CENTRAL LIBRARY

LIBRARY HANDBOOK
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About the Library

The GNDEC Library System comprises of a Central Library and 8 departmental libraries that collectively support the teaching, research and extension programmers of the Institute. The Central Library houses a total collection of over 95,000 thousand documents comprising of books, theses, journals, video cassettes and compact discs in the fields of science, engineering, humanities, literature and management. All in-house operations in the library are fully computerized using the e-Granthalaya software package that also provides web-based access to the online catalogue of Library.

Central Library at GNDEC

Library Hours

Monday to Friday: 8.00 A.M. to 8.00 P.M.

Saturdays: 9.00 A.M. to 5.00 P.M.

Only referral services are extended on Saturday when the Library operates on skeletal staff. A portion of Library on the ground floor has been segregated as an independent Library Reading Room where users can bring their personal books and other reading materials. Reading Room is open to authorized users.

Layout Plan

© 2022 Central Library, GNDEC (http: /libray.gndec.ac.in)

Physical Infrastructure, Layout and Floor Plans

The Central Library was initially setup in April, 1956 in civil engineering department block of the Institute. It moved to the main building of the Institute in 1968. The Library is spread over one floor with the total covered area of 16, 00 sq. mtr. (approx.) and is centrally air-conditioned.

The floor-wise distribution of services and resources of the Library is given below:

Ground Floor

The ground floor houses the following important sections and facilities:

Text Book & Book Bank Section: See "Library Organization" for further details.

- **Stacks Area:** Ground Floor has stacks area for books on social sciences, humanities, biographies and library science.

- **Library Reading Room:** A portion of Library on the ground floor has been segregated as an independent Library Reading Room.

Ground Floor:

The first floor houses the following important sections and facilities:

Librarian's Office: Including Librarian's Room and his office.

- **Reader Services:** Reader Services consists of a Room for In-charge of the Section, Membership Counter, and Circulation Counter with adjoining staff area.

- **Library Membership Counter:** Students, faculty members and employees of the Institute can register/renew their registration for the library membership here.

- **Stacks Area:** First Floor houses stacks area for books on pure sciences, engineering and technology, management sciences, computer sciences.

- **OPAC:** The floor also kept OPAC station for searching books, Thesis and journals.

First Floor

The first floor apart form Room for In charge, Serial Division also houses the following important sections and facilities:

Journals Stacks: The first floor (Reference Section) of the Library stacks comprises back volumes of journals.

Journals Section: See "Library Organization" for further details.

Photocopy Facility: See "Library Services and Facilities" for further details.

Computer Laboratory: For Accessing the electronic resources. (Reference Section)

Reference collection and conference proceedings (CD) are also housed on the first floor of the Library.

Library Membership and Loan Period

All students, faculty and employees of the Institute are entitled for the membership of the Library. Library membership form is available at the Membership Counter at Central Library. The Library has over 2600 valid members.

Cat. of Member	No. of Books that can be issued	Duration of Issue	Membership Form Attestation By
Faculty	10	One Semester	Head of the Dept.
Administrative staff	6	One Month	Head of the Dept.
Other Staff of the Institute	3	One Month	Head of the Dept.
M. Tech. / M.B.A. / MCA	4	14 Days	Head of the Dept.
M. Tech. (Part Time)	2	14 Days	Head of the Dept.
B. Tech./BCA/BBA	4	14 Days	Head of the Dept.

Table 1: Number of Books and Loan Period

Borrowing Rules

a. The readers should check the books thoroughly for missing pages, chapters, etc. while getting them issued.
b. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.

Loss of Identity Card/Library Card

The loss of Identity Card or bar-coded patron card should be reported to the Institute Security and Readers Services Section of the Library. The Institute Security or concerned section (UG/PG) will issue duplicate Identity card. Contact Readers Services for issuance of bar-code. Borrowers shall be responsible for any loss or misuse of their original/duplicate card.

Issue & Return Timings

1. General books are issued or returned on weekdays from 9.30 A.M. to 4.30 P.M.
2. Text Books can be consulted within the Library premises on depositing Identity Card at Text Book counter.

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Conventions for Issues / Return

1. General books are issued to all eligible members as per their entitlements.
2. Reference books and bound volumes are issued to members with special permission. Please contact In charge, Reader Services/Librarian for obtaining permission.
3. Theses, dissertations, CD's and journals are not lent out of the Library.

Overdue Fine

Items that are returned after the due date are considered overdue. Overdue fines are assessed at the following rates:

1. Rs. 1.00 per day for the books issued from General Section.

2. Only Director can exempt the charges under special circumstances.

Cost recovery of lost books by the Library members

Following is the approved criteria for recovering the cost of lost books by Library members:

1. The cost of the book in foreign currency to be charged at the current conversion rate of the currency.
2. Lost book should be replaced by a new book with overdue charges, if any and with processing charges of Rs. 50/- for each book.
3. Minimum of Rs. 300/- to be charged if the cost of the book is less than Rs.300/- with processing charges of Rs. 100/- for each book.

Collections and Resources

The Library has extensive collections on science, technology, humanities, social science and management sciences. Besides, General and specialized collections in the Library are segregated with collection codes as mentioned below:

Sl. No.	Collection	Code	Location (Floor)	Collection Size in Number
1	General Collection	GEN	Ground & First Floor	
2	Reference Collection	R	First Floor	
3	Conference Proceedings	CD	First Floor (Ref. section)	96833
4	Text Book		Ground Floor	
5	Book Bank	w	First Floor	
6	Theses and Dissertations	T	First Floor	2449
7	Current Journals		Second Floor	07
8	Bound Volumes of Journals		Second Floor	3075

Collection and Resources in the Library

General Book Section, GNDEC

Reading Area at First Floor

Reference Collection:

The Library maintains a separate reference collection consisting of encyclopedias, dictionaries, handbooks, technical data, almanacs, atlases, bibliographies, etc. The reference collection is organized in the following sub-categories:

Reading Section, Reference Section (First Floor)

Literature Collection:

The Central Library has built up a good collection of books in Hindi, Punjabi, urdu and English.

Display of New Arrivals

Book Bank Section

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Print Journals and Bound Volumes of Journals:

The Library subscribes to 6,140 current journals (print & Online) with back volumes running into more than 2800 bound volumes (print) of journals. Of 6,140 journals subscribed; 6000 journals are also accessible online. Links to these electronic journals are available through the Library web site as well through the Library Web OPAC at http://librarty.gndec.ac.in.

Periodical Section

Electronic Resources

Electronic Books

The Institute has access to electronic books from the following publishers / aggregations:

E-Text Books (http://library.gndec.ac.in)

DELNET

The Central Library, GNDEC is a member of DELNET. As such, the users at the GNDEC, Ludhiana can access databases hosted by DELNET. Password for accessing DELNET database is available with Librarian/Asstt. Librarian.
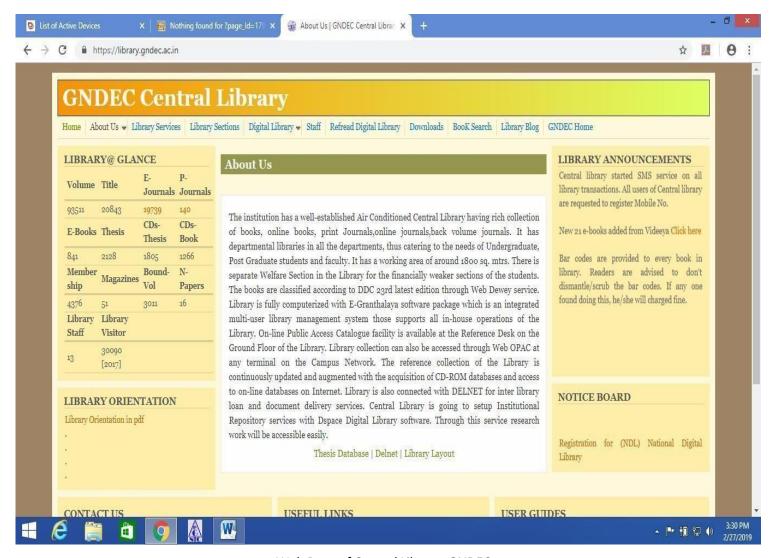

INTER LIBRARY LOAN

The Central Library offers Inter library loan service to its users for the books not available in the Central Library. Library by procuring them from other libraries through DELNET services .Under the programmer, the photocopies of research articles are exchanged on requests amongst several libraries.

Readers who want to get books from DELNET should send their request for required books through e-mail and same e-mail will be forwarded to DELNET. Readers have to pay to cost of courier charges of both sides. Hard copy of requested e-mail duly recommended by HOD has to submit in library.

Home Page of the Central Library, GNDEC, Ludhiana (http://library.gndec.ac.in)

The Central Library hosts a comprehensive Home Page as a part of the Institute's web site. The Library Home page serves as an integrated interface for all computer and web-based services available through the Central Library. The interface, available at http://library.gndec.ac.in, offers the following computer and web-based services:

Web Page of Central Library, GNDEC

OPAC (Online Public Access Catalogue)

The Library's Online Public Access Catalogue (OPAC) can be accessed on Intranet and Internet to search all the bibliographic records available in the Central Library database through a web-based search interface or with window client of the e-Granthalaya. The OPAC can be searched by author, title, subject, keywords, classified number and publisher. The OPAC also provides information about new arrivals of j o u r n a l s / b o o k s, e t c. The Web OPAC can be accused at: http://192.168.8.240/opac/welcome.aspx or through http://library.gndec.ac.in.

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OPAC Access Point in the Library

Recent Additions to the Book Collection in the Library

Monthly list of books added to the book collection of the Library is available on the Library's web site.

Reader's Assistance

The Library provides assistance to its users ranging from location of a book to finding specific information required by a user. Guidelines how to search book is available in library web page, Reader Services where the users of the Library can suggest measures for improvements in its facilities and services.

Inter Library Loan (ILL) and Resource Sharing Facility

The Library arranges books and journals from other libraries through DELNET service. Readers who want to get books from DELNET should send their request for required books through e-mail and same e-mail will be forwarded to DELNET. Readers have to pay to cost of courier charges of both sides. Hard copy of requested e-mail duly recommended by HOD has to submit in library.

Photocopying Facility

The Library provides photocopying facility within the premises of the Library through an external vendor on payment basis. The rates for photocopying and other services are as follows:

Paper Size	Charges in Rupees
A4	1
B4	2
Foolscap	5
Enlargement/ Reduction	1

Table 3: Photocopying Rates at Central Library

Text Book and Book Bank Facility

The Library maintains a separate collection of text books that are recommended by the concerned departments for different courses offered at GNDEC, Ludhiana. Text books can be consulted within the Library premises on deposition of Identity Card. Text books can also be issued for full semester to SC students and for 15 days on reader's cards to all students.

The Book Bank is also housed in the Text Book Section of the Central Library. The Book Bank holds multiple copies of selected textbooks for making them available to the students for the entire duration of a semester. The collection consists of prescribed text books in paperback editions.

Computer and Networking Infrastructure in the Library

The Library has its own sub-LAN, which, in turn, is connected to the Campus LAN. It has over 10 PCs. Of 10 PCs in the Library, 10 Internet-enabled PCs are exclusively devoted for the Library users.

Computerization of In-house Activities

All in-house activities in the Library including Acquisition, Cataloguing, Circulation and Serials Control are fully computerized using E-Granthalaya Software Package. The Online Public Access Catalogue (OPAC) of the Library is operational both on Internet. It can be accessed online to search more than 76000 bibliographic records, available in the Library database through a web-based search interface or with a window client of the E-Granthalaya on Internet. The editing and updating activities are done on regular basis. Besides, the Central Library has two in-house databases for specialized collections.
The Library uses bar-code technology for computerized circulation system. Every document in the Library (except reference sources, Thesis and bound volumes of journals) bears a bar-code tag that facilitates identification of document and the borrower in the circulation process. The Library has developed in-house facility for bar coding of books.

Computer Applications:

The Computer Applications Section coordinates with all Sections of the Library for library computerization. The Section is responsible for offering computer-based library services. It has servers and staff room as well as a Computer Laboratory that houses 10 computers exclusively for the library users.

Computer Campus in the Central Library (First Floor, Reference section)

Reader Services:

The Reader Services is concerned with issue, return and renewal of documents to the members of the Library. Besides faculty, students, research scholars and supporting staff of Institute. It provides assistance to the readers in locating library material. The section is also responsible for providing orientation to new entrants (UG, PG & Research scholars), casual and special visitors. It attends to inter-library loan requests and helps students to visit other libraries. The section answers queries of readers about circulation in specific and about the Central Library in general. Readers may approach the Reference and Membership Counter for information or any assistance in the use of the library collections and services.

Circulation Section:

In this section Issue/Return of books are done here. Every member can get membership of library after applying for membership on membership card. The card is/will available with information brochure of college. At the time of membership four reader tickets are provided to B. Tech, P G students. These reader tickets subject to renewed at the time of new semester after clearing the all books. If any student loss the reader tickets, he/she can get it duplicate after paying rupee 25 per tickets. At the completion of course / end of course No Due certificate will be given to students after returning the all books and tickets.

Circulation Section on Ground Floor, Central Library

Journals Section:

The Journals Section deals with all activities related to subscription to print and electronic journals, their receipt, display, follow-up and enabling access to e-journals on the Campus LAN. The Library subscribes to The Library subscribes to 140 current journals (print with online) and has access to more than 6,000 e-journals as a member of the INDEST-AICTE Consortium.

Reading Area in the Central Library (Top Floor)

Text Book and Book Bank Section: The text book collection in the Library consists of books prescribed in the courses of study or those recommended by the Institute faculty. The text books are issued for 14 days. Students can borrow four books on reader tickets. The Book Bank holds multiple copies of selected text books for making them available to the students for the entire period of a semester.

General Rules

- ➢ The Library shall remain open to readers on all working days except on gazettes Holidays as under:- 8.00AM to 8.00PM.
- ➢ The books shall be issued to students for 14 days after which the same must bereturned.
- ➢ If the books are not returned on the due date, an overdue charges @ 1(one) Rs. Per book per day will be charged for the period, the books are kept beyond the due date.
- ➢ In case a book is lost or mutilated be the borrower, he/she shall bear the cost of replacement which is twice the cost of book. If a book is a part of the volume set, thereader will have to replace the whole set.
- ➢ Reserve books, Reference books, Rare books, Dissertation, Project Reports, Newspapers and Periodicals are not issued generally except with the written permission of the Principal.
- ➢ The books may be renewed if the same are not in demand or are not reserved by other readers. The reissue will be done generally on the physical presentation of the books and on the order of the librarian.
- ➢ Library books will be issued to students on the Library cum I-card every time book is borrowed or returned.
- ➢ The loss of Library cum I-card should immediately be communicated to the Librarian so that the library staff may keep an eye upon the issue of books on the lostLibrary cum I-card.

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Appendix-1

Central Library, GNDEC at a Glance

Collection (as on March 31, 2021)	
Books	**96833**
Bound Volumes of Periodicals	**3075**
Conference / Proceeding	**74**
Thesis	**2449**
CDs	**13**
Current Journals	**07**
Mag.	**--**
Library Hours **Monday through Friday** **Saturdays (For M.Tech Part Time)**	 8:00 AM to 8:00 PM 9:00 AM TO 5:00 PM
Computer and Network Infrastructure **Number of Servers** **Number of PCs**	 1 16
Library Services and Facilities **Reference Service & General Assistance** **Borrowing Facilities'** **Book Boor & Text Book Facilities** **Book Facility for Position Holder Students** **Photocopying Facilities** **Inter –Library Loan**	

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ASCE Journals Online (http://www.pubs.asce.org/journals/jrns.html)

American Society of Civil Engineers (ASCE) represents more than 1, 39,623 members of the civil engineering profession worldwide, and is America's oldest national engineering society. It publishes 33 journals, periodicals and transactions that cover a comprehensive range of the civil engineering profession. ASCE contains over 1, 70,000 bibliographic records of everything ASCE has published since 1970. The Online Research Library is a comprehensive tool for locating online contents across all disciplines of civil engineering. The 6,90,000-page Research Library contains the full text of more than 73,000 journal articles and proceeding papers, and can be accessed either through a current subscription or by downloading a single articles.

ASME Journals Online (http://www.asme.org/pubs/journals/)

Founded in 1880 as the American Society of Mechanical Engineers, ASME is the premier professional membership organization for more than 1, 27,000 mechanical engineers and associated members worldwide. ASME also conducts one of the world's largest technical publishing operations in the world, offering thousands of titles including some of the profession's most prestigious journals, conference proceedings, and ASME Press books.

The ASME Digital Library is ASME's primary repository of current and archival literature featuring:

- ASME's Transaction Journals from 1980 to the present.
- ASME's Conference Proceedings from 2002 to the present.
- ASME Press eBooks selected from 1999 to the present. Initially, the eBook package will include about 50of our newest volumes, published from 2006 through mid-2009, with other books tofollow.

EBSCO Business Source Complete (http://www.ebscohost.com)

EBSCO is a worldwide leader in providing information access and management solutions through print and electronic journal subscription services, research database development and production, online access to more than 300 databases and thousands of e-journals, a full-featured OpenURL link resolver, and e-commerce book procurement.

Business Source Complete is the scholarly business database, providing the leading collection of bibliographic and full text content. In addition to the searchable cited references provided for more than 1,200 journals, BSC contains detailed author profiles for the 40,000 most-cited authors in the database. Journal ranking studies reveal that BSC is the overwhelmingly superior database for full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analysis and more.

Elsevier's Science Direct (http://www.sciencedirect.com/)

Science Direct is the web-based interface to the full-text database of Elsevier Science journals, one of the world's largest providers of scientific, technical and medical (STM) literature. The Science Direct offers a rich electronic environment for research journals, bibliographic databases and reference works. The database offers more than 2500 scientific, technical and medical peer-reviewed journals, over 75 million abstracts, over 9.65 million full-text scientific journal articles, connect with over 3,75,000 life- Sciences researchers and 2.75 million articles from after 1994, an expanding suite of bibliographic databases and linking to another one million full-text articles via Cross Ref to other publishers' platforms.

IEEE / IET Electronic Library Online (IEL) (http://ieeexplore.ieee.org/)

The IEEE/IET Electronic Library (IEL) is industry's most powerful engineering reference resource. It provides unparalleled full-text access to publications from Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Engineering and Technology (IET). It includes 126 journals from IEEE, 21 journals from IET, magazines, transactions and 850 + conference proceedings as well as active IEEE standards – over 1 million documents in all. More than 12,500 new titles are added per month. It provides access to 22,72,351+ full-text documents and more than three million full-page PDF images from back files from 1988 onwards and selected titles from 1950 onwards including all original charts, graphs, diagrams, photographs and illustrative material.

23.

Library's Web OPAC
(Http://192.168.8.240/opac/welcome.aspx)

Library's Web OPAC (Online Public Access Catalogue) facilitates browse and search of database of books available in the Central Library, GNDEC. The Web OPAC of the library can be accessed at http://192.168.8.240/opac/welcome.aspx on the Internet.

The   e-Granthalaya   OPAC   at

GNDECSearching E-Granthalaya Web OPAC

E-G provides online facility to search the bibliographic databases extensively. While making a search, it is possible to see the complete bibliographic information of a specific title including the status of each copy indicating whether it is "Issued", or "On shelf" or "Not Available" etc.
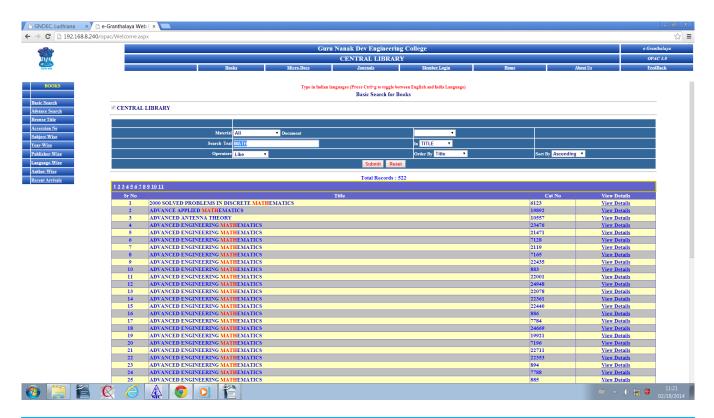
Online searches can be made on various E-G databases, like Books, Conferences, and Thesis. The database holds indices / catalogues for the followings:

 Title: Arranged alphabetically by title and series.

Author: Arranged alphabetically by personal and corporate author name.
Classified: Organized list of class numbers as per the Classification rules (DDC).

Search Results and Display of Records

The search results are displayed in a list of titles with author, publication year and call no. For a selected title, complete details along with the number and status of copies are displayed.

Journals

Journals module shows the list of journals available. As soon as user clicks on "Journal" button of toolbar, a list with two fields (i.e. Title & Publisher) containing journals is displayed. Journals can be listed out either alphabetically based on their name or by broad subject category. The URLs of journals that are accessible electronically are also given. User can also view the detail of a particular journal by clicking on that particular entry in the list.

The details displayed are as follows: Journal Name, Publisher, Publishing Place, Country, Location, Frequency, Library, Issues, and History Status. Along with these details, a list of loose issues is also displayed.

New Additions

New Arrivals module shows the list of New Additions for Books and Journals databases. As soon as user clicks at "New Arrivals", new arrivals for books are displayed. User can change it to journals by clicking at "Journals".

Member Login

Library member module basically gives details for a particular member of the library as soon as a user clicks on MEMBERSHIP LOGIN button of the toolbar available on OPAC WEB PAGE, the software prompts user to enter member Id (Registration Number). Registration Number is correct it shows the details of the member and enables the following buttons of the toolbar.

Students can check their book status and after log out.

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