

MATRUSRI ENGINEERING COLLEGE
www.matrusri.edu.in



GENERAL INFORMATION & LIBRARY RULES



MATRUSRI ENGINEERING COLLEGE
LIBRARY

ADDRESS: 16-1-486, SAIDABAD
HYDERABAD-500059



The Library is fully computerized. It has an e-resource centre, a conference hall intranet based digital Library and digitized version of syllabus/question papers. The library has institutional membership with various libraries in twin cities. The library has manned by good number of highly qualified staff with computer and allied technical skills.

Purpose:

The purpose of a library is to freely disseminate knowledge. Our library is therefore operated on a need-based approach rather than the usual rules-based treatment given to students everywhere. We allow open access to the collection. We encourage students to read books and access e-resources.

Objectives:

- Enrich collection
- Optimum utilization of existing resources
- Adding to readership number every year.
- Enhancing reading habit in students and staff
- Promote library as a vibrant learning unit
- Promoting use of ICT

Services Offered

- Computerized user friendly database
- Computerized Issue-return
- Reference and Referral Service
- Current Awareness Services
- Selective Dissemination of Information
- Information Literacy
- Competitive Exam Cell
- Digital Library

Facilities available

- Precious Reading hall
- Open Access
- Digital Information Centre
- Book Bank
- Internet
- Reprographic
- Online Public Access Catalogue
- Online Virtual Classroom

Working Hours: The Library is kept open throughout the year except on second Saturdays, Sundays and holidays as in Gazette.

Lending Section	9.30 a.m. to 4.30 p.m.
Periodical Section	9.30 a.m. to 4.30 p.m.
Reference Section	9.30 a.m. to 6.00 p.m.
E-Resource Centre	9.30 a.m. to 6.00 p.m.

Every visitor who enters into the Library will have to sign at the gate register.

Reference Section: The reference books are not lent outside. The section has 3,684 volumes of textbooks, related reference books of all disciplines. The staff of the section always tries to provide "Right Information to Right Reader in Right Time". Separate discussion chambers are created for interaction students in a group.

Books Bank: Students belongs to S.C/S.T can also avail this Book Bank facility.

Periodicals Section: The Library is subscribing the following periodicals.

National Journals	40
Technical Magazines	16
General Magazines	15

E-Resource Centre: In this centre readers can access Internet and large number of e-BOOKS, J-GATE, ASME, ASCE, IET, IEI, DELNET. Open source online. CD-ROM based electronic information resources, such as NPTEL and membership of National Digital Library.

TOEFL, GRE, GATE, CDs, Spoken English and Management skills books are available.

Reprographic Services: Any library material, subject to copyright restrictions, can be photocopied at nominal price

OPAC – Online Public Access Catalogue:

It is an online database of materials held in Library. It can be used for checking particular material by author, titles or key-words. It can be access from a terminal through web opac within Library.

Library Rules:

Borrowing Eligibility: The following numbers of books are issued to each category of Library users.

CATEGORY	NO.OF BOOKS	PERIOD
Regular Teaching Staff	5	One Semester
Under Graduate	7	21 days
Lab. Assistants Technicians and Computer Programmers		One Semester

To Every bonafide student of the college (07) Seven Books are issued. Issued books will be renewed in every (21) Twenty One days and renewable for a maximum of two times. If that particular book is not reserved / demanded by any other reader.

Books will be issued against production of College Identity Card.

The Librarian reserves the right to recall any book from any member at any time.

A member can reserve a book at the circulation counter.

Loss of Books: If the library books are lost by the borrowers, they have to replace the same book.

Overdue Charges: If the books are not returned on or before the due date, overdue charges per book will be collected from the defaulters as per the rules.

Using Cell Phones inside the library is strictly prohibited. Members shall not smoke, or spit in any part of the library.

Any member caught while tearing pages/stealing books will be suspended forthwith from using the library facility and further disciplinary action will be initiated against him/her by the college authorities.

General Rules

While using the library, Please ensure ...

- Write your name in the visitor's register every time.
- Deposit your I-card at the counter and collect it while leaving
- Keep your bags and other belongings at the property counter near the entrance
- Do not carry any personal or issued books in the stack area
- Seek permission of the library staff before entering the stack room
- Maintain absolute silence and strict discipline in the reading hall
- Switch off your mobiles
- Do not carry eatables in the library.
- Follow Instructions given by the librarian or the staff at the counter.

While borrowing and returning book ...

- Check the book at the time of issuing. In case of any defect or damage please inform the library staff.
- Return the issued book on or before the due date
- Renewal is compulsory before the due date otherwise fine will be charged at Rs. 1/- per text book and Rs.5/- for reference book per day.
- Book marked REFERENCE" /Journals, magazines/thesis & project ports/maps will not be issued outside the library
- In case of lost or damage of book, replacement of book has to be made by the user.

Useful Contact Cell Numbers:

K. JYOTHI, Librarian : 93970 43366
 Asst. Librarian: 98660 37624
 Library Asst: 73869 68224

