



**SATHYABAMA**  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)



Handbook of  
**CENTRAL LIBRARY**

**KNOW YOUR LIBRARY**

## VISION

To be a central hub of the Institute for the best scholarly and educational resources and be digitally enabled by adopting to latest technology and cultivate continuously by setting new benchmarks.

## MISSION

Central Library shall function as the major Provider of scholarly theinformation resources to the campus community, by Working with faculty and students in the discovery, use and management of Information that supports their research, teaching and learning

## OBJECTIVES

Training and development for the staff and Students and offer Intellectual and physical environment:

- To identify the information needs of the user community
- To relate those needs to available resources
- To provide access to the learning resources
- To facilitate the productive and proficient use of those resources
- To provide access to the library resources through web pages and Online resources

## MOTTO

**“READERS ARE LEADERS”**

## Library Books

The School wise break up of library collections are as follows:

School wise	Books	
	No. of Books	No. of Titles
<b>Text and Reference Books</b>		
School of Mechanical	42050	3838
School of Bio and Chemical	23983	3519
School of Building and Environment	75285	5035
School of Computing	44566	7231
School of Electrical and Electronics	38409	6138
School of Science and Humanities	26414	5495
School of Management	29614	4119
School of Law	6975	3066
Dental	5291	3283
School of Nursing	2055	589
Advisory Bureau for Higher Studies	19118	10700
<b>Total</b>	<b>313760</b>	<b>53013</b>
<b>OTHER MATERIALS</b>		
<b>CD &amp; DVDs</b>	-	2792
<b>Theses and Report</b>	-	2356
<b>Back Volumes</b>	-	3439

## Reference Sources

The library has the following types of reference resources:

- Dictionaries,
- Encyclopedias,
- Hand books,
- Manuals
- Theses and Dissertations
- Project Reports
- CDs/DVDs/VHS
- Conference/Seminar Proceedings

## Current Periodicals

The Library subscribes to about 180 Periodicals

- The latest issues are displayed and its back issues available in the corresponding drawers.
- These loose issues of periodicals are withdrawn for binding as soon as the volume is complete.
- Bulletins and news letters from different organizations, institutions, libraries, etc., are arranged in the reading halls.

## Bound Volumes Of Periodicals:

- Bound volumes of periodicals are housed in the Reference room of Ground Floor

### Renewals

- Books issued to you can be renewed unless they are reserved by someone else. You need to bring the books to the library for getting them re-issued.
- Renewals over the telephone, oral instructions, or written communications are not entertained.

### Reserving the Documents

- A library user can reserve a book currently out on loan by requesting staff at the Circulation Counter.
- Notifications for availability of reserved books are placed on the Library notice board.

### Overdue Charges

Overdue charges are applicable for late return of the books as Rs.1 per day

### Instructions for Users:

Help to maintain a quiet atmosphere for study. Users shall not engage in conversation in any part of the Library so as to cause annoyance to any other reader

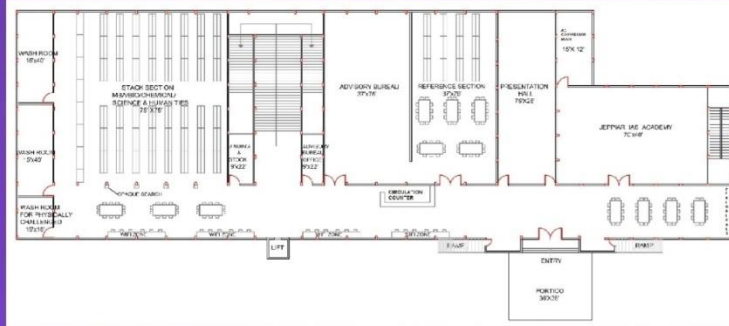
- Books removed from the shelves for reading should be returned to its correct place. If you cannot find the right place on the shelf, kindly return the books to the counter or leave them on the reading tables after use.
- Tearing off pages, marking in pencil or ink on the books is a serious offence.
- Students are not permitted to take tea or snacks etc., in the Library.
- After reading, newspapers should be folded properly and kept in the designated place
- Users are not allowed to take cuttings from newspapers. One can photo copy the articles that are required
- Library users should put their Mobile phones in silent mode. Usage of cell phone is banned inside the library.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the Library staff or behaving in an indecent manner.
- Files, Folders, personal books, books already borrowed should be kept in the property counter provided at the entrance. These should not be taken in to the library.
- The arrangement of chairs in the reading rooms should not be disturbed.
- Fire Extinguishers are available in the library. If you notice any fire/smoke, please report to the librarian immediately.
- Access the E-Resources regularly.

## Care of Library Materials

1. Library books, Reference books, Electronic Media's etc., are costly and often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library material. No tracing or copying of any map or manuscript is allowed in the Library.
2. If termites/other insects spoiling the books, torn/missing pages are noticed, please report to the librarian immediately.
3. Before leaving the issue counter, members should satisfy themselves as to whether the Library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the Library staff at the issue counter, otherwise they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.

## Library Floor Wise Plan

### Ground Floor



Jeppiaar IAS coaching academy

Presentation hall of gallery type seating arrangement with excellent acoustic effects.

Advisory bureau guiding students for higher studies like GRE, TOFEL, GATE, CSIR, NET, CAT, MAT etc.

Reference with rare and advanced volumes of international authors in 2000 numbers, back volumes, periodicals, proceedings, PhD thesis.

#### Circulation

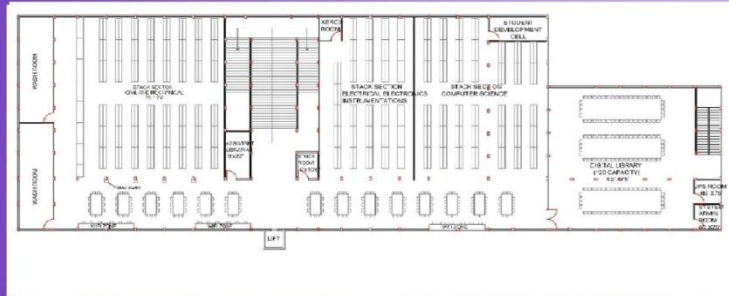
OPAC- on line digital library access to students in an extremely user friendly manner to enable searches with speed and ease.

Wifi zone for availing fast access of internet for students

Revised recent advanced editions of National and International author's books for Bio-engineering, Chemical, Management studies, Science and Humanities. Widely circulated Magazines sections. Hi-tech Librarian Desk.

Well equipped Binding sections Stockroom.

### First Floor



Digital library with 120 NComputing systems -

An advanced version that supports students with all types of educational media, Secures folders of personal, software collections, online journals research papers, project collections etc.

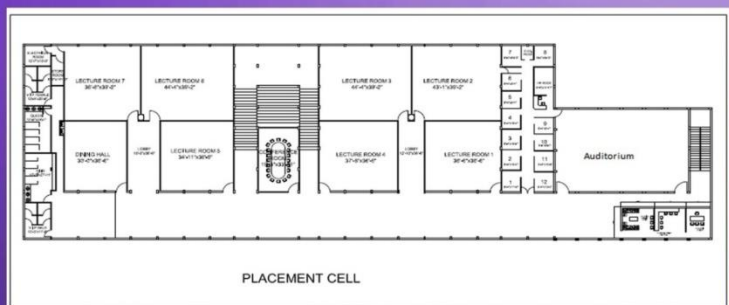
NPTL – Materials from IIT.

Recent Editions and Updated Books From Renowned National and International authors for Civil, Mechanical, Computer Science, Electrical, Electronics, and Instrumentation branches.

Well equipped Reprography sections

Assistant Librarian Desk.

### Second Floor



Well equipped for placement training of our students with

- Placement Office – Planning and Execution of Training and Placement related activities. Help Desk for Students.

- Auditorium – 310 seater used for Campus Recruitment presentation and other connect events in association with various Industries and Institutes.

- 12 Interview Cabins, Help desk and a HR Control room

- 7 Lecture rooms for conducting various Skill Development Programmes and events.

- Conference Hall – Panel discussions, Presentations, Individual counseling and Mentoring.

- Executive Lounge – 50 guests can dine at a time.

## CENTRAL LIBRARY LAYOUT



## Library Facilities

Library has the following facilities:

S. No	Particular
1	Library fully automated service
2	Air Conditioned Digital Library
3	NPTEL
4	Educational Multimedia Facility
5	e-Resource package
6	e-Question Papers
7	RFID System
8	Online Public Access Catalogue with Mobile Services
9	Institutional Membership (DELNET, MALIBNET, British Council and Anna University Library)
10	National Digital Library (NDL)
11	Current Awareness Services
12	Internet (Wi-Fi)
13	Ramp for Physically Disabled Users/Elevator Available
14	Reprographic Services (Photocopy/Printing/Scanning)
15	Reference Service / Referral Services
16	Circulation Service (Book Lending)
17	Email alert for book due
18	Information Desk – Any Information at Any time

## Digital Library

Digital Library has 120 computers with Internet Connectivity for the students to access the Online Electronic Information Resources. Apart from these 120 computers, the library has another 12 computers for the students to access OPAC and E-Resources.

### Library has the following Online Electronic Resources:

Sl. No.	Name of the E-Journals/Database	Total Number of E-resources		
		E-journals	Thesis/Article	E-books
1	IEEE Journals	301		5247
2	IEEE Proceedings	8958		
4	Science Direct	1798		
5	ASCE Online Research Library	42		
6	ASME Digital Library	37		
7	ACM Digital Library	1411		
8	ProQuest (Academic Complete e-Books Central)			204902
9	ProQuest (Central e-Journals)	12957		
10	DELNET	5000	100000	10955
11	Web of Science	9393		
12	NPTEL-Courses	510 Videos + 5400 PDF Study Materials		
13	Institutional Repository(In house Database)	(Question papers + Faculty publications & E-books)		

### Details of online database with URL link

SL. NO.	NAME OF THE DATABASE	URL LINK
1	IEEE E-JOURNALS	<a href="https://sites.google.com/site/subscribedejournals/">https://sites.google.com/site/subscribedejournals/</a>
2	ELSEVIER E-JOURNALS	<a href="https://sites.google.com/site/elsevierenggandcomputerscience/">https://sites.google.com/site/elsevierenggandcomputerscience/</a>
3	ASCE Journals (AMERICAN SOCIETY OF CIVIL ENGINEERS)	<a href="http://ascelibrary.org/action/showPublications?pubType=journal">http://ascelibrary.org/action/showPublications?pubType=journal</a>
4	ASME Journals (AMERICAN SOCIETY OF MECHANICAL ENGINEERS)	<a href="http://asmedigitalcollection.asme.org">http://asmedigitalcollection.asme.org</a>
5	ACM Digital Library ACM JOURNALS/TRANSACTION & MAGAZINES	<a href="http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610">http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610</a>
6	IEEE Proceedings	<a href="https://sites.google.com/site/ieeeproceedings/">https://sites.google.com/site/ieeeproceedings/</a>
7	ACM CONFERENCE PROCEEDINGS	<a href="http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610">http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610</a>
8	Publications by ACM Affiliated Organizations	<a href="http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610">http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610</a>
9	WEB OF SCIENCE	<a href="https://apps.webofknowledge.com/WOS_GeneralSearch_input.do?product=WOS&amp;search_mode=GeneralSearch&amp;SID=E6KXs3tiDsEz5q5bK7i&amp;preferencesSaveId=">https://apps.webofknowledge.com/WOS_GeneralSearch_input.do?product=WOS&amp;search_mode=GeneralSearch&amp;SID=E6KXs3tiDsEz5q5bK7i&amp;preferencesSaveId=</a>
10	ACM NEWS LETTER	<a href="http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610">http://dl.acm.org/contents_dl.cfm?coll=portal&amp;dl=ACM&amp;CFID=684299432&amp;CFTOKEN=23016610</a>
11	PROQUEST (CENTRAL E-JOURNALS)	<a href="https://www.proquest.com/publicationbrowse/499E2E326BF34F61PQ/1?accountid=201034">https://www.proquest.com/publicationbrowse/499E2E326BF34F61PQ/1?accountid=201034</a>
12	PROQUEST (ACADEMIC COMPLETE e-BOOKS)	<a href="https://ebookcentral.proquest.com/lib/sathyabamain/home.action">https://ebookcentral.proquest.com/lib/sathyabamain/home.action</a>
13	DELNET	<a href="http://164.100.247.26/">http://164.100.247.26/</a>
14	OPEN ACCESS JOURNALS	<a href="http://rzblx1.uni-regensburg.de/ezeit/fl.phtml?bibid=AAAA&amp;colors=1&amp;lang=en">http://rzblx1.uni-regensburg.de/ezeit/fl.phtml?bibid=AAAA&amp;colors=1&amp;lang=en</a>
15	NPTel PHASE I PART 3	<a href="http://7.7.7.26/nptel/">http://7.7.7.26/nptel/</a>
	NPTel PHASE I PART 2	<a href="http://7.7.7.26/nptel1/">http://7.7.7.26/nptel1/</a>
	NPTel PHASE I PART 1	<a href="http://7.7.7.26/nptel2/">http://7.7.7.26/nptel2/</a>
16	FREE ONLINE VIDEO LECTURES	<a href="http://learnerstv.com/">http://learnerstv.com/</a>
17	FREE ONLINE VIDEO LECTURES	<a href="http://freevideolectures.com/Subject/Computer-Science">http://freevideolectures.com/Subject/Computer-Science</a>

## **CONTACT US**

### **Contact Details:**

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### **IntercomNumbers**

- |                                       |   |      |
|---------------------------------------|---|------|
| 1. Librarian                          | : | 5501 |
| 2. Advisory Bureau                    | : | 5046 |
| 3. Stack Area (First Floor)           | : | 5992 |
| 4. Digital Library (First Floor)      | : | 5746 |
| 5. Reprographic Service (First Floor) | : | 5723 |