



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043., Tamil Nadu, India

Central Library

LIBRARY

USER

GUIDELINES

**Avinashilingam Institute for Home Science and
Higher Education for Women**

LIBRARY USER GUIDE

About Library

Avinashilingam Institution Library strives to create a lively and enriching intellectual environment for its readers. The collection caters to both the student's academic and recreational requirements. The Institution comprises of three different libraries. Central Library located in the main campus, Faculty of Education Library and Faculty of Engineering Library located in campus II. The Central Library is well planned and is very spacious with a total area of 19,765 Sq. Ft. with 450 seating capacity.

The library is equipped with high-tech facilities like fully centralized air-conditioned reading hall and with all latest ICT facilities spread over in all floors. The library building equipped with a surveillance system and it uses RFID technology for providing human intervention free service to users. It offers seamless Wi-Fi connectivity, 24/7 remote access facility and fire alarm system. The Library is fully automated with in-house and KOHA an open source software. The OPAC (Online Public Access Catalogue) & WEBOPAC system provides easy access to the database of books, journals and e-resources. It can be accessed on Intranet and Internet to search all the bibliographic records available in the Central Library database.

The well-stacked racks are user friendly, and it is an open stacking system students can browse the entire collection themselves. The readers have access to online resources which includes e-books, e-journals, e-databases and CD/DVDs. The special software's like Grammarly, Urkund anti-plagiarism software helps the researchers to enhance the research writing skills. The library provides special service for Visually Challenged students. A special zone has been carved out for the digital library. It is for digitalization of documents for Institutional Repository, Question bank and Rare books. The well furnished and illuminated ambience of the library is very serene and encourages the students to pursue their academic and research activities.

Working Hours

The Library access time is from 9.00 a.m. to 08.00 p.m. The working time of other sections is as follows.

Reading Halls, Reference Section : 09.00 am to 08.00 pm (All days)

ETD lab



Stack Rooms and Journals : 09.00 am to 05.00 pm (All days)

Weekends & Holidays : 09.30 am to 01.00 pm

The Library remains open on all days of the year except on few national holidays
24/7 Remote Access Facility is available in the Library

Library Resources

The library has a rich collection of more than 2,47,543 volumes of current information resources for meeting information needs like printed books, reference books, theses, online resources, databases and audio-visual aids.

	
Print Resources	Electronic Resources
<ul style="list-style-type: none">• Books - 203146• Theses & Dissertation - 11714• Periodicals - 269• Backvolumes - 15387• Newspapers - 32	<ul style="list-style-type: none">• E-Books - 2871• E-Theses - 2375• E-Journals - 28059• E-Databases - 7• CD / DVD - 7350

The library provides access to eBooks from Springer, Wiley, Pearson, McGraw Hill, Elsevier Insight. Access to Print and Online journals are available from all significant

societies publishers viz. ASCE, ASTM, ACS, AIP, APS, IOP,SIAM, IEEE, RSC and all major STM publishers like Elsevier Science, T&F,CUP, OUP, Springer, John Wiley, Annual reviews, Emerald, EPW, Portland, Project Euclid, Project Muse and Database like Web of Science, Mathscinet, ISID, J-gate, SCOPUS, DELNET, EBSCO. The special software's like Grammarly, Urkund anti-plagiarism software helps the researchers to enhance the research writing skills

All Open Access e-Resources (OERs) are collected, organized and categorized by their formats and provided a link to nearly 3 million online books, more than 11,00,000 e-journals, links to E-Theses (OATD, Shodhganga, NDLTD),Institutional Repositories, Patents, E-Newspapers, Magazines and other useful links etc.

Membership

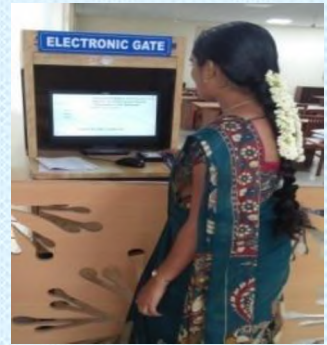
- All the students, faculty members and employees of the institute are entitled to the membership of the library.
- Every member will get an RFID Smart Card and Log-In ID and password for accessing library resources through Internet and Intranet.
- Library Membership must be renewed at the beginning of every academic year.
- Students/ Researchers and Faculty members from outside are allowed to utilize the library resources if they produce valid identity cards with appropriate permission letter and register as day members by paying Rs. 100/day.

Library Membership Card

- Membership cards are non-transferable.
- It is valid for the duration of the academic session for which issued.
- Loss of ID card should be reported to the library through their respective class teacher along with duplicate Identity Requisition letter. Rs. 200 is to be paid through Indian Bank, ADUC Branch and the payment receipt should be submitted to library staff.

Membership Admission

The smart RFID student Identity card is the library identity card. This card is used for circulation and to get swipe access to many areas of the library. It should be carried at all times when you are on campus.



Personal books, bags, cases and printed matter other than library books must not be brought inside the Library. Also, do not bring a borrowed library book inside if you do not wish to return it. Such books will not be allowed to be taken out. These should be deposited at the property counter. The library does not accept any responsibility for loss or damage to personal property left on its premises. The mobile phones are to be kept switched off or silent during the stay inside the Library. All readers are expected to maintain silence inside the library premises.

Borrowing Facilities

Circulation Hours : Weekdays (Monday to Friday) : 09:00 am to 05:00 pm
No Issue on weekends and Holidays

The number of books permitted and the duration for borrowing books varies according to the category of members.

- Research Scholars / PG students - 3 books
- Under Graduate students - 2 books
- Deans & Heads of the Department - 10 books
- Associate , Assistant Professor - 10 books
- Temporary Staff , Project Staff - 3 books

The books are issued against your valid identity card. The general books are issued for a period of seven days and some demand books are issued overnight.

Self Check in Check out (KIOSK)

The user can issue/return library book(s) through the self check-in/check-out (KIOSK) terminal kept inside the library reading hall. It serves as user station where the user can do self issue, return, find overdue amount, and get enquiry slip from this station without going to circulation counter



Borrowing Rules

- Books shall be issued on the presentation of Identity Card.
- A particular book can be issued for a maximum of 7 days. Books that are currently issued cannot be issued again (for second time). They can be re-issued only after an interval of one day.
- Some demand books can be borrowed only for one day.
- Before borrowing books, readers should ensure that they are in proper condition.
- The reader should check the books thoroughly for missing pages, chapters etc., while getting them issued.
- If any pages are missing the library staff should be informed and get the pages signed by them. Failing which they will be held responsible for missing pages and would be required to replace the book.
- Books in damaged condition will not be accepted by the users on return. Damaged books will have to be replaced by the borrower.
- In case of loss or damage of a book, the borrower will be required either to replace the book by its latest edition or pay publisher's prevailing price together with a penalty equal to the cost of the book plus overdue charges.
- If books issued from the library are not returned within the due date, Rs. 5/- per day will be charged as fine from the last day of return.
- Reference books like Dictionaries, Encyclopedias, journals and magazines are not to be issued.
- If books are not timely returned before Semester Examination, the no dues certificate will not be provided for the concerned student.
- Payment related to library services can be deposited through Indian Bank, ADUC Branch. The payment receipt should be submitted to library staff.

Library Services and Facilities

- Online Public Access Service (OPAC)
- E-Alert Service
- Referral Service
- Open Sources
- Inter Library Loan (ILL)
- Product Presentation and Free Trials
- Digital Library
- Orientation Programme
- Online Tutorials
- Conference/ workshops
- Remote Login
- Institutional Repository
- Citation Analysis
- Computing Facility for Visually Challenged
- RFID Service
- RFID Self Check-in/Check-out (KIOSK)
- Student Service Centre
- SMS Alert Service
- Earn While you Learn
- Anti-plagiarism Software
- Reprography, Printing and Scanning Service
- Newspaper Clipping Service

Security of Materials

- **RFID Security Gate** - The RFID (Radio Frequency Identification) 3D gates kept in the entrance of the reading hall perfectly secures all the library documents. The RFID gate reduces the accidental or deliberate removal of library items by detecting RFID tags in any orientation. Upon detection, a configurable alert provides an immediate audible and/or visual warning

- **CCTV Surveillance** - The surveillance systems helps to prevent theft. The common mischievous activities in the libraries like tearing of the pages from the books, hiding the books are reduced to a great extent. The library has nearly 16 cameras placed in various sections.
- **Fire Alarm** - The library building is fixed with fire alarm facility in order to minimize the possibility of damage from fire

Library Floor Plan

<p>Ground Floor 4590 Sq.Ft.</p> <ul style="list-style-type: none"> • Property Counter • Main Reading Hall • Circulation Counter • Self Service KIOSK • New Arrivals Display • Student Service Centre • OPAC • Reservation Desk • Visually-Challenged Students Browsing Room 	<p>Mezzanine Floor 3205 Sq.Ft.</p> <ul style="list-style-type: none"> • Stack II • Reference section • OPAC in both sections
<p>Cellar 3205 Sq.Ft.</p> <ul style="list-style-type: none"> • Stack1 • OPAC 	<p>First Floor 8765 Sq.Ft.</p> <ul style="list-style-type: none"> • Current Periodical Section • Back Volume Section • Theses section • Multimedia Centre • ETD lab • Acquisition / Technical section • Photocopying Room • Business and Management

How to Find Library Resources

- Books, journals, magazines, library holdings, theses & Non-book materials - (<http://www.adulib.com/OPAC/Index.htm>).
- Online Resources in Intranet <http://www.adulib.com/Ejournal/index.htm>
- Online Resources in Remote <http://library.avinuty.ac.in:2048/login>

Online Public Access Catalogue

- The Library on-line catalogue is a database of titles of all the books, journals, back volumes, theses and non-book materials available in the Library.
- OPAC allows the users to browse the entire library collection and provides the search facilities by Author, Title, Subject, Keyword etc. and helps to know the availability of library documents and to save the time of the user.
- The Library catalogs can be searched and accessed from various departments through the intranet facility and internet facility also.
- At the entrance point in the ground floor of the library and all the sections of the library computer systems are provided to access OPAC

Finding Books

The Library Online Public Access Catalogue (OPAC) can be accessed on intranet and internet to search all the bibliographic records available in the Library database through a web-based search interface or with window-client of the KOHA. Search by title, author, accession number or keyword to locate where the items are on the shelves. **OPAC Guide**

Where to find the reading resources ?

The books are arranged in alphabetical order of colon classification scheme A-Z

Stack 1



Stack 2



Business Management



Periodicals



Open Access and Shelf Arrangements

- Library users have the privilege of direct access to the shelves in the book stacks
- The learning resources are stacked in various sections like general stack area, reference section. The stacks are properly labeled with subject guides and class number guides
- Books are arranged on the shelves according to Colon Classification Scheme.
- Each book is assigned a Call Number which consists of a class number and book number.

Arrangement of Collection

- The Class number is assigned to a book according to its subject matter using Colon Classification.
- Book number individualizes a book among others having the same Class number. It is assigned to a book on the basis of the year of publication.
- In this arrangement, books on the same subject are kept together with those on related subjects coming next to them.
- Members are advised to consult the online catalogue first before proceeding to take books from the shelves.
- Members have the facility of open access to most of the collection available in this section.
- On no account should they be re-shelved by the users because of the chances of misplacement by wrong shelving.

How to search Print Journals & Serial Holdings

Periodical Section (first floor)

- The print periodicals are subscribed and displayed alphabetically according to the subject in the display rack for reference
- Back volumes of journals are bounded and shelved according to the subject

Reference Collection

The Library has a separate Reference section. Good collections of general reference books like Encyclopedias, Dictionaries, Hand Books, Technical Data, Atlases, Bibliographies, etc., and subject reference books are maintained

Management Section

The management section operates in a separate room. Nearly 10,000 books are housed in this section. This helps the Management students to get access to all their resources at one point

Facilities for Visually Challenged

The centre has unique computer reading facility for visually impaired which aims to provide barrier-free access and independent reading of library materials. It believes that with proper training and opportunity, visually challenged people can compete on terms of equality with their sighted peers. The Centre has acquired latest assisting technologies to help visually impaired readers. Air-conditioned lab with three computers loaded with much software like JAWS Pro 9.0, Kurzweil software and hardware like Read it wand and Read easy Move. The Centre is also equipped with reading facility for partially sighted users.

Browsing Terminals

Library provides 50 computers for browsing academic information available online through Internet / Intranet. Each section has separate computers for searching library's catalogue

E-Resources Online Access & Internet Service (e-ShodhSindhu & Intuitional Subscription)

E-Resources are the result of the rapid development of internet facility in the libraries. It is most useful to the research scholars and other users of the library. The scholarly resources available online can be browsed and searched in different ways and thereby save the search time of the users. Access to e-



resources (e-books, e-databases and e-journals) is available through UGC-INFONET and Institution subscription. The user could access more than 23161 resources covering various subject disciplines. The institution is Wi-Fi enabled campus with one GBPS Internet connectivity. The library is providing full-time browsing facility, internet connectivity for the readers. More than 50 computer systems are provided to the users of the library to access the above facilities. All the online resources are available in Intranet and remote access facility **(Online Guide)**.

- The access is provided to more than 2470 e-books , seven online databases and 20,684 electronic journals available through e-Shodhsindhu and other subscribed sources
- All registered borrowers are provided with user name and password in their e-mail id for accessing online resources remotely
- All Open Access e-Resources (OERs) are collected, organized and categorized by their formats and provided a link to nearly 3 million online books, more than 11,00,000 e-journals, links to E-Theses (OATD, Shodhganga, NDLTD), Institutional Repositories, Patents, E-Newspapers and News Channels etc

Inter Library Loan through DELNET

- DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerised services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.
- The DELNET Database has
 - Union Catalogue of **2,66,61,564** Books bibliographic records
 - Union List of Current Periodicals which lists 37,847 periodicals and is regularly updated
 - Union Catalogue of Periodicals contains 20,235 record contains full holdings data
 - It contains **9,84,809** records Database of Periodical Articles

- Database of Theses and Dissertations A database of Theses and Dissertations submitted to Indian Universities has been started, which covers various subjects. The database has **1,30,753** records
- The Library is a member of the Developing Library Network, New Delhi (DELNET-New Delhi). There are more than 4931 Institutions / Libraries covered under this network, which enables access to Inter Library Loan services from other libraries all over the India.
- It provides the delivery of individual books as and when required by member libraries and photocopies of articles published in Indian and abroad through the Inter Library Loan service.
- Visit the link <http://164.100.247.30/>

Digital Library

The Digital Library is a repository of resources in the digital form. These resources can be used by the existing access facilities within the campus and over the Internet for wider access. The technology has made way for accessing the information wherever it is using the Internet as a medium.

The Library is providing Internet/Intranet based services and tools for its users. There are nearly 50 systems in the library to access these facilities. The various digital services offered are

- Electronic resources
- Shodhganga
- Remote access facility
- Open access resources
- Electronic Theses and Dissertations (ETD) lab
- Institutional repository
- Anti-plagiarism Software
- National Digital Library
- DELNET
- Online Catalogue (OPAC)
- Single window Search (J-Gate)
- Trial access to online resources

Shodhganga

The Shodhganga @ INFLIBNET Centre provides a platform for research students to deposit their Ph.D. theses and make it available to the entire scholarly community in open access. The repository can capture, index, store, disseminate and preserve ETDs submitted by the researchers. 434 Ph.D thesis is uploaded in shodhganga till date.

Electronic Theses and Dissertation (ETD) Lab

- The library has signed an MOU with the Shodhganga National Repository of INFLIBNET Centre, Ahmedabad, to digitize and upload the full text Ph.D and M.Phil theses under Shodhganga project.
- The financial assistance of Rs. 10.75 lakhs has been sanctioned under this project for setting up of ETD lab and digitization of M.Phil and Ph.D theses (2007-2012).
- The library has setup a separate Electronic Theses and Dissertations (ETD) lab and also completed digitalization of 851 thesis (124 Ph.D and 727 M.Phil) and uploaded into the Shodhganga project.
- The users can access these full text theses and dissertations in the Shodhganga project as well as ETD Lab and Institutional Repositories of the Library.

National Digital Library

- National Digital Library of India (NDL India) is an all-digital library that stores information (metadata) about different types of digital contents including books, articles, videos, audios, thesis and other educational materials relevant for users from varying educational levels and capabilities.
- It provides a single-window search facility to access digital contents currently existing in India as well as other digital sources under a single umbrella
- The Library has taken institutional membership of National Digital Library of India and enrolled Staff & Students in the NDL website.
- The scholarly resources can be accessed free of cost with the login provided.
- The NDL can be accessed through <https://ndl.iitkgp.ac.in/>

Photocopying , Scanning & Printing Service

- Library photocopier is available only for library books, documents and other personal materials
- The charges are Re.1 /- for each A4 size, A3 size – Rs. 1.50
- Students will receive the delivery of photocopying after payment
- Scanning facilities are available in Library. Except for theses and standards, all other library materials are available for scanning. Scanning Charges – Rs.10.00
- Due to the copyright issue whole book is not allowed for Xeroxing
- All responsibilities for questions pertaining to copyright that may arise due to the violation of Copyright Act and any misuse made of copies shall strictly lie with person making the work order request

Library Orientation

Library provides an orientation to its students at the beginning of the year. This orientation is designed to introduce the students to the library's resources and to strengthen the research skills. Orientation covers both printed and electronic resources.

Besides this interactive / training session for various subscribed databases by the Library such as EBSCO, SCOPUS, DELNET etc. are organized for the readers in order to acquaint them with these databases to get the optimum result. These sessions are provided in computer lab environment providing students with hands-on experience.



Best User Award

A student who is found to make exemplary use of the library shall be awarded a prize on the Thanksgiving Day

General Rules

- Strict silence should be maintained in the library
- All the students / scholars and outsiders entering the library shall keep their bags and other belongings in the entrance
- Only papers and library books to be returned are allowed inside the library
- Do not leave any valuables at the check point
- The Library is not responsible for any loss of personal belongings
- The Identity card is compulsory for getting access to the library. This should be presented in the electronic gate register during entry and exit
- Beverages and eatables are not allowed inside the library
- Using Cell phones inside the library is strictly prohibited
- No photographs of the library shall be taken without proper authorization
- Demand and suggestion slips are available at the circulation desk for the users of the library
- Library user shall not engage in audible conversation in any part of the library
- Books or other material taken from the stacks should not be re-shelved by the readers. Books should be left on the reading table after use. (Please remember that a document misplaced is a document lost)
- Deliberate tampering of RFID tags and unauthorized exit of books will invite severe penalty.
- The librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or any other member

Library Physical Layout

