



Library & Information Centre



Matrusri Engineering College

Approved by AICTE & Affiliated to Osmania University

16-1-486, Saidabad, Hyderabad - 500 059.

Eamcet Counseling Code: (MECS)

Library – About Us

Matrusri Engineering College Library has been emerging as a Knowledge Resource Centre mainly catering to the needs of the Faculty, Administrative Staff, Research Scholars and Students towards accessing information. Our library is housed in the Carpet area of 627 sqm with good infrastructure and ambience. There is a regular subscription to leading Newspapers, Magazines and Journals thereby augmenting the library as a rich source of knowledge. The feedbacks from users of the Library testify that they have always cherished memories of having availed the services of this treasure-house of knowledge in the past decades.

Working Hours : The Library is kept open throughout the year except on second Saturdays

Lending Section	:	9.30 a.m. to 4.30 p.m.
Periodical Section	:	9.30 a.m. to 4.30 p.m.
Reference Section	:	9.30 a.m. to 6.00 p.m.
E-Resource Centre	:	9.30 a.m. to 6.00 p.m.

Every visitor who enters into the Library will have to sign at the gate register., Sundays and holidays as in Gazette.

Library – Objectives:

- Enrich Collection
- Optimum utilization of existing resources
- Adding to readership number every year
- Enhancing reading habit in students and staff
- Promote library as a vibrant learning unit
- Promoting use of ICT

Library – Collections:

Sl. No.	Books	Numbers
1	Total no. of Volumes	20227
2	Total no. of Titles	1533
3	Total no. of Books in Book- Bank Section	1100
4	Total no. of Reference and Other Books	1825
5	Total no. of Competitive Exam Books	63
6	Total no. of New Papers	6
7	Total no. of Journals/ Periodicals	56/12
8	Total no. of Free E-Books	320
9	Total no. of books transferred to Departments	800

Library – Journals

Sl. No.	Branch	National Journals	International Journals	Total
1	CSE	10	2	12
2	ECE	10	2	12
3	EEE	7	1	8
4	CIVIL	5	6	11
5	MECH	3	4	7
6	Physics	2	-	-
7	Chemistry	2	-	2
8	Mathematics	2	-	2

Library – Staff Members

Mrs. Jyothi Kuntapally
M.A., M.L.I.Sc., M.Phil.,
PGDLAN,
Librarian

Mr. Suresh M.
B.A. M.L.I.Sc.,
Library Assistant

Mr. Manohar G
M.A. M.L.I.Sc.,
Asst. Librarian

Helpers

Mr. T. Omprakash
Ms. P. Kalavathi
Mrs. M. Rama

Library - Committee

S. No.	Name		Designation
1	Dr. D. Hanumantha Rao	Chairman	Principal
2	Dr. G. Manohar	Professor- In Charge	Professor, Civil
3	Ms. B. Udaya Sree	Member	Asst. Professor, Civil
4	Dr. G. Shyam Chandra Prasad	Member	Assoc. Professor, CSE
5	Dr. N. Srinivasa Rao	Member	Professor & HOD, ECE
6	Mr. M.V. Subramanyam	Member	Asst. Professor, EEE
7	Dr. M. V. Kishore	Member	Assoc Professor& HOD , Mech
8	Ms. K. Jyothi	Member	Librarian

Functions of Library Committee

1. To guide the librarian in formulating general library policies and regulations which govern the functions of the library.
2. To provide proper documentation services and updating the library collections.
3. To work towards modernization and improvement of Library and documentation service.
4. To formulate policies and procedures for efficient use of library resources.
5. To review Library readership department wise.
6. To prepare budget and proposals for the development of the Library.
7. To identify the requirement of the Library Books, Periodicals and Journals etc., for procurement.
8. To seek feedback and library functions from readers.
9. To coordination annual stock verification and submit a report during summer vacation every year.

Library - Sections

1 st Floor	2 nd Floor
Reception / Property Counter	Reference Section
Circulation Section	Reading Hall
Librarian Office	e- Learning Centre
Reprographic Section	Back Volume Section
Stack Area	College Magazine and Calendar
Book Bank Section	News Paper Section
Syllabus	Periodical Section
Old Question Papers	
Online Public Access Catalogue	

Circulation Section



Library circulation or library lending compromise the activities around the lending of library books and other material to users of a lending library. A circulation or lending department is one of the key departments of a library. Circulation sections are the heart of the library. This section acts as a bridge between the user and the documents. The circulation section and its function are automated using the library management software NewGenlib. Each student can take 7 books for each semester. Each book can be renewed up to two times to each student.

Periodical Section

The periodical section is the place where the primary, secondary and tertiary sources of current information can be found in journals, magazines and newspapers. Both international and national journals are available in this section. Newspapers of English and Telugu are displayed in a revolving rack for the users daily. Readers have access to a wide range of journals, magazines, newspapers and topics of relevant interest. Current issues are properly displayed in the shelves. Collections in this section are used in the library only and photocopying of materials may be requested.



- National Journals : 40
- Complimentary Periodicals
- Seating Capacity : 25
- Technical Magazines : 16
- Newspapers : 6

Reference Section



- ↪ The Library maintains a separate reference collection consisting of encyclopedias, dictionaries, etc. Reference books are marked “ For Reference only”.
- ↪ The Collection marked under references is to be used with in the section.
- ↪ The section will be kept open from 9.30 a.m. to 6.00 p.m. on all working days.
- ↪ Readers may approach the Reference Desk for information or any assistance in the use of the reference collections.
- ↪ Volumes : 1825
- ↪ Multimedia Systems : 01
- ↪ Seating Capacity : 64

E-resources Section



In the Centre readers can access Internet and a large number of IEEE, ASCE, ASME, IET, J-GATE, IEI, DELNET, NPTEL, NDL and other open source e-journals.

- Multimedia Systems : 25
- Software : Windows : 7
- Seating Capacity : 25
- Provision for Laptop Use & printer & scanner.

Subscribes to AICTE Mandatory e-Journals

[Library Web Links](#)

www.nptel.ac.in

<http://jgateplus.com>

<http://infotrac.galegroup.com/itweb/inmatrusri?db=SP04>

<http://delnet.nic.in>

<http://ascelibrary.org/>

<http://asmedigitalcollection.asme.org>

<http://ietdigitalcollection.org>

Library Orientation

- The library takes an active part in the orientation programme organized by the institute for the benefit of new students in the beginning of academic year.
- They are taken around the library to familiarize them with various recourses and services available for them. Training sessions are also organized whenever a new product or service is introduced.

CATALOGUING SERVICE

OPAC



Online Public Access Catalogue

- The catalogue is automated using the NewGenLib software through the OPAC Section.
- OPAC is a register of all bibliographic items found in Library
- It is an online database of materials held in Library
- To enable a person to find a book of which either Author, Title, Subject and number of books borrowed by a reader.
- The users can search the books available in the library using this OPAC section.
- The circulation status of the searched book is mentioned in the search results.
- The bibliographic details like edition, year of publication, subject, keywords, etc. are entered into the software.
- The details entered in this section are indexed on various fields like Author; Title, Subjects, Departments, Keywords, etc., and can be retrieved through the OPAC service.
- Cataloguing helps the user to find the right resource for their needs and also saves the time in finding the right resource.

REPROGRAPHICS SERVICES

- Reprographic services shall be provided to the users on demand
- Charges for Xeroxing shall be Rs.1/- per

exposure for A-4 size copy.

- Xerox Machine:01

SC/ST BOOK BANK

Student belonging to S.C/ S.T. can also avail this Book Bank facility. The books are supplied by the Government of Telangana, Department of Social Welfare under the Integrated Scheme of Social Welfare for SC/ ST. Under this scheme the student of SC/ ST are given a set of textbooks at the beginning of each semester and at the end of four years a set of books will be handed over to the benefiter.

FEATURES OF LIBRARY AUTOMATION

Library Management Software: New GenLib
It is a Web-based application of the metadata content management software Solution. It is library automation software. It has functionalities that enable a library to manage its housekeeping operations, viz., acquisition of books and other materials, creation and maintenance of its catalogue database, circulation of its holdings, etc. and its well-known and proven international standards : MARC-21, UNICODE, XML and Doubling Core Metadata Standards. It uses Relational Database technology to manage databases.

Uses in Library

OPAC : Facilitates online Boolean search
Reservation of books under circulation

Circulation

Online tracking of Issues and returns within date range

Instant Access of books on stock

Student alert for book returns

Barcode

Linear technology based barcode sticker for books

Barcode sensor for issue and returns, Instant stock taking

Future plans

RFID Tags for all books, Installation of RFID sensors at entrance

DEPARTMENTAL LIBRARIES

In addition to Central Library, each department has separate departmental Libraries. The following number of books available in Departmental Libraries.

Sl. No.	Department	No. of Volumes
1.	Civil Engineering	141
2.	Computer Science and Engineering	177
3.	Electronics and Communication Engineering	153
4.	Electrical and Electronics Engineering	120
5.	Mechanical Engineering & Automobile	150
6.	Applied Sciences	59
Total		800

Library

Career Guidance Services

Procurement of more number of Competitive Exam Books

Subscription to more Magazines for Competitive Exams

Display of notices from TSPSC, UPSC, RRB, SSC, SBRB etc.,

Existing Facilities

Book Bank (Our Library has Book Bank facility with a good collection of books that serves the deserving students)

Reprographic Services (photocopy facility at subsidized rates.)

The Central Library is a Wi-Fi enabled place, where the staff & students can access subscribed and freely available online resources for their academic and research activities

CCTV surveillance for added security and for automated monitoring of users.

Library - Services

Our library is offering following value added services

Book Circulation Service
OPAC (Online Public Access Catalogue) facility
Journal and Magazine Section
News paper-clippings Service
Career Guidance Display
Free Internet Facility
Previous Question Papers
E-Question Papers
Project for Reference
Back issues of Journals /
Magazines for Reference
Front Office Services

Innovative Services

Digital Library Section
E-Learning Centre
Reprographic Services
Print out facility for both
Staff and Students
Library Orientation
Stack Area Guidance

Library – Department wise Books

No. of Titles		1533	
No. of Volumes		20227	
Sl. No.	Dept	Titles	Volumes
1	CE	214	3526
2	CSE	415	4974
3	ECE	283	4018
4	EEE	175	1846
5	MECH	199	2429
6	SCI & HUM	247	3434
	Total	1533	20227



LIBRARY

Rules and Regulations of the Library

- All the current Students and Staff of the College are members of the library.
- They are expected to observe strict silence in the Library.
- On working days the College Library will remain open from 9.30 A.M to 6.00 P.M
- The Library Follows Open Access System
- Users are put their signature in the entry register / Show their bar code ID at the gate for entry into the library.
- Bags and similar personal belongings shall be deposited in the property counter located in the Library premises
- Users are not allowed to carry their Books, bags, etc., inside the library.
- Co-operations of users is solicited to keep the library premises clean.
- Personal papers & non-library materials should not be left on tables.
- Students may barrow 7 books from the Library.
- Students can reserve a book which is lent. (that is not available in the rack).
- Students should immediately report to the Librarian of any damaged to books, when they come across any. Otherwise they will be held responsible for the damage of the books and the cost of the books will be recovered from them.
- Loss ID Cards/damage in the barcode stickers are to be reported immediately.
- Students may keep books for Twenty one days from the date of issue. Books shall be renewed if required of the time of its return.
- Students are not allowed to circulate the books among themselves. Violation of the rules will result in suitable penal action being pursued against the offenders
- The Librarian has the authority to call back any book for return, at any time even before the due date.
- “No-dues certificate” will be issued at the time of leaving the institute only on return of all the materials borrowed and payment of overdue charges made, if any.
- If the rules of the Library are violated the library authorities can withdraw the library facilities to that particular individual at any time.
- No group discussions will be permitted inside the library.
- Own Textbooks, printed materials and issued books are not allowed inside the library.
- Use of Cellur phones and audio instruments with or without speaker or headphones is strictly prohibited in the library.
- Students shall show the books and other materials which are being taken out from the library to the library staff at the entrance counter.
- Library will not be held responsible for any kind of Loss / Damage of personal belongings
- For better use of the Library or clarifications if any, the user can seek the help of the staff.

Library Gallery



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