

# LIBRARY MANUAL

2014-15



**M.S.RAMAIAH COLLEGE OF ARTS, SCIENCE  
&  
COMMERCE**

**(Re-Accredited "A" Grade By NAAC)**

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**DEPARTMENT OF LIBRARY & INFORMATION CENTRE**



**BENGALURU-560054.**

# CONTENTS

1. OVEVIEW OF THE LIBRARY
2. WORKING HOURS
3. GUIDELINES TO USERS
  - Membership
  - Issue of Books
  - Conditions of Loan
  - Over dues/Reservations/Renewals/Reminders
  - General Instructions
4. FACILITIES/SERVICES
  - Computerized Services
  - Reference Service
  - Documentation Service
  - Reprographic Service
  - Inter Library Loan/Resource Sharing
  - Referral Service
  - Audio Visual Service
  - Data Search Service
  - Internet Service (Restricted)
  - Employment & Career Guidance Service
  - Book Exhibitions
  - Property Counter (At Users Own Risk)
5. LIBRARY STAFF
6. BEST PRACTICES OF THE LIBRARY

2014-15

**1. OVERVIEW OF THE LIBRARY:**

The MSRCASC-Library is a veritable feast of knowledge and is easily accessible to students and the faculty. It is housed in a building of its own measuring 51\*71 sq.ft. Carpet area. It has a comprehensive collection of literature predominantly related to Science & technology, Commerce, Humanities and subjects of general interest to meet the present and future information needs of its users. The library activities are computerized to facilitate easy access.

The library has a total collection of about 26476+ of books, 585 CD/DVDs, 149 Project Reports, 609+ bound volumes of journals and some Thesis & Dissertation Reports, and the library subscribes to 68 Print journals out of which 08 international jrnl. and 21 News papers, 26 general magazines (inclusive of gift, exchange etc.)

**2. WORKING HOURS:**

The Library is kept open on all the working days except the Govt. holidays and Sundays. During the exam days it is kept opened some extra hours for the benefit of the students.

**TIMINGS ON “REGULAR DAYS”**

Monday to Friday	09.20 A.M.	to	04.40 P.M.
Saturday	09.20 A.M.	to	01.40 P.M.

**TIMINGS ON “EXAMINATION DAYS”**

Monday to Friday	08.30 A.M.	to	05.30 P.M.
Saturday	08.30 A.M.	to	01.30 P.M.

2014-15

**3. GUIDELINES TO USERS:****MEMBERSHIP:****Faculty/Students/Staff:**

- Members ID card is Bar-coded. If ID cards get mutilated, for whatever reason, it has to be reported to the librarian in writing, where arrangement will be made for a new one. Loss of ID/Borrower's card should be reported in writing to the Librarian immediately. Members are responsible for any loss to the library due to the misuse of their ID/Borrower's card. All the users are requested to show their College ID card at the entrance of the library for entry into it.
- While returning the books to the library, members should ensure that their books are duly discharged.
- Books can be recalled in case of an urgent demand for the same.
- Members should keep the library informed of any change of address during the period of their membership.
- The Librarian has the power to cancel the tickets and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.
- Member should return all publications borrowed from the library before proceeding on any kind of long leave.
- Tokens are to be collected at the issue counter for the number of books borrowed and should be handed over at the security check at the entrance of the library for releasing the books.

**Allocation of Library Cards:**

S.N.	CATEGORY	NO.OF CARDS	LOAN PERIOD
01	Teaching Staff (HODs)	10	30 days
02	Teaching Staff (other than HODs)	04-07	30 days
03	Non-Teaching Staff	03-05	15 days
04	Students (M.Sc.)	02	07 days
05	Students (Degree)	01	07 days
06	Students (PUC)	01	07 days
07	Alumni	--	For Reference and Photocopy Service

**ISSUE OF BOOKS:**

- Books and other publications are issued/renewed at the Circulation counter between 09.30 A.M. and 4.30 P.M. only.
- Books are normally issued for 7 days to students and 15 days to Non-teaching staff and 30 days to Teaching staff.
- One time renewal of books is allowed by telephone call or e-mail. For subsequent renewals, books are to be presented physically, request for renewal will be considered if there is no reservation for that book.
- Members should not sub-lend the books borrowed from the library.

**CONDITIONS OF LOAN:**

- Library ticket is not transferable.
- The borrower is fully responsible for the books borrowed on his/her card.
- Absence and illness are not an acceptable excuse for exemption from paying an overdue charge. In calculating the overdue charge only College holidays (Not Departmental Holidays) are left out of the reckoning. If the due date falls on a college holiday, the book may be returned on the next working day without any overdue charges.
- The Librarian may recall a book at any time before its due date. He may increase the overdue charge for failure to return a book when it is due or recalled.
- The library will usually send reminders to the faculty and students for the book due, but non-receipt of reminders is not a reason for returning the books late.
- If students do not renew or return the books issued against their name within a week of its due date, their borrowing facility may be withdrawn for a fortnight.
- If a book belonging to a set is lost, the borrower will be charged for replacing the entire set.
- In case users lost the book/s issued to them they should report it immediately in writing to the librarian to avoid accumulation of fine. They will be allowed a grace period of one week to confirm the loss in writing, to initiate the process of recovering the cost of the book/s. In case they produce the book/s after the grace period, they will have to pay the prescribed fine. The library services will also stand terminated until they settle their dues – whether for the loss or as a fine.

2014-15

- During the examination time 7-10 days before the exams commence, please see the library notice board of informing the last date of returning the books and cards borrowed from the library, those who fail to return the library dues, will not get their “Exam Admission Tickets”.

**OVERDUES/RESERVATIONS/RENEWALS/REMINDERS:**

**OVER DUES (Fine Structure):**

Upto 7 Days After The Due Date, Re. 1/- Per Day Per Book.

For Next 7 Days Rs. 2/- Per Day/Book

Upto Next 10 Days, Rs. 5/- Per Day/Book Plus Immediate Suitable Disciplinary Action.

**RESERVATIONS:**

Book on loan, or on display at the New Arrivals shelf, can be Reserved by your own through OPAC, or by filling out Reservation forms available at the Circulation Counter. Reservations for more than one book will be issued according to priority. Reserved books are kept separately in the issue counter for 3 days, and the next person on the list of reservations, gets priority.

**RENEWALS:**

Books are renewable, provided there is no demand for the books by other members. One time renewal of books will be done by **E-mail or Telephone Call**. For subsequent renewals, the users have to bring the book physically; request for renewal will be considered if there is no reservation for the book. Books can be recalled at any time in case of an urgent demand by the other users.

**REMINDERS:**

The borrowers of the library material have to return their books on or before the due date mentioned on the books issued to them and at the time of each semester exam, before the distribution of their exam Admission Tickets, list of “Over Due students” is notified on the library notice board and if they still did not return on the specified date, their “Admission Tickets are held up” until they clear their dues.

**GENERAL INSTRUCTIONS TO LIBRARY USERS:**

- Every user must sign in the “gate-register” meant for the purpose.
- Users should bring their college id/ library identity card for entry into the library and borrower’s ticket/s for issuing the book/s. And these are not transferable and while leaving the library the I.D cards should be taken back by the user and we are not responsible for the loss of I.D cards.
- Users (students) are entitled to borrow one/two (one book for one card) books at a time for a period of 7 days only.

2014-15

- Keeping in mind that the library is a place of individual study and research, users should maintain absolute silence in & around the library.
- Using Mobile Phones, Smoking, Spitting, Sleeping, Eating, Chit Chatting and Bringing Pets Etc. In Side The Library Are Strictly Prohibited.
- Users Should Not Bring Bags, Files, Folders And Long Note Books, Inside The Library.
- Borrowers Should Not Mark, Detach Any Page or Figures from the Books. The User Who Has Borrowed The Books Last Will Be Held Responsible For Any Such Damage, Which Necessitates The Replacement Of Books. Therefore The Borrowers Are Requested To Check Whether The Book Is In Proper Condition, Before Borrowing.
- Borrowers should return the book/s on or before the due date specified on due date slip of the borrowed book.
- Suggestions for purchasing books and improving the library services are welcome from the users.
- Library materials should not be taken from one section to another, without the knowledge and permission of the library staff.
- All members are required to deposit their personal belongings at the property counter at their own risk. The library is not responsible for any loss or damage to the same.
- Users (Students and Staff) should let the security at entry point check their personal belonging, like books, files, etc., at the time of Entry and Exit of the library premises.
- Mobile phones are strictly prohibited inside the library premises.

#### **4. SERVICES/FACILITIES:**

##### **COMPUTERISED SERVICES:**

The library (Main Block & MBA) has automated most of its services and activities through LIBSOFT -9.8.0. "OPAC" service gives search facilities for library resources. Most of the collection has been bar-coded.

Automated Circulation system has facilitated fast and efficient service at the issue counter. Reminders, Reservations, Recall, Renewal etc., are being attended through the system.

##### **REFERENCE SERVICE:**

The library provides personalized and automated Short-range and Long-range reference services for its users.

2014-15

**DOCUMENTATION SERVICE:**

The library provides Bibliographies, Reading Lists, CAS (Current Awareness Service) and SDI (Selective Dissemination of Information) services, and previous year question papers and the syllabus copies etc., in anticipation or on request.

**REPROGRAPHIC SERVICE:**

Presently there are 2 black and white Xerox machines and one Color Xerox machine are kept and it is maintained from private contractors to cater the needs of the users with minimum charge of Xerox service and also there is a Lamination Machine, and a Spiral Binding Machine are kept in the Photocopy Service Centre.

**INTER LIBRARY LOAN/RESOURCE SHARING:**

Presently the library has the facility to borrow the books from the other libraries of our sister institutions, like MSRIT, MSRIM, MSRMC, MSRCL, MSRPC.

We are the member of DELNET (Developing Library Network), by which we can access the books and other reading materials of over 1500 national and international libraries of different field of knowledge.

**AUDIO VISUAL SERVICE:**

The library has a good number of audio visual materials in the form of Cassettes, CDs and DVDs pertaining to Science and Technology, Commerce, Management, Computer Science and General topics of interest, these can be borrowed on special permission for a day.

**DATA SEARCH/INTERNET SERVICE:**

Eight computer systems in the library have been provided Internet connection and they can be used by the users only for their study and research work.

**EMPLOYMENT & CAREER GUIDANCE SERVICE:**

Presently library is subscribing some national and local employment news papers and career guidance materials with which library is able to provide the information on Employment Opportunities and Guiding the aspirant in choosing the correct Career.

**BOOK EXHIBITIONS:**

The library organizes the book exhibitions on different occasions, like KANNADA RAJYOTSAVA, INDEPENDENCE DAY, COLLEGE INAUGURATION DAY and Beginning of the each semester.

The students and faculty can directly participate in the development of library collection, and they can purchase for themselves for their study.

**PROPERTY COUNTER:**



2014-15

All members are requested to deposit their personal belongings at the Property Counter at their own risk. The library is not responsible for any loss or damage to the same.

### CAMPUS BOOK STORE/SHOP

Higginbotham's College Campus Book Shop opened on 01.02.2013.

### DEPARTMENTAL LIBRARY SERVICE:

Some of the important books of the main library have been transferred to the individual departmental library, so that the students and faculty may consult the books as and when they require during their study with the permission of the concerned department HOD they can borrow the departmental library books as per departmental library rules.

### 5. LIBRARY STAFF:

S.N.	NAME	DESIGNATION	EDUCATION QUALIFICATION
01	Mr. SHIVAKUMAR A.	Chief Librarian & Convener of Library Advisory Committee	M.L.I.Sc., UGC-NET, M.Phil., PGDLAN., , M.Com.
02	Ms. CHITRAKALA M.G.	Librarian-MBA	M.A.,M.L.I.Sc.
03	Mr. UMESH KUMARA U.V.	Librarian-BBM	M.A.,M.L.I.Sc.,M.Phil.,B.Ed.
04	Mr. THIPPESWAMY	Library Supporting Staff	B.A.
06	Ms. SUBRAMANYA GUPTA P V	Library Attendant	7 <sup>th</sup> Std.
07	Ms. BHARATI	Library Attendant	S.S.L.C.
08	MRS. VANAJA	Library Attendant	5 <sup>th</sup> Std.

### 6. BEST PRACTICES OF THE LIBRARY:

- Distribution of Library Manuals on First Year Courses inauguration Day.
- Career/Employment Information Services.
- Internet browsing facility to college staff & students.
- PPT & Personalized Library Orientation.
- Suggestion box and timely response.
- Display of new arrivals & circulation of a list of those to the departments.
- Conducting book exhibitions on different occasions.
- Renewal of books through phone call.
- Charity Service to the Orphanage Children.

2014-15

- **Property Counter with locker system.**
- **Departmental Library Facility.**
- **Inter library loan facility with DELNET, British Council Library, MSR sister institutions libraries.**

### SUBJECTWISE LIST OF BOOKS

S.N.	COURSE	VOL
01	Biochemistry/Chemistry	2203
02	Biology/Botany/Microbiology	2498
03	Biotechnology & Genetics	1412
04	Commerce	2405
05	Computer Science	1610
06	Dictionary & Encyclopedia	0098
07	Economics	0413
08	Electronics & Physics	1088
09	English	1103
10	General & competitive Exam books	1818
11	Hindi	0584
12	History/Political Sci./Sociology	0297
13	Journalism	0128
14	Kannada	1384
15	Library & Information Science	0012
16	Mathematics & Statistics	1088
17	Psychology	0094
18	Sanskrit	0274
19	MBA	5010
20	BBM	2957
<b>Total</b>		<b>26476</b>

### **NON-BOOK MATERIALS**

S.N.	ITEM	NO.	NOTE
01	DVDs/CDs	313	
02	Bound Vol. of Journals	609	
03	Project Reports	149	
04	News Papers	21	
05	Journals	68	
06	Magazines	26	
07	E-Books (British Councils Library + DELNET)	86613	
08	E-Journals/Periodicals Databases: EBSCO-Business Source Elite Plus J-Gate (Social & Management Sciences)	02	

09	Periodical Articles in E form	922042	
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## List of Journals

### National Journals

S.N.	Title	Subject
01	Asian Economic Review	Commerce
02	Annals of Library & Information Studies	Library & Inf.Science
03	Electronics Today	Electronics
04	Hosathu	Kannada-General
05	Journal of Earth System Sciences	Environmental science
06	Journal of Chemical Sciences	Chemistry
07	Journal of Biosciences	Biosciences
08	Journal of Genetics	Genetics
09	Current Science	Science & Tech.
10	Resonance	Science & Tech
11	Indian Jrnl. Of Microbiology	Microbiology
12	Right Choice	Commerce
13	Everyman's Science	Science & Technology
14	Jrnl. of Social and Economic Development	Commerce & Economics
15	Information Week	Comp.Sci.
16	Physics for you	Physics
17	Chemistry Today	Chemistry
18	Mathematics today	Mathematics
19	Biology Today	Biology
20	South Asia Economic journal	Commerce & Economics
21	Sahitya Amrit	Sanskrit
22	SRELS Jrnl. of Information Management	Library & Inf.Sci.
23	Chartered Accountant	Commerce & Accountancy
24	SEDME	Commerce & Business
25	Jrnl. of Entrepreneurship Development	Commerce & Business
26	Trendz in Biotech World	Biotechnology
27	Digit	Comp. Sci.
28	PC quest	Comp.Sci.
29	Science Reporter	Science & Technology
30	Indian jrnl. of Experimental Biology	Microbiology
31	Electronics for you	Electronics
32	Linux for you	Comp.Sci.

2014-15

33	Human Capital	Commerce
34	Down to Earth	Environmental Science
35	Research journal of Chemistry & Environment	Chemistry & Environmental Science
36	DESIDOC jrn. of Library & Inf. Technology	Library & Inf. Sci.
37	Insect Environment	Biotechnology
38	Accounting Research & Audit Practice	Management
39	Applied Economics	Management
40	Applied Finance	Management
41	Asian Economic Review	Management
42	Brand Management	Management
43	Business Strategy	Management
44	Capital Market	Management
45	Case Folio	Management
46	Dalal Street	Management
47	Economic and Political Weekly	Management
48	Effective Executive	Management
49	Entrepreneurship Development	Management
50	Financial Risk Management	Management
51	Human Capital	Management
52	IIMB Management Review	Management
53	Indian Journal of Marketing	Management
54	Indian Management	Management
55	Information Technology	Management
56	International Relation	Management
57	Knowledge Mgt.	Management
58	Management Research	Management
59	Marketing Mgt.	Management
60	Operation Management	Management
61	Organization Behavior	Management
62	RBI Bulletin	Management
63	SEDME	Management
64	Soft Skills	Management
65	Southern Economist	Management
66	Supply Chain Management	Management
67	University News	Management
68	Vikalpa	Management

### Foreign/International Journals

S.N.	Title	Subject
01	California Management Review	Management

2014-15

02	Economist	Management
03	Harvard Business Review-South Asia	Management
04	Journal of Entrepreneurship	Management
05	Journal of Marketing	Management
06	South Asia Economic Journal	Management
07	Scientific American	Science & Tech.
08	SIGCOMM (Computer Communication Review)	Computer Science

### List of Magazines

S.N.	Title	Subject
01	India Today	General
02	The Week	General
03	Sports Star	Sports
04	Business India	Business & Commerce
05	Business World	Business & Commerce
06	Business Today	Business & Commerce
07	Data Quest	General
08	Outlook	General
09	Competition Success Review	General & Competitive Exam
10	Chandamana	General
11	Employment News	Careers & Employment
12	Kasturi	General
13	Taranga	General
14	Sudha	General
15	Karma Veera	General
16	Chutuka	General Knowledge
17	Sanjeevini	Health General
18	Priyanka	General
19	Reader's Digest	General
20	Free Ads	Advertisement
21	Front Line	General
22	Outlook Business	General
23	Mallara	Spiritual
24	Careers 360	Careers & Employment
25	Front line	Management
26	Outlook Business	Management

### List of News Papers

S.N.	Title	Language
01	Deccan Herald	English
02	The Times of India	English

2014-15

03	The Economic Times	English
04	The Hindu	English
05	Indian Express	English
06	Business Line	English
07	Business Standard	English
08	Financial Express	English
09	Bangalore Mirror	English
10	Daily News Analysis (DNA)	English
11	Patrika	Hindi
12	Praja Vaani	Kannada
13	Vijaya Karnataka	Kannada
14	Kannada Prabha	Kannada
15	Samyukta Karnataka	Kannada
16	Udaya Vaani	Kannada
17	Hosa Diganta	Kannada
18	Vijaya Vaani	Kannada
19	Dhina thanthi	Tamil
20	Mathru Bhumi	Malayalam
21	E-Nadu	Telugu

### **E-Books & E-Journals:**

- I) MSRCASC-Library is having hundreds of E-books on Computer Science; Electronics, and Commerce and General, users can access the e-book in library networked systems.
- II) Encyclopedia Britannica
- III) Oxford English Dictionary
- IV) British Council Library-Bengaluru  
85,000 E-books  
14,000 E-Journals
- V) EBSCO E-Journals : Business Source Elite Plus- 1101 Full text E-Periodicals
- VI) J-Gate E-Journals : Social & Management Sciences-3335 Full text E-Periodicals

### **Databases:**

#### I) DELNET

- Union Catalogue of Books
- Union list of journals
- Union catalogue of journals

2014-15

Article databases  
Union list of CD-ROMs  
Online Cambridge Dictionary  
MEDLINE and other databases of NLM  
Databases of theses and dissertations  
Union list of video-recordings  
Full-text medical journals  
Full-text medical books

**MSRCASC-Digital Library:**

Five years Question Papers, latest Syllabus Copy of UG and PG courses of BUB have scanned and shared in networked systems of the library which can be accessed by the college staff and students in the library networked systems.



**M.S.RAMAIAH COLLEGE OF ARTS, SCIENCE & COMMERCE**  
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 Tel No: 080-23600966 (Extn. 25) (Library)

**DEPARTMENT OF LIBRARY & INFORMATION CENTRE**

**LIBRARY MEMBERSHIP FORM**  
**FOR STUDENTS**

Library ID Card No. (For Library use only)		Paste your recent color passport size photo (Don't Staple)
Name ( In Capital/Block letters only)		
Date of Birth		
CLASS & YEAR		
Address for Communication		
E-mail		
Mobile No.		
Landline No.		

**DECLARATION**

I hereby declare that the above information provided by me is true and correct to the best of my knowledge & belief and also I abide by the rules of library.

Signature of the Applicant with date

Librarian/Library Staff

Proctor/HOD



**LIBRARY RULES AND REGULATIONS AT A GLANCE**

1. Everyone who uses the library should sign in the “GATE REGISTER” kept at the entrance, each time he/she uses the library.
2. Readers shall maintain an atmosphere of quietness and dignity inside the library.
3. Chit -chatting, eating foodstuffs and using mobile phones inside the library are strictly prohibited.
4. Library materials should not be marked, defaced in any way and illustrations, maps, charts etc. from the books should not be removed.
5. Books and other library materials got from the library for reference must be referred in the library premises only and should not be taken away outside the library.
6. Library staff shall not be responsible for the readers’ bags, valets and other personal belongings kept on the property counter.
7. Issued and personal books are not allowed to read inside the library.
8. Files, folders and long note books are not allowed inside the issue and reference sections.
9. The librarian shall refuse admission to anyone infringing the rules and regulations of the library or for indulging in any other misconduct.
10. Such other rules put on the library “NOTICE BOARD” and as are printed on the borrower’s tickets and Library ID card.
11. Fine Structure : Upto 7 days beyond Due Date, Re.1/- per day.

For Next 7 days, Rs.2/- per day.

Upto Next 10 days, Rs. 5/- per day/book and immediate suitable disciplinary action.

**Declaration:**

I have read the library rules and regulations and agree to abide by them. Kindly issue me ‘Library Membership Card’ and ‘Borrower’s ticket/s’ as per the library rules.

Signature of the applicant

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**Acknowledgement**

Received on :

Tentative Date of Issuing Cards :

Signature of the library staff

## **VISION**

**TO BE A DYNAMIC, INCLUSIVE, COMPETITIVE LEARNING RESOURCE CENTER OF EXCELLENCE IN TEACHING, LEARNING, RESEARCH AND COMMUNITY ENDEAVOURS OF MSRCASC.**

## **MISSION**

**TO PROVIDE STUDENTS, ACADEMIC STAFF AND OTHER LIBRARY USERS WITH ACCESS TO AN EXTENSIVE RANGE OF CURRENT AND RELEVANT QUALITY INFORMATION RESOURCES IN SUPPORT OF ACADEMIC & RESEARCH WORK OF THE COLLEGE.**

## **GOAL**

**TO DELIVER QUALITY AND IN-TIME SERVICE TO THE LIBRARY CLIENTELE**

## **OBJECTIVES**

**UNDERSTAND THE RESEARCH, TEACHING, & LEARNING NEEDS OF ITS USERS.**

**BUILD COLLECTIONS AND CREATE TOOLS TO SUPPORT RESEARCH, TEACHING, & LEARNING.**

**PROVIDE ACCESS TO AND PROMOTE THE DISCOVERY AND USE OF LOCAL AND EXTERNAL INFORMATION RESOURCES.**

**ENSURE THE PRESERVATION A LONG-LASTING AVAILABILITY OF LIBRARY COLLECTIONS & RESOURCES.**