S.J.M. INSTITUTE OF TECHNOLOGY, CHITRADURGA

CENTRAL LIBRARY

INTRODUCTION

Central library was started in the year 1980. It is home for all information services of the institution. It plays a proactive role in enabling access to different information resources and providing innovative responsive and effective services to meet the changing and sustained needs of the academic community. The library has collection of books, project reports, and bound volumes of journals, dictionaries, handbooks, and BIS code books. It is subscribed to several journals, periodicals and has e-resources.

Library has book-bank scheme for SC/ST students sponsored by Government of Karnataka. Library has reprography facility, digital scanner and related services. The library has separate internet browsing centre with 15 systems and library has been automation with easy lib software.

Library has membership with NDL, NPTEL, & VTU E-recourses.

LIBRARY WORKING HOURS:

Day	Normal Working Hours	During Examination
Monday to Friday	9am to 5:30 pm	9 am to 6 pm
Saturday	9 am to 1:15 pm	9 am to 2 pm
Sunday	Holiday	10 am to 2 pm

FLOOR AREA AND LOCATION

Central library has separate independent building with ground floor and first floor, spreaded over 900sq meters. It is so designed that it has natural over the entire day and provides a friendly environment to gain knowledge in a effective manner. It has well trained professional staff to support the user community. Around 200 users can sit and read at any point of time.

BORROWER'S PREVILEGES

1) All the students who have joined the college as regular students can get the privilege of borrower's card from the library by showing the admission receipt with identity card.

2) The borrower's card is not transferable.

3) The books may be retained or got reissued the later depends upon the discretion of the Librarian.

4) A fine of Rs. 1.00/day will be charged if the book is kept overdue.

5) One borrower card will borrow one book at a time and will be responsible for the books drawn on this card.

6) The loss of a book should be reported to the Librarian immediately. The lost book will be replaced by the borrower by a new one duly approved by the Librarian and failing which he will be required to pay double the price of the book.

7) If the book is found defaced or damaged in any way, the borrower of the book will be held responsible for such loss and will be required to pay the price or replace the as approved, by the Librarian. The borrower should therefore call the attention of the issuing official to any defect and get his signature therein.

8) For late return of books overdue charges will be levied as per the item 4.

9) The students whose borrower's card has been lost he will be responsible for the book which may be issued on such card to anyone.

10) Underlining, scribing, and tearing of pages or any will be seriously dealt with.

11) Loss of borrow card shall be intimated to the Librarian in writing, duplicate card will be issued at a cost Rs. 25/- per card after the investigation of trace the last borrower card.

12) Books in the reference which are valuable for its rarity, cannot be borrowed.

13) A student who is leaving the college shall return all the borrower's card issued to him and pay back dues if any, failing which, 'no-dues' certificate shall not be issued.

14) All the students are informed to return the borrower's card at the end of the even semester.

BOOK BORROWING:

Category	Maximum no. of books
1. Academic Staff	06
2. Students – General	03
3. SC/ST Students	04

FACILITIES:

1. BOOK BANK

At present two section of book – bank in our library, books are lent out to student son long term basis for home reading for the duration of the semester.

    i)   Book – Bank for SC students

    ii)   Book – Bank for ST students

Established by the District Social Welfare Officer, Zillapanchayath, Chitradurga and ST Welfare, Bangalore.

2. PHOTO COPYING:

Facility of photo copies also available with the help of which is possible to supply Xerox copies of chapters, pages, drawing, marks cards, question papers and notes at a nominal rate. This will help you a lot of botheration in copying down material from the books and periodicals.

3. BIS – PUBLICATION:

Library provides the Indian standards on subjects of your interest. There is a good collection of these standards for reference.

4. QUESTION PAPERS:

Past question papers relating to Engineering examination for all semester collected in files and made available to students and staff at counter for consultation in the library.

5. LOST ARTICLES:

Articles lost by students and found in the premises and Library, the library staff are deposited with the Librarian and notified in the Library notice board. Articles will be restored to the person who lost it after the satisfactory proof of verification.

6. REFERENCE SERVICE:

Books in the reference, like text books, hand books, Encyclopedias, dictionary, data hand books, project reports, codes which are valuable for its rarity, cannot be issued out the library.

7. PERIODICAL SECTION:

The library has subscribed to more than 85 technical journals, periodicals and magazines to fulfill the growing information needs of the student community and the teaching fraternity. national or International technical journals and periodicals to fulfill the growing information needs of the standard and the teaching fraternity.

8. NEW ARRIVAL SERVICE:

New books are kept on reference section and lost of books also put on new arrival notice board.

9. NEWS PAPER READING SECTION:

There is a separate news paper section available to users.

RESOURCES:

Library has developed a good collection of resources to fulfill the teaching, research and academic needs of students, faculty and staff of SJMIT.
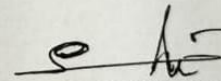
- Number of volumes   53,661
- Number of title   11,720
- Project reports   720
- Bound volumes   187

GENERAL INSTRUCTIONS

1. Keep your reference card / Identity card with you while coming to Library.
2. While entering the Library all personnel belongings such as bags, covers, private books shall be deposited at the property counter located at the entrance and obtain a token from the attendant on duty.
3. Facility provided for providing personnel belonging at the property counter can be enjoyed only for the period the student is actually present inside the library. Articles deposited must in all cases got back when the depositor leaves or at the most before the

closing time of the Library. The Library shall not be responsible for any article not claimed before to closing time.

4. A fine of Rs. 50/- only will be charged for the loss of the token: issued to a students in lieu of the articles deposited at the property counter. The belongings kept at the counter shall be released when satisfactory evidence of proof.

5. Although all possible care will be taken for the safe-custody of the articles deposited, the library will not be responsible for damage or loss of the same. As such it is advisable for the students not to deposit bag containing cash or other valuable books at the counter of the library.

6. Silence shall be strictly observed in the Library. Using of mobile phones is banned.

7. The Library is primarily intended for the use of students and staffs of this college. However outsides will be allowed to avail the use of the library for reference purpose only at the discretion and approval of the Principal of this college, for which they have to submit an application requesting for permission to use the Library.

8. If you wish to consult library official. Please go to him quietly and whisper your demand.

9. The entire atmosphere in the Library should remain calm and quiet, your movements while pulling a chair for sitting, should not disturb the other students or readers.

10. While leaving you are requested to rise gently and replace your chair quietly.

11. Students shall vacate their seats ten minutes before the closing time of the Library.

Mr. SUNIL J B
LIBRARIAN
S.J.M.I.T., CHITRADURGA