

RAJASTHAN TECHNICAL UNIVERSITY KOTA CENTRAL LIBRARY



Central Library is the back bone of academic and research activities of the RTUK. It caters to the information needs of the faculty members, students, staff, and research scholars. It function on an open access system. The Central Library possesses around 93,711 books and more then 5000 e-journals covering the disciplines of all branches as Mechanical Engineering, Production and Industrial Engineering, Civil Engineering, Electrical Engineering, Electronics and Communication Engineering, Electronic Instrumentation Control Engineering, Computer Science, Information Technology, Petroleum Engineering, Aeronautical Engineering, Petro Chemical Engineering, Management, Nanotechnology, Renewable Energy Technology, Environmental Engineering, Geotechnical Engineering, Control & Instrumentation, Digital Communications, Industrial Management & Engineering, Machine Design, Power Electronics and Electrical Drives, Power Systems, Structural Engineering, Mathematics, Physics, Chemistry and Humanities.

The Central Library collection also comprises printed documents such as books, reports, theses, standards, atlases, patents and back volumes of journals. The non-book collection includes material like audio/video cassettes and CD-ROM discs etc.

The Central Library is a member of Indian National Digital Library in Engineering, Sciences, and Technology and All India Council of Technical Education (INDEST-AICTE) Consortium, New Delhi for accessing e-journals and also member of Institute for Steel Development and Growth (INSDAG), KOLKATA for Sharing it's resources in the interest of faculty and students. Central Library is also a Member of Developing Library Network (DELNET) New Delhi for sharing the resources among its Member Libraries.

Central Library has been subscribing e-journals of IEL online, ASCE online, ASME online, Emerald-95, Access Engineering Library, J-Gate(JET) ASTM Digital Library and various digital libraries for accessing e-journals.

Central Library is housed in a two storied separate building which can accommodate around 150 users at a time to pursue the academic and research activities by way of reading books, accessing electronic journals and internet and computer programming. It is connected to high speed internet. All activities of Central Library are taken in hand to computerized, including bar-coded ID cards and separate On- line public access catalogue(OPAC) terminal to know the status of books at any time. The central library remains open 8 hours a day from 09.30 AM to 5.30PM except on holydays.

1. Members:

S.No.	Stream	Total (Nos.)
01	B.tech.	2472
02	M. Tech.	324
03	MBA	99
04	Ph.D	46
05	No. of Faculty and Staff Members	320
	Total (Nos.)	3261

2. Library Hours & Holidays:-

Monday to Friday 9.30 AM to 5.30 PM
 Saturday 9.30 AM to 1.00 PM

Documents Circulation	Days	Issue hours	Return Hours
General Books	Monday – Friday	10.00 AM to 4.00PM	10.00 AM to 4.00PM
General Books	Saturday	10.00 AM to 1.00PM	10.00 AM to 1.00PM

Overnight Issue

Reference Books, Loose/Bound 03.00 PM to 5.00PM Next day upto 11.00PM
 Journals & CDs (Mon to Fri)

Other Services Hours

Xeroxing 09.30AM to 1.00PM

The Library will remain open on all days except of Sunday and following holidays :-

Guru Govind Singh Jayanti	Baravafat	Republic Day
Mahashivratri	Holika Dahan	Dulandi
Good Friday	Chatichand	Dr.Ambedkar Jayanti
Ramnavmi	Mahaveer Jayanti	Pratap Jayanti
Idulfitar	Independence Day	Raksha Bandan
Ramdev Jayanti	Mahatama Gandhi Jayanti	Navratra Sthapana
Durgastmi	Vijyadasmi	Iduljuha
Diwali	Goverdhan Pooja	Bhaiya Dhuj
Moherram(Tajiya)	Gurunanak Jayanti	Christmas Day

3. No. of Books issued to faculty, Students and staff:

S. No	Books	No. of Books issued	Year	Remark
1	Library Books	55,000	2012-13.	
2	Reference: Books	520	2012-13	
3	Book Bank Books	15,600	2012-13	
Total No. of Books issued = 71,120				

4. Budget Allotted for the Financial Year 2012-13 :

S.No.	Details	Budget Allotted (Rs.)	Unspent Budget (Rs.)	Remark
1.	Plan Budget	Nil	Nil	
2.	RTU Budget	30.00	26.00 lac	
3.	MBA Budget	03.00	03.00lac	Unutilized
4.	Grant from SWD, Jaipur	Nil	Nil	
5.	M.Tech. Budget	10.00	Utilized	
6.	e-Resources Budget	37.00	25,000/-	
7.	Library Automation	05.00	Nil	
	Total (Rs.)	85.00/-Lac	29.25/-Lac	

**5. Library Holding (Books, Indian Journals and E-resources).
Books and Journals (Course wise break up available in the Library for the B.Tech & Management:**

Book Section



S. No	Courses	No. of books Purchased during 2012-13	No. of Titles of the books 2012-13	Total Number of volumes	National Journals	e-Resources
1.	Civil Engg.	381	1620	10815	82	6772
2.	Electrical Engg.	223	2380	12227		
3.	Mechanical Engg.	309	1655	12486		
4.	Electronics Engg.	099	2210	11078		
5.	Computer Engg.	074	1024	07639		
6.	EI &C. Engg.	107	1352	07455		
7.	Prod & Indl Engg.	031	1845	06421		
8.	Information Tech.	036	0707	04416		
9.	Aeronautical Engg.	326	0050	00326		
10.	Petroleum Engg.	169	0040	00179		
11.	Management	564	0825	04098		
12.	Physics	160	0812	02512		
13.	Chemistry	139	0805	02279		
14.	Mathematics	063	0968	03682		
15.	Humanities	Nil	0910	03405		
16.	Miscellaneous	157	0530	00857		
17.	Donated books	007	0432	01807		
	Total books & Jrnls	2845	18165	91682		

6. Books and Journals (Course wise break up available in the Library for M.Tech. :

S. No	Courses	No. of book Purchased during 2012-13	No .of Titles of the books 2012-13	Total Number of volumes	National Journals	International Journals (E-resources)
1.	Power System	19	185	222		
2.	Digital Communication.	17	206	248		
3.	Control & Instrumentation	24	175	200		
4.	Computer Science Engg.	18	280	331		
5.	Machine design	14	140	164		
6.	Industrial Management & Engineering	13	125	072		
7.	Renewable Energy Technology	11	226	260		
8.	Environmental Engg.	23	067	113		
9	Structural Engg	31	185	212		
10.	Power Electronics and Electrical Drives	12	134	160		
11.	Nanotechnology	47	030	047		
	Total	229	1753	2029		

7. BIS Standards :

S.No.	Title	Nos.
01	BIS Standards	5690

8. Non Print Material :

S.No.	Material	Nos.
01	CD Rom Database	3200

9. Central Library has been provided access to the following e-Resources through INDEST- AICTE Consortium and BSB, Bangalore:

e-Library



S.No.	Name of International Journals.	No. of e-Journals	No. of Bibliographic Records
1.	IEL- Online	219	9,50,000
2.	ASCE- Journals	33	1,70,000
3.	ASME- Journals	25	
4.	J-Gate	4700 Indexed 1700 Free Full Text	
5.	Emerald-95	95	
	Total e-Journals	6772	

10. Central Library has been provided access to the e-Books of following publishers:

S.No.	Name of Access Provider	No. of e-Books	Remarks
1.	MGH Access Engineering Library	370	
2.	ASTM Digital Library	1700	13000 Journals Titles
	Total e-Books =	2070	

Access link to e- Journals :

S.N.	E-Journal	Access Link
1.	IEL Online (5 User)	Go to- http://ieeexplore.ieee.org/Xplore/guesthome.jsp
2.	ASME Online	Go to- http:// asmedigitalcollection.asme.org
3.	ASCE	Go to- http://ascelibrary.org/journals/all_journal_titles
4.	Access Engineering Library	Go to- http://www.accessengineeringlibrary.com
5.	Emerald-95	Go to- http://www.emeraldinsight.com
6.	J-Gate	Go to- http://www.jgate.in Or Go to- http://www.j-gate.informindia.co.in “Contact : Access Related Matter : help@jgate.in
7.	ASTM Digital Library	Go to- http://enterprise.astm.org Help desk : Support@bsb.co.in
8.	DELNET Database	Go to- http://delnet.nic.in User name (Login) : rjrtu Passwrd : rtu2224 (Click onto : Delnet Online) Inter Library Loan Password is : rjrtulib
9.	Nature Environment & Pollution Technology	Go to- http://www.neptjournal.com Login ID : 100102 Password : rajteu
10.	Institute of Steel Design & Growth	Go to- http://www.steel-insdag.com
11.	Science Direct	Go to- http://www.sciencedirect.com Complimentary Access

11. Central Library is member of following Consortiums:

S.No.	Name	Faculties
01.	INDEST-AICTE Consortium IIT, New Delhi	e-Journals Access
02.	DELNET, New Delhi	Database searches and Inter Library Loan
03.	INSDAG-Kolkata	For getting access to INSDAG e-News

12. Library Services :-

Circulation Section



➤ Admission

Admission to the library is restricted to members only upon showing the Identity card and making an entry in the visitors' register kept with the gate staff. Private books, bags, case, personal effects and printed matter other than library books must not be brought inside the library. Also do not bring a borrowed library book inside, if you do not wish to return it. Such books will not be allowed to be taken out. These should be deposited at the property counter. Library does not accept any responsibility for loss or damage to personal property left on its premises. The mobile phones are to be kept switched off during the stay inside the library.

➤ Resources

The Library is rich in all types of current information/resources to meet out information needs of its users such as –

General Books
Printed Journals
CDs

Text Books
Online e-journals

Reference Books
Databases

➤ Membership :

All current UCE, RTU Students, Research Scholars, Faculty Members and Staff Members are eligible to become member of the library.

After confirmation of membership every member will get Library Reader Tickets.

All losses are to be reported immediately to the librarian.

➤ Documents lending Rules:

- Books shall be issued on the presentation of Reader's Tickets and Identity Card.
- Before leaving the issue counter the member should satisfy that the books lent to him/her are same and are in a sound condition and if not He/She shall immediately bring the matter to the notice of counter staff.
- If one volume of a set damaged/lost, the borrower will be liable to replace the whole set or pay the cost of the whole set plus overdue charges, if any.

- **Overdue charges :**
 - An Overdue charge of .50 paise per volume per day is levied, if book is not returned on due date.
 - In case of Reference books a fine of Rs. 5.00 per volume per day shall be charged after the last date of return is over.
 - Reference books and journals for overnight loan should be returned on the next day by 11.00PM after that a fine of Rs. 5.00 per volume per day shall be charged on non-return of such material.

 - **Textbook Loan Scheme(Book Bank Facility) :**
 - The Section exclusively contains 45000+text books prescribed for study at the undergraduate and All M.Tech. Level. One may get 4 textbooks issued for semester duration. Textbooks may be exchanged on weekdays.
 - SC and ST category students may get 8 text books issued for semester duration.

 - **e-Resources Terminals:**
Central Library Provides sufficient number of latest wipro PCs for browsing academic information through internet.

 - **Open Access & Shelf Arrangement :**
Memberships have the privilege of direct access to the shelves in the book stacks, reading hall and the freedom to browse among the books during specified hours. It is important that the benchmark arrangement of books is maintained. On no account should they be re-shelved by the users because of the chances of misplacement.

 - **Ambience & Atmosphere of Study :**
Library is a place for individual study. Accosting and greeting of friends prohibited. All readers are expected to maintain silence inside the library premise.
- Care of Books:**
- Do not write upon, damage or make doodles on library books and journals.
 - Do not pull a book from the shelf by forcefully tugging the top of the spine.
 - Do not suspend a book by holding its casing only.
 - Do not force open a book which may break its spine stitches/binding.
 - Do not turn down the corners of pages to mark one's place use page guide instead.
 - Mechanical or optical reproduction of diagrams and articles from books and journals be made either the specific permission of the Librarian.
 - Any person found causing damage or injury to the books, journals or any other property of the library shall be required to pay penalty , which may include deduction of marks from the general group of marks or other disciplinary action as the institute may deem fit.
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- **Xeroxing/ Printing Services :**
 - Reprography and computer printing facility is open for all users from 09.30 AM to 1.00 PM on all working days at a flat rate of 0.50 paise per page.
 - The Library normally undertakes to reproduce material required for personal research and study purposes only.
 - Photocopies of the unpublished dissertation/ thesis shall not be provided unless permission of the author is obtained.
 - All responsibilities for questions pertaining to copyright that may arise due to copying and the use made of copies shall lie with person making the request.

➤ CIRCULATION

Category of Membership	No. of Books	Period of loan
Students (UG)		
▪ I- B.Tech. to III-B.Tech.,	2	15
▪ IV-B.Tech	3	15
Students (PG)		
▪ M.Tech. and M.B.A.	4	15
▪ Research Scholars (Ph.D.)	4	15
▪ Faculty, Librarian & Registrar	15	No Limit
▪ Technical Assistant	4	No Limit
▪ Non-Teaching Staff	2	No Limit

➤ Circulation Rules :

Books shall be issued on the presentation of Reader`s Ticket and Identity card.

Before leaving the issue counter the member should satisfy that the books lent to him/her are same and are in a sound condition.

General books are issued to all eligible members as per their entitlements.

Reference books bound volume, pamphlets and standards are issued only to following members :

➤ Faculty members :

- One reference book or one bound Volume of journal for over night only.
- One loose issue of journal other than the latest against a prescribed form (for overnight borrowing) between 3.00 PM to 5.00 PM which should be return before 11.00 AM. next day.

➤ Research Scholars can borrow one reference book or one bound volume of journal for over night only.

- Thesis, dissertations, CDs, video cassettes are not lent out of the library.
- The readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the book.
- No book in damaged condition will be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower.
- Books issued will not be accepted back on the same day.
- Reader can claim books (reserve) already issued, at the circulation counter.
- Loss of book must be reported immediately. Late fees, if any, will be charged till the loss of book is reported. If the original library book is returned after reporting it lost, the fine will be calculated till the date of its return.
- For the rules for replacement of lost book kindly contact the Circulation Section.
- One reader can put maximum 2 claims.
- A book can have maximum 4 claims.
- Claimed books are kept reserved for the claimant for 7 days from the date of return by previous borrower.
- Books are reissued only if there are no claims.
- The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.

Other Services :

- General / Reference books - Monday-Friday: 10.00 AM to 4.00 PM and on Saturday 10.00 AM to 1.00 PM.
- Bound volumes of journals, loose issues, pamphlets and standards are issued from ground floor issue counter on working days from 3.00 PM to 5.00 PM.
- Central Library have been providing CD-Rom Database-Service to its users.
- Internet Facilities is also available in the library for Faculty Staff & Students.
- Reference services are rendered by Central Library also.
- The Library is providing current awareness service as well as fulfilling users queries also.
- E-recourses access facility is also available in the Central Library.

12. Initiatives taken in hand:

- (a) Automation of Library Holding & Services.
- (b) Extension of Library Building
- (c) Purchase of Furniture for the Library.
- (d) Access to new e-Recourses as Science Direct and Springer e-Journals for Faculty, PG Students and Ph.D. Scholars
- (e) Purchase of items for automations.
- (f) Aluminum/ Glass partition for e-library.
- (g) Dismantle the circulation section to create more work space.

Central Library is well equipped with 93711 thoughtfully selected books in the field of Science, Engineering, Technology and humanities. Library subscribe 82 Indian Journals and 6772 e-Journal through "INDEST- AICTE "consortium and have a rich reference collection of Encyclopedias, reference books, hand books, manuals, reports and conference proceeding etc.

Important :

- Do not use cell phones inside the Library. It is Prohibited as per Government of India Order No. F.O 13-2812008-75-1 dated 4th May, 2009.
- Any infringement of the library rules may lead to the withdrawal of library membership, fine or both.

Chairman Library

Librarian