reference books, encyclopedias, handbooks, dictionaries and competitive books for GATE, CAT, GRE and GMAT. One copy of each title is kept in Not-For-Issue (NFl)/Reserved Section for the reference of the users within the library only. The Reference Section resources may be issued, if necessary, for overnight after permission from the Senior Librarian.

Reference staff is also available in the reference section/reading section to suggest sources of information and to assist in locating the required resources.

2. Periodical Section:

The Central Library subscribes to good National and International journals in electronic as well as print form in the fields related to science, engineering, technology, management and humanities. All latest journals can be referred within the library. Access 4120+ E-Journals through ProQuest Engineering Collection of your interest directly through authorized Distributors and remote access facilities thru Login ID / Password. The details of e-resources uploaded on library website. Besides the current journals the library also maintains a rich collection of old journals.

3. Book Bank:

In addition to well-maintained Circulation and Reference Sections, the college has a rich Book Bank exclusively for students. The Book Bank is very helpful in fulfilling students' requirements for the University prescribed text books on semester basis without spending much on it.

The Book Bank, with a collection of about 1,12,252 books, assists the students by issuing text books on loan for the whole academic semester according to the rules framed for this purpose. Under this scheme every student is issued on loan a set of one or two books for each subject for the full semester. The books are required to be returned at the end of each semester and a set of books is issued at the beginning of next semester.

A compactor storage system has been installed to provide increased storage, easy access / retrieval and protection from dust etc of large number of books of Book Bank.

4. Institutional Membership/ Inter Library Loan:

The Central Library offers inter-library loan service to its users for the books and periodicals not available in the AKGEC Library by procuring them from other libraries. The AKGEC library has membership of DELNET and National Digital Library which facilitate sharing of resources among member libraries.

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. Members of AKGEC Central Library can utilize this facility through the library. The resources available under DELNET network include Union Catalogue of Books and Periodicals and database of thesis and dissertations.

5. Departmental Libraries:

There are nine departmental libraries which have collection of subject books, project reports and old issues of journals relating to their branch, College Journal and Departmental Journals. The resources are provided on loan from the Central Library on semester basis. The departmental libraries are open for use by faculty, staff and students and are managed by the respective departments.

6.Hostel Libraries:

The five Hostel Libraries, two in girl's hostels and three in boy's hostels, maintain general books, novels, books on short stories, books on personality development, motivational reading, newspapers and magazines. The libraries are managed by the students who are paid suitable remuneration.

7.Question Papers and Model Solutions:

AKGEC central library maintains a Question Papers & Model Solutions Bank consisting of previous question papers of Sessional, PUT (Pre-University Test), and University Examinations along with their model solutions prepared by the respective subject teachers. The collection is readily available for reference of students in electronic as well as print form in central library and also in electronic form in departmental and hostel libraries for benefit of faculty and students respectively users are allowed to take the documents for making photocopies at the photocopy center.

8.True Reader Award:

With the aim to encourage students to use the library regularly and inculcate good reading habits, the True Reader Award has been introduced. The award, including cash prize and certificate, is given to top-user students who use the Central Library for at least 25 hours over minimum 10 days after college hours. Every month 2 top true readers are selected and awarded on Rs. 500/- for Ist and Rs. 300/- for 2nd winner.

9. Earn While You Learn:

All hostel libraries are managed by the student coordinators. These student coordinators are interviewed and recommended by the Dean Library for approval of the Director General. Each student coordinator is paid honorarium Rs. 75/- for his one-hour duty on daily basis. All Libraries of the hostels are opened for Two hours every day in the evening under the supervision of Library student coordinators.

10. Additional Facilities:

- **News Paper Clippings:** This service provides the latest news related to college events, AICTE, AKTU and other Engineering Colleges for information and ready reference purposes

- **Reprographic Services:** The Reprographic Services are extended through an external outfit which operates within Central Library premises for easy access by users. The services include photocopying, scanning, print outs and spiral binding

- **College Photographs:** The section maintains all photographs of various College events

Library Rules

1.Library Membership:

The students, faculty and staff of the College can register themselves for the membership of the Library. The users are issued bar-coded patron cards. Their entitlements, in terms of the number of books that can be borrowed by them, are as follows:

- Faculty members :- Two books for semester and three books for a month
- Staff members   :- Two books for a month
- PG students   :- Three books for a month
- UG students   :- Two books for ten days
- Students are provided Book Bank Books for each subject for the entire semester
- Two extra books are provided to the eligible students for one month under the Social Welfare Scheme

A special facility is provided to the meritorious students in the form of issue of three extra books for one month.

In case of non-availability (already issued) of the desired book in the library, the book can be reserved for the user for issue after it is returned by another user.

2. RULES AND REGULATIONS FOR THE LIBRARY USERS:

❖ Library users must show their Identity cum library card at the security point of the Central Library. In case the member does not possess his/her identity card, he/she will not allowed to enter the library.

❖ Personal belongings like bags, books, etc. are not allowed inside the library in any case. However, only one/two Books can be taken inside with the issue of prescribed slip.

❖ Identity cards cum library cards are non-transferable. Use of other's library-card is a punishable conduct. The borrower as well as authorized holder of the card may be punished for such an act.

❖ Library hours are 8:30 AM - 9:00 PM and during examination library hours will be extended till 12:00 midnight. Books will be issued from 8:45 AM to 3:45 PM only. Digital Library and reference section will be open 8:45 AM to 3:30 PM.

❖ Reservation of books Issue shall be made between 8:45 AM to 3:30 PM only.

❖ General Books: Maximum Two Books will be issued at one time to the UG Students and Three Books for PG Students for a period of ten days. Quota (SC/ST) books are issued for a period of one month. Deposition of books after the due date will attract a fine of Rs. 10/- per day per volume. The amount of fine would not be more than double the cost of the book.

❖ In case of late Issue of Book Bank Books due to non-collection by the students, Rs. 10/- will be charged for each day delayed from scheduled date. Books for Book Bank must be deposited / submitted at the end of the semester, failing which a fine of Rs. 10/- per day per volume will be charged to them.

❖ Reference books will be issued only for special cases with prior permission of Senior Librarian/Asst. Librarian between 3:15 PM to 3:45 PM for overnight purpose on Library cards. Deposition of the reference book should be made positively on the next day up to 10:00 AM, failing which, a

fine of Rs.20/- will be charged for each day. The user who doesn't deposit the reference book in time will be treated, as defaulter and overnight issue of reference book will not be made to him in future.

❖ Reference Books / Question Papers & Solutions and other library materials will be issued for an hour only; late submission will attract a fine of Rs.2/- per hour per document.

❖ Borrowers must satisfy themselves about the condition of the books before borrowing, they shall be responsible for any damage or mutilations noticed at the time of return.

❖ Leaving circulation counter without ensuring the book(s) have been returned, is a punishable act. Doing so a fine of Rs. 50/- will be charged even if book is traced later on.

❖ No book will be renewed/re-issued on same day.

❖ If a book is already issued to a student, another copy of the same book cannot be issued to or reserved for him/her.

❖ The latest edition of book will only be accepted in replacement of a lost/damaged book along with a fine of Rs.100/- as processing fee. If the book is not available in the market / publisher, double the cost of book will be charged.

❖ Misplacing/Marking/Tearing of books is punishable offence. Any user caught for such offence would be fined Rs.1000/- and may even lead to withdrawal of library facility to him.

❖ If any student is caught stealing from the library, a fine of Rs. 2000/- will be imposed on him in addition to suitable disciplinary action.

❖ Disciplinary action will be taken against Library users found misbehaving with the library staff.

❖ The loss of an Identity card/library membership card should be immediately informed to the Senior Librarian.

❖ For the duplicate PVC Identity card (In case of loss of card), the student will have to make a written request to the Director General / Director and will have to deposit a fine of Rs.300/- for duplicate I-Card. A fine of Rs.150/- will have to be paid as the processing fee for the replacement of ragged/damaged PVC Identity cards or taking Identity card very late.

❖ Timing for other library services has been fixed which are subjected to change in the interest of the library users.

❖ Library users must ensure that their activities do not disturb the fellow users.