

**OFFICE OF THE LIBRARY & INFORMATION SERVICES
RAJASTHAN TECHNICAL UNIVERSITY, KOTA**

OLIS./F(28)/28/Statistics/ 2017/

Date: 19.1.2017

-: Important Information of Library :-

In compliance to the office order No./RTU/F (48) CLC/RTI Cell/PIO-95/2016/16690-73 dated 16-1-2017. Please find here under important information of the Central Library to upload with University website.

I Library Staff

S.N.	Name	Nomenclature
1.	Dr. Brijesh Tripathi	Chairman Library
2.	Sh. Gopal Vipra	Librarian
3.	Sh. Prabhu Lal	Jr. Tech. Asstt.
4.	Sh. Jamuna Lal bhargava	Clerk-I
5.	Mohd. Idrish	Chowkidar
6.	Four Machine with Man on Contractual basis.	

II. Library Rules are as under.

-: RULES & REGULATIONS :-

Membership :

1. Only RTU Students Researchers, Faculty and Staff as registered members are allowed to use the Central Library.
2. Member should produce their library membership card at the entrance of the library.
3. A duplicate library membership card will be issued on payment of Rs. 200/-.
4. The ex-faculty/staff members may be enrolled as member against a security deposit of Rs. 5000/-(refundable) and registration fee of Rs.1000/-(Non-refundable).
5. Some Eminent academicians/scholars and other dignitaries may be enrolled as special member on the recommendations of the Vice Chancellor, RTU only against a security of Rs. 5000/-(refundable) and registration fee of Rs.1000/-(Non-refundable).
6. Non member can be admitted only by the special permission of the Librarian or his deputy during his absence.

Visitors

1. Consultation facility is available for research scholars of other universities/institute for a short period.
2. The research scholar should bring recommendation letter from supervisor/Guide or letter from concern department/organization.
3. The visitor scholar should bring original and valid photo ID – pass port (Foreign Scholar and university issued ID (Indian Scholar).

Circulation

1. Books are issued for a fortnight except textbooks/reference books which are issued for overnight use only
2. Text books with more than 2 copies are checked out after 2.00 p.m. to day scholars only during the examination period.
3. Students can reserve books at the circulation section in case they are already issued.
4. Books in demand may not be renewed.

5. Readers are responsible for books issued against their names.
6. Library reserves the right to recall issued books even before the due date.
7. The materials such as rare books , theses, dissertations loose issue of periodicals etc marked for consultation shall not be issued.
8. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

Overdue Charges

1. Reference books : The overdue charges Rs. 5/- per book per day.
2. General books : The overdue charges .50 paisa per day per book shall be charged.
3. Membership shall be suspended for repeated delay in returning the books.

Use of Computers/Laptops etc

1. Computer in the library premises should be used for academic purposes only.
2. Online chatting /dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action Shall be taken against the defaulters.
3. Playing games on computers is strictly prohibited in the entire library premises.
4. Readers must carry their library membership card while using the cyber library. They must show their ID card on demand.
5. Readers are not allowed to share their internet access ID and password with other students.
6. Changing the setting and display of the computers kept in the library is not permitted.
7. Use of laptop in the information retrieval lab where computers are already installed is not permitted.
8. Readers should not remove / unplug computers cables/ connections, networks cables and other peripherals / accessories in the library.
9. Personal key board, mouse, etc. are not allowed inside the library.
10. Students must care of their pendrive, CD/DVD ROMS, Mobile and violets etc.

General Reading Hall (08.00AM to 08.30 PM)

1. The right to use general reading hall exclusively reserve for bonafide members of Central Library, RTU.
2. Member should produce their library membership card at the entrance.
3. Readers should not leave begs/ books/ copies on the table and cannot claim, capture and reserve seats for future use.
4. The seats are to be used/ occupied on the first come first serve basis.
5. Capturing/ reserving seats for friends/ future user is strictly prohibited. Other scholars may remove the begs and books, if these are left unattended on the tables.
6. Readers should not scribble on table tops or damage them.
7. Readers should not clutter the table with heaps of books and another reading materials.

General Rules

1. Readers should observe strict silence inside the library.
2. Use of mobile phone is not permitted inside the library premises.
3. Users are not allowed to carry eatables/ drink inside the library premises.
4. Library membership cards is non transferable.
5. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied materials) inside the library.
6. Personal belongings like begs (laptop, shoulder, sling) umbrellas, etc should be kept at the property counter. These are not allowed inside the library.
7. Readers are advised not to leave their valuable items like money, Passport, credit card etc. at the counter.
8. Marking Scratching, Damaging, stealing library materials or property will invite disciplinary action against the defaulters.

9. Readers should not carry books from one floor to another, and should leave the books on the reading table after consulting.
10. Readers should not talk or discuss as they may disturb other readers. Reading Halls are meant for individual study and research only.
11. User should not rest or keep their feet on Tables, Chairs, Shelves, etc.
12. The library shall not be responsible any loss or damage of the personal belonging of the users.
13. Library staff shall not transmit telephone calls of other personal messages to the readers.
14. The librarian reserve the rights to suspend the membership of any member found misbehaving with the library staff or with any other member.
15. Splitting & Smoking is strictly prohibited in the library premises.

These rules are subject to revision/uptation from time to time without assigning any reason. For latest library rules and regulation please check central library webpage.

III. Purchase of books.

Central Library shall be purchasing books worth Rs. 50.00 Lac during this year. Tentative budget allocation towards purchase of books is as under.

S.No.	Name of Department	Tentative allocation of budget (Rs.) in Lac.
01.	Aeronautical Engineering	3.00
02.	Civil Engineering	3.50
03.	Computer Engg.	2.00
04.	Electronics Engg	3.50
05.	Electrical Engg	3.50
06.	Elec.Inst. & Control..Engg	2.00
07.	Information Technology	2.00
08.	Mechanical Engg.	3.50
09.	Prod. and Indl.Engg.	2.00
10.	Petroleum Engineering	3.00
11.	Petro Chemical Engineering	3.00
12.	Renewable Energy Technology	3.00
13.	Nanotechnology	3.00
14.	Management	1.50
15.	Bookbank	5.00
16.	Physics	1.00
17.	Chemistry	1.00
18.	Mathematics	1.00
19.	Humanities	1.00
20.	Misc	1.00
21	Indian journal, News paper & Magazine	1.50
	Total (Rs.)	50.00 Lac

IV. Purchase of Journals: (Indian Journals)

Central Library shall be subscribing Indian Journals for Rs. 1.20 Lac during this year.

Journal of Civil Engineering

S. No.	Journal Name	Pub.
1	Bulletin of Material Science	Indian Academy of Science, Bangluru

2	Civil Engg. & Construction Review	Marketing & circulation trend set engineer pvt, ltd., New Delhi
3	Down to Earth	Society of environmental communications, Tuglakabad
4	Earth Moving Guide	Vijay publishing company, Kolkata
5	India Green File	Center for science and environment, New Delhi
6	Indian Concrete Journal	Associate cement companies Ltd. Thane
7	Indian Journal of Environmental Protection	Kalpana corporation, Varanasi
8	Indian Road Congress	Indian Road Congress, New Delhi
9	Indian Water Work Association	
10	Journal of Environmental Research and Development (JERAD)	JERAD Publication, Bhopal
11	Journal of Environmental Science and Engineering	CSIR-National environmental engineering research institute, Nagpur
12	Journal of Structural Engg.	Structural engineering research center, Chennai
12	Nature Environment & Pollution Technology	Techno Science publication, Karod, Maharastra
14	New Building Material & Construction World	Adj-Escourt heart institute, New Delhi
15	The Bridge & Structural Engg.	Indian national group of the international association for bridge & Structural engineering, New Delhi
16	NBCC & MDC Journal	National building construction corp Ltd., New Delhi
17	Earth Quake Engg. Practice	IIT, Kanpur
18	Institute of Steel Development & Growth	INSDEG, Kolkata

Journal of Electrical & Electronics Engineering

S. No.	Journal Name	
1	Electrical India	Chery publication, mumbai
2	Electronics for You	EEY Enterprises, Okhla
3	Embedded For You	Academy of Embedded technology, Delhi
4	The Journal of CPRI	Central power research institute, Bangluru
5	Electronic Today	Electronic Today, Mumbai
6	Electronics Information & Planning	Economic & Planning Division, NewDelhi

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S. No.	Journal Name	
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1	e qerh	Raj Sahitya academy, Udaipur
2	rF; Ökjr h	
3	LkkfgR; ve`r	

Journal of Information Technology

S. No.	Journal Name	
1	Telecommunication	
2	Data Quest	IBH Publications, Mumbai
3	PC Quest`	IBH Publications, Mumbai
4	Communication Today	Adi Media Private Ltd., Noida
5	Communication and Instruction	Central Scientific instruments organization, Chandigrah
6	IETE Journal of Research	The institute of Electronics & Telecom Engineers, New Delhi
7	IETE Journal of Review	The institute of Electronics & Telecom Engineers, New Delhi
8	IETE Journal of Education	The institute of Electronics & Telecom Engineers, New Delhi

Journal of Mathematics

S. No.	Journal Name	
1	Indian Journal of Pure & Applied Maths	Indian national science academy, new delhi
2	Proceeding Mathematical Science (IndianAcademy of Science)	

Journal of Production & Industrial Engineering

S. No.	Journal Name	
1	Abhigyan (ForeSchool of Management)	Fore school of management, New Delhi
2	Industrial Automation	IED Communication Ltd., Mumbai
3	Industrial Product Finder	IPF Online Ltd. Chennai
4	Journal of Industrial Pollution & Control	EM International, Pune
5	Standards India	Bureau of Indian Standard, New Delhi

Journal of Science

S. No.	Journal Name	Publication
1	Indian journal of Chemical Technology	CSIR-National institute of science communication and information resources, New Delhi
2	Indian Journal of Chemistry –Sec-A	-----do-----
3	Indian Journal of Chemistry- Sec-B	-----do-----
4	Indian Journal of Engineering And Material Science	-----do-----

5	Indian Journal of Pure and Applied Physics	-----do-----
6	Journal of Chemical Science	Indian Academy of Science
7	Pramana(Journal of Physics)	
8	Resonance	
9	Journal of Indian Institute of Science	Archives Publications Cell, Indian Institute of Science

Misc. Journals

S. No.	Journal Name	Publication
1	Annals of Library & Information Studies	CSIR-National institute of science communication and information resources, New Delhi
2	CSIR News	-----do-----
3	Journal of Intellectual Property Rights	-----do-----
4	Right to Information Reporter	
5	International Journal of Information Dissemination & Technology	IJIDT, MM University, Ambala
6	Education law cases	Service law report, Chandigrah
7	The Journal of Engineering Education	Journal of Engineering Education, Pune

TERI Publications Journals

S. No.	Journal Name
1	Asian Journal of Water, Environment and Pollution
2	Energy Future
3	Journal of Resources, Energy & Development
4	My Corrhiza News
5	TERI Information Digest On Energy and Environment (TIDEE)
6	TERRA – GREEN
7	World Digital Library
8	TERI Energy & Environment Data Directory and Yearbook (TEDDY)

Journal of Nanotechnology

S. No.	Journal Name	Pub.
01	ARCI – Nanotech Insights	CKMNT, Hyderabad
02.	International Journal of Nanoscience& Nanotechnology	Research India Publications

Journal of Petroleum Engineering

S. No.	Journal Name	Publication
1	Oil Asia	Oil asia publication pvt. ltd. mumbai

Journal of Electrical Engineering

S. No.	Journal Name	
1	Electrical India	Chery publication, mumbai
2	The Journal of CPRI	Central power research institute, Bangluru

Journal of Electronics Engineering

S. No.	Journal Name	
3	Embedded For You	Academy of Embedded technology, Delhi
2	Electronics for You	EEY Enterprises, Okhla
5	Electronic Today	Electronic Today, Mumbai
6	Electronics Information & Planning	Economic & Planning Division, New Delhi

V. Central Library shall be subscribing e-Resources (e-Journals) costing Rs. 64.00 Lac during this year.

S.N.	Name of e-Journals	Nos of e-Journals
1.	Science Direct 2 SD Collection	370
2.	Emerald e-Journals	192

VI. Purchase of Computers :

S. No.	Item	Nos.	Cost (Rs.)
01	Computers :- Lenovo i7	30	15.00 Lac

VII. Subscription of News Papers and Magazine.

S.N.	Items	No.
1.	Indian Newspapers	10
2.	Magazines	20

VIII. Policy of issue of books & Journals.

S.N.	Staff	No. of books may be issues
1.	Teachers	15
2.	Officer	5
3.	Tech. Asstt.	4
4.	Non Teaching Staff	2
5.	Students (undergraduate)	
6.	Post Graduate & PhD Scholar	4

IX. Policy of issue of books from bookbank.

S.N.	Category of students	No. of books to be issued
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1.	General	4
2.	Scheduled Caste	6
3.	Scheduled Tribes	6

- Reference books can be issued for over right only with recommendation of Seminar/Project guide or HoD Concerned.

X. Policy to open the Library in 2 Shift.

S.N.	Shift	Timings
1.	Ist Shift	8.00 am to 2.30 pm
2.	IInd Shift	2.00 pm to 8.30 pm

XI. Policy of Digital Library.

1. 24*7 days e-Resources available with leased lines.
2. 24*7 days Internet facility available in entire Library.
3. CD Rom database are available in both Shifts.

Chairman Library

Librarian