

C.R. Iyengar Memorial Resource Centre

The C.R. Iyengar Memorial Resource Centre is one of the major support services at MEI Polytechnic. It caters to the needs of over **1,300 members** (faculty, students, non-teaching staff, part-time faculty, etc.) with the support of two dedicated staff members.

The Resource Centre houses over **26,000 hard copies of books** and **25,000 e-books**. It subscribes to **24 technical journals, 5 general magazines, 4 daily newspapers**, and maintains over **75 back volumes** of technical journals. The media collection includes more than **80 educational video cassettes, 750 educational CDs, and 80 educational floppies**.

The Resource Centre also maintains a repository of **600+ project reports** across six disciplines (Computer Science, Electronics & Communication, Electrical & Electronics, Electronic Instrumentation & Control, Mechanical, and Civil Engineering), submitted by final-year students. These are available for reference in both hard copy and digital formats (stored on the server for easy retrieval).

Digital Library

The Digital Library was established with financial assistance from AICTE–MODROBS Project and MTES during the Golden Jubilee Year 2008-09 of MEI Polytechnic. It features:

- 1 IBM Server and 20 Client Computers
- 6,500 hours of high-quality technical video lectures and web courses developed by NPTEL (a consortia of IITs and IISc) funded by MHRD, Government of India
- Over 160 technical video lectures from NITTTR Chennai
- Access to over 25,000 e-books for staff and students
- LCD Projection System with increased seating capacity to accommodate 80 students per session
- One-hour weekly slots per semester integrated into the timetable for digital library usage
- Internet access in the digital library
- Soft copies of Project Reports & Scanned semester exam question papers from the last five years, stored on the server

New Initiatives in the Resource Centre

- Reading room expanded to accommodate 100 users
- Complete automation using barcode technology
- Smart cards issued to all staff and students
- OPAC (Online Public Access Catalogue) search facility provided
- CCTV Surveillance implemented by final-year E&E students as part of their project
- Digital Library client systems increased from 12 to 20

- Videoconferencing setup for DTE Studio interactive sessions, seminars, workshops, and campus interviews.
- Membership in the National Digital Library of India (NDLI), an MHRD initiative
- Added 25,000 e-books across all engineering disciplines, management & General subjects to the digital collection.

Special Facilities for End-Users

1. Open Access System
2. Lending of Books
3. Issue of Books, Project Reports & Technical CDs on an overnight basis
4. Reading Room Facility
5. Reference Service
6. Book Bank facility for SC/ST students
7. Book Bank facility under Prof. BRNTE&T Trust for economically disadvantaged students
8. Digital Library Facility
9. Internet Facility
10. OPAC (Online Public Access Catalogue) Search Facility

LIBRARY RULES

The Library rules empower the most efficient use of the Library and its resources, prevents its abuse and help to protect buildings, books and furniture. For proper utilization of library resources by all the bonafied users of the institute to safeguard the valuable resources of the library, adherence to library rules will be a must.

I. HOURS OF OPENING :

The Library shall be kept open from 9.00 a.m. to 5.00 p.m. from Monday to Friday and from 9.00 a.m. to 2.00 p.m. on Saturdays.

II. MEMBERSHIP :

The following are entitled to enroll themselves as members:

- a) **Teaching Staff**
- b) **Non-Teaching Staff**
- c) **Part-Time Teaching Staff**
- d) **Diploma Students of both Day & Evening Polytechnics**

III. LOAN PREVILEGE :

- a) **Teaching Staff : A maximum of 15 books on Book Issue Register can be borrowed by a teaching staff. Books borrowed on Issue Register can be retained for a longer**

period (4 Months) i.e. till the end of one semester. The same should be returned or renewed after the term.

- b) **Non-Teaching Staff** : Four books on Book Issue Register can be borrowed by a Non-Teaching staff and books can be retained for One Month. The same should be returned or renewed after the term.
- c) **Part-Time Teaching Staff** : A maximum of Five Books on Book Issue Register can be borrowed by a Part-Time Teaching Staff in his / her respective HOD's account and can be retained till the last working day of the semester. The same should be returned before they get relieved from the polytechnic.
- d) **Diploma Students** : Library Smart Card for every student of this polytechnic shall be issued entitling him/her to borrow two/three books at a time. Two books borrowed should be returned or renewed after 14 days from the date of issue. One book borrowed on overnight basis should be returned or renewed next day without fail. If a book is not returned to the library when due, the default borrower will be barred from borrowing books from library for a Week.

IV. LOSS OF LIBRARY SMART CARD :

A member who loses Library smart Card shall report to the Librarian. A duplicate smart card shall be issued on payment of Rs.25/- to be paid to the Library as and when required, for which a receipt will be issued.

V. CONDITIONS OF LOAN :

- a) The counter for the issue of books shall be closed 15 minutes before the closing time of the lending department.
- b) Before leaving the counter the member shall satisfy himself / herself as to whether the book lent to him/her is in a sound condition and if not, shall immediately bring the matter to the notice of the Librarian or his deputy In-Charge of the library in his absence. Otherwise He / She is liable to be held responsible for the replacement of the book.
- c) Reference Books, rare books, data books, manuals, periodical publications, dictionary's etc. shall not be

lent out. However they can be referred in the Library.

- d) All books issued shall be returned or renewed at the expiry of the fortnight from the date of issue in case of books borrowed on weekly basis and Next day in case of Overnight book issue. (Applicable to students only)
- e) Members who repeatedly fail to return books on due date will be prevented from the use of library for a week.
- f) Books on loan can be recalled and the loan terminated at any time by the order of the Librarian.
- g) Loan may be renewed at the discretion of the Librarian for further period; Provided;
 - i) The request for the renewal of the loan reaches the Librarian before the date of expiry of the loan.
 - ii) No other reader has applied for the book in the meantime.
- h) A member against whom any overdue or other charges is outstanding shall not be allowed to borrow books or withdraw his/her deposit or marks cards / certificates until he/she has cleared the dues.
- i) The Librarian / Library staff shall not, however be responsible for any loss or damage done or replacement made to the articles kept at the rack.
- j) Library Smart Cards are not transferable.

VI. GENERAL RULES :

- a) Silence should be strictly observed in the Resource Centre.
- b) Personal books, files, bags and such other items which are prohibited by the Resource Centre, be left at the place provided.
- c) Cleanliness should be strictly maintained.
- d) Readers shall be responsible for any damage done to the books or other property belonging to the Resource Centre and shall be required to replace such books or other property damaged, or to pay the value thereof. If one book of a set is damaged, the person responsible shall be liable to replace the whole set or pay the value thereof.

- e) Before leaving the Resource Centre, readers shall return to the counter assistant any books, manuscripts etc., specially requisitioned for consultation.**
- f) The librarian subject to the rules may grant special loan of books and other special material on such conditions as may be prescribed.**
- g) User's are liable for check by the Resource Centre staff.**
- h) User's are required to enter their names in the register provided at the entrance of the Resource Centre before consultation.**
- i) Any infringement of the rules will render the privilege of admission and of borrowing books from the Resource Centre liable to forfeiture.**

All the bonafied user's of the Resource Centre are requested to co-operate and make best use of the library resources.



GURURAJA VASISHTA

LIBRARIAN



MAIN LIBRARY – READING ROOM



LENDING SECTION



DIGITAL LIBRARY



PRESENTATION IN DIGITAL LIBRARY



PROGRAMME ON HUMAN VALUES IN DIGITAL LIBRARY



LIBRARY STAFF