

WORKING HOURS:

SI.NO	PARTICULARS	TIME
1	GENERAL WORKING HOURS	08.00 am – 8.00pm
2	BOOK TRANSACTIONS	09.00am – 05.00pm
4	E – JOURNALS	09.00am – 07.00 pm
5	PHOTOCOPYING	09.00am – 05.00pm
6	PERIODICAL SECTION	09.00am – 08.00pm

RESOURCES AVAILABLE:

- Text books / Reference books
- Reference books such as Dictionaries, Encyclopedia, Handbooks Year books and Manual etc.
- OPAC (Online Public Access Catalogue)
- Digital Library
- NPTEL(National Program on Technology Enhanced Learning)
- National and International Journals
- IEEE Journals
- Springer link Online Journals
- DELNET
- Popular Magazines like Spectrum, Networking, Multimedia
- Back Volumes of Journals and Magazines
- Students Project Reports
- Data CD's , DVD's and Audio cassettes

VARIOUS SECTIONS

- Reference Section
- Circulation Section for issue and return of books
- Reservation of books
- Book Bank
- Text books Section
- Periodical Section
- Back volumes / Project Reports section
- News papers section
- Digital Library Section
- Audio Visual Section
- Property counter section

Rules and Regulations of the library

The services of the college library will be available to students and staff for 8.00 a.m to 8.00 pm on all working days including Saturdays. The library is a treasure house of knowledge. The students are expected to use it with devotion and involvement. While using the library the following aspects are to be followed.

1. Five library cards are given to each member of teaching staff, two for technical staff, three for each UG student and five for each PG student.
2. The top five rankers in each class will be provided with 3 additional library cards.
3. Silence is to be maintained inside the library.
4. The library will be closed on all Sundays and other government holidays.
5. Students should produce their identity cards and library cards while borrowing books.
6. Students on receiving the books should check their physical condition, as they are held responsible for any damage found later.
7. The students should return the books on the due date. The defaulters will be levied a fine of Rs. 1/- per day for the first 1 week of delay and Rs.2/- per day for subsequent period for every book.
8. Transferring library cards to others is not permitted.
9. If a student reports any loss of books, He /She should either replace the book with a fresh copy remitted cost of the book. Presented cost including the prices of the book with an additional 15% overhead as administrative expenses. This is addition to the fine for delay up to the date of reporting.
10. The library books/Journals are not to be spoilt with an underlining, or scribbling on pages. Defaulters will be fined heavily equal to the cost of replacing of the books.
11. Loss of library cards:
 - a) Loss of cards should be reported to the librarian immediately.
 - b) Duplicate cards will be issued on payment of Rs. 20/- per card, after verification.
12. Books taken out of the shelves for reference are to be left on the reading table itself.
13. The Students are permitted to enter library with note book pen only for taking notes. No other belongings will be permitted inside the library.
14. Periodicals, Publications, Dictionary, Directory, Encyclopedia, Project Reports, Reference sources are to be referred in with the library premises and should not taken away by students.

Issue of Tokens to students and Staff for borrowing books from Library

Library Tickets :		
For UG Students		3
Rank holders		3
Book Bank for SC/ST Students		6
For PG students		5
For Teaching staff		5
For Non-Teaching staff		3

Book Issuing System

- Library has an open access system.
- Books are issued to the students and staff with bar coding system
- OPAC System Available for Book Availability other searching purposes.
- Books will be issued to student members for a period of 14 days along with one renewal for 14 days
- Books will be issued to faculty members for a period of 30 days only.
- Reference Books, Encyclopedias, Hand Books, Dictionaries, Periodicals, Student Project Reports and Back Volumes will not be issued and **they are only for reference.**
- Two renewals will be permitted if there are no reservations against these books. For renewal, books have to be presented physically at the library counter.
- Members, before leaving the counter must satisfy themselves as to whether the books, which they intend to borrow, are in good condition and any damage/marking should be immediately reported to the Librarian failing which the member to whom the book was issued will be held responsible.

Book Returning System

- Final year students must return the books before the issue of their examination hall tickets.
- Other students shall surrender all their books at the end of the theory examination and before the commencement of their practical examination.
- When a member leaves the college he/she shall return all the books.
- Books must be returned on or before the due date noted in the due date slip. If the day happens to be a holiday, the book must be returned on the next working day. If any student keeps any book beyond the due date of return, otherwise overdue charges will be collected as per the existing rules.

- Loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy along with a levy of overdue charges if any.
- In case the borrower is unable to replace the books that are lost, he will be levied a penalty as per the existing rules plus overdue charges, if any.
- Absence from the college will not be allowed as an excuse for the delay in the return of books.

Library Automation

The library is provided with library automation system with four computers in a network under client-server architecture. Multi-user software (Fusion Education, Developed by Modern Lib, JCET) for library automation is available for issue, return, searching, administration, and reference facility for all the users.

E-Library Facilities

Institutional member subscription for INDEST, AICTE (IEL AND SPRINGER LINK, ONLINE JOURNALS) Consortium, DELNET. Students and staff can access and download research articles and papers for free anywhere within the campus. Contains 758 Titles of various International journals, magazines, transaction, proceedings, newsletters, publications by affiliated organizations, special interest groups.

Other Facilities Available

- Document Scanning Facility
- Document Printing Facility
- Computerized indexing with bar-coded and OPAC
- Reprographic facility
- Inter Library Loan

NAME OF THE LIBRARY STAFF

Sl. No.	Name	Designation	Qualification	Date of Joining the institution
1	Mrs.T. HELEN LEEMA	AP/LIBRARIAN	M.L.I.Sc.M.Phil, PGDCP,(P.hD)	14-02-2011
2	Mr. P. ULAGANATHAN	Library Asst.	M.A., M.L.I.Sc., PGDCM.	04-8-2008
3	Mr. K.P. SENTHIL NATHAN	Library Asst.	M.COM., M.L.I.Sc., D.C.A.,	25-8-2008
4	Mrs Anna Lakshmi	Library Asst	B.A., M.L.I.Sc	