

LIBRARY SERVICES

LIBRARY SECTIONS

- Circulation Section-Issue counter and return counter
- Reference Section
- Journal section
- Reading Hall
- Stack section
- Back Volume Section
- Reprography Section
- New Arrivals Section
- Librarian room
- Newspaper section
- Digital Library
- Store room
- Reprography Section
- New Arrivals Section

VARIOUS SERVICES

a. Circulation Service
b. Reference Service
c. Journals service
d. Reprographic ,printing and scanning Services
e. OPAC(OnlinePublic Access Catalogue)
f. Internet Service
g. NPTEL Video course service
h. News Paper Service
i. Pondicherry University Question Bank Service
j. Digital library service with AV room
k. ELITE online subjects notes
l. Display of new arrivals
m. Current Awareness Service

a. CIRCULATION SERVICE

Major Activities of theSection are:

- Books issue on presentation of the ID card.
- Issue and returns of Learning Resources
- Attending the Users query
- Maintenance of Library Management Software
- Maintenance and updatation of all data related to library users
- Sending intimation to overdue documents users
- No Due issuing to students and faculty members
- Assisting the users for accessing OPAC and Reference

Borrowing eligibility

Category of member	No of books issued	Duration of issue
Faculty	5 Books	One semester
UG Students	3 books	14 days
PG Students	4 books	14 days
Technical staffs	5 Books	14 days
Alumni	-	-

Issue/Return procedure

A sequence of activities to be followed to issue and receive in our library

While Issuing Book:

- Quickly glance the book for any damage
- Ensure that the User signed on the entry register
- Enter details into Issue Database in MIT Library management suite
- Handover the books to the user

While receiving the books:

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Notify the entries from user Account in MIT Library management suite
- Send them to stack for Shelving

Overdue Charges:

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

Book Lost:

If the books are lost, then the borrower shall replace the books of the latest edition or pay the cost of the book after getting permission from the librarian.

No due Certificate:

Each student shall obtain No dues certificate from the library after returning all the books issued before the university examinations

Care of Library Books:

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously.

b. REFERENCE SERVICE

- *Total area : 680 sqf*
- This section has Encyclopedia, dictionaries, Textbooks Reference books, books for preparing competitive examinations i.e GATE, GRE, TOEFL, CAT, TNPSC, UPSC& IES and for Numerical and Quantitative Aptitude, Tips for Interviews, Data Interpretation etc.The collection ranges from general to subject specific sources. Users can also contact staff on duty for any assistance.

c. JOURNAL SERVICE

In these section journals, general magazines and newsletters are available.The latest issues are displayed on display rack and other previous issues are arranged in the drawer.

d. READING HALL

MIT Central library has spacious, ventilated reading hall. It can accommodate 150 persons at a time. It is used for reading Books, Magazine, Journals, Newsletter, and Conference Proceedings

- Area of the Reading Hall : 3918 sqf
- Total no. of Seats available : 150

e. PHOTOCOPYING SERVICES

The library has photocopying machines. Any reference from books/periodicals of the library if needed by the faculty members and the students found to be important can get it photocopying without spending their valuable time outside at a nominal cost. Print out from e-resources can also be provided if required. For maintenance of Xerox machines and purchase of photocopying paper, nominal amount is charged.

f. OPAC

Online Public Access Catalogue is a catalogue consisting of a collection of bibliographic records in machine readable form maintained on a dedicated computer that provides uninterrupted interactive access.

The feature of Web OPAC is:

- Search facility: By specifying Author, Title, subject, year of publication or any other field.
- Status of the book: Whether the book is on shelf or issued.
- Number of copies available in library.
- Due date for the borrowed books.

Steps	Description
1	OPAC Username – OPAC Password –OPACSEARCH
2	Select Category – In Drop down Select required, Example: books, Bound Volumes, Thesis Etc.
3	Select Category – In Drop down Select required, Example: books, Bound Volumes, Thesis Etc.
4	Enter the required title or author or accession number in the respective field and click on search button
5	To locate a book: for Example: In title field type Lean Manufacturing- click on search button, books details will be displayed.
6	Click on the view button right hand side. The complete details will be highlighted with the availability status.
7	The books accessioned as .1 (Dot One) eg: 425.1 will be available in the book bank section, will be issued for the category students as an additional books.

g. CURRENT AWARENESS SERVICE

MIT has special notice board for this service. The good academic, scientific articles from news paper will displayed in this board.

h. QUESTION PAPERS COLLECTIONS

Branch wise and semester wise question paper files are available physically as well on softcopy materials for the reference purpose of students and faculty members.

i. THESES/PROJECT REPORTS

Theses of the Ph.D. scholars and Project Reports submitted by the students are available in the library. Totally 1333+ projects reports are available.

j. CD/DVDs collection

The library will be purchasing CD/DVD on different subjects and some libraries may be having CD-ROM databases. Those CD/DVDs and CD-ROM databases should be made available for the use readers.1000+ CDs and DVDs are available in the library under various technical and non technical titles for the reference of students.

k. PROPERTY COUNTER

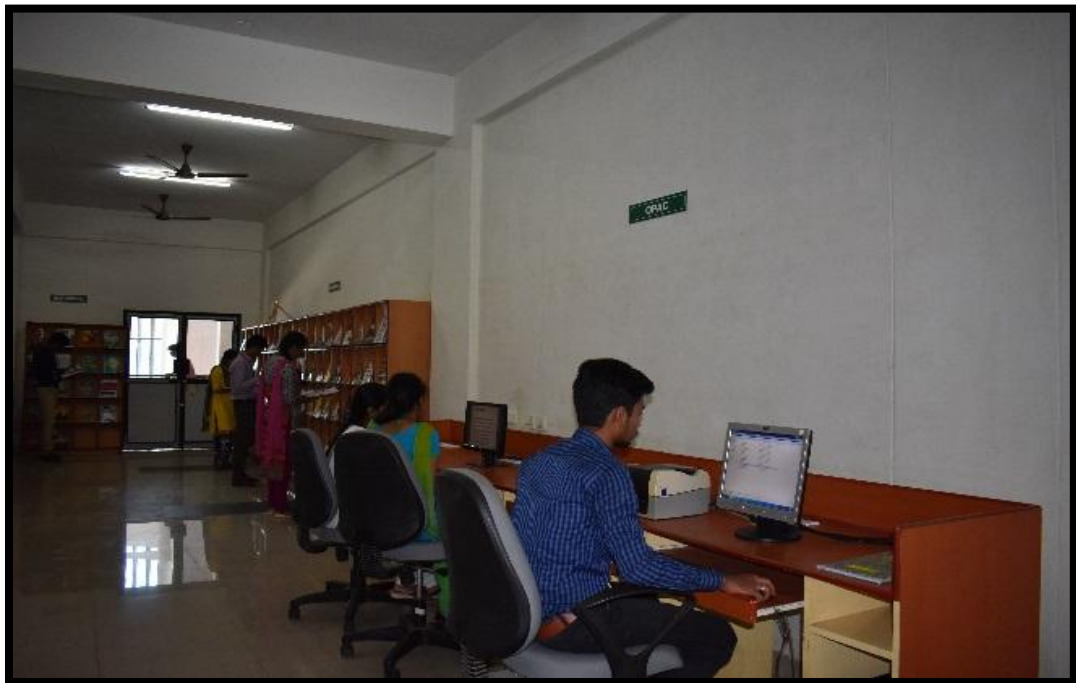
The Property Counter is located near the Library Gate to place the belongings of the students.

l. NEWS PAPER CORNER

The Library has Corner News Paper in the Library Reading hall. Popular Indian weeklies and monthlies are displayed here. These are not lent out.



Books Issue/Return



Online - OPAC



Journal Section



Reference Section



News Paper Section



Books Access