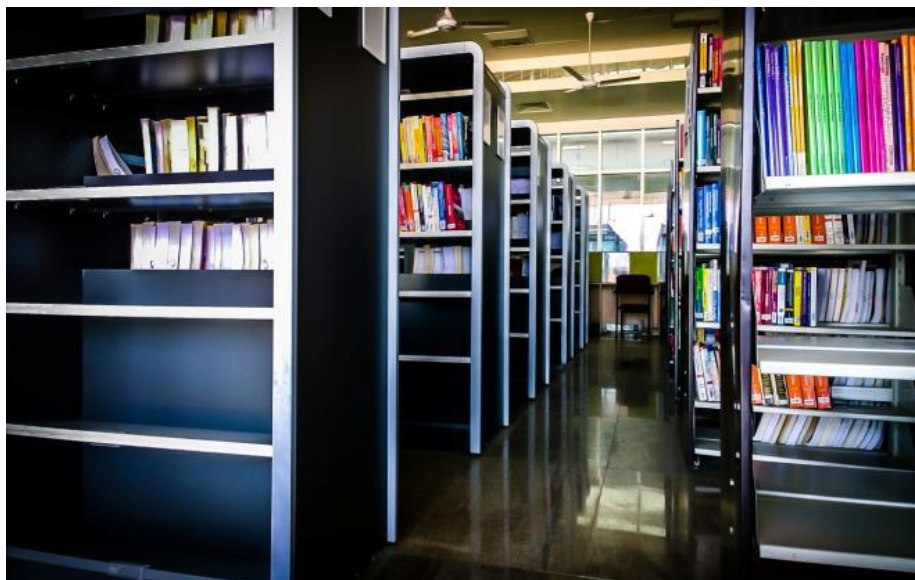


Library @ IITD&M Kancheepuram

ABOUT LIBRARY



Library plays an important role to provide quality information and services to the members and committed to support the Institute's mission.

The Library uses an automated (Library and Information Management) software KOHA with Integrated RFID Technology. All the registered users can access the Institute library anywhere within the campus through LAN/WiFi.

The Library has an excellent collection of books, printed journals, magazines, leading newspapers, e-Journals, softcopy of NPTEL course materials and video contents. The Library maintains a separate collection of reference books.

The Library follows the Machine Readable Catalogue (MARC 21) standard for cataloguing and Universal Decimal Classification (UDC) scheme for classification of Library documents.

Institute has subscribed nearly 1100 e-journals viz IEL (IEEE & IEE) and Elsevier Science Direct Links.

Working Hours

9.00 AM to 10.00 PM (Week Days)

9.00 AM to 5.30 PM (Saturday)

Collection Statistics (as on 30 Sep 2015)

Resources	Numbers
Books to Members ratio	6 : 1
Journals/Magazines (print version)	40
News Papers	05
CD-ROM/DVDs	521
Theses and Dissertation	261
E-Books – Pearson	22
E-Journals - (Elsevier science direct 609) - (IEEE Xplore 488)	1097
Gratis	221

MEMBERSHIP PRIVILEGES

Library membership is free to all students, scholars, faculty and staff of the Institute

S.No.	PATRON CATAGORY	CHECKOUT LIMIT
01	B.Tech/Dual Degree General Section	4
02	B.Tech/ Dual Degree Weaker Section	6
03	M.Des, General Section	5
04	M.Des, Weaker Section	7
05	Research Scholars General Section	5
06	Research Scholars Weaker Section	7
07	Faculty	10
08	Staff	5

S.No.	Type of Document	Period of Loan			Over Due Charge /day/doc
		Faculty	Student/ Scholar	Staff	
01	Book	180 days	31 days	31 days	Re.1.00
02	Reference Book	31 days	7days (M.Des/ Ph.D)	7 days	Re.1.00
03	CD-ROM/DVD/other (non-book materials)	3 days	2 days	2 days	Re.1.00

Renewal

Items may be renewed in person at the library. Items may also be renewed twice using online renewal facility, for which the member should login to his/her user account. Items cannot be renewed online if the item is overdue or reserved.

Reservation

Library offers book reservation service in order to make a limited amount of items to a large number of borrowers. Currently checked out books can be reserved using online reservation facility. The reserved book should be collected within 2days after the intimation of its availability.

Overdue & Reminder

Members are responsible for keeping track of library book due dates. To obtain due date information, refer to the due date stamp alternatively, members may access his/her user account to get the information. Overdue reminders may be sent to the members' email. However, failure to receive reminder email will not be considered as an excuse.

Loss of Book

New replacement book should be bought and handed over to Library. Besides, processing fee Rs. 100 for RFID tag cost and the overdue fine should be paid.

If new book is not procurable, the latest price for the lost book should be paid, in addition to processing fee Rs. 250 and the overdue fine.

Semester clearance & No Due Certificate

Students should return all the borrowed items at the end of each semester to obtain semester clearance certificate.

No due certificate, if required, members should return all the borrowed items along with the prescribed form.

LIBRARY SERVICES



Circulation Service

The Circulation Desk handles issue / return / renewals of IIITDM Library materials and also collects overdue fines if any.

Cataloguing Service

Cataloguing service through OPAC (Online Public Access Catalogue) provides the information of the entire library collections and its availability status. The service includes search facility with advanced search options, by Author, Title, Subject, ISBN, Call Number, Keyword, etc.

Reference Service

Reference section has separate collections of materials such as Encyclopedia, Technical Handbook, Dictionary, etc.

User Awareness Service

Library provides all necessary information to the new entrants during the orientation programme conducted by the institute at the beginning of every academic year.

Separate lecture sessions are arranged for library users to familiarize about various library resources and services available. Training sessions are also organized whenever a new product or service is introduced.

News Clipping Service

Interesting academic and research information from various online sources are collected and displayed on reading tables.

Kindle – E Book Reader Service

Kindle is a series of e-book readers designed and marketed by Amazon. Kindle devices enable users to shop for, download, browse, and read e-books, newspapers, magazines and other digital media via wireless networking.

Turnitin – Anti Plagiarism Tool

Turnitin is an Internet-based plagiarism-prevention service created by iParadigms. Universities and high schools buy licenses to submit essays to the Turnitin website, which checks the documents for unoriginal content. The results can be used to identify similarities to existing sources or can be used in formative assessment to help students learn how to avoid plagiarism and improve their writing.

General Rules

- 📌 Books will be issue only to Identity card holders.
- 📌 Users can avail borrowing facility from 9.30 am to 8.00 pm.
- 📌 Have your e-mail address active, because all Library notices are sent via e-mails.
- 📌 Any kind of damage of library materials (marking, underlying, etc.) is strictly prohibited. Readers shall be held responsible for any damage done to the book belonging to the library and shall be required to replace it.
- 📌 No outside/personal books are allowed in the library for reading purpose.

Online Links

Book Search – <http://172.16.1.200>

Contact

Email: library@iiitdm.ac.in Phone: +91 44 2747 6375