केंद्रीय पुस्तकालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)

KNOW YOUR LIBRARY: A USER GUIDE

About Library

The Central library is located in the Centre of the Institute, where visitors can approach easily. It is well equipped with the new and modern furniture. The sitting area of the users is fully air-conditioned. Each sitting area/hall is having different reading cubicles for the users. Library Database has been computerized through LibSys Software and books are issued through RFID System & Smartcard. It has total area of 2455.49 s.q.m. and covered in two floors (Ground and first). The reading halls of Central Library are air-conditioned with glass partition. Library has separate stack halls for books, periodicals (bound volumes), Reference Section and Book Bank.

Physical Infrastructure

An area of about 2455.49 sqm. has been occupied by the present Library building. It contains a Reading Hall 388 sqm. in which 175 readers can be accommodated at a time, a stack-room of 470.42 sqm. having a collection of about 1,05,157 (approx.) books. A Bound Periodical section having a collection of 17,651 (approx.) volumes.

Library Timings

Monday through Friday	09.00 A.M. to 10.00 P.M.
Saturdays, Sundays	09.00 A.M. to 10.00 P.M.
Gazetted Holidays	Closed

Issue/Return

Monday through Friday	09.30 A.M. to 07.30 P.M.
Saturdays, Sundays	09.30 A.M. to 07.30 P.M.

Admission to the Library

Before entering the library, the **Identity Card** should be shown by the student at the entry point. The library does not accept any responsibility for loss or damage of private books, bags, cases, and personal items other than library books left in its premises.

Users and their Privileges

All students, faculty and employees of the Institute are entitled for the membership of the Library. A person willing to become a member has to apply for membership on a prescribed form available at the circulation counter. Each member is issued an Identity Card which is non-transferable. Every member has to come personally to get the book issued, however books can be returned through messengers.

Borrowing Privileges of Members

The number of books that may be borrowed and the period of loan for various categories of members are as follows: -

Entitlement for Number of Books to be Borrowed and Loan Period

Category of Member	No. of Books Issued	Duration of Issue
Faculty Members	20	180 days
Visiting Faculty	02	180 days
Administrative staff equivalent to Asstt. Registrar and above	06	180 days
Technical and Supporting Staff	02	180 days
Research Scholars	05	45 days
Post Graduate Students	05	14 days
Under Graduate Students	02	14 days

Grace Period and Overdue Fine

After due date of return of books, a grace period of 03 days is available to return the books without overdue fine. Thereafter, Rs. **1.00 per day** shall be charged until the books are not returned.

Lost Book Recovery

1. Any issued book declare lost by the user has to replace the same by a new copy (latest edition) with overdue charges, if any.

2. In case the book is out of print or not available in the market (certificate regarding non availability of that particular book from book seller/publisher must be produced), then double the book(s) price mentioned in the **"Accession Register"** would be recovered from the user concerned and the said payment is to be made to the institute account section after obtaining due endorsement from the library circulation desk.

3. The cost of the book in foreign currency to be charged at the current conversion rate of the currency.

4. If one volume of a set is damaged or lost, the borrower will be liable to place the whole set or pay the cost of the whole set.

Photocopying, Printing and Scanning Facility

The Library provides photocopying facility within the premises of the Library through an external vendor on payment basis at the following rates: -

Facility	Size	Rate
Xerox	A4	Rs. 1.00
Computer Print Out	A4	Rs. 1.00

Textbook Lending Bank (TLB) & SC/ST Book Bank

➢ The Textbook Lending Bank (TLB) is for use by B. Tech and MCA students only.

➢ SC/ST Book bank facility has been mainly designed for Scheduled Caste /Scheduled Tribe B. Tech students on First-cum-First Serve basis.

➢ Students may apply for books from the Book Bank collection as per the schedule announced by the Library after that no latecomers are allowed issue of the books from the section.

➢ Students have to bring their ID cards for Book Bank facility.

➢ Up to 5 books can be reserved and issued per semester by the B. Tech and MCA students.

➢ Books in Book Bank can be returned on or before the due date but another book cannot be issued in place of that.

➢ Overdue charges will be imposed at the rate of Rs. 1/- per day/per book from the due date.

Things to note…

➢ Writing and highlighting in books is not allowed.

➢ In case of loss, the cost of the book in foreign currency is to be charged at the current conversion rate of the currency.

➢ Lost book should be replaced by a new book of the same title with the latest edition and overdue charges for each book.

Loss of Identity Card

The loss of Identity Card should be reported to the Chief Proctor's Office including circulation counter at Library to prevent possible misuse. Borrowers shall be responsible for any loss or misuse of their original/duplicate identity card. Application for issue of duplicate Identity Card must be submitted to Chief Proctor's Office. Library will issue duplicate Identity card only after receiving duly endorsed letter along with necessary enclosures from the Chief Proctor's Office.

No Dues/Clearance Certificate

No Dues Certificate may be issued to members by clearing all the outstanding dues in respect of borrowed book (s) and delayed fines (if any).

Rules & Regulations

- Students are supposed to keep their bags, personal reading material and other belongings outside the library/ at the property counter and at their own risk. Library staff is not responsible for the loss or damage of the student's belongings.

- Users can read their personal reading materials only in **"READING ROOM FOR READERS TO READ PERSONAL BOOKS"**, which is located at the entrance gate of the library.

- Users must carry their ID Card while using the Library. They must show their ID card on demand. Identity Card is non-transferable.

- Preparing copy of Identity Card from market and using them in the Institute's premises is an offence. If caught, library membership will we withdrawn and matter shall be reported to Chief Proctor Office for disciplinary action.

- The loss of Identity Card should be reported to the Circulation Counter of the library with request for temporary suspension of their library membership. Borrowers shall be responsible for any loss or misuse of their original/duplicate card.

- Keeping in view the growing tendency of readers not to take care of the official documents, duplicate cards shall not be issued in normal circumstances on loss of the original ones. Only in genuine cases and on production of a copy of FIR, duplicate card shall be issued. So readers are advised to take proper care of their library card and library documents issue to them.

- Books shall be issued on production of a valid Identity Card.

- No library material shall be issued on someone else's identity card. Lending and borrowing of Identity cards shall lead to suspension of library membership for the remaining semester.

- Borrowers should inspect the condition of books before borrowing and inform the personnel at the circulation counter about the damaged, missing or torn out pages, if any. The borrower should get this statement recorded on the book. Otherwise, he/she shall be held responsible for the damage, discovered at the time of returning the books.

- The users shall not write upon, damage or mark any book belonging to the Library. Marking, scratching, damaging, mutilating, stealing, library materials, or property will invite disciplinary action against the defaulters.

- Reference books shall not be issued.

- No library material shall be taken out without getting the same issued.

- If an issued book is lost, the concerned person has to replace the book with a new and latest edition of the same book, as well as pay the overdue fine, if the same has gone overdue.

- All users are required to maintain silence in the library. Users should not talk or discuss as they may disturb other Users. Reading areas are meant for individual study and research only.

- Using of mobile phones is strictly prohibited. If any user is found talking on phone strict action will be taken.

- Users are not allowed to carry eatables/drinks inside the Library. Smoking, eating, chewing gums, and Tabaco are strictly prohibited inside the library.

- All library users are requested to leave the library study material on tables after use. Books removed from the shelves, if not required further, should be kept on the nearest book trolley/ table. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.

- Don't leave your laptop or other valuables unattended in the library premises. Any items left unattended for 30 minutes or more may be removed by library staff and taken to Security.

- The Security Guard at the Library gate will check all personal belongings including Library books issued to a member.

- The Library reserves the right to call back any issued book/item at any time.

- Computers/Laptop in the library premises should be used for academic purposes only. Playing games/ watching movie on computers/laptop is strictly prohibited in the entire Library premises.

- Users must take care of their Pen drives, CD/ DVD ROMs, mobiles, wallets, etc. The library is not responsible for any losses.

- The users should not leave their reading material (e.g., Coaching material, Newspapers, Notes, etc.) and personal belongings on the tables unattended in the **"READING ROOM FOR READERS TO READ PERSONAL BOOKS"**. If found unattended for long-time, beyond 24 hours, it may be removed by the Library Staff/Security staff during the cleaning of

tables and the library will not be responsible for the same. The same will also be disposed-off using standard procedures.

➢ The seats are to be used/occupied on the first-come, first-served basis.

➢ Users should not rest or keep their feet on tables, chairs, shelves, etc.

➢ Membership privileges of a user can be suspended on account of mis-behaviour with the Library staff or for indecent manners. Maintaining discipline in the broadest sense is the motto of the library.

These rules are subject to revision/change from time to time without assigning any reason. The Librarian is free to take any decision in the interest of the library or institution.

OPAC (Online Public Access Catalogue)

The Library's Online Public Access Catalogue (OPAC) can be accessed from anywhere to search all the records available in the Central Library database through a web-based search interface. The OPAC can be searched by author, title, subject, keywords, classified number, etc. The OPAC can be accessed at **(https://mnnitopac.libsys10.in/home/dashboard)** In case of any difficulty library personnel may be contacted for assistance.
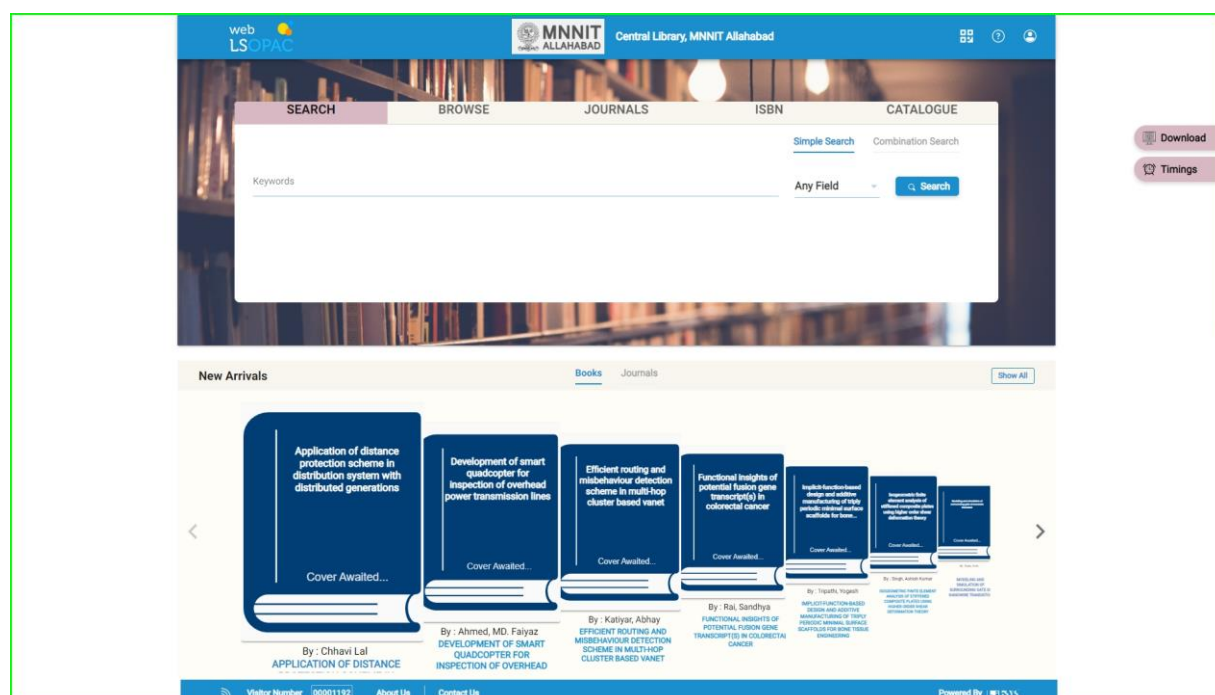
OPAC (Online Public Access Catalogue)

Electronic Books (E-Books)

The Central Library has access to E-Books from the following publishers/aggregators:

● Cambridge University Press
● De Gruyter

- Elsevier
- Pearson
- Springer
- Taylor and Francis
- Wiley
- World Scientific
- McGraw Hill Education

Perpetual access is provided for purchased E-Books using Institute Wi-Fi or LAN. Catalogue of E-Books can be accessed through Intranet **http://ebooks.mnnit.cc.net/**

Electronic Books Catalogue

Apart from the above E-Books, following two E-Book collections are also available

- South Asian Archives (http://www.southasiaarchive.com/)

- World eBook Library (through the National Digital Library of India)
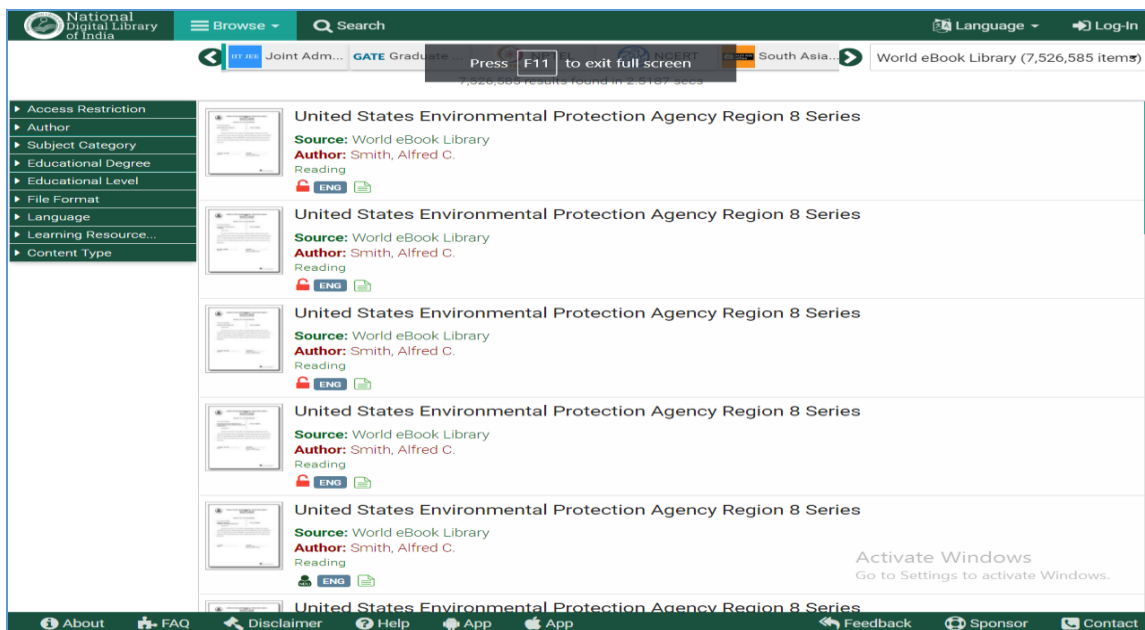
World eBook Library through NDLI

Hindi Collection

The Central Library has built up a good collection of books in Hindi. Books in Hindi include books on various subjects as well as books on literature in Hindi. Books in Hindi are prominently kept on the first floor near the newspaper reading area in the Library to promote its usage. To increase the use of Rajbhasha Hindi, Central library offers borrowing facility of Hindi Book to all its members.

RFID Implementation in the Library

The Library has implemented the Radio Frequency IDentification (RFID) system. It is the best automated library automation system used world wide and is an effective way of managing collections of the library and providing enhanced services to the users having benefits like: self-check-out of books, self-check-in (book drop), to control theft, to find misplaced reading material, security control, video surveillance, Smart Card issuance, etc. It is an automatic data capture technology that uses tiny microchips and miniature antennas affixed to documents. RFID plays a vital role in redefining the library processes to make everyone's job easier right from the users to library staff.

Institutional Repository @ Shodhganga
## (https://shodhganga.inflibnet.ac.in/handle/10603/399740)

Institute has MoU with Inflibnet Centre and where full text Ph.D. theses are uploaded by the Central Library on the Shodhganga platform of Inflibnet.
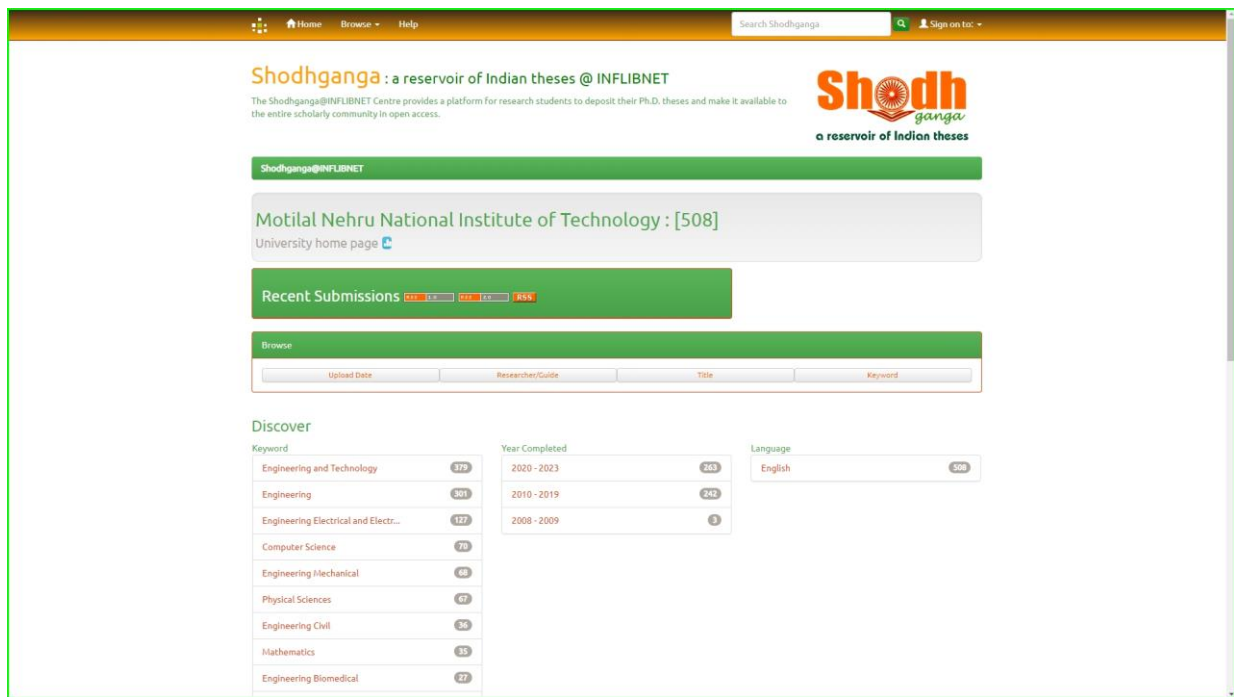
Electronic Thesis (Ph.D.)

Remote Access (http://idp.mnnit.ac.in/)

The Central Library subscribes the electronic resources through e-ShodhSindhu as well as from the publishers. The Off-Campus Access service is provided to the faculty members and students to seamlessly access the subscribed scholarly electronic resources from outside the Institute campus. Username and password have been provided to all the faculty members and students to access the resources 24/7 through identity providers. You may communicate to the Library to get the username and password. In case any issues, kindly contact the Library Team.
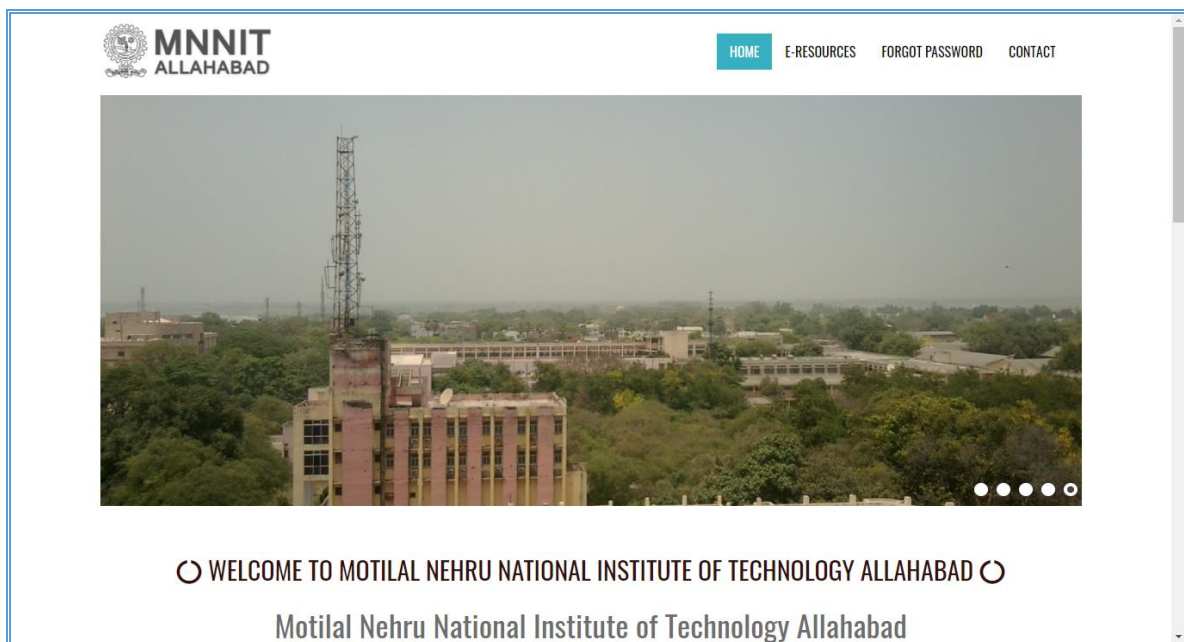
Remote Access of E-Resources

Faculty Profiling System (https://mnnit.irins.org/)

The Central Library in collaboration with the MHRD project IRINS has developed and launched a customized profiling system of MNNIT Allahabad through which customized data of the institute and its faculty is available in the most presentable form at https://mnnit.irins.org/. It facilitates the Faculty members to collect, curate, and showcase scholarly communication activities and provides an opportunity to create a scholarly network. It has been integrated with Academic identities such as ORCiD ID, Scopus ID, Google Scholar ID, CrossRef, etc. for ingesting the scholarly publications from various sources. One can create/update profile using the VIDWAN site (https://vidwan.inflibnet.ac.in/login) and can manually add the publications that are not listed.
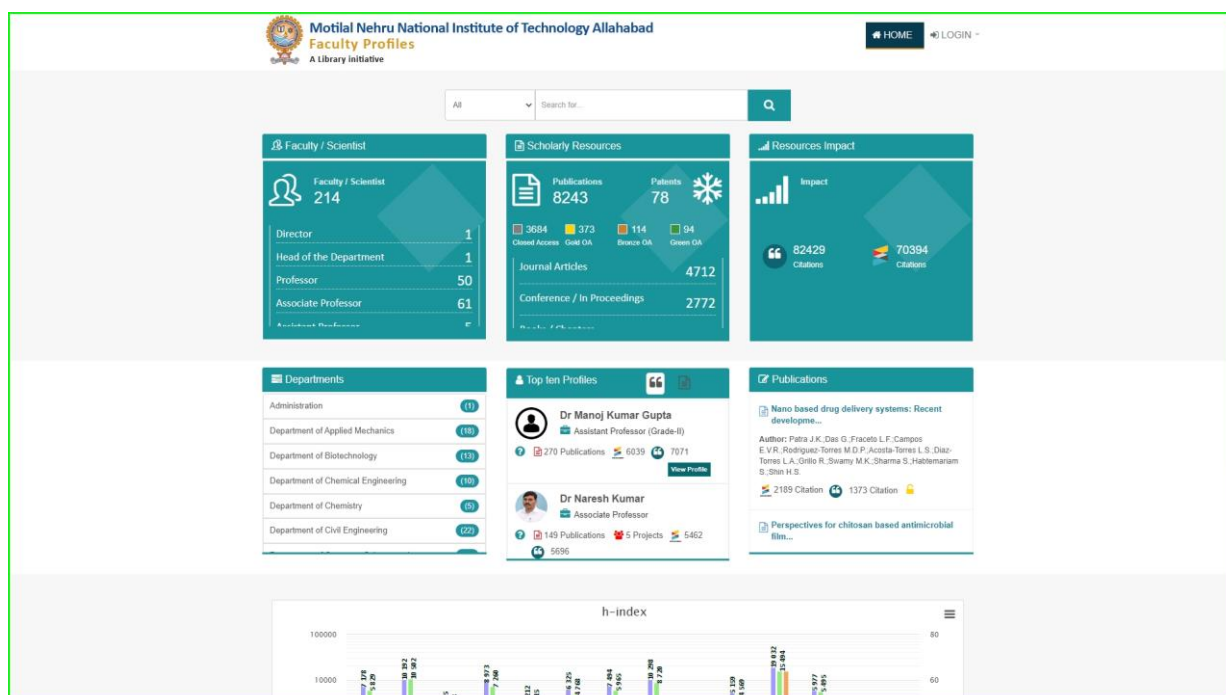
The Landing Page of the MNNIT Allahabad Profiling System

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