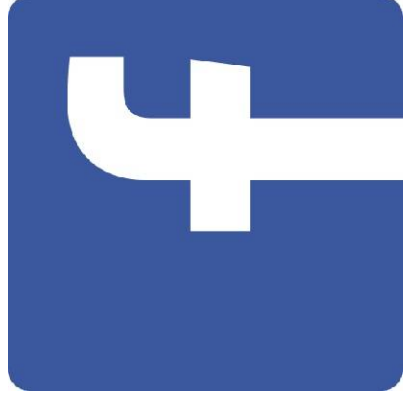


# Library User Manual

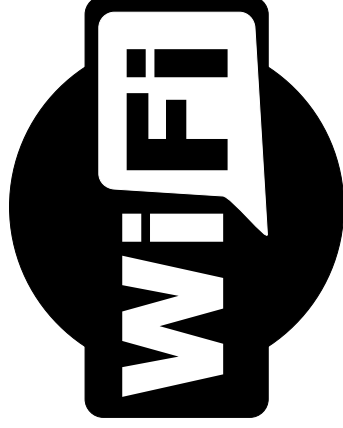


**V.V.Sangha's**  
**RAO BAHADUR Y. MAHABALESHWARAPPA ENGINEERING COLLEGE**  
**CANTONMENT, BALLARI-583104. Karnataka State**  
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JOIN US ON



 /rymeclibrary



**ZONE**



**VIDEO**

**SURVEILLANCE**

## **Welcome Message**

Welcome to the RYMEC Knowledge Centre Services. The library is the leading center for all your needs of the knowledge solution. It plays a vital role in the achievement of the college Vision and meeting the college stakeholders Information needs. The library will provide the latest information from time to time in the library to build the knowledge and skills of the users so that they can survive in the information and knowledge economy.

## **Introduction**

Knowledge Centre is established along with the parent institution in the year 1980 with prime objective is to support to the parent organization programs. Regarding the structure of the library, it is having independent, functionally designed building and it is located in the eco-environment and convenient place in the college campus and easily accessible by the different group of library user community. The soul of the library builds with ancient and present people's knowledge bricks.

The prime motto of the knowledge centre is to build the knowledge empowered society. The mission of the knowledge centre is to meet the expectations of the library stakeholders with available resources and by integrating external emerging trends with internal factors. The main goals of the knowledge centre are to improve the service effectiveness, economic growth and efficiency of library management system. Safeguard the interest and benefits of the stakeholders and facilitate to develop the innovative thoughts and knowledge sharing culture among the library users.

The quiver of the knowledge centre enfolded the both print and digital form of global standard mass and scholarly knowledge contents. Digital library system integrated with campus network to access the needed information at the workplace and enhance the learners' body of knowledge. It is also fostered distribution units at the departments for timely access of needed information with zero foot prints. The library management system is automated with Easy-lib Software to improve the efficiency of library housekeeping operations and provide speedy service to the library users. It collaborated with national information network agencies (VTU e-resources Consortium & DELNET) to provide cost effective library services.

### **Laws of Library Science**

Books are for Use

Books are for all

Every Book its User

Save the time of the User

A Library is a Growing Organism

**-By Padamsri S.R. Ranganthan**

### **Working Hours of the Library**

The library functions for nearly twelve hours or more during the academic session. Library hours are subject to change from time to time and all changes in timings are duly notified on the library notice board.

#### **Reference Section and E- Resources Section:**

Monday to Friday 8:00 am – 08:00 pm and

Saturdays 8:00 am – 5:00 pm

Public Holiday – Remains Closed.

#### **Periodical Section**

8:00 am – 5:00 pm

#### **Lending Section:**

10:00 am – 5:00 pm

## **Vision Statement**

Support the parent organization to improve its academic excellence, preserves information across all formats and ensures the effective storage and delivery systems to serve present and future users and develop the college community as self learners, world class learners and lifelong learners.

## **Mission Statement**

The Library's mission is to provide comprehensive information resources and services in support of the research, teaching, and learning needs of the College community. To fulfill this mission, the Library commits to: Build global standard information collection; create hospitable physical and virtual environments for study, teaching and research. Develop a collaborative culture to enrich the knowledge of research and learning community. Educate library users about the library's information sources and services and develop professional skills in its library staff

## **Library Goals**

- *Improve the effectiveness of the library services.*
- *Improve the financial performance and economic growth of the library.*
- *Improve the efficiency of the library housekeeping operations.*
- *Develop the library wide work culture, the professional skills of the library staff and develop the library staff as strategic thinkers.*
- *Safeguard the interests and benefits of the library stakeholders.*

## **Library Objectives**

- *Meet the library users' expectations by providing value added library services.*
- *Optimum usage of allocated budget and mobilize financial resources.*
- *Improve the library internal process speed, accuracy and transparency, develop zero inventory control system and zero footprint library service delivery system with integrated. Information and communication technology.*
- *Encourage and motivate to develop, sustain expertise, skills, commitment and an innovative spirit in library staff.*
- *Consider the voice of library USERS to review and redesign of library services for changing needs and expectations of the library users*

## **Core Values**

- Professionalism and quality services
- Respect Intellectual Property Rights, Copyright Laws and Conventions
- Responsiveness
- Innovation

## **Rules and Regulations**

### **1. How to Become a Member:**

Membership application form is issued on request from the Library by producing their Identity (renewed) card. Applicants are required to produce an introduction from the Principal of the College. The completed membership application form should be deposited with the library staff at the membership enrollment counter. If the application form is satisfactorily completed, you will be enrolled as a member on the spot.

### **2. Lending of Books:**

All the B.E., M.B.A., and M.Tech., students are privileged for three books under circulation. Sub-lending of books is misuse of the privilege and may lead to the withdrawal of membership. Books on loan with members can be recalled by the Librarian at any time.

Manuscripts, reference books, rare books, theses, dissertations, periodicals (loose numbers and bound volumes) and such other reading materials as are marked for consultation within the library shall not be issued out for loan.

Reservation for books which are not on the library shelves can be made by user on logging into automation portal. The library will inform the member as soon as the book is available.

### **3. Duration of Loan:**

Books are borrowed for 10 days. Before getting a book issued, the borrower must satisfy himself/herself about the condition of the book, otherwise he/she will be held responsible for any damage.

### **4. Renewal of Books:**

If the same book is available in the Library, the book may be renewed. The Librarian reserves the right to reissue or recall an issued book at any time.

## **5. Overdue Charges:**

You are expected to return the borrowed book(s) on readers' tickets on or before the due date, otherwise a fine of Re.1.00 per volume per day will have to be paid till the date of return. Books borrowed under book bank schemes should be returned within one week after completion of the theory examinations of every semester. Otherwise, fine of Re.1.00 per volume per day will be charged till the return of books

## **6. Loss of Book (s):**

You are responsible for the books borrowed on your library account. Neither books nor membership-card be lent to another person. Borrowers will be asked to pay for double the value of the book cost or replace the book lost or returned in damaged or mutilated condition.

## **7. Return of books:**

The borrowers' should return the Library Books within one week after completion of the theory examinations of each semester and get the No Due Certificate.

## **8. News Papers and Periodicals:**

News Papers and Periodical Publications are not lent out for home use. These are to be read in the Library premises only. Any person found guilty of tearing or spoiling the pages of the periodicals/books, the double cost will be recovered and ceased the library membership.



## **9. Multi-Volume Books:**

A multi-volume book (A book in a set of volumes) cannot be issued except under special circumstances. If one volume of a multi-volume book is issued and is lost, the Price of the whole set shall be charged, in case that particular volume is not available.

## **10. Reference and Rare Books:**

Reference books like encyclopedias, Handbooks, Dictionaries, Atlases, Maps, etc., and rare books shall be issued within the four walls of the Library during the working hours.

## **11. Book Bank & Question Bank:**

Under Social Welfare Book Bank Scheme, BCM and SC/ST students can borrow a set of books in the beginning of each semester and collected at the end of the respective semester.

Previous question papers will not be issued outside. Photocopy of the same can be obtained from the library. User can avail scanned copy of the previous year's question papers from Digital Library.

## **12. Privileges and Discipline:**

- Readers should be in possession of his/her Identity card before entering the Library.
- Before entering the library, Readers should sign in the visitors register placed at the main entrance.
- The students are not allowed to take the personal belongings inside the library. They are advised to use the counter of security.
- The valuable things like money purse, calculator, and mobile should not deposit in the baggage counter. The Library does not accept any liability for loss or damage to personal property on its premises.

- Membership is mandatory for the students in order to avail the facilities of the library.
- The students should maintain discipline in the library. Eatables, discussion in groups & mapping is not allowed.
- The students should cooperate with the library staff for the smooth functioning of the library.
- Library users may be dropped suggestions in the suggestion box to improve the library service quality.

### **13. Library Ethics for Users:**

- The entire atmosphere in the Library should remain calm and quiet. ***Silence should strictly observe in the library.***
- Your movements while looking up for a book on the shelves or while pulling a chair for sitting should not disturb the other readers.
- While leaving, you are requested to rise gently and replace your chair quickly.
- Be courteous to Library staffs who are your guides.
- If you wish to consult some library official, please go to him quietly and whisper your demand.
- Don't throw the pieces of papers here and there. Keep the Library neat and clean.
- Readers are expected to read notices issued by the Librarian from time to time. No excuse will be entertained for ignorance of any information notified earlier.
- Smoking, chewing pan/gutka etc. sleeping and using mobile is strictly prohibited.

## **Library Setup**

The library has various sections to perform different tasks of the library. The following sections are established for smooth functioning of the library. They are Administrative Section, Technical Services Section, Information Services Section, E-Resources Section and Maintenance Section etc

### **1. Administrative Section**

This section is main and head section of the library. The function of this section is to administrate and control over the personnel of the library. The following functions are generally performed in this section.

- Formulation of collection development policies and selection of suitable classification and catalogue code.
- Ensure rules for the library
- Preparation of Budget and annual report
- Evaluation of library Outcomes
- Develop strategies for better Performance

### **2. Acquisition Section**

The books are the base of the library. Therefore the main function of this section is to select useful and needy books.

The functions of this section are:

- Selection of useful and necessary books for the users
- Acquisition of library materials through purchase, donations and gifts
- Send the accessioned books to processing section

### **3. Technical section**

This section of the library is only restricted for library staff and its responsibilities include: Processing and accessioning library materials through classification, cataloging, stamping, bar-coding and shelving of books and ensuring that users have access to the collections by creating access points thus, include all library materials in the library system (Online Public Access Catalog).

### **4. Information Services Sections**

This section performs the following functions;

- Reference Services
- Referral Services
- Lending Services
- Periodical Services
- Reprographic Services
- Book Bank Services
- Document Delivery Services
- User Registration
- Ensuring effective utilization of the library collection through continuous user education, current awareness services and selective dissemination of information
- Ensuring the library collections are well organized for easy access and retrieval

## **5. E-Resources Section**

This section performs the following functions;

- Ensuring library E-resources are well organized for easy access and retrieval both online and off-line.
- Training users on how to search for electronic online resources

## **6. Maintenance Section**

- The maintenance section attends day-to-day routines.
- Dusting and cleaning of the shelves
- Shelving newly processed books
- Reshelving of returning books
- Self study and rectification
- Maintenance of Guides

## **Library Collection**

The Library stock shall be documented and published on a regular basis. The library will purchase at least 5 copies of every title of print materials for the courses taught at the college. The library also has non-print information, materials and subscribed-resources. The collection is divided into the following broad categories

### **General Collection**

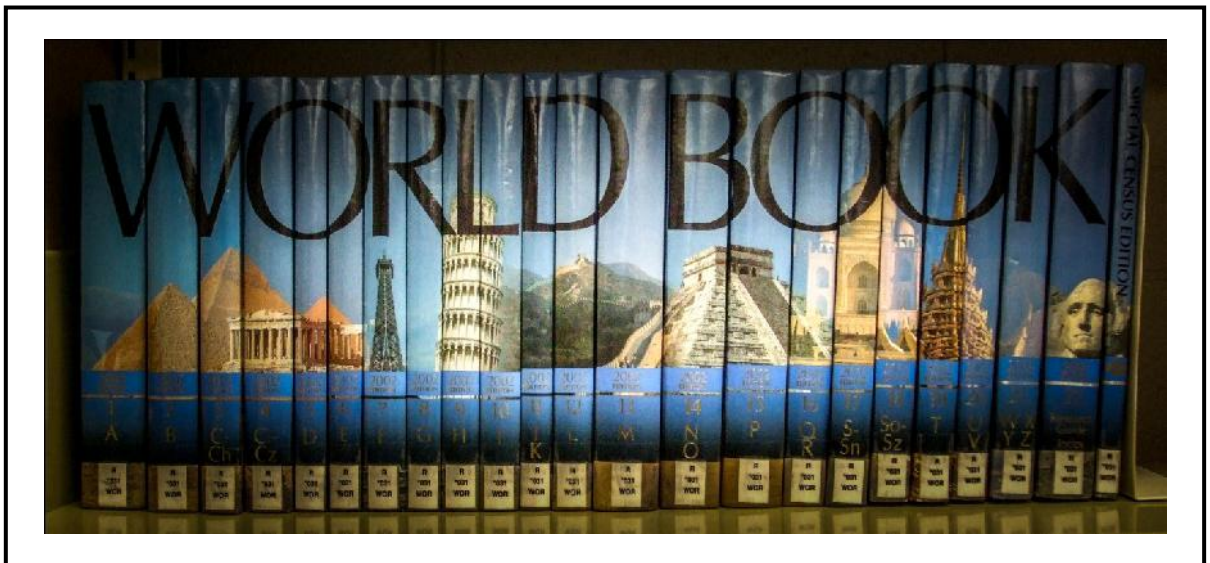
This collection comprises of mainly text books found on the open shelves and reserved which may be borrowed for use outside the library premises for a duration determined by the librarian according to user category.

## Special Collections

The collection includes textbooks, periodical articles, Dissertations and Thesis, magazines, newspapers. These collections are for use within the library only.

## Reference Collections

Reference materials are for use within the library only. These resources are for answering user quick reference questions. They include dictionaries, encyclopedias, Who's who, yearbooks, almanacs, gazetteers, etc. This collection is near the Information services section and they have location symbol.

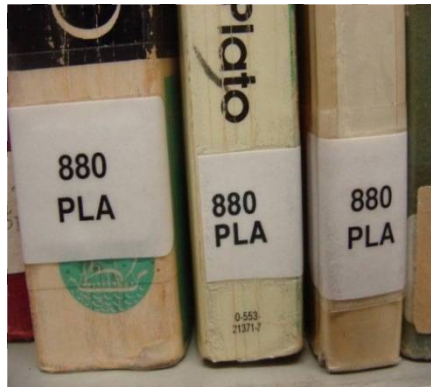


## Shelving Arrangement

### a). Classified Arrangement

The books are arranged by subject on the shelves according to Dewey Decimal Classification Scheme. The subject approach is the most predominant approach and thus classified arrangement is very useful to find all the related books at one place.

### b). Fiction and Non-Fiction Books Arrangement



The non - fiction books are arranged subject wise on the shelves



The fiction books are arranged in alphabetical order by the THREE letters of the author's last name on the shelves

### **c). Special Sequence Arrangement**

When the books of a particular subject are split into three main groups on the basis of their sizes such as normal, oversized, and undersized is called the special sequence arrangement. Normal book's size is demy-quarto measuring 5½" x 8¾". Books smaller than this size are undersized and books that are longest than this size are oversized books

### **Classification:**

**Dewey Decimal Classification (DDC) System** is following at the library for arranging the books. The Dewey Decimal Classification is used to sort books into Groups or Categories. Here are the 10 general groups for sorting of books in DDC

- 000 - general works & Computer
- 100 - Philosophy & psychology
- 200 – Religion
- 300 - Social sciences
- 400 - Language
- 500 - Pure Science
- 600 – Technology
- 700 - Arts & recreation
- 800 - Literature
- 900 - History & geography



## **Call numbers**

A call number is a unique address placed on the spine of a book that comprises of the main subject division and subdivisions and 3 first letters of alphabets for the author or body responsible for the production of the information material. This information is crucial in locating (Searching) any resource within the library as books are arranged by their Call numbers on the shelves. They are alpha-numeric and are arranged in ascending order. e.g.621.3 CHA this is a book for Basic Electrical Engineering by Chandrasekharaiah P.M.

## **Library Guides**

Various types of guides are used in the library and stack room to enable a user to find his way in library and stack room with minimum of assistance of library staff. The following guides are displayed in the prominent areas of the library.

### **Library System Map**

A library system map or general guide provides an overall view of the library system and the general arrangement of books has displayed in the lobby/foyer and near to the main entrance of the library.

### **Stack Guides**

Stack guide provides an overall view of the general arrangement of books has displayed in the lobby/foyer and near to the main entrance of the stack room

### **Shelf Guide**

Every shelf provided with a shelf guide giving the class numbers to denote the subject on which the books are found in a particular shelf.

### **Bay Guide:**

Every bay of shelves provided with bay guide containing the concerned class numbers and their verbal headings.

### **Tier Guide**

Each tier of the stacks has one tier guide which shows the arrangement of books on the shelves in that tier. It shows the subjects covered in the respective tier giving the inclusive class numbers and their verbal headings.

### **Instruction Guide:**

Instruction guides are provided in the library. They are “Silence Please”, “Do not shelve the books, and leave them on the table”.

## **How to Retrieve a Book**

Search, the information material on the shelves by using the call numbers guide, or by the library computerized catalogue through the Online-Public-Access-Catalogue (OPAC). This catalogue can be accessed and searched at any computer that has been connected to the Internet anywhere

## **Catalogue (OPAC)**

- Library Catalogue is an Index of library holdings.
- It contains bibliographic details of the document
- It is an effective retrieval tool for knowing available status of information resources
- The library information sources can search by AUTHOR, TITLE, SUBJECT, BOOLEAN (OR, AND)

## **Library Services**

### **Library Reference Services**

The library offers reference services to the patrons through;

- a) Face to face in the library reference section
- b) Emails
- c) Social media (Facebook)

### **User Education/Orientation**

At the beginning of each academic year, THE RYMEC Knowledge Centre provides a user manual to newly admitted students.

### **Lending Services**

The Library allows its users to borrow information resources for a specific duration dictated by the user group. Books from the open shelves and Reserves are loaned out from the Circulation Desk. Borrowers and readers should check the condition of the book and any other item before signing it out.

## **Inter-Library Loan Services**

The library is a member of the DELNET and participates in all the resource sharing initiatives that include library cooperation. These initiatives enable library users to access and use other libraries, to benefit from such arrangement contact the librarian for more information.

## **Reprographic Services**

The library offers photocopy services. However, this service is offered to users under special arrangement with the librarian.

## **Electronic Services**

The library subscribes to e-books and e-journals which can be accessed on campus and off-campus. A link to electronic resources subscribed to can be accessed from the library website or online catalogue by clicking on the electronic resources link.

## **Library as Google**

- Use Google for greater coverage and inclusion of PDF and PostScript files
- Use Google Scholar for primarily academic information
- Use web to find very up-to-date information

## **Library Management System**

The RYMEC Knowledge Centre has an Automated Library Management System. It offers, Web Online Public Access Catalogue (Web OPAC) for users to search the library collections, user accounts for reservations and making purchase suggestions. The library will provide information that, how to use the system from time to time.

## **Access System**

The open Access System is adopted. Users can access the needed information from the shelves directly.

## **The Use of Computers and Wireless Network**

We encourage our library users to make good use of the available electronic services available in the library. While in the library take note of the guidelines below very seriously because If any abuse/non-compliance is discovered/or detected the wireless connection privileges and use of computers in the library will be terminated with immediate effect and disciplinary action taken.

Computers provided in the library are for research and other educational endeavors. Misuse of these facilities for game playing e-trade, hacking, and reading or viewing pornographic materials, change of computer or Network settings, etc. is prohibited.

Users of Laptops must maintain order and avoid distracting other users. Laptops should only be used in designated areas in the library.

- The Library has no control over the information accessed and cannot be held responsible for the content or quality of the information retrieved.
- For the safety of our computers, no user is allowed to use his/her flash disk or any external media in the Library without authority.
- Text handling services like word processing, typesetting and such related use, are prohibited on library computers.
- The damage of a computer system or equipment due to negligence, misconduct or mishandling, such as dropping, cutting, spilling liquids, opening or dismantling the casing or other parts, unauthorized attempt at systems/ equipment repair, deleting programs, etc., shall be interpreted as deliberate damage and the offender will pay the cost of repair of the damage caused to the system / equipment or pay its replacement cost
- Users may not install, remove, or alter software or in any way alter the configuration of the computers. Users should request for installation of programs/software not currently available on the computers from the Librarian.
- The College Library accepts no responsibility for loss of personal laptop computers, data or software therein.

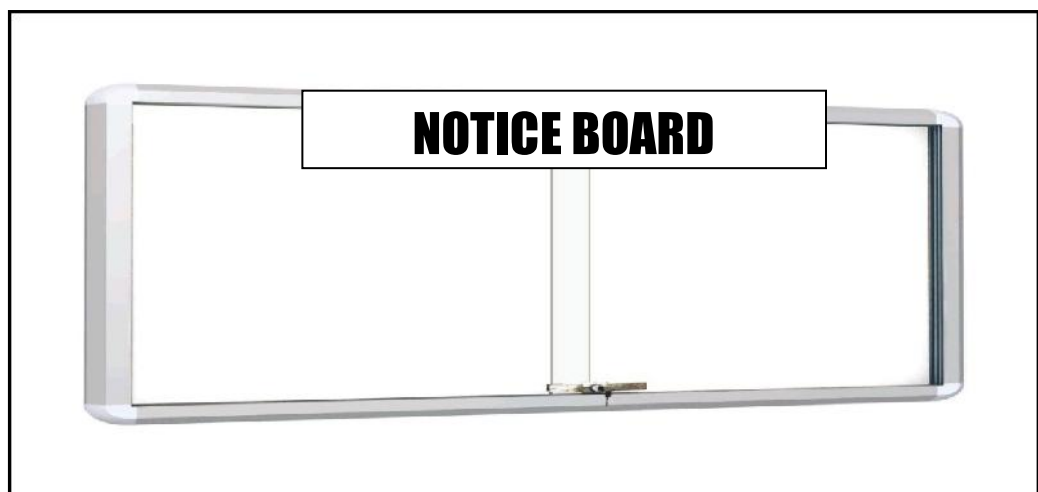
## Copy Right Issues

- Library resources are mainly for your research and study
- Use them responsibly
- Observe copyright guidelines for photocopying and printing
  - 10% or 1 chapter of book
  - 1 article in a journal issue
- Avoid excessive photocopying or downloading
- Copyright violations may have serious consequences



## Notice Board

There is a Notice board at the entrance of the library. Users are expected to read notices issued by the Librarian from time to time. No excuse will be entertained for ignorance of any information notified earlier.





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ENGINEERING COLLEGE,  
LIBRARY, BELLARY**

**DIGITAL LIBRARY**

**ACCESSING**

**DIGITAL LIBRARY**

**In Remote Desktop:**

**Computer : 192.168.8.4**  
**[Off-Campus:103.44.2.242]**  
**User IDs: gdlcuser1...**  
**gdlcuser20**  
**Password: 123456**



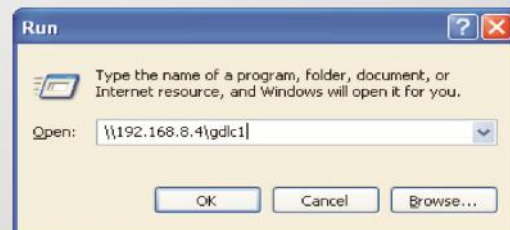
**In Browsers:**

**http://192.168.8.4:8080 Engg. Books**  
**http://192.168.8.4:8081 General Books**  
**http://192.168.8.4/gdlc1**  
**http://192.168.8.4/gdlc2**  
**http://192.168.8.4/gdlc3**  
**Http://192.168.8.4/nptel**



**In Run:**

**\\192.168.8.4/gdlc1**  
**\\192.168.8.4/gdlc2**  
**\\192.168.8.4/gdlc3**  
**\\192.168.8.4/nptel**  
**\\192.168.8.4/qp - Question Papers**







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LIBRARY, BELLARY**

**LIBRARY AUTOMATION**

**ACCESSING**

**MyAccount @ Your Library**

**Open Google Chrome or Firefox Browser:**

**Enter url : 192.168.8.2:8080/rym  
(Off-Campus 103.44.2.242:8080/rym)**



**Enter User Name and Password  
Given below the BARCODE in  
pasted in your ID Card**

**Click on OPAC  
Click on Main Search Details  
to search library holdings by  
Title, author etc.,**

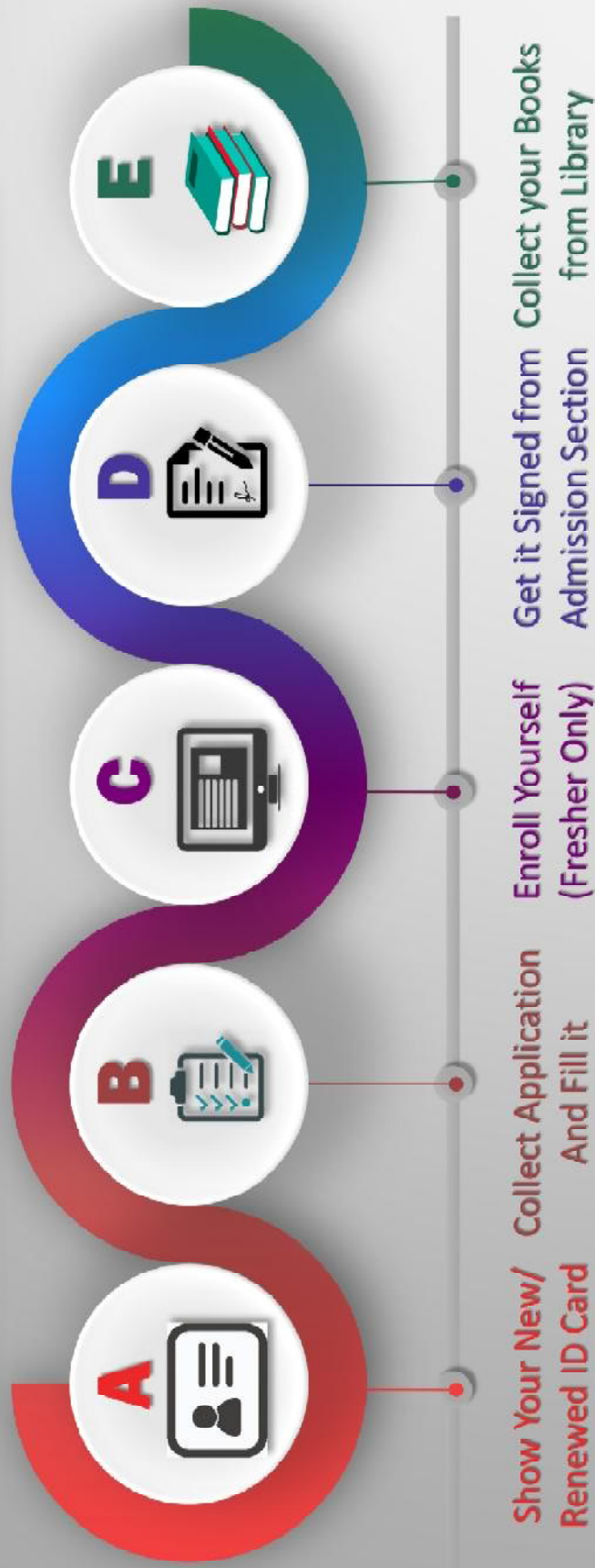
- \*Click on MyAccount  
to know and Edit your details**
- \*Click on My Summary  
to know all your transactions.**
- \*Click on My Fines  
to know all your present fines.**
- \*Click on Change My Password  
to change your password.**

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 /rymeclibrary**

**CONTACT LIBRARY STAFF FOR MORE DETAILS**

Rao Bahadur Y. Mahabaleswarappa Engineering College, Ballari  
LIBRARY and INFORMATION CENTRE

STEPS TO ENROLL AND COLLECT BOOKS FROM LIBRARY



# TEAM LIBRARY



**Vishwanath Reddy M**  
Librarian



**H Sheela**  
Asst. Librarian



**R. Sharada**  
Library Asst.



**R.M. Prashantayya**  
S.D.A.



**S. Viswapala**  
S.D.A.



**E.K. Chandrasekharappa**  
S.D.A.



**H.M. Basavaraj**  
S.D.A.



**D. Veerendra Babu**  
Helper



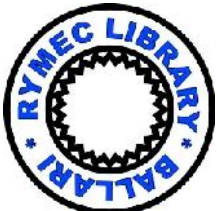
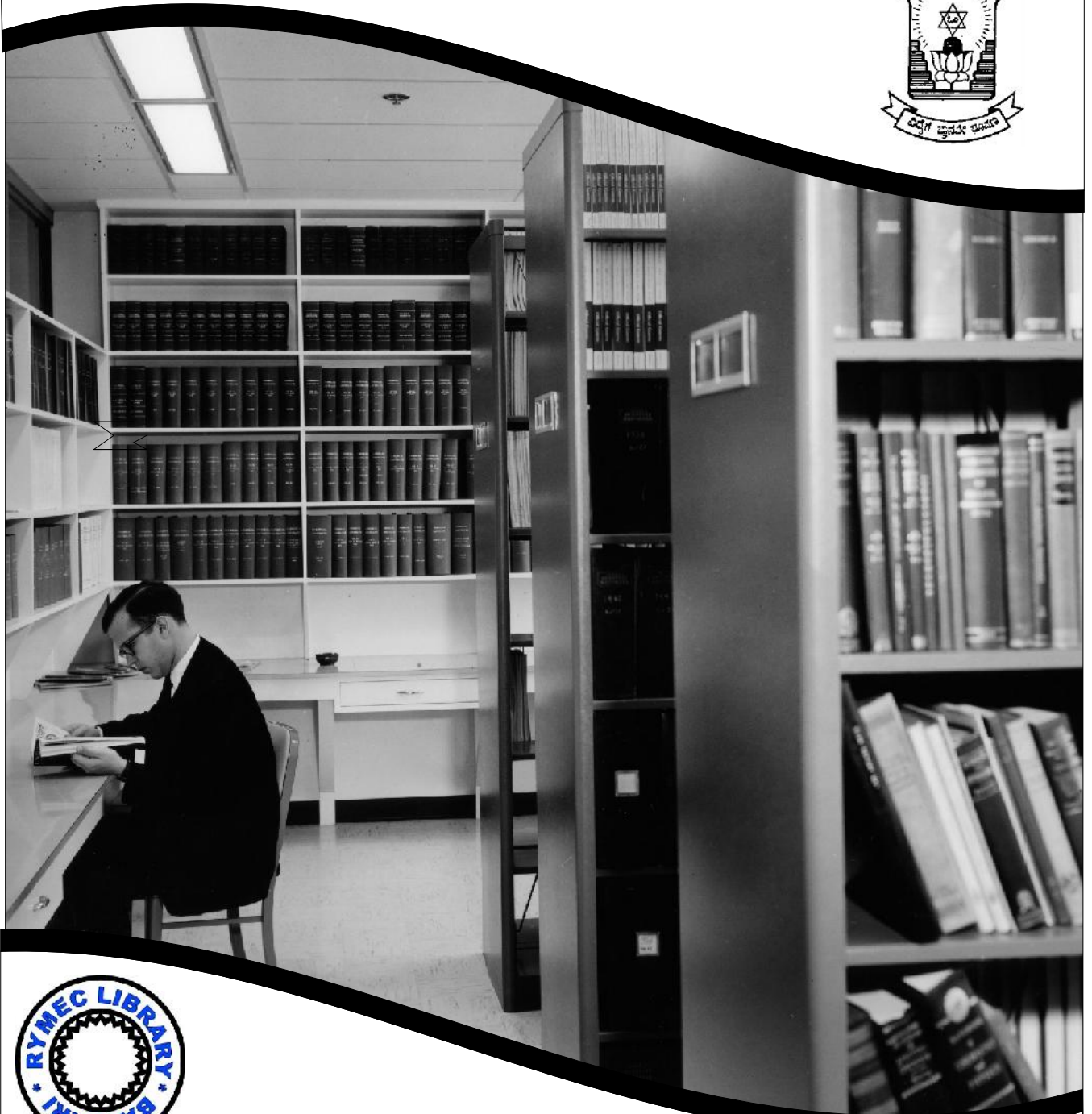
**B. Siddana Gouda**  
Supporting Staff



**Manjula A.**  
Supporting Staff



# KNOWLEDGE CENTRE



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