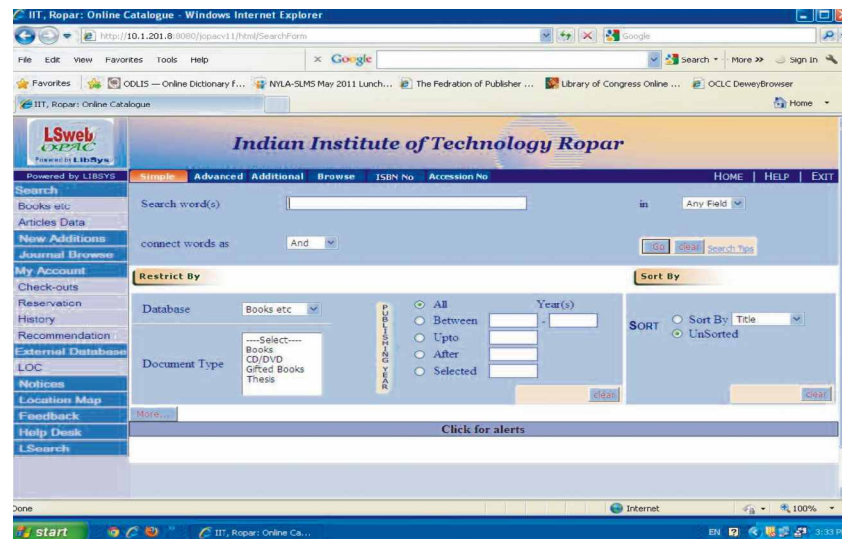


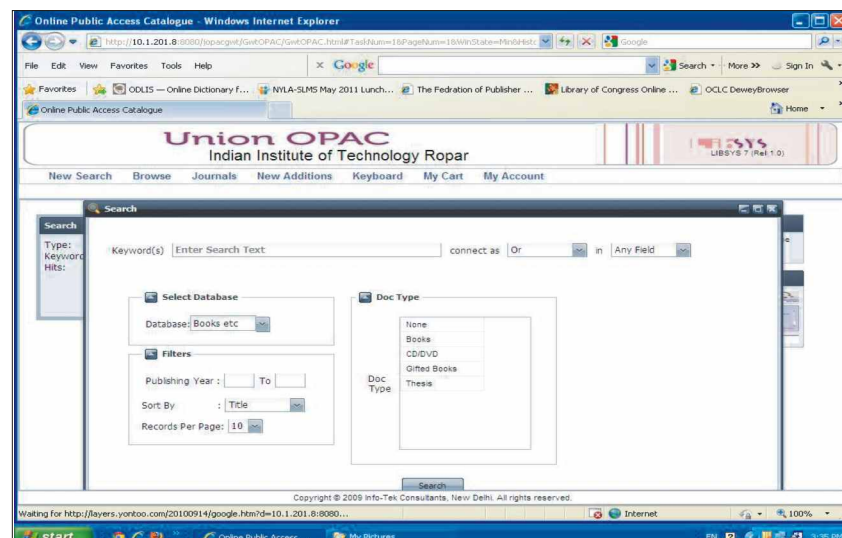
## Library Brochure



### UNION OPAC

In addition to our own Library database, Union OPAC provides access to other library databases, such as that of IITs, other research centres, WorldCat, etc. It has been integrated with Google Web Technology. Cover pages of books can be viewed when we search a book from OPAC and it also offers “my cart” facility to select titles.

<http://10.1.201.8:8080/opac/>



### LIBRARY CODE OF CONDUCT

1. Maintain quiet study atmosphere. Silence must be observed in the library at all times.
2. Food and drinks are not allowed inside the library
3. No bags or cases are permitted into the library.
4. All library materials and personal belongings must be shown to the guard at entrance at the time of entry and exit from the library.
5. All library users, when making copies of library materials, should strictly observe copyright laws.
6. Personal belongings should not be left unattended.
7. Library is not responsible for any loss or damage of personal belongings.
8. Use of mobiles inside the Library is strictly prohibited.
9. All books need to be returned for physical verification once in a year irrespective of the date of issue and category of users.
10. No material from the library should be taken out without proper issue/entry. Taking book(s) without adhering to the procedure will invite disciplinary action.
11. Faculty and staff going on long leave, deputation, study leave or extraordinary leave will have to return all borrowed materials before leaving the institute.
12. The lost or mutilated book(s) should be brought to the notice of library staff immediately.
13. Website which violates the dignity of the institution is prohibited inside the library.

### You are requested to.....

- Maintain discipline and silence.
- Respect and follow library rules and procedures.
- Cooperate with library staff.
- Keep the library premises neat and clean.
- Alert us upon misuse of library resources.
- Handle library materials with care.
- Help us improve by providing your valuable feedback and suggestions regularly.
- Feel free to seek assistance.

### Library Contact:

Dr. Dinesh K. S., Deputy Librarian  
01881-242134, +91-9779747902, [dinesh@iitrpr.ac.in](mailto:dinesh@iitrpr.ac.in)

Ms. Harpreet Kaur  
01881-242135, [subscriptions@iitrpr.ac.in](mailto:subscriptions@iitrpr.ac.in)

Mr. Tarvinder Singh Handa  
01881-242135/2247, [slinfo@iitrpr.ac.in](mailto:slinfo@iitrpr.ac.in)

Mrs. Amrita Bhattacharya  
01881-242247/2135, [slinfoa@iitrpr.ac.in](mailto:slinfoa@iitrpr.ac.in)

Central Library,  
Indian Institute of Technology Ropar,  
Nangal Road, Rupnagar, Punjab 140001,  
<http://www.iitrpr.ac.in/html/centrallibrary.shtml>

### THE INSTITUTE

**Indian Institute of Technology Ropar** is one of the eight new IITs set up by the Ministry of Human Resource Development (MHRD), Government of India, to expand the reach and enhance the quality of technical education in the country. This institute is committed to providing state-of-the-art technical education in a variety of fields and also for facilitating transmission of knowledge in keeping with latest developments in pedagogy. These two areas of focus will enable students to gain exposure to recent trends in their chosen domains of study and gain practical experience through a wide variety of activities the institute facilitates in its own campus and arranges for in collaboration with industry and other institutes.

### CENTRAL LIBRARY

The Central Library of IIT Ropar functions as the primary information resource centre and repository of printed and electronic resources for teaching and research activities. Apart from textbooks and recommended reading materials prescribed for each course offered at the institute, the library houses a growing collection of research monographs, reports, multi-volume reference works, dictionaries, encyclopaedias, handbooks, and so on. In addition, the library also facilitates access to a number of journals through its participation in consortia, such as INDEST-AICTE. At present, users can consult more than 10000 books (available on shelves) and thousands of electronic journals. Online access is also provided to citation and scientometric databases such as Scopus and MathSciNet.

The library operations are automated using LibSys-7 software. The Online Public Access Catalogue (OPAC) enables library users know their accounts status such as checkouts, issue history. Users can place online reservations, browse for new additions of books; journals subscribed. A separate e-resources section is provided in the library to browse online resources; CDs; DVDs; theses and dissertations. Recently Library has developed the Institutional Digital Repository (IDR) using DSpace. IDR will greatly enhance the Institute visibility of research output and also enable the institute participate in various inter-library initiatives at national and international levels.

### LOCATION AND SPREAD

The Central Library is located on the second floor of Academic and Administration block, and is spacious, spreading to 4500 sq. ft. It is well lit and adequately ventilated. The location allows easy access and offers a seating capacity for 130 users.

### LAYOUT

**Library Office, Acquisition and Technical Processing Section:** The library office, the acquisition and processing section is on the left-hand side of the entrance.

**Circulation Counter:** The library circulation counter is on the right-hand side of the entrance. Two library staff members are available at the counter for issue/return, answering user queries, etc.

**Reading Room and Stack Area:** The reading space is provided along with the windows on both the sides of Library with comfortable seating. The book stacks are housed in the reading room for the convenience of the users.

**Digital Library:** A separate section for the digital library to browse the electronic resources has been provided at the extreme end of the library.

### LIBRARY MEMBERSHIP, CIRCULATION POLICIES AND GUIDELINES

All registered students, faculty and staff of the institute are entitled for membership of the library. The library membership form is available at the circulation counter.

Member Category	Issue Privilege	Duration
Faculty (including visiting/guest)	12	One Semester
Staff / Project Staff	04	One Semester
PhD Scholars	06	4 weeks
UG Students	02	2 weeks

### LIBRARY TIMINGS

#### Issue/Return:

On weekdays (except Holidays): 09:00 AM - 1:00 PM and 2:00 PM to 5:30 PM.

#### Reference:

During Academic Session: 09:00 AM - 12:00 Midnight

During Minor and Major Exams: 09:00 AM - 02:00 AM

During Vacation: 09:00 AM - 06:00 PM

The library remains closed on Republic Day (26<sup>th</sup> January), Independence Day (15<sup>th</sup> August), Gandhi Jayanti (02<sup>nd</sup> October) and other holidays declared by the Institute.

### BORROWING RULES

- Books can be borrowed only upon producing the institute identity card.
- Users should check the book thoroughly for missing pages, chapters, etc. at the time of issue.
- Books will not be accepted in damaged or mutilated condition from the user at the time of return.
- In case of loss of books, the borrower is required to replace the book with a recent edition.
- If the book is not available anywhere for purchase, the borrower must pay twice the cost of the book.
- Books borrowed by a user should be brought to library only for returning purpose and not otherwise.
- DVDs/CDs cannot be borrowed by library users.
- A document issued may be renewed provided there is no reservation against it.
- Borrower should bring the material physically to the library for renewal.

#### Conventions for Issue/Return:

- Books from general collection are issued to all eligible members as per their entitlements.
- Reference books marked in fluorescent green label are issued on demand only to faculty and research scholars for a period of one week only.
- Reference materials such as encyclopedias, dictionaries, handbooks etc. are not issued

**Overdue:** Borrowers are responsible for returning books issued to them on or before the due date. All overdue items are fined at Rs. 2.00 per item, per day. The fine will be doubled in the second week, tripled in the third week and so on.

### COLLECTION AND RESOURCES

The Library has a collection of over 10000 books covering the disciplines of Computer Science, Electrical, Mechanical, Materials, Energy Engineering, Science, Technology, Management, Humanities and Social Sciences. The library also houses a growing collection of books in Hindi. It also holds a collection of 600+ CD/DVDs.

### E-RESOURCES

The central library provides online access to more than 7,000 full text journals, Scientometrics & bibliographic databases, 1000+ electronic books, and other open access resources. All these resources are IP authenticated. For complete list of electronic resources and other details, please visit Library webpage at:

<http://www.iitrpr.ac.in/library/e-resources-list>

### INSTITUTIONAL DIGITAL REPOSITORY (IDR)

Library has developed Institutional Digital Repository (IDR) using DSpace open source software which preserves the research output of the institute such as theses and dissertations, project reports, research articles which are out of copyrights and also it preserves the institute publications.

### LIBRARY SERVICES AND FACILITIES

**Reference Service:** This service helps users to make full use of the resources available in the library. The library staff members provide guidance on the use of information resources such as Journals, e-Books, Online Public Access Catalogue (OPAC).

**New Arrivals:** Newly procured books are displayed in the new arrival racks, to promote the usage of books. Users can also check for new arrivals through OPAC.

**Book Bank Service:** Separate Book Bank Service is made available to the students.

**Portal for IIT News:** Central Library of IIT Ropar has taken an initiative to bring all IIT related news (Old and new IITs) at one place through the newly developed “IITs News Portal”. It is an openly accessible portal where anyone can find IIT related news published in leading newspapers, periodicals etc.

One can access the portal at : <http://www.iitrpr.ac.in/iitnews>

### LIBRARY AUTOMATION

The Library uses LibSys 7 automation software, and the operations of Cataloguing, Circulation, and Serial Control have been automated. Resources are updated on a regular basis.

### WEB OPAC

Online Public Access Catalogue (OPAC) enables user to search documents in the possession of the library. OPAC also enables library users know their checkout status, issue history and so on. Users can browse for new additions of books, journals subscribed (title, publisher wise). Users can also reserve books online, and avail more advanced services.

<http://10.1.201.8:8080/jopacv11/html/SearchForm>

