

RAJASTHAN TECHNICAL UNIVERSITY KOTA CENTRAL LIBRARY

Central Lib./F(28)/28/ Statistics /2017/

Date:

Sub : Annual Report for the year 2016



Central Library of Rajasthan Technical University, Kota (Formerly known as University college of Engineering, Kota) was established in 1984. It caters information needs of the faculty members, students, staff, and research scholars. It works on an open access system. The Central Library possesses around 1,05,826 books and more then 563 e-journals covering the disciplines of all Departments 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
- Humanities.

3. No. of Books issued to Faculty, Students and Staff:

S.No	Books	No. of Books issued	Year	Remark
1	Library Books	51120	2016-17.	
2	Reference: Books	288	2016-17.	
3	Book Bank Books	18500	2016-17.	
Total No. of Books issued = 69,363				

4. Budget Allotted for the Financial Year 2016-17.:

S.No.	Details	Budget Allotted (Rs.) lacs	Utilized Budget (Rs.)	Remark
1.	RTU Budget	50.00	25.00 Lac	
2.	e-Resources	50.00	Nil	
3	RUSA Budget	100.00 Lac	95.00 Lac	
	Total (Rs.)	200.00-Lac	120.00 Lac	

5. Library Holding (Books, Print Journals and E-resources).

Books and Journals (Course wise break up available in the Library for the B.Tech, & Management is as follows :

Book Section



S. No	Courses	No. of books Purchased during 2016-17	No .of Titles of the books 2016-17	Total Number of volumes 2016-17	National Journals for all streams	e-Resources for all streams
1.	Civil Engg.	115	1666	11432	141	563
2.	Electrical Engg.	312	2544	13637		
3.	Mechanical Engg.	716	1875	13604		
4.	Electronics Engg.	587	2397	12830		
5.	Computer Engg.	457	1128	8476		
6.	EI &C. Engg.	112	1402	7576		
7.	Prod & Indl Engg.	90	210	5680		
8.	Information Tech.	110	749	4629		
9.	Aeronautical Engg.	20	432	1010		
10.	Petroleum Engg.	393	384	1030		
11.	Management	137	927	4257		
12.	Physics	66	841	2792		
13.	Chemistry	300	827	2851		
14.	Mathematics	1032	383	6126		
15.	Humanities	722	938	4127		
16.	Miscellaneous	240	743	1114		
17.	Donated books	00	484	1898		
	Total books & Jrnls	5409	17930	103069		

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

S. No	Courses	No. of book Purchased during 2016-17	No .of Titles of the books 2016-17	Total Number of volumes
1.	Power System	Nil	201	238
2.	Digital Communication.	Nil	237	279
3.	Control & Instrumentation	Nil	175	200
4.	Computer Science Engg.	Nil	319	370
5.	Machine design	53	318	297
6.	Industrial Management & Engineering	Nil	152	212
7.	Renewable Energy Technology	47	287	331
8.	Environmental Engg.	1	81	128
9	Structural Engg	1	205	235
10.	Power Electronics and Electrical Drives	Nil	134	160
11.	Nanotechnology	42	78	122
12.	Geotechnical Engg,	Nil	150	185
	Total	142	2337	2757

7. BIS Standards :

S.No.	Title	Nos.
01	BIS Standards	5690

8. Non Print Material :

S.No.	Material	Nos.
01	CD Rom Database	3242

9. Central Library has been provided access to the following e-Resources to the faculty and students:

e-Library



S.No.	Name of International Journals.	No. of e-Journals	Remarks
1.	Science Direct	370	Subscribed
2.	Emerald Insight	193	Subscribed
3	IEEE(ASPP)	169	Access provide by AICTE
	Total	732	

10. Access link to e- Journals : Only open to RTU users

S.N.	E-Journal	Access Link
1	DELNET Database	Go to- http://delnet.nic.in
2	Science Direct	Go to- http://www.sciencedirect.com
3	Emerald Insight	Go to- http://www.emeraldinsight.com
4	IEEE(ASPP)	Go to- http://ieeexplore.ieee.org/Xplore/guesthome.jsp

11. Central Library is member of following Consortiums:

S.No.	Name	Facilities
01.	DELNET, New Delhi	Database searches and Inter Library Loan
02.	INSDAG-Kolkata	Access to INSDAG e-News
03.	INFLIBNET(SOUL Member)	Automation activities & updates
04	NATIONAL DIGITAL LIBRARY	Access to e-Books and e-Journals

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, cases, personal aspects and printed material 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 it's users such as –

General Books

Text Books

Reference Books

Printed Journals

Online e-journals

Databases

CDs

➤ Membership :

After confirmation of membership every member will get Library automated membership card. All losses are to be reported immediately to the librarian.

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

➤ Documents lending Rules:

- Books shall be issued on the presentation of Library automated membership card 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 pre volume per day shall be charged on non-return of such material.

➤ Textbook Loan Scheme(Book Bank Facility) :

- The Section exclusively contains 51000 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 Saturday only.
- SC and ST category students may get 6 text books issued for semester duration.

➤ e-Resources facilities :

Central Library Provides sufficient number of latest wipro PCs for browsing academic information through internet.

- **Open Access & Shelf Arrangement :**
Membership 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.
- **Xeroxing/ Printing Services :**
 - Reprography and computer printing facility is open for all users from 10.00 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.,	3	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 & Comptroller	15	No Limit
RTU Officers	5	No Limit
Technical Assistant	4	No Limit
Non-Teaching Staff	2	No Limit

➤ **Circulation Rules :**

Books shall be issued on the presentation of Library membership card 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 of journals, 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 4.00 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.
 - 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 3.00 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 4.00 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.

13. Achievements during year 2016:

- (a) 30 computer purchased in library to develop digital library.
- (b) Automation of library holding and services have been completed.
- (c) Automated library membership card issued to Faculty, Staff and Students.
- (d) e-Journals access to Science Direct and Emerald Insight started under support of RUSA.
- (e) Whole library kept under CCTV Surveillance.
- (f) Wi-Fi facility started.
- (g) Furniture costing Rs. 10.00 Lac approximate purchased and installed in various section of library.
- (h) Reference and textbook costing Rs. 40.00 Lacs purchased and processed. Afterward kept in respective section of library for the library user.
- (i) Workshop on Creative Writing “How to plan and write manuscripts and get published in scientific journals” organized by the library.

Central Library is well equipped with thoughtfully selected books in the field of Science, Engineering, Technology and humanities. Library subscribe Indian Journals and e-Journal through “Elsevier” and have a rich reference collection of Encyclopedias, reference books, hand books, manuals, reports and conference proceeding etc.

Librarian