Knowledge Center And Library Online

DCE USER'S MANUAL

DELHI COLLEGE OF ENGINEERING

The Central Library was set up in 1941 near Dara Sikoha Library Block at Kashmeregate. The Library was shifted to its new campus building in June, 2004. Initially it was designed to meet the needs of 2700 under graduate and 400 Post graduate students, Faculty and Staff. The library building is designed in a half moon shape, covered by glass from three sides, the inside area of the building decreases by each floor which allows the natural lights for better congenial reading environment. Elevator has been provided for the students who are unable to use the stair cases. It is also used to move the books and other reading materials from one section to another section. The dual fire extinguisher system (water based and gas based) have been provided in the building.

The Central Library along with the Departmental Libraries aims at supporting teaching, research and extension programmes of the Institute. It has a collection of over one lakhs fifty thousand books, periodicals and other reading material.

1.   LAYOUT

The Central Library has its own four storied centrally air conditioned building and is strategically situated adjacent to the Computer Centre, Administrative Block and Auditorium.

STACK & READING AREA

1.1 BASEMENT

    A) Central air conditioned plant.   B)   Fire extinguisher plant.

1.1.1 GROUND FLOOR

1.1.1.1 First Hall

A) Property Counter

B) Internet Access Cubicles

C) Reading space for users.

D) Library OPAC (Online Public Access Catalogue)

FRONT HALL

1.1.1.2 Second Hall

E) CD-ROM Search : - ASTM Standards and BIS Standards

F) Stack area for Reference Collection

G) Reading space for users.

H) Display of Intellectual contribution of Faculty members.

I) Circulation and Membership Counter

J) Reprographic Unit

K) Elevators

L) Stair Cases (4)

M) Store Room

1.1.2 FIRST FLOOR

A) Assistant Librarian

B) Documentalist

C) Reading space for users

1.1.2.1 First Hall

D) <u>Stack Area of books Call No. 000.001-599.999</u>

000 Generalities	100 Philosophy
200 Religion	300 Social Science
400 Languages	500 Pure Sciences
510 Mathematics	512 Algebra
513 Arithmetics	520 Astronomy & Allied Science

530 Physics

532 Fluid Mechanics

540 Chemistry & Allied Sciences

541 Physical Chemistry

546-547 Inorganic Chemistry

550 Earth Sciences

572 Biochemistry

1.1.2.2   Second Hall

E)   <u>Stack Area of books call no. 600.000-999.999</u>

600 Technology

620-620.107 Mechanical Engineering

621.31 Electrical Engineering

621.381 Electronics & Communication

624 Civil Engineering

625 Transportation

627 Hydraulic Engineering

INTERNET ZONE

628 Environmental Engineering

658 Management

660 Chemical Engineering

660.6 Bio-Technology

668.9 Polymers & Polymerization

669 Metallurgy

670 Manufacturing Engineering

690 Building

700 The Arts

800 Literature

900 History and Geography

F)   <u>Processing Room (Technical Section)</u>

1.1.3   SECOND FLOOR

A)   Librarian

B)   Reading space for users

1.1.3.1   First Hall

C)   Newspaper Section and reading space

1.1.3.2   Second Hall

  D)   Text Book Section (Book Bank)   E)   Reading space for users.

1.1.4   THIRD FLOOR
1.1.4.1   First Hall

  A)   Stack Area of Bound
       and Current Journals
       and reading space

1.1.4.2   Second Hall

  C)   Seminar Hall
  D)   Audio-Visual Section
  E)   Research Cubicles

STACK & READING AREA

2.   WORKING HOURS

The Central Library observes the following working hours :

  i)   For Daytime BE, M. E. and Ph.D Students
          Monday to Friday - 09.30 A.M. to 6.00 P.M.

  ii)   For Part Time B. Tech Students
          Monday to Friday - 6.00 P. M. to 9.00 P. M.

  iii)   The working hours of the Circulation Desk are from 10.00 A.M. to 5.00 P.M. on
          working days i.e. Monday to Friday. However, the Text Book from Books Bank are issued
          once in a semester to B.E. and B.Tech students only.

3.   LIBRARY COLLECTION

The Library has a rich collection of books on Science, Engineering and Technology including Chemistry, Mathematics, Physics, Chemical Engineering, Polymer Science, Civil Engineering, Mechanical Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, and Biomedical Engineering. The Library also has a good collection in the various areas of Social Sciences, Humanities and Management. The special categories in the collection include Conference Proceedings, progress Report, Bibliographies and other References works.

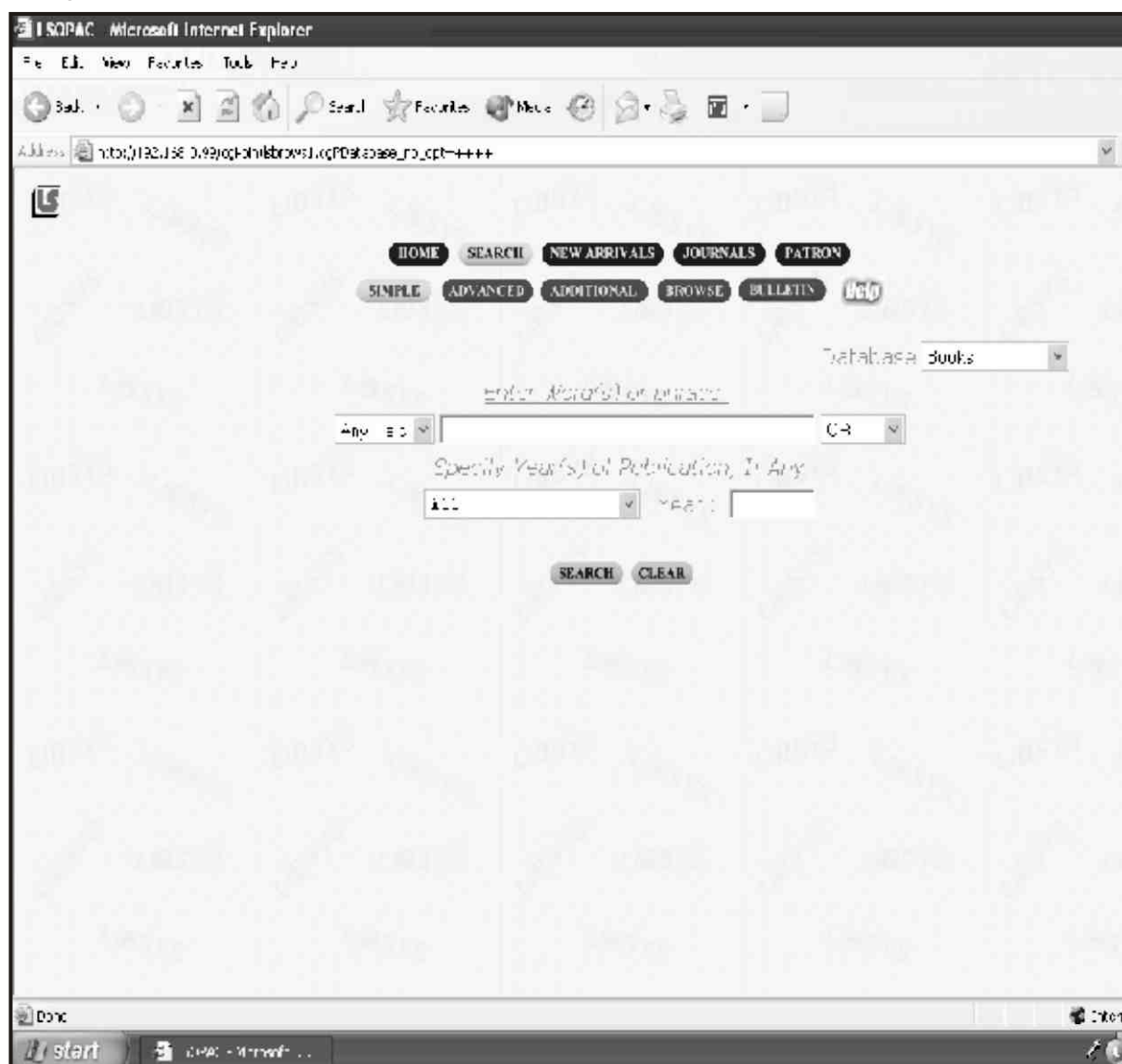## 4.   LIBRARY COMPUTERIZATION

The Library uses Libsys software package which is an integrated multi-user library management system that supports all in-house operations of the Library. The Libsys consists of modules on acquisition, cataloguing, circulation, serials, article indexing and OPAC. Retrospective conversion of bibliographic records has been completed and 1,60,000 bibliographic records of books available in the Library, can now be accessed through the Libsys OPAC. The database of books available in the Library is being

updated on day to day basis with details of recently acquired documents. Records of all the Library patrons have also been created in the Libsys package.

The Libsys package has been successfully implemented for the acquisition, cataloguing, OPAC and circulation activities. All students, faculty and staff members have been migrated to the new computerized circulation system.

4.1 LIBRARY OPAC

The search for any document i.e. books, journals can be made through library OPAC, on wi-fi intranet through library web-site as well as through special OPAC terminals placed at the entrance and other floors of the library. The database of holdings, circulation transactions and OPAC is updated daily.

4.2 Implementation of Bar Code-based Circulation System

The Library has implemented bar-code based computerized circulation system.

Faculty and staff members and students can get their bar-coded patron card issued after returning all their Library tickets. Faculty and staff members who have not availed this facility so far, are requested to kindly fill-up the form for making bar-coded Library patron card. These forms are available with circulation and membership section.

5. **LIBRARY DIGITIZATION**

With the advent of Information Technology revolution the role of Information Systems and the Libraries is undergoing a rapid change and it is important for us to understand and exploit as to how best we can assimilate the impact on Information Technology for the development of modern techniques driven Information Systems. Along with the automation of library services, we have moved
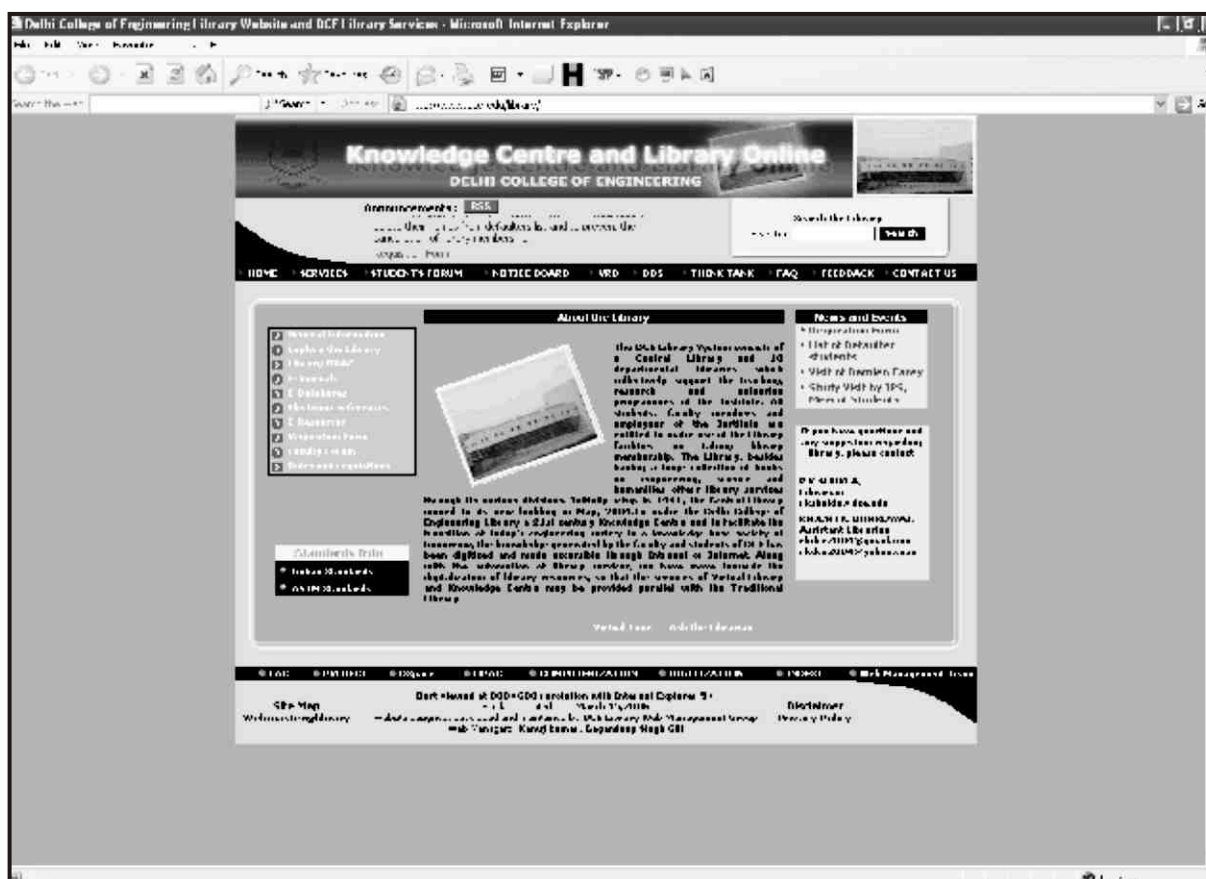
one step forward for the digitalization of library resources. To provide the services of Virtual Library and Knowledge Centre parallel with the Traditional Library.

To make the Delhi College of Engineering Library a 21st century Knowledge Centre to facilitate the transition of today's engineering society to a knowledge base society of tomorrow, if it is necessary that the knowledge generated by the faculty and students of DCE is digitalized and made accessible through Intranet and Internet. All HOD's and faculty members and students are requested to contribute to achieve the mission. Webpage for library have been designed and access for the information is being provided through internet & intranet. The webpage is always open for changes and will be shaped according to the requirements of the users.

6. REGISTRATION OF MEMBERS

The privilege of borrowing the documents is extended to the following categories of members for which the application forms are available at the circulation and Membership Counter. The forms can also be down loaded from the library web-site.

6.1 STUDENTS

In the case of students, the details of the applicant are verified by the Academic Section.

6.2 FACULTY AND STAFF

In case of teaching and non-teaching staff members, the details are to be verified by the Head of the Department / branch incharges concerned.

6.3 VISITING FACULTY

Visiting Faculty shall be enrolled on the submission of the official notification of Establishment Section and recommendation of Head of the Department.

7. SECURITY SURVALLANCE SYSTEM

23 Cameras focusing on the activities to reading areas, stack area, entrance and all floors of the library have been placed having 24 hours recording. A control room have been set up to monitor the activities of the readers and library staff members.

8. EXISTING SERVICES AND SECTION

A) BOOK BANK

The Library runs a Book Bank providing three text books to all B. E. (General Category) Students and five to reserved category students for a whole academic semester according to the rules framed for the purpose. The Book Bank is located at second floor of the Central Library.

B) REFERENCE SECTION

A large number of Encyclopedias, Handbooks, Dictionaries, Standards, Patents, E-indexes are available in the Library.

C) RESERVATION OF BOOKS AND JOURNALS

The Reservation Service allows the readers to reserve books and journals which are on order, being processed by the Library ('in process') or on loan to another reader.

Reader may have maximum of 3 reservations for books, journals or any other item at a time.

D) ADDITIONAL READING SECTION

The library has a collection of good books on English and Hindi Literature, Biographies etc for leisure reading

E) ELECTRONIC RESOURCE CENTRE

Library has set up an Electronic Resource Centre having the target to develop Hybrid / Digital library. The main aim of resource centre is to provide desktop accessibility and simultaneous access without wastage of time. The centre acquires the electronic resources i.e. e-books, e-journals, e-databases and performs the work of digitization of library resources, development of library webpage and works in association with various bodies i.e. INDEST, UGC Info-net, DELNET etc.

F) INTERNET CUBICLES

Internet access facility has been provided in the library through lease line a can be accessed in Internet Cubicles in Hall No - 1 and Hall No 2 at ground floor to access e-journals and other databases.

G) RESEARCH CUBICLES

Library is having Research Cubicles with latest PCs for Research Scholars. The Research Scholars may get their cubicles reserved after depositing the requisite security and recommendations of their research guide and head of the Department. They may contact the Librarian in this regard, cubicles will be allotted on first come first serve basis for specific period only. These cubicles are also used for various trainings & orientation courses organised by the Library.

H) NEWSPAPER AND MAGAZINE SECTION

Library has been subscribing to a large number of national newspapers and magazines regularly for updating and providing the current information for students and staff members. (List is available on library Web-Site)

I) JOURNALS / PERIODICALS SECTION
A)ON-LINE JOURNALS

Journals being the primary source of information are essential to supplement the research activities and are required regularly. A number of foreign & Indian journals are being subscribed FULL TEXT on-line to facilitate the on going research activities & to expand the areas of future research activities. The online Journals being subscribed includes ASME, ASCE, IEL (IEE / IEEE), Wiley, SCIENCE DIRECT , SPRINGER LINK and Emerald Xtra.

The users can access to e-journals from anywhere at any time because these are Login ID and Password based which may be collected from the library.

e-journal collection of the following publishers have been subscribed during 2008.

ASME	SCIENCE Direct
ASCE	Emerald Xtra
IEEE/IEE	ASTM
Springer Link	

J) RESEARCH SCHOLARS PROJECT REPORTS

Library has started collection of Research Project Report of M.E., Ph.D scholars in the form of soft copy as well as hard copy for the consultation of users. For providing access to full text, library has installed a Space Digital Library Management Software.

K) REFERENCE SERVICE AND ASSISTANCE

Far information or any assistance in the use of Library Collections and Services, the Reader may approach the Reference and Membership Desk. In case of specialized information or any difficulty in getting the assistance, the Readers may approach Assistant Librarian or Librarian.

L) CD ROM ACCESS TO ENGINEERING & SCIENTIFIC DATA BASE

Various CD-ROM database i.e. BIS standards, ASTM standards etc. are being subscribed. Apart from these databases library also has a collection of books on CD-ROM and video recordings.

M) PHOTOCOPY AND PRINT SERVICES

A) Photocopy Charges
   Minimum Rs. 5/- 10 copies, Further Paisa 50 per copy

B) Print Charges
   Minimum Rs. 10/- 3 copies, Further Rs. 3/- per copy
Facility of print out is provided only from library collection.

9. LIBRARY RULES

A) FOR STAFF MEMBERS

1) 15 books (including reference books for 3 days) shall be issued to regular teaching faculty members, 6 to contractual faculty, 3 to other staff members for a period of one month renewable for three days only. To avail the library facility in the next year, it is compulsory to return all the books by 30th June of every year. If books are not returned to the library, facility will be withdrawn and will be opened after the permission from the Library Advisory Committee / Principal.

2) In case a book is mutilated or lost the cost of the book has to be paid. If book is available in the market then it has to be replaced by latest edition / reprint.

3) A NO DUES certificate will be issued only after receipt of all the books borrowed from the library or a proper settlement to the complete satisfaction of Librarian / Library Advisory Committee.

B) FOR B. TECH PART-TIME STUDENTS

1) A student can borrow 5 books at a time for the whole academic year from part-time library. All the books shall have to be returned for availing the facility in the next year. A fine of Rs. 1/- per

day per book shall be charged, if books are not returned on or before the due date.

2)   Librarian can wave of the fine in case of delay caused due to unavoidable circumstances. In case a student is to be found habitual defaulter his/her library membership may be cancelled.

3)   A student has to apply for No DUES' certificate before leaving the institution. No dues certificate will be issued only after clearance of all the library dues.

4)   Librarian reserves the right to recall any book at any time.

5)   If the library books are mutilated / lost. The cost of the books + late fine + binding charges etc. if any has to be paid. If books are available in the market then it has to be replaced by latest edition / reprint.

6)   Students are expected to read the notice issued by the library from time to time, ignorance will be no excuse.

7)   Students on leave must make arrangements for the return of books in time.

8)   Students must carry their identity card with them whenever they enter the library failing which, entry shall not be allowed and can be permitted only by the librarian on specific written request.

9)   Any misuse of the library facilities will be considered as a serious breach of discipline and the librarian / library Advisory Committee can take necessary action up to the extent of canceling membership, imposing fine or both.

10)   Loss of library card(s) should be immediately reported to the Librarian, a duplicate card may be obtained after submission of original copy of FIR and on payment of prescribed fee. A prescribed application for issue of a duplicate card is available on the issue counter.

C)   FOR B.E. / M.E. / Ph.D Students

1)   Books will be issued to the students for a period of 15 days. Which can be reissued for another 15 days if not in demand? If a book is not returned a fine of Rs. 1/- per day shall be charged. Students on leave must make arrangement for return of books in time.

2)   Librarian can wave off the fine in case of delay caused due to unavoidable circumstances. But in case a student is found to be habitual defaulter his/her library membership may be cancelled.

3)   The entitlement for borrowing the books is as under : -   B.E. STUDENTS   3 BOOKS
      M. E. STUDENTS   6 BOOKS   Ph. D STUDENTS   6 BOOKS

4) A Student has to apply for No DUES certificate before leaving the institution which will be issued only after clearance of all dues of library.

5) Students are expected to read the notice issued by the library from time to time, ignorance will be no excuse.

6) Librarian reserves right to recall a book at any time.

7) If a book is mutilated or lost by the students, the cost of the book + late fine + binding charge etc. if any, has to be paid. If book is available in the market then it has to be replaced by latest edition / reprint.

8) Loss of library card (s) should be immediately reported to the Librarian, a duplicate card may be obtained after submission of original copy of FIR and on payment of prescribed fee. A prescribed application for issue of a duplicate card is available on the issue counter.

9) Book-Bank facility will be available to B. E. Students only, 3 books for general students will be issued for full semester, where as the books for SC/ST students shall be issued as per the guidelines issued from time to time by directorate for welfare of SC/ST Govt. of N.C.T. of Delhi. If books are not returned within the due date a fine of Rs. 1/- per book per day shall be charged.

10) Students must carry their identity card with them whenever they enter the library, failing which, entry shall not be allowed and can only be permitted by the librarian on specific written request.

10. GENERAL RULES

A) **A person shall not engage in audible conversation in any part of the** Library to the annoyance of any other reader.

B) **A person shall not write upon, damage or mark any book belonging to the** Library.

C) **A person responsible for any damage caused by him/her to the books** or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Librarian.

D) **All personal belongings including Library books issued to a member will** be checked by the Janitor at Library gate.

E) **Personal book / books shall be allowed only in hall no. 1 ground floor** inside the Library after they are entered in the Register kept at the Check Point.

F) **The reader should check the books before borrowing to ensure that** these are not

damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise borrower shall be held responsible for the damage, discovered at the time of returning the books.

G) **Librarian reserves the right to suspend the membership privilege of any** member found misbehaving with the Library staff or 'for indecent manners.

H) **Use of mobile phone is strictly prohibited in the library premises.**

I) **Readers are advised not to bring costly items in the library.**

J) **Readers are also advised to read the library notices regularly, their** cooperation and suggestions in all respect to make the library services better are always solicited.

TUTORIAL ON SPECIFIC E-RESOURCES

i) **A sample search is given below for accessing ASME and ASCE full text journals.**

Accessing ASME and ASCE Journals

In an example given below, a search is conducted on "Journal of Aerospace Engineering" (ASCE). The process is same for ASME journals.

Browse
➢ logon to http://ojps.air.org/, the interface would display all the journals hosted on the OJPS website, as is shown below :
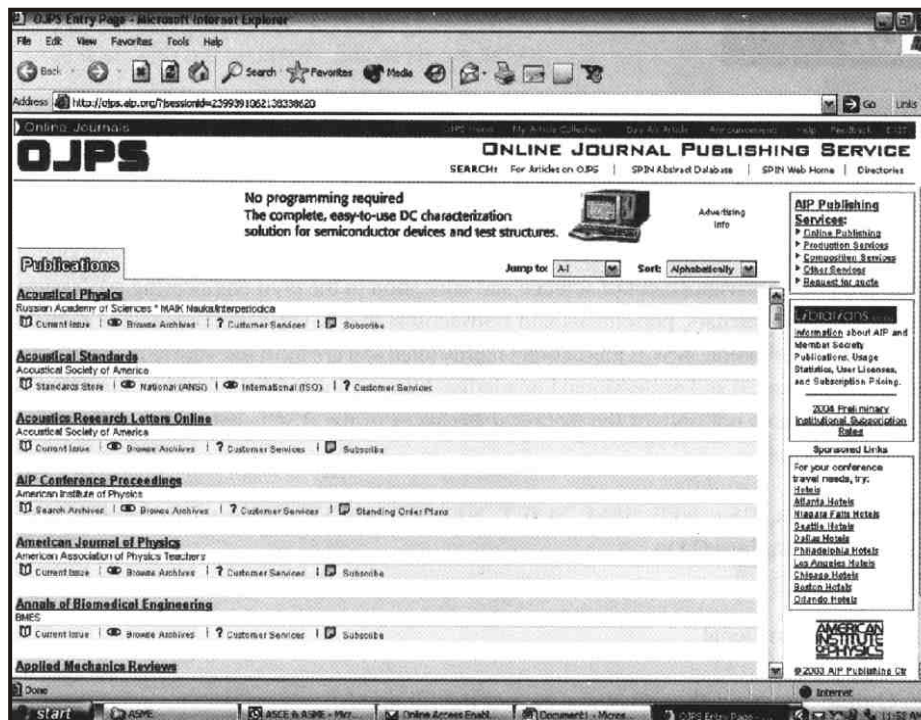
➤ Either scroll down and identify the desired journals or sort the journals by publisher and jump to either ASME / ASCE Society journals. This can be done by clicking on the sort and "jump to" facility provided on the page on the right hand corner. You will reach the page as shown below.
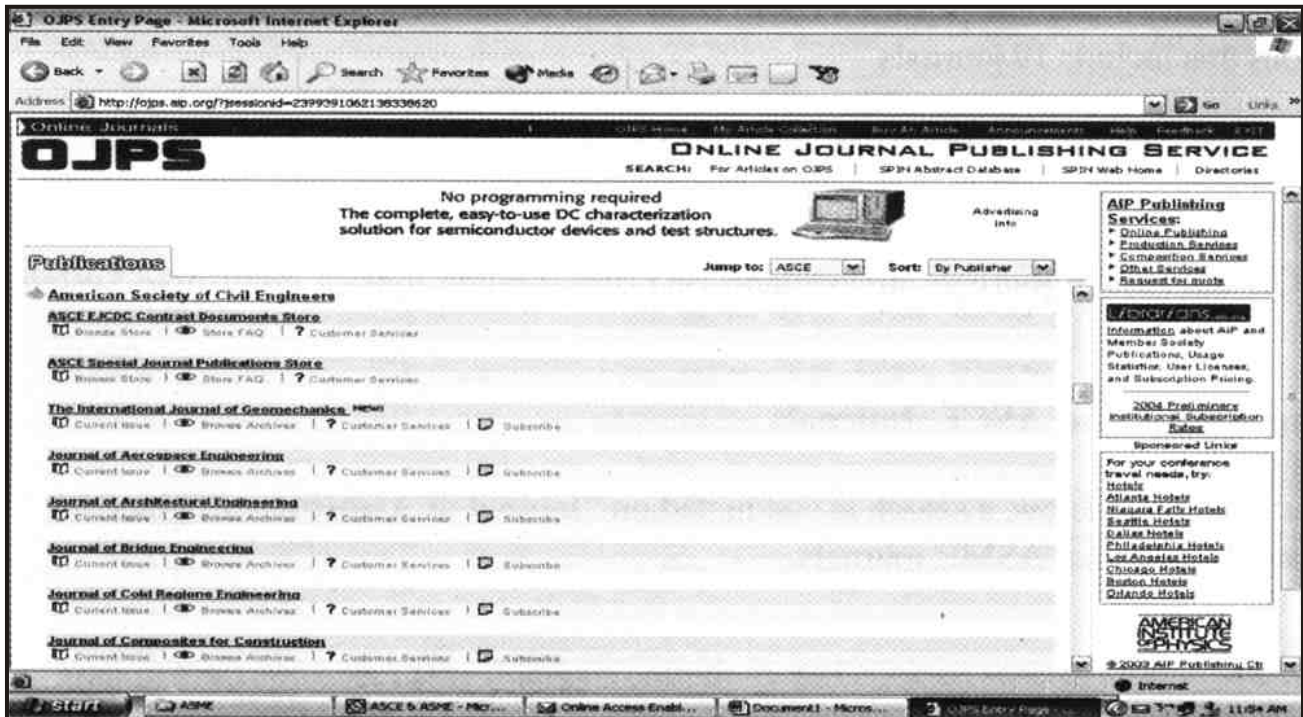
➤ Click on the journals you want to browse. This shall take you to the journal page with a link to current and back issues of the selected journal, as shown below :
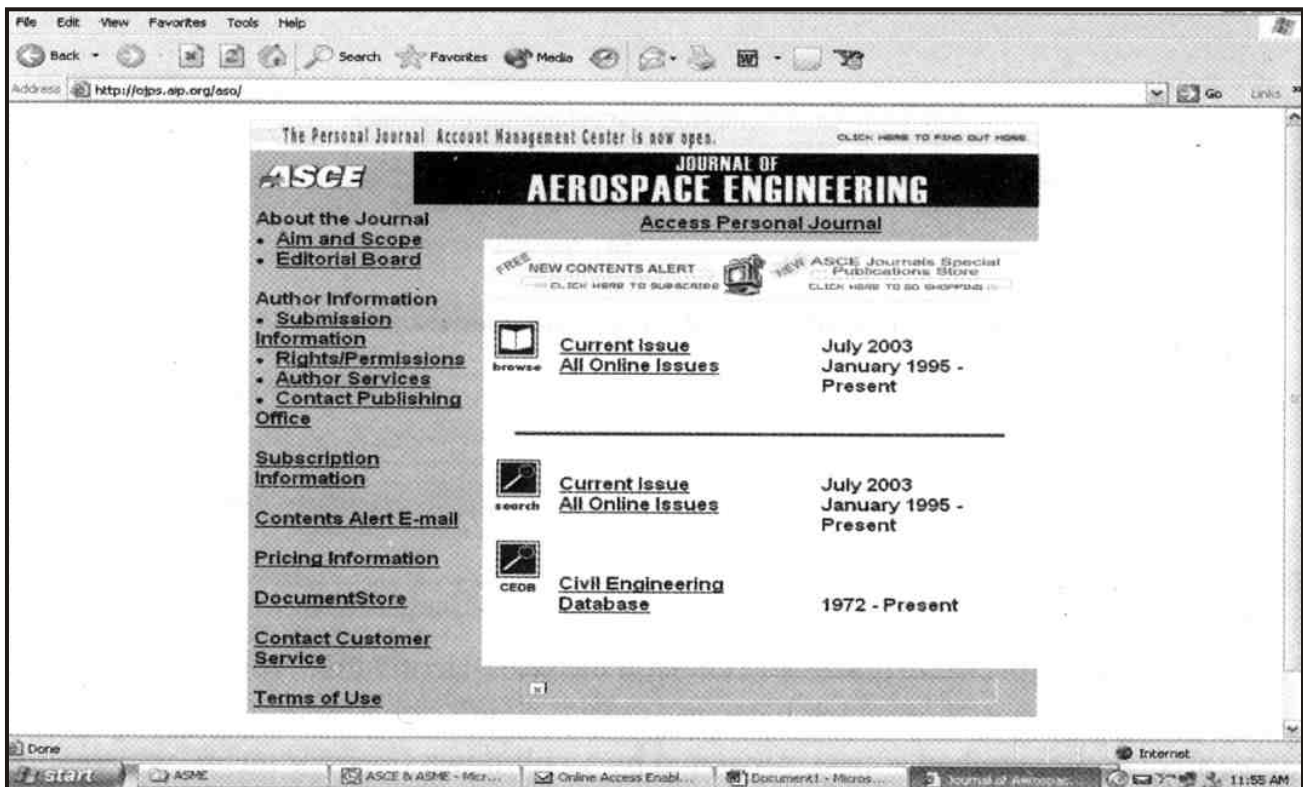
➢ Click on the issue you wish to access. If the IP address of your institute is enabled to access ASCE / ASME journals, it will take you to the list of articles in that issue as shown below. Click at PDF or zipped PS link to view full-text.
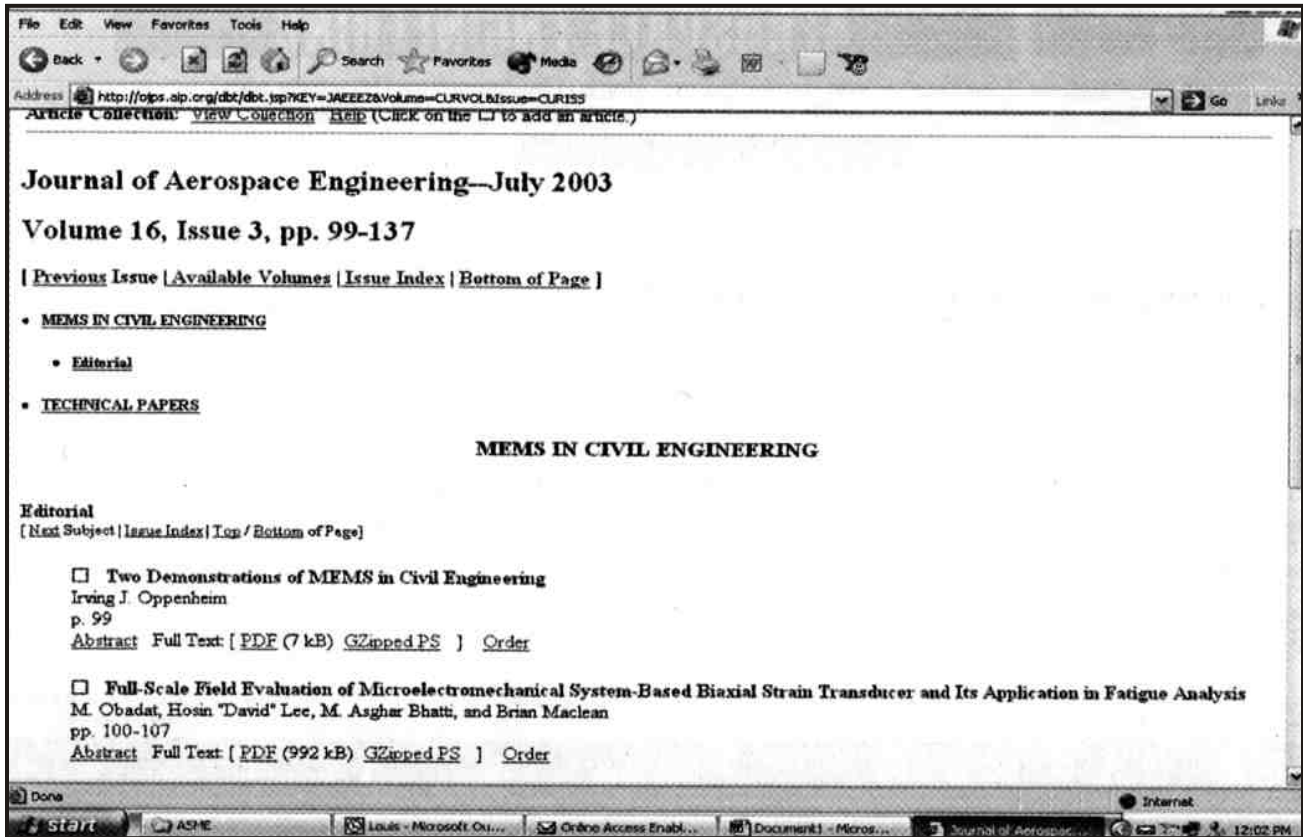
➢ In case your access to the ASCE / ASME journals is not IP-enabled, on clicking PDF it will take you to the login page. Once login and password is authenticated, you will be able to view full-text of the article.

Simple Search

➤ logon to **http://ojps.aip.org/aso/** and click on the search icon / link. You would get a multiple search query boxes (all of which have an associated pull-down options menu containing the most frequently searched zones), separated by a pull-down operator menu (which allows the user to specify a limited number of boolean and proximity operators as shown below :

➤ Enter your keyword and choose your search preferences, i.e. full bibliographic records, title, author, affiliation, abstract, section head, etc and click on search icon. You will get a search result page and shown below :
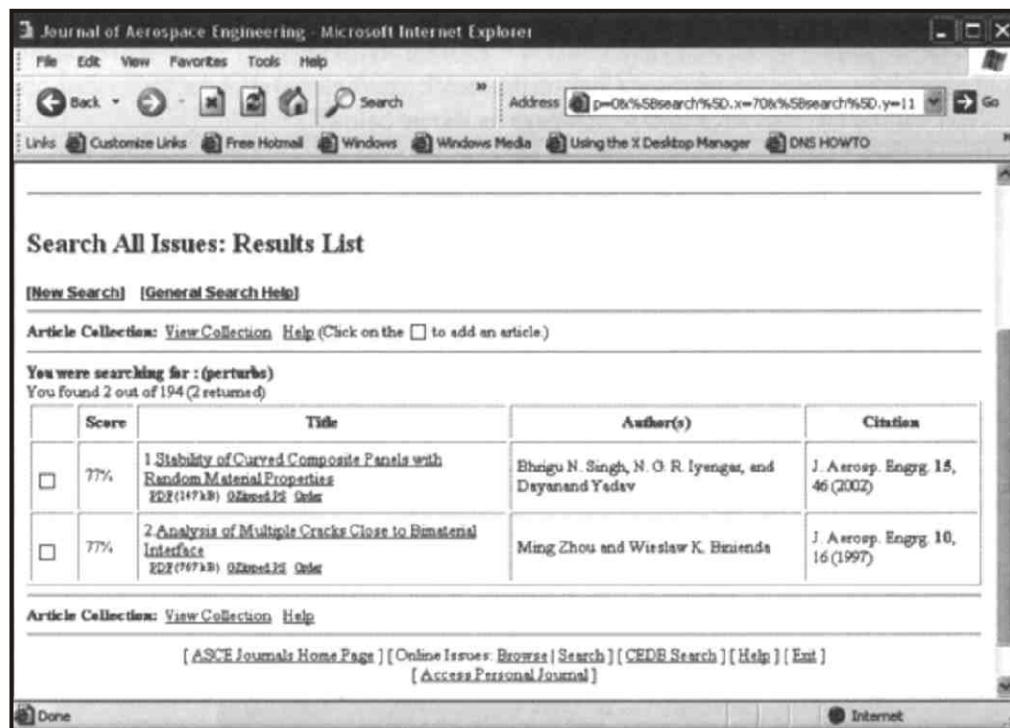
➤   To view / download the full-text article of your choice, click at the pdf / gzipped PS links.

Tips & Examples

Searching for	Returns records containing :
Perturbation	any word for which perturb is the stem, such as "perturbs", ""perturbing", "perturbation", etc.
Muller	Muller or Miiller but not Mueller (use **Mu*ller** for all three)
de Vega, Hector J	any single or multi-part last name preceding the comma
"68.65.+g"	exactly the quoted string.
((symmetry or quantum) and electro*)	the specified Boolean combination.
If you're looking for...	**Enter :**
names or terms containing accented characters like "Schrödinger" or "Houzé". . .	the names or terms using the unaccented version of the character, i.e., "Schrodinger" or "Houze." (Do not cut and paste accented characters directly from HTML or your computer's character mapping tool.

Advanced Search

1.   Logon to http://ojps.aip.org/aso/. Click on the search icon/link and click on "advanced search". You will be taken to advanced search page as shown below :
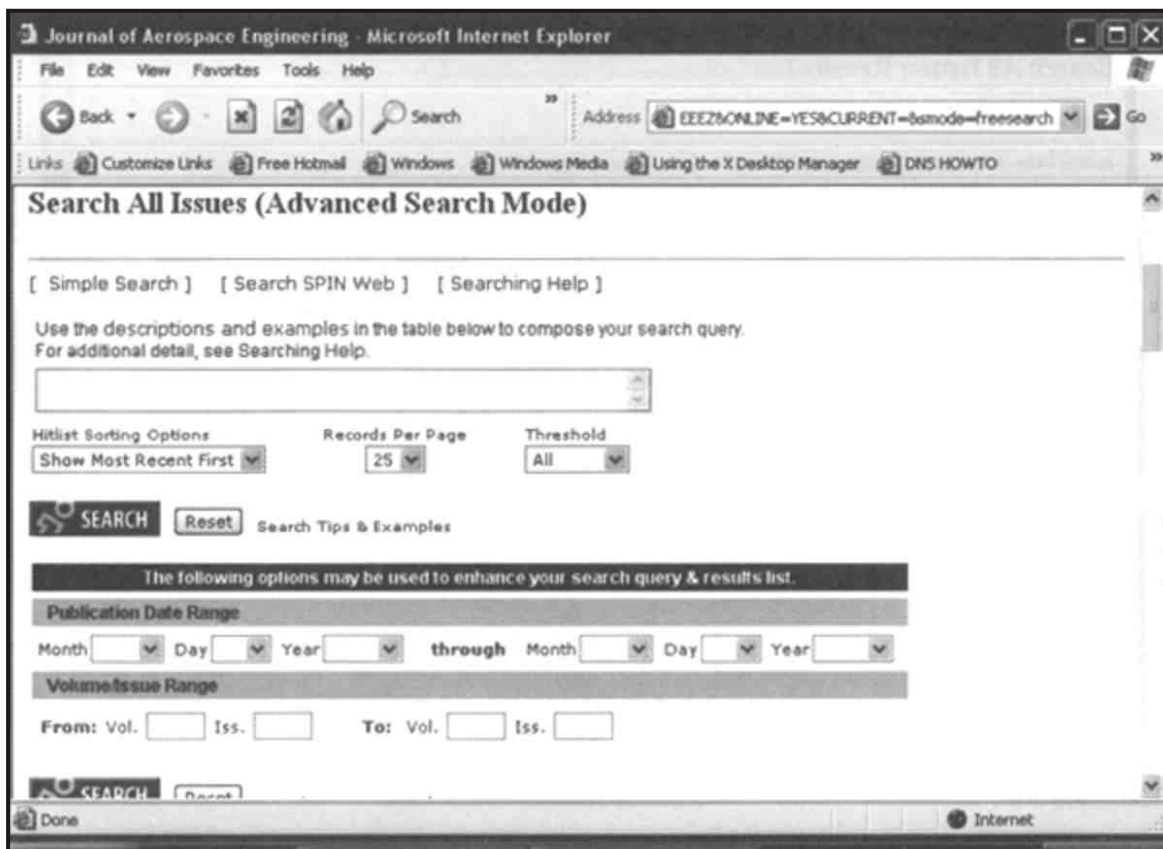
2. Fill in the search box with keyword of your choice with logical operators / Boolean operators. Advanced search should be used by experienced users. Online help is available for advanced search. Select / fill options available on the page enhances your search query. Then click the search icon.

3. You will get a search results pages(s) as shown in basic search section. To view / download full - text articles, click at the pdf / gzipped PS links.

Advanced search description & Example		
Descriptions Searchable Zones:	Valid Syntax Note : spaces are required around all "<"and">" symbols.	Examples Note : placing a word or phrase inside double quotes finds exact matches only, excluding stemmed variations such as plurals, -ed, -ing, etc.
Abstract / Title / keywords (of article)	term <IN> abstract <OR> term <IN> term <OR> term <IN> keyword	dynamics <IN> abstract <OR> dynamics <IN> title <OR> dynamics <IN> keywords
Author (of article)	term <IN> author (shortcut : au)	jones <IN> author jones <IN> au
Affiliation (of author; generally location)	term <IN> affiliation (shortcut : af)	"max planck" <IN> "affiliation" "max planck" <IN> af
Abstract	term <IN> abstract	gluon <IN> abstract
Title	term <IN> title	Physics <IN> title
Keywords	term <IN> keyword	gluon <IN> keywords
Section Head	term <IN> sec1 (major heading) <OR> term <IN> sec2 (minor heading)	optics <IN> sec1 <OR> optics <IN> sec2
Country (or primary author)	term <IN> country	"united states" <IN> country

Subject (text of primary PACS code)	term <IN> subject (shortcut : su)	lattice dynamics <IN> subjectlattice dynamics <IN> su
Journal (name of journal)	term <IN> journal (shortcut : jo)	chaos <IN> journal chaos <IN> jo
Coden (coden of	term <IN> coden	APPLAB <IN> coden
Volume (of journal)	term <IN> volume	105 <IN> volume Usage : (jcpsa6 <IN> coden) <AND> (105 <IN> volume)
Issue (of volume)	term <IN> issue	24 <IN> issue Usage : (jcpsa6 <IN> coden) <AND> (105 <IN> volume) <AND> (24 <IN> issue)
Issue Date	term <IN> issuedate	December 22, 1996 <IN> issuedateUsage: (jcpsa6 <IN> coden) <AND> (December 22, 1996 <IN> issuedate)
Page (first page of abstract)	term <IN> fpage	2471<IN> fpageUsage: (jcpsa6 <IN> coden) <AND>(105 <IN> volume) <AND> (2471 <IN> fpage)
PACS Codes (numerical entries)	term <IN> pacs	42.55 Gp <IN> pacs
PACS Text (text entries	term <IN> pacstext	"excimer lasers" <IN> pacstext
PACS Year	term <IN> pacsyr	1996 <IN> pacsyr
Document Type or Kind	term <IN> type	experimental <IN> type (Valid types are : abstract, apparatus, brief report, book review, comments, communications, computing, data experimental, letter, method, note, patent, popular, review, special, theoretical, unspecified journal)

Descriptions	Valid Syntax	Examples
Searchable Zones:	Note : spaces are required around all "<"and">" symbols.	Note : placing a word or phrase inside double quotes finds exact matches only, excluding stemmed variations such as plurals, -ed, -ing, etc.
Boolean and Proximity Operators :	**Note :** all operators except AND, OR, and NOT must be surrounded by "<"and">" symbols.	
Find both terms	term1 <AND> term 2	proton <AND> electron
Find one or both terms	term1 <OR> term 2	smith <OR> jones
Find one or both terms (both scores higher)	term1 <ACCRUE> term2	smith <ACCRUE> jones
Find documents excluding a term	term1 <NOT> term 2 <NOT> term	"lasers" <NOT> "excimer" <NOT> superconductivity
Find terms in close proximity	term 1 <NEAR> term 2	air <NEAR> pollution
Find terms separated by x words	term 1 <NEAR/x) term 2 (where x = #) of words separating terms)	optical <NEAR/3> systems
Find nearby terms in a given order	<ORDER> <NEAR> (term 1 term 2)	<ORDER> <NEAR> ("thin film")
Wildcard Characters :		
Specify one and only one character	?	p?oton (finds proton, photon)
Specify zero or more	*	neutr* (finds neutron, neutrino,...)

i) **A sample search is given below for accessing IEL (IEE / IEEE) full text journals.**

(http://ieeexplore.ieee.org/)

The IEEE/IEEE Electronic Library (IEL) covers almost one third of the world's current electric, engineering and computer science literature, proiding unparalleled access to publications from the Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Electrical Engineer (IEE). The resource covers more than 950,000 documents from over 12,000 publications, including 219 journals, transactions, magazines, conference proceedings, IEEE standards. More than 25,00 new pages are added per month. It provides access to more than two million full-page PDF images, including all original charts, graphs, diagrams, photographs, and illustrative material.

The IEEE Xplore online delivery system provides full-text access to the world's highest quality, technical literature in electrical engineering, computer science and electronics.

> Includes : IEEE transactions, journals, letters, magazines, conference proceedings, and standards; and IEE (Institution of Electrical Engineers) journals, magazines, and conference proceedings.

> Content undergoes rigorous peer-review processes to ensure the high quality of technical materials.

> **Features, Tools and Benefits**
> **Table of Contents Alerts**
>   Sign up to receive email notification when new issues of the journals and magazines you select are posted online. Each email contains a direct link to the latest issue's table of contents.

> **What's New**
>   See the newest content added to IEEE Xplore over the previous four weeks.

> **Forthcoming Articles**
>   Access IEEE articles that have been accepted for publication and posted online before they are available in print. These articles have passed through all editorial processes, including peer review. Subscribers get early access to this valuable content.
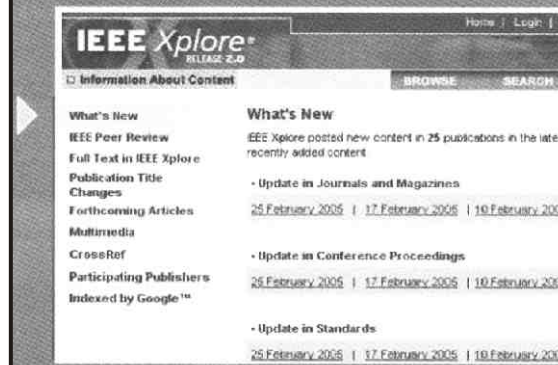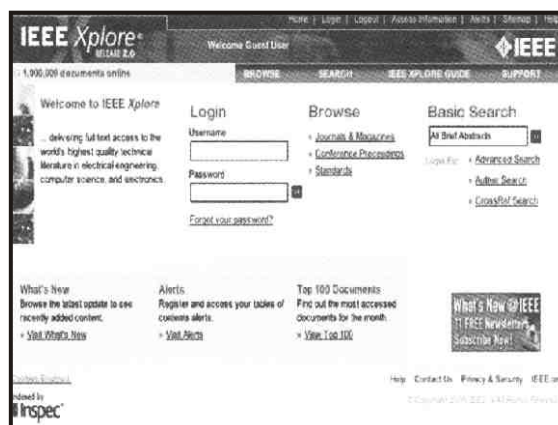
> **Multimedia**
Some document may contain external multimedia or graphics files. Select the Multimedia link in the table of contents or in the Abstract or AbstractPlus record to better understand the concepts illustrated by the author.

> **Downloadable Citations**
Within AbstractPlus records or search results, subscribers and IEEE Members can use bibliographic management software to import pre-formatted citation information into their work.

> **Browsing Tables of Contents**
> **(Journals & Magazines)**

> **Locate Browse and select Journals & Magazines**

> **Filter the list by Publisher**
Select IEEE or IEE to view a list of periodicals for that publisher

> **Browse journals & Magazine titles by keyword in the journal title**
For example, enter "magnetics" to locate "IEEE TRansactions on Magnetics"

> **Or Browse alphabetically**
In the alphabetical listing, select the letter "M" to locate "IEEE Transactions or Magnetics"

> **Locate Browse and select Conference Proceedings**

> **Filter the list by publisher**
Select IEEE or IEE to view a list of conference proceedings for that publisher
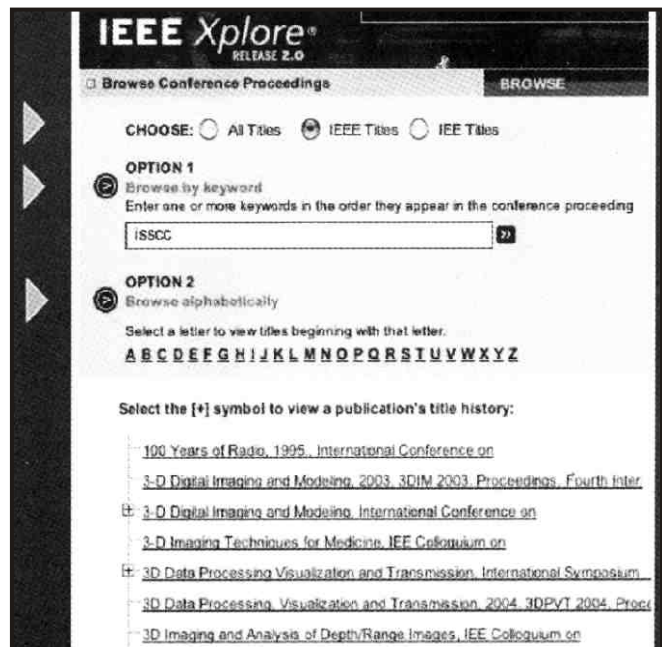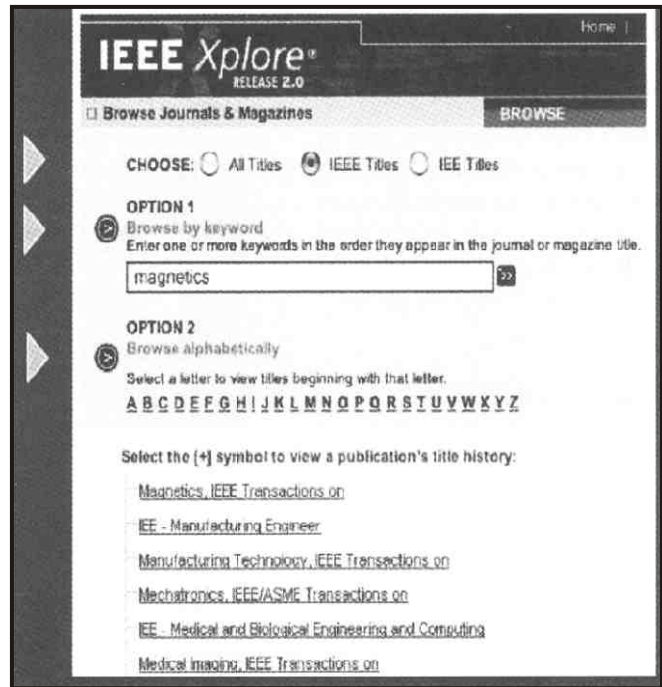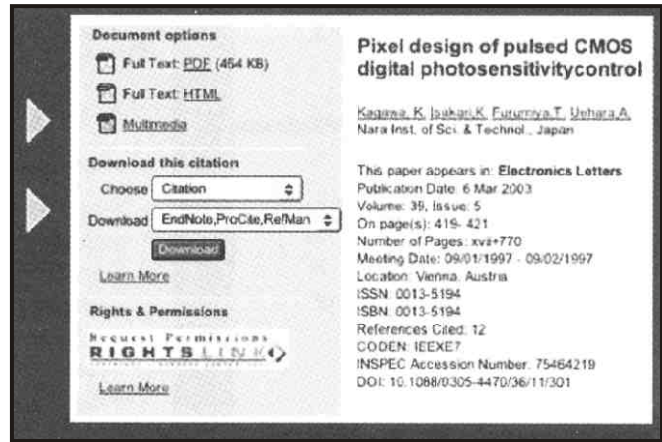
➤ **Browse conference proceedings by keyword in the conference title**

For example, enter "electronic components" or "ISSCC"

➤ **Or Browse alphabetically**

Select a letter to locate a conference proceeding by the first keyword in the title

Browsing (Standards)

➤ **Locate Browse and select Standards**

➤ **Browse standards by keyword in the title**

For example, enter "802.11" to view a list of these standards 802.11
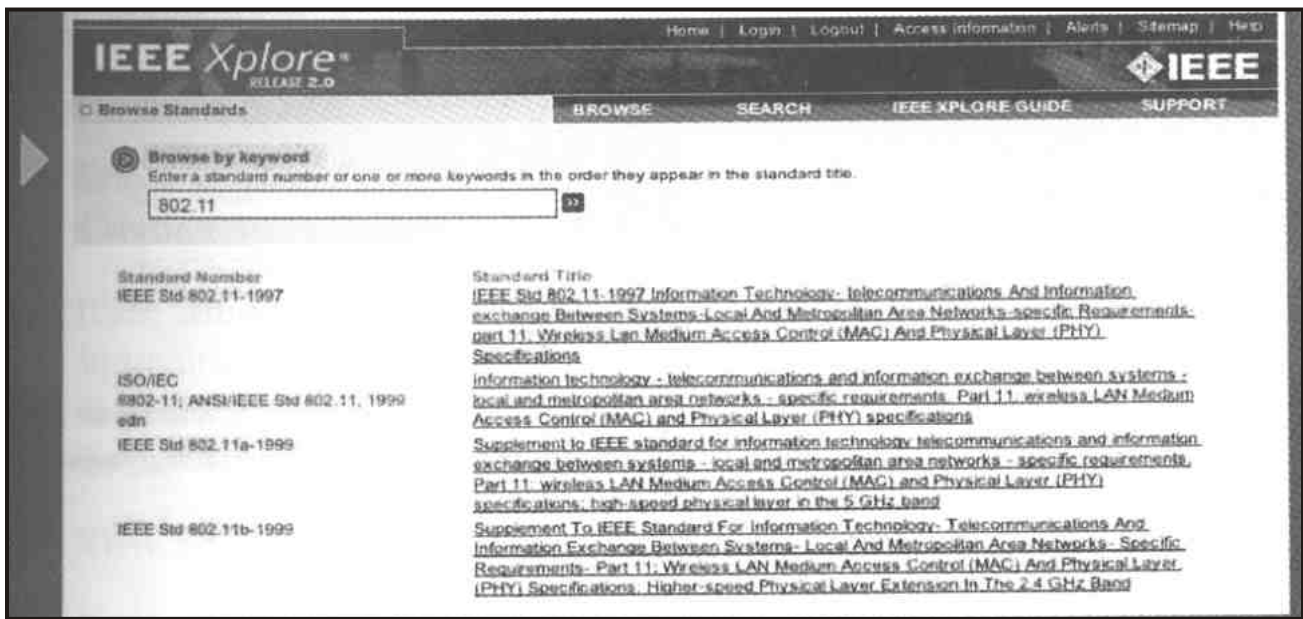
Search - Basic

➤ You may enter a word, phrase or Boolean expression.

➤ Your search is based on the contents of the **expanded Abstract Plus record**
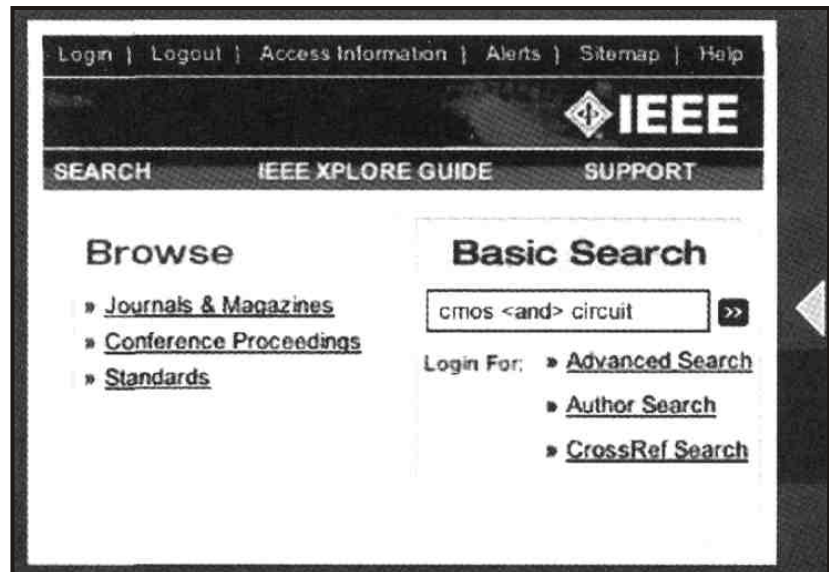
Search - Advanced

➤ **Options 1 : Helps you define your search**

➤ There is no need to know query language syntax.

➤ Define up to three search phrases (strings) and specify the fields in which you want to search.

➤ Modify your search based on type of publication or your institution's subscription, date range, display format and organization of your results.

➤ **Option 2 : Allows you to perform a more detailed search**
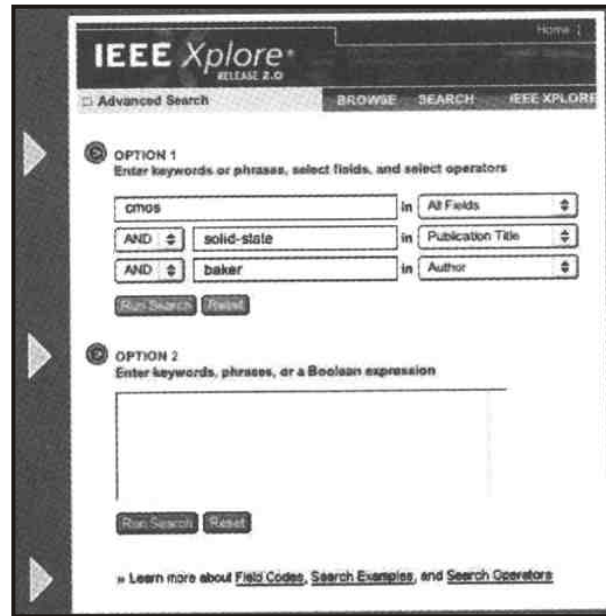
➤ User query language syntax.

➤ Define any number of search phrases (strings), using logical proximity, thesaurus and wildcard operators.

➤ Modify your search based on type of publication or your institution's subscription, date range, display format and organization of your results.

➤ **Select the links "Field Codes", "Search Examples", or "Search Operators" for helpful search information.**

Search - Author

➤ Locate Search on the navigation menu or the Hom

➤ Quick-Find an Author allows you to locate an aut

   For example, "Fodor D". Do not use a comma or e

➤ If you are not sure how to spell the name, you can with the selected letter.
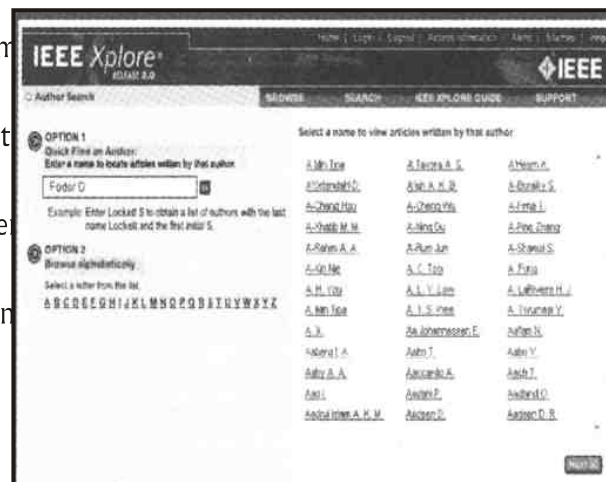
Search Results
➢ Modify Search

Enter criteria and check the box to search within your results.

➢ Display Format

Select Citation or Citation & Summary to change how your search results display.

➢ Select Items to Print, Email, or Download Citation

IEEE Members and users at subscribing institutions may select items in search results for further viewing by selecting View Selected Items.

➢ View Session History

View and edit your search session history from your search results or under Search on the navigation menu.
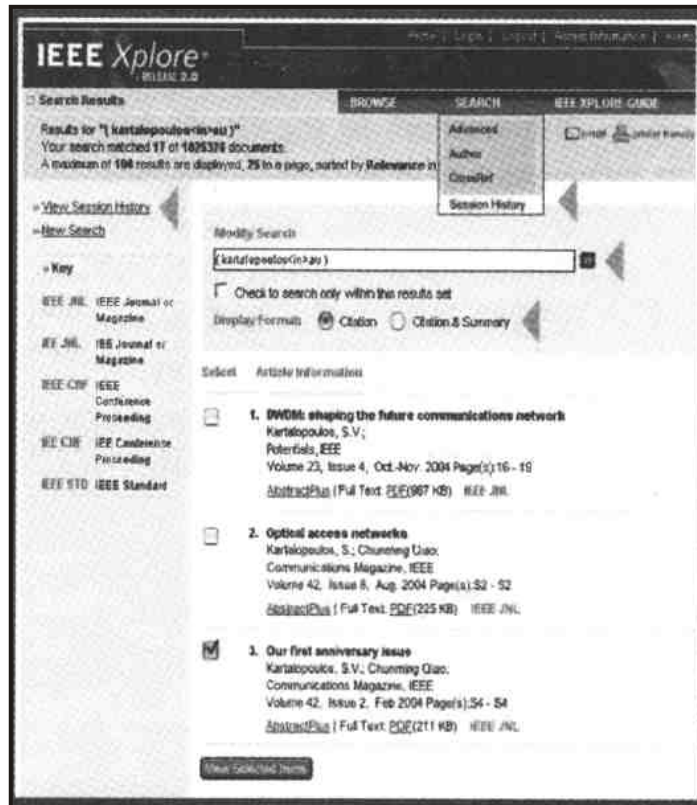
Search Tips
➢ Wildcards

➢ "*" wildcard represents any or no characters. Example: *sed* returns results of **"sediment"** or **"based"**

➢ **"?"** wildcard represents any single character Example : **Fib??** returns results of **"fiber"** or **"fiber"**

HINT : Wildcards can also be used to truncate words before non-English characters such as an umlaut (ii) or an accent (é). Since these characters cannot be searched, a word such as the author name Grundström should be searched as Grundstr*.

➢ Use Quotation Marks around a word to indicate a search for exact wording & spelling with no word stem variations.

➢ Example : A search on "acoustic" with quotations would NOT search for results on variant terms such as acoustics or acoustical.

➢ See the latest articles published online, not yet available in print
➢ Key in **"Accepted for Future"** in a search field.
➢ Or visit a publication's home page to see if any future articles are available.

Search Tips - Advanced Search

➢ **Search subscribed content only**
  ➢ Subscribers to the IEEE All-Society Periodicals collection may select "Search subscribed content only" to search only those documents included in their subscription.

➢ **Search the latest content update**
  ➢ Limit your search to the last weekly update of new content in IEEE Xplore.

➢ **Full-Text search**
  Under Option 1, select "Full Text & All Fields" to search within full-text PDF documents and associated metadata fields.

➢ **Search by Affiliation**
  Under Option 1, select "Affiliation"

  To search for a specific author from an organization, enter the name of the organization in the search box and change the filed to affiliation.

➢ **View Abstract or AbstractPlus Record**
➢ **Abstract record**
  Available to guests and institutional subscribers

  May include : document's citation, number of reference cited, DOI, date posted online, abstract, link to full text, and option to purchase the document.

➢ **AbstractPlus record**
  Expanded content available to IEEE members and institutional subscribers for subscribed content only.

  May include : document's citation, number of references cited, CODEN, Inspecaccession number DOI, date posted online, abstract, index terms (Inspec and author keywords), references, citing documents, and link to full text.
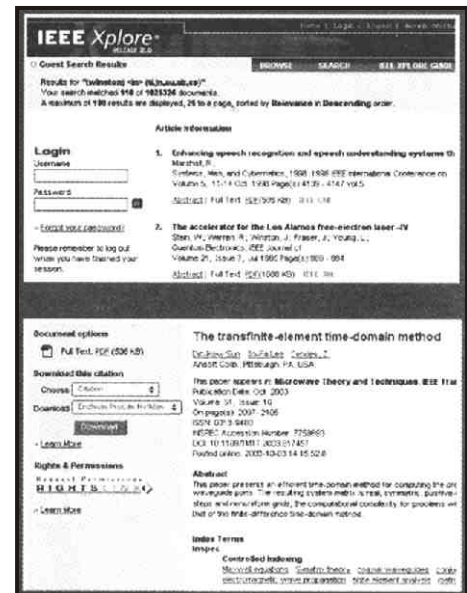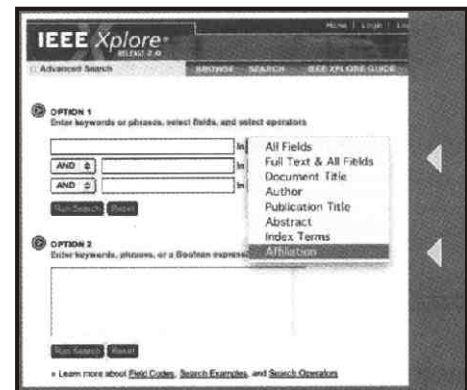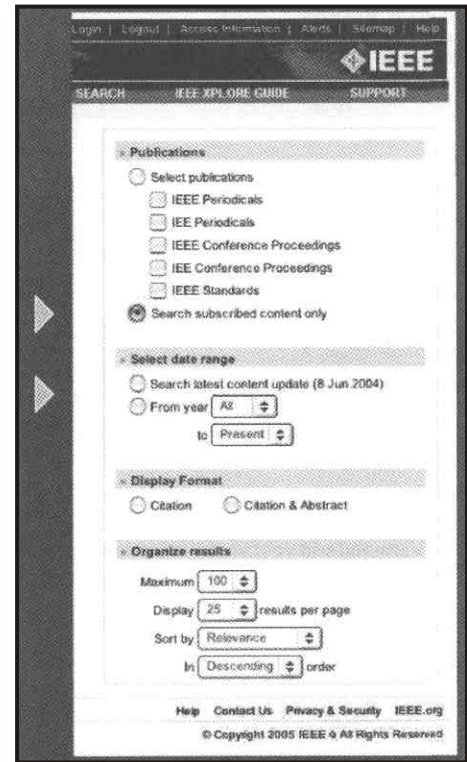
Emerald Full-text

Emerald publishes the world's widest range of management and library & information services journals, as well as a strong specialist range of engineering, applied science and technology journals. Emerald database allow instant access to the latest research and global thinking. It provides information, ideas and opportunity to gain insight into key management topics. Emerald was established in 1967 by a group of senior academicians and formed MCB University Press, a publishing house that focused on niche management disciplines including strategy, change management and international marketing.

Accessible to : IITs (Except IIT Guwahati), IISc and IIMs.

Click on full-text icon for Quick Search

Access to Emerald full text is either through IP authentication or login through User ID and Password.

Search Options

Click at the icon "full-text" icon given on the right-side of homepage, the Quick Search page appears as shown below :

If your access is IP-enabled you will see a message displayed on the top of the page, such as "Welcome, IIT Delhi", otherwise you can log-in using User ID and Password provided to your Institution by the publisher. Contact your Library to get the Log-in ID and password.

On the left side margin, there is navigation box that allows, options for **Quick Search, Advanced Search and Browse.**

Quick Search

➢ In the **'Search for'** box, enter a word or phrase you wish to search. Click at the tick boxes given below to the search for **phrase**, an **exact match** or word using **truncation**.

➢ Tick the **truncation** box to find variations on word endings. e.g. If you have entered the stem Legislate and have ticked the truncation box, the database would find legislate, legislature, legislations, etc.

➢ **Fields to Search** : A user may conduct his / her search on all fields or restrict his / her search to fields like title, author, keywords, etc.

> The **'Search only my subscribed journals'** limits search results to only those journals that are available in full-text.

> **Sort Results By :** Results can be sorted by relevancy, date of publications.

Advanced Search

> Click at **Advanced Search tab** in the navigation box. The screenshot for Advanced Search is given below. Advanced search facilitates combination of search from selectable fields using Boolean operators.
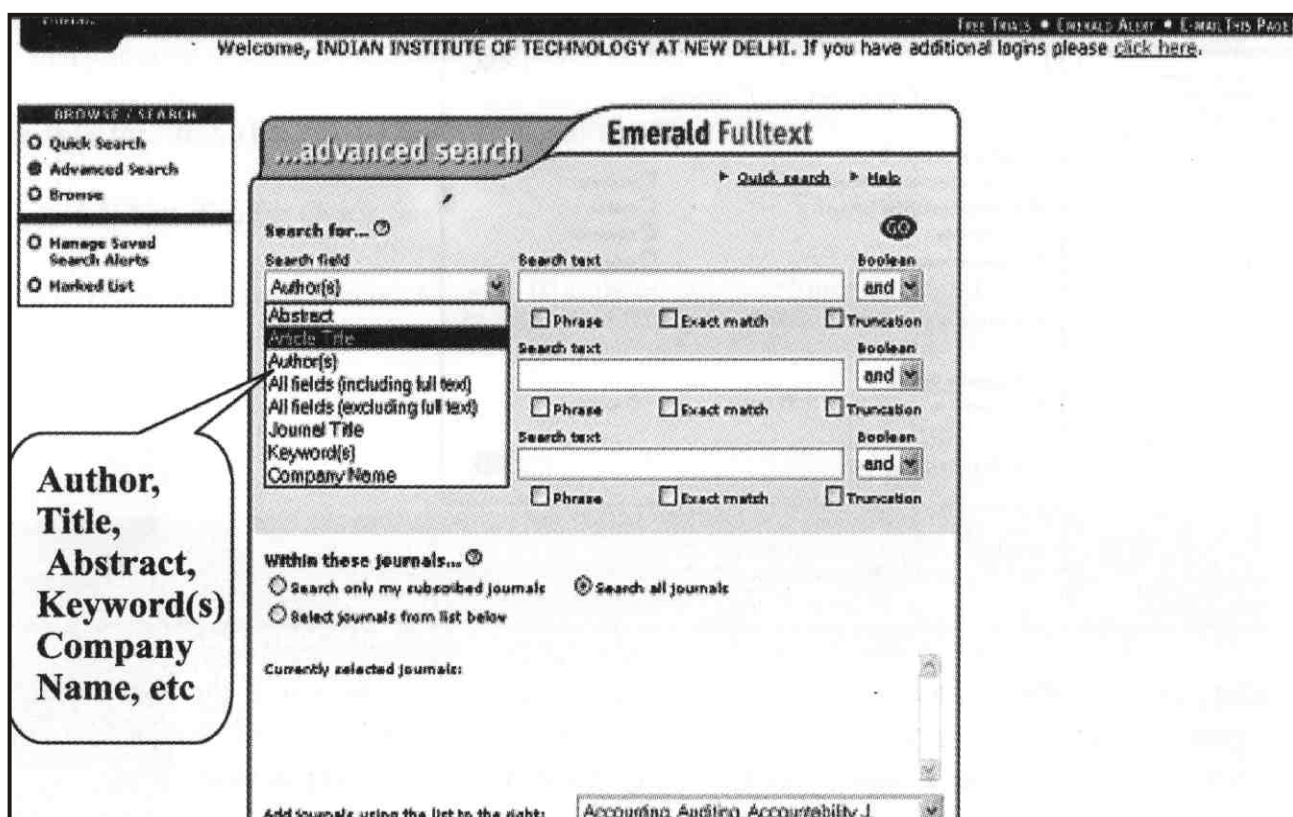
> Enter word(s) or phrase(s) you wish to search in the search text boxes (three). Click at the tick boxes given below to the search for **phrase,** an **exact match** or word using **truncation**. Advanced search facilitates combination of search term from selectable field using Boolean operators.

> **AND** is used to narrow a search by findings records that contain both search terms, e.g. leadership and management. **NOT** narrows the search, while **OR** expands it to include specified terms.

> Search can further be narrowed by selecting further options such as :

> **Within these journal….:** A user can pick-up journals that he / she would like to search on. He / she can choose to search all Emerald journals or just the titles that are subscribed by his / her organization. Alternatively, he / she can hand-pick journals from the list.

➢ **Limit Search to :** A user can use **content indicators** for readability, originality, practical implications and theoretical implications. He / She can also search on the **style** of article and **year of publication.**

➢ **Sort Results By :** Search results can be sorted by relevance and year of publication.

Browse

Click on the **Browse** tab in the left-side navigation bar. A user can browse across the information on Emerald. The screenshot for **Browse** is given below.
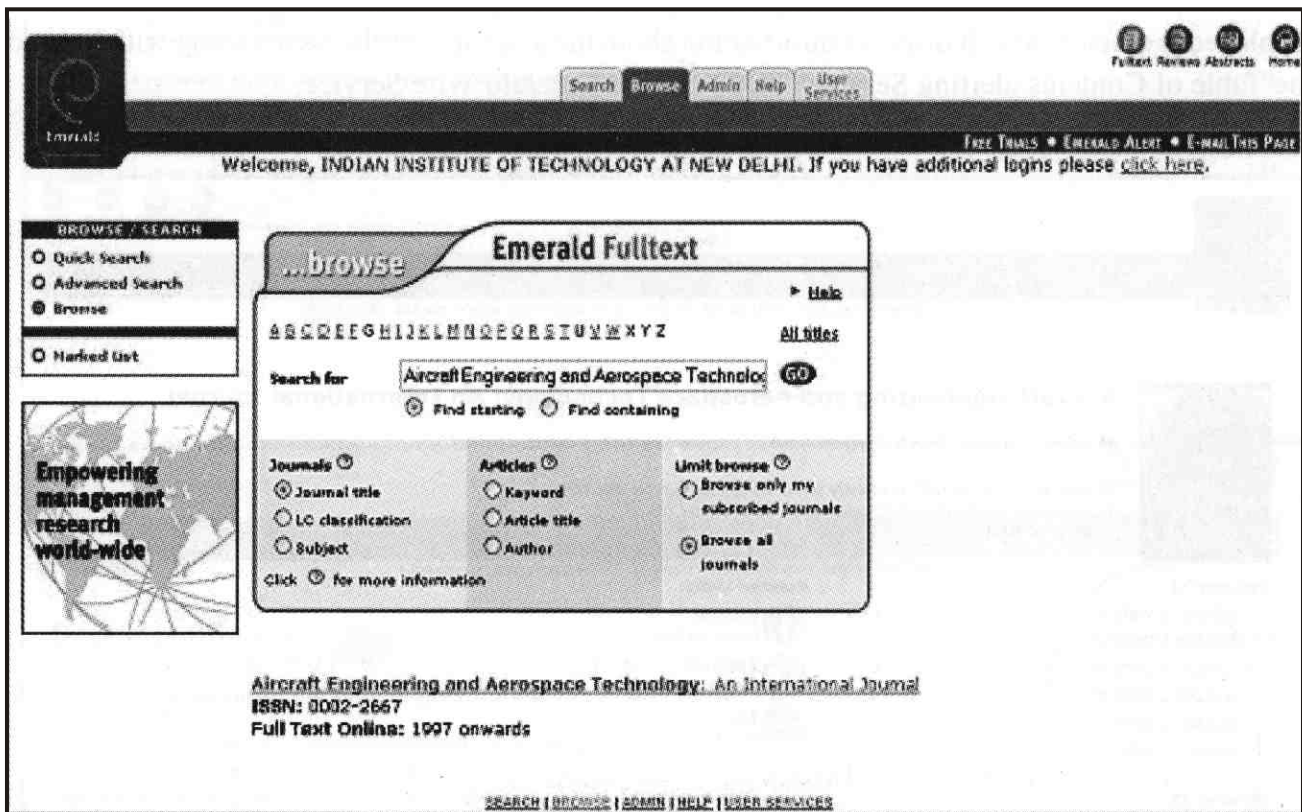
A user can **Browse** Emerald Insight using options mentioned below :

➢ Browse **Journals** by :

    ➢ **Journal title** : returns a listing of Emerald journals, including those that are archive only.

    ➢ **LC Classification** : displays journal based on their Library of Congress Classification.

    ➢ **Subject** : displays journals within Emerald's own subject categories.

    ➢ Browse by Articles by "Keyword", "Article title" or "Author"

For example, browse for **Aircraft Engineering and Aerospace Technology,** the screen that is displayed is given below. It displays information about the journals, lists the issues along with links to the Table of Contents alerting Service (TOC) and the Emerald Wire Service.
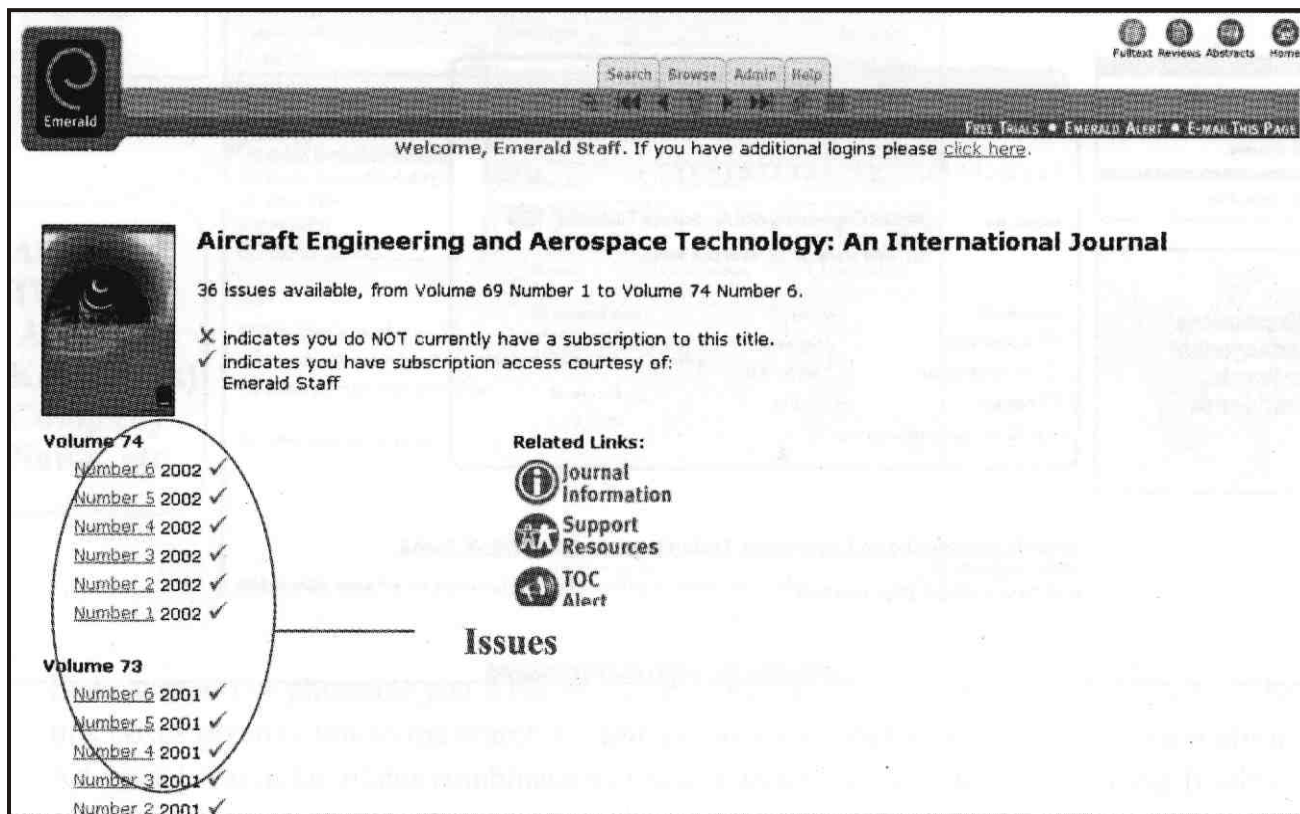
Click at one of the issues, the contents of that issue are displayed as shown below :

Aircraft Engineering and

Volume 74 Number 6 2002

Click on "view" or the Page No. to access full-text article

Page

Articles

VIEW Effect of free play in rotor blades hinges on the non-linear ground resonance of a helicopter   508
Grzegorz Kowaleczko; Zbigniew Dzygadlo (pp. 508 - 516)
Keywords: Helicopters; Rotors; Non-Linear Dynamics
Article Type: Theoretical with Application in Practice

VIEW Elements of helicopter supermanoeuvrability at low flight velocities   517
Kazimierz Szumański; Jerzy Bere Ż ański; Andrzej Szumański (pp. 517 - 524)
Keywords: Helicopters; Flight
Article Type: Theoretical with Application in Practice

VIEW A nonlinear inverse simulation technique applied to coaxial rotor helicopter maneuvers   525
Yuan Su; Yihua Cao (pp. 525 - 533)
Keywords: Helicopters; Aerodynamics; Simulation; Control
Article Type: Theoretical with Application in Practice

VIEW A proposal of handling qualities shaping for general aviation aircraft   534
Andrzej Tomczyk (pp. 534 - 549)
Keywords: Aircraft; Control Systems
Article Type: Theoretical with Worked Example

VIEW Note from the publisher

Document Request
...Emerald Fulltext

◀ search results

Full text format delivery options are listed below

Title: Elements of helicopter supermanoeuvrability at low flight velocities

Author(s): Kazimierz Szumański; Jerzy Bere Ż ański; Andrzej Szumański

Journal: Aircraft Engineering and Aerospace Technology: An International Journal

Year: 2002 **Volume:** 74 **Number:** 6 **Page:** 517 -- p524

DOI: 10.1108/00022660210448447

Publisher: Emerald

Abstract: The results of preliminary tests concerning estimation and widening of helicopter limiting manoeuvre abilities are presented. Research space applies to super- and hipermanoeuvrability problems that are especially important for helicopters, because of better manoeuvrability influence on higher safety level and effectiveness in special applications. In airplane engineering, these types of tests are advanced and aerodynamic system improvements are introduced as well as thrust vector control. There are also new manoeuvres recognized for advanced manoevrability airplanes: Cobra, Kulbit, Hook, Bell, Herbst manoeuvre. Although helicopter is "originally" thrust controlled, systematic researches on this field are still not conducted. The paper deals with the problem of helicopter flight mechanics at low flight speeds. The purpose of performed analysis is to achieve possibility of helicopter angular position control within wide range of angular displacements. This is performed by linear and centrifugal acceleration control. Rotor thrust vector control makes those accelerations appear.

Keywords: Helicopters; Flight

**Article Type:** Theoretical with Application in Practice

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Emerald can deliver full-text pages in a variety of formats.

Please select the format that you would like to use to view this article:

Browse by Subject

Click at a Subject Heading (see screenshot given below) to get a list of journals on a given subject. For example click at "Marketing" to list all journals published in marketing by the Emerald (MCB University Press).
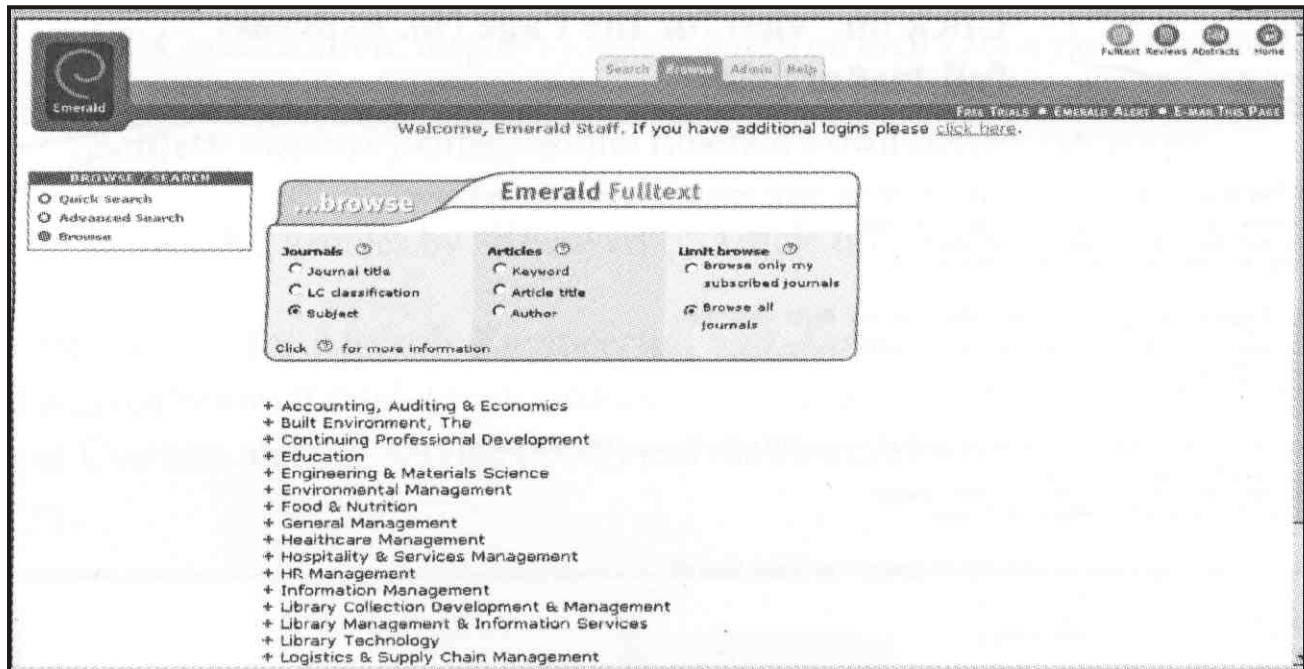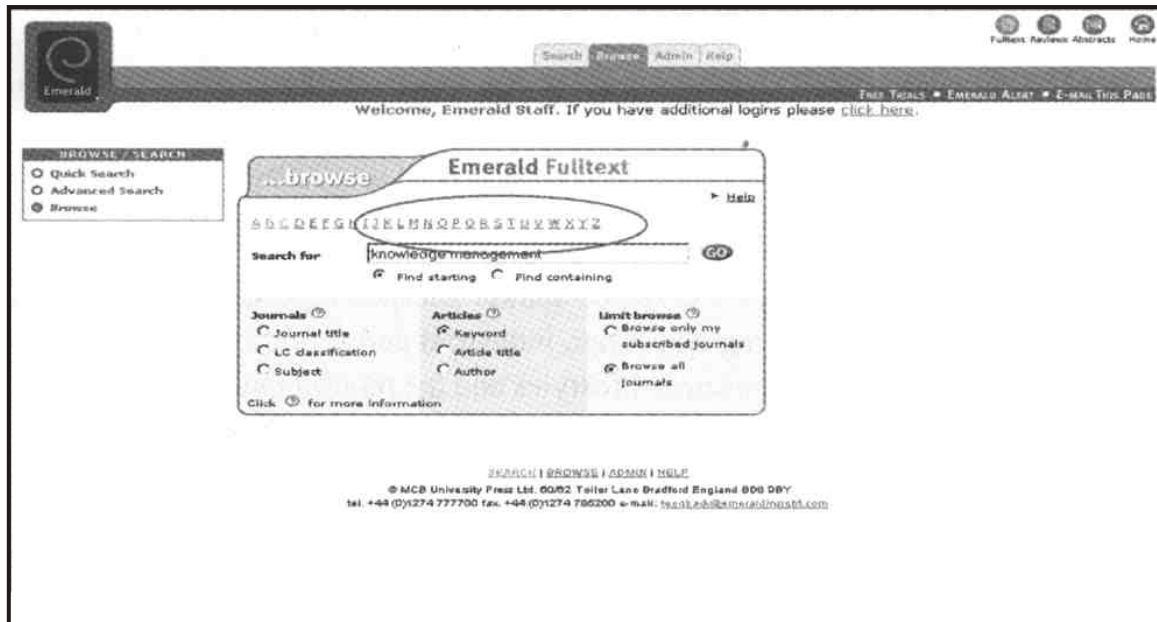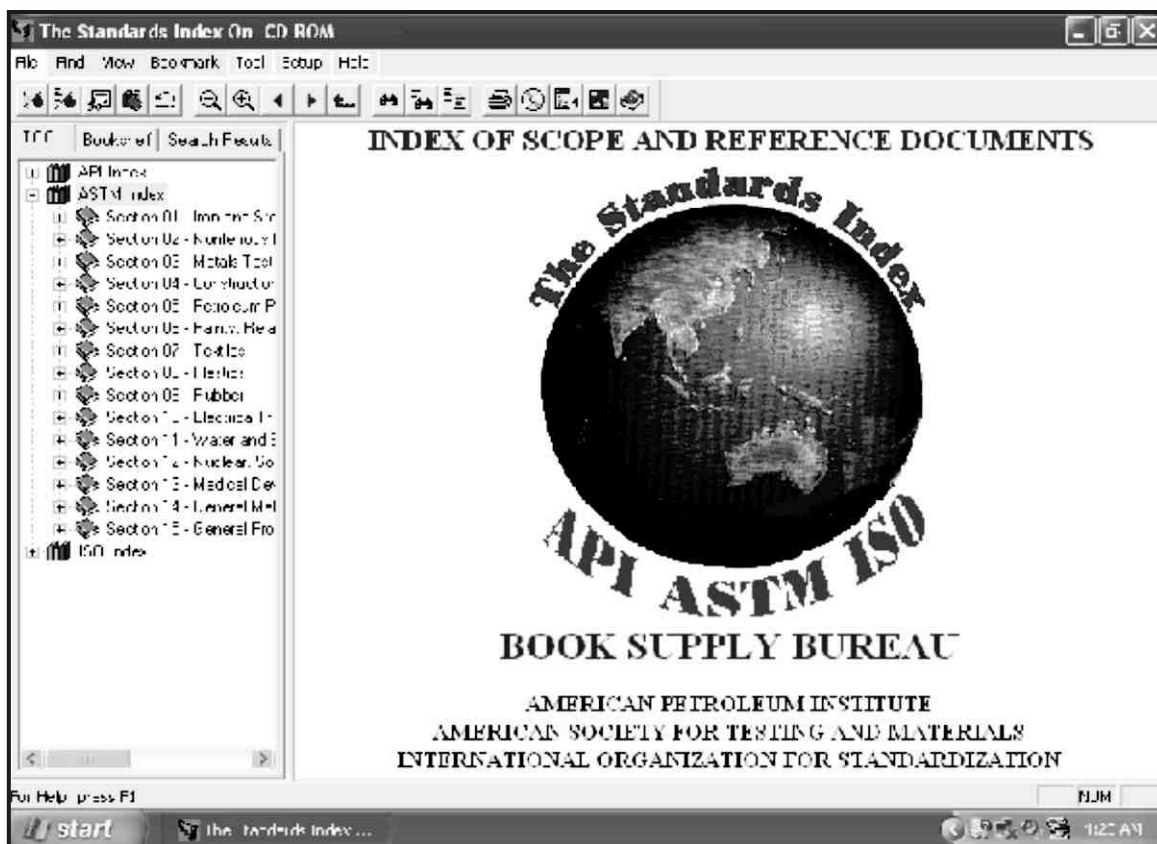

Journals on Marketing in Emerald Insight :
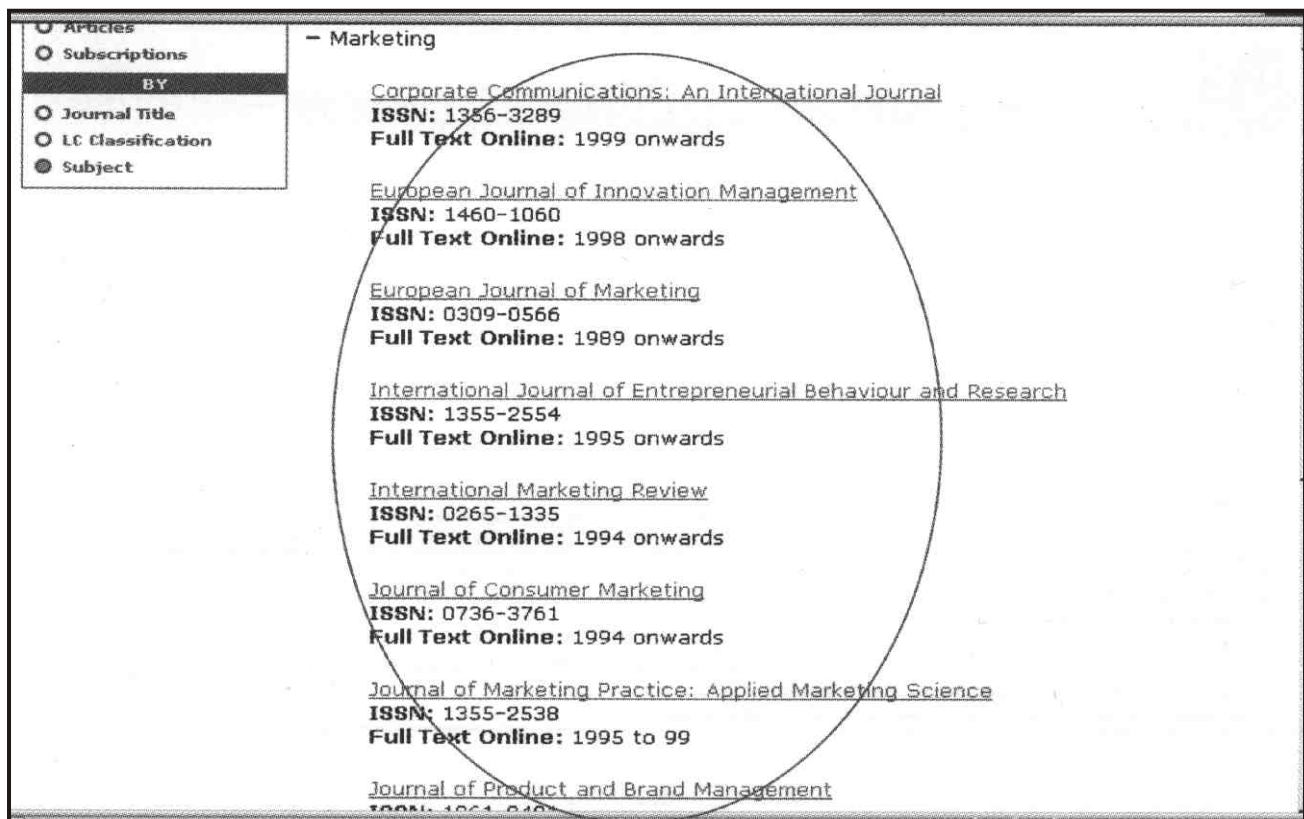
Browse by Articles

Users can browse articles by keyword, article title or author. For example, for browsing by keyword, type " knowledge management", it displays a list of all the articles which have the keyword "knowledge management".

ASTM AND BIS – STANDARDS ON CD ROM / INTRANET

11.1.11 Indian Standards (Intranet Version)

The database on Indian Standards includes entire collection of 18,000+ Indian Standards. The database is updated once in six months. The search engine allows a user to identify, view and print Indian standards by standards number, standards title, text given in thescope of the standards, and search-in-search (nested search). A user can also search for new and revised standards. Segments of Indian Standards are Civil Engineering, Chemical Engineering, Electro-technical, Food and Agriculture, Electronics and Telecommunication, Basic and Production Engineering, Medical Equipment and Hospital Planning, Management & System, Mechanical Engineering, Petroleum, Coal and Related Products, Metallurgical Engineering, Water resources, Transport Engineering and Textile.

Active Server Pages (ASP) version of the Indian Standards on CD-ROMs is installed on the local intranet. The full text of Indian Standards is available to all the users on the campus LAN. In this version of the product, one can identify the standard by number or by any keyword. Procedure to be followed is given below :

➢ Open the default Browser (Internet Explorer / Netscape Navigator), in your machine.

➢ Click at the link for **Indian Standards** available on Library Homepage or through the IP address provided by library.

➢ A screenshot of Home Page for Indian Standards is reproduced below :
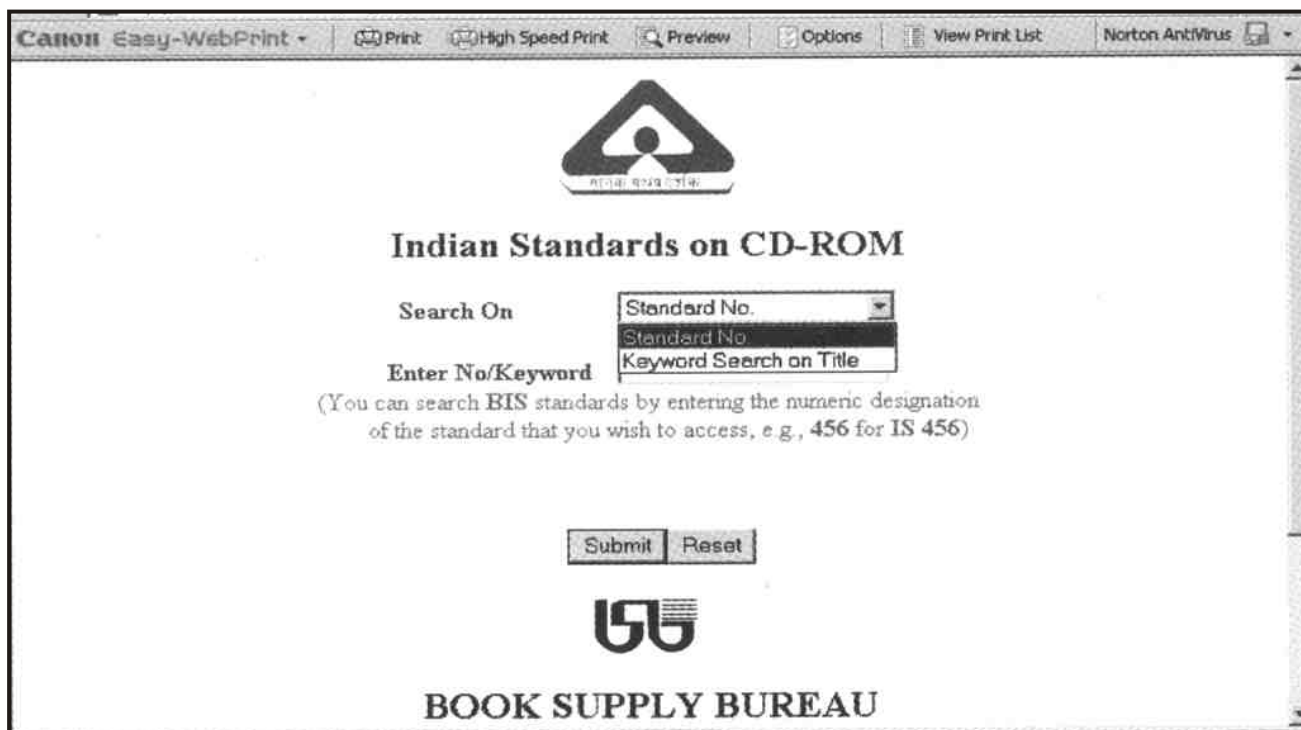
**Search Interface for Indian Standards with Options to Search for Standard No. or Keywords Search on Title**

➢ As shown in the screen given above, a user can search Indian Standard either by Standard Number or by keywords in title, by selecting the option available in the combo box.

➢ Indian Standards can be searched by giving the Standard Number in the text box as shown below (e.g. 1456 for IS 456). Ensure that option "Standard Number" is selected.
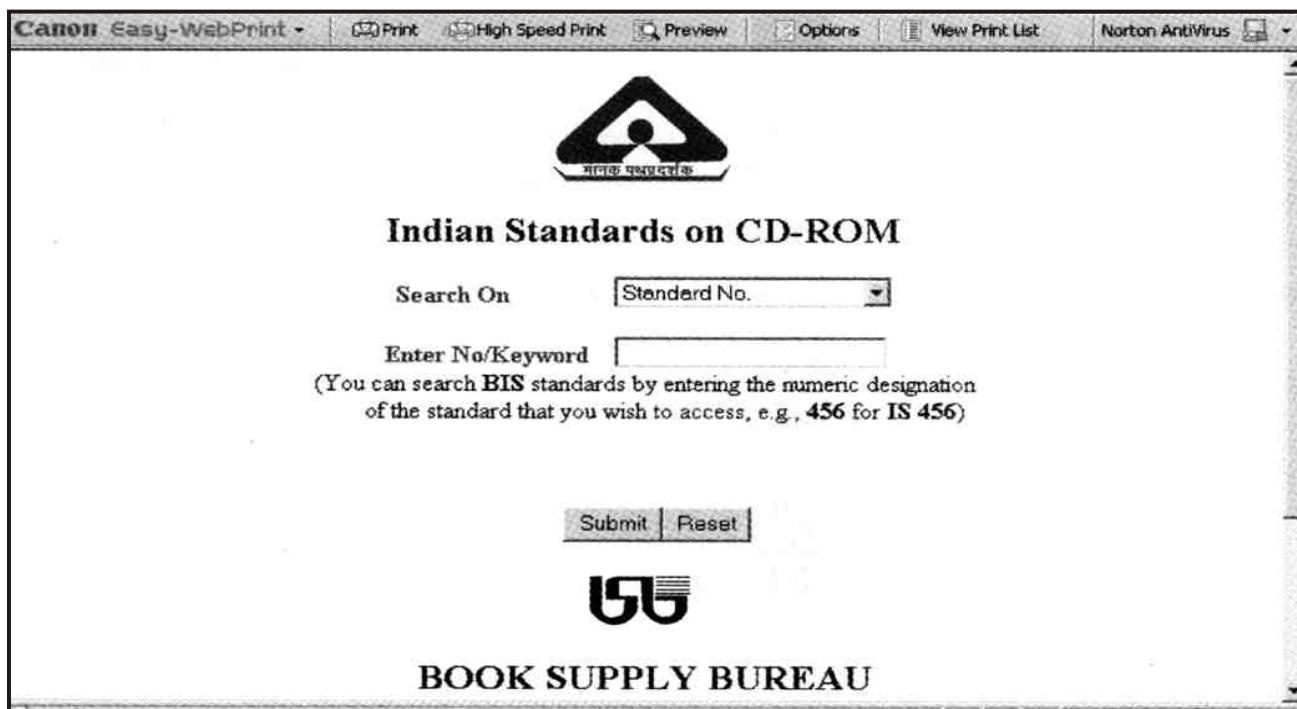
➤ The Result for search that appears is shown in the screen shot given below. The details listed in the output include standard numbers, year and title along with link to **"View Image".**
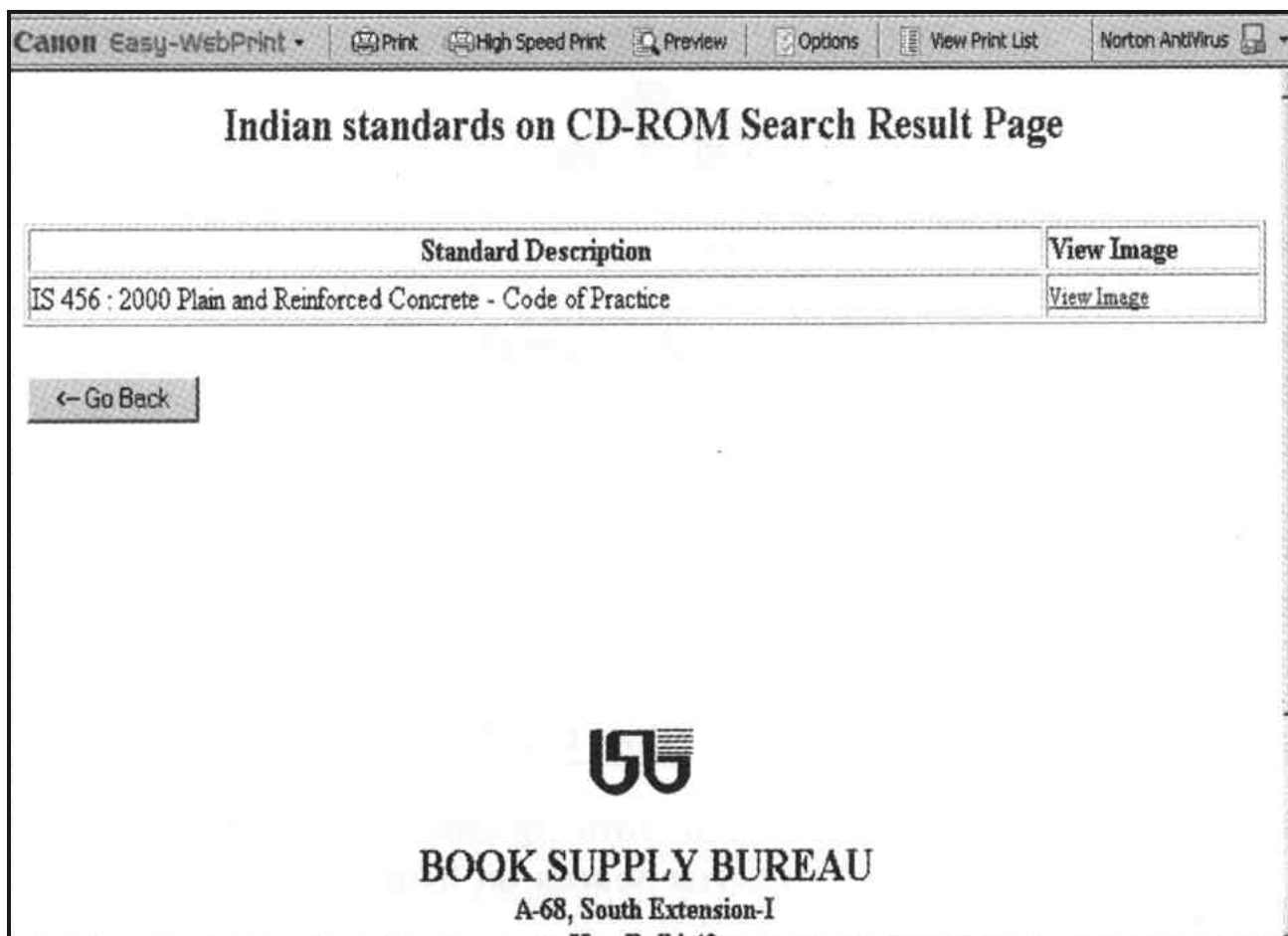

➤ You can also search Indian Standards by Subject / Keywords. Select "Keywords Search as title" option from the combo box. Enter the keyword and press submit. Search on "cement" for example, results in listing of 152 Indian Standards given in the Screenshot reproduced below. To view the full text of the standard, click on the "View Image" Link.
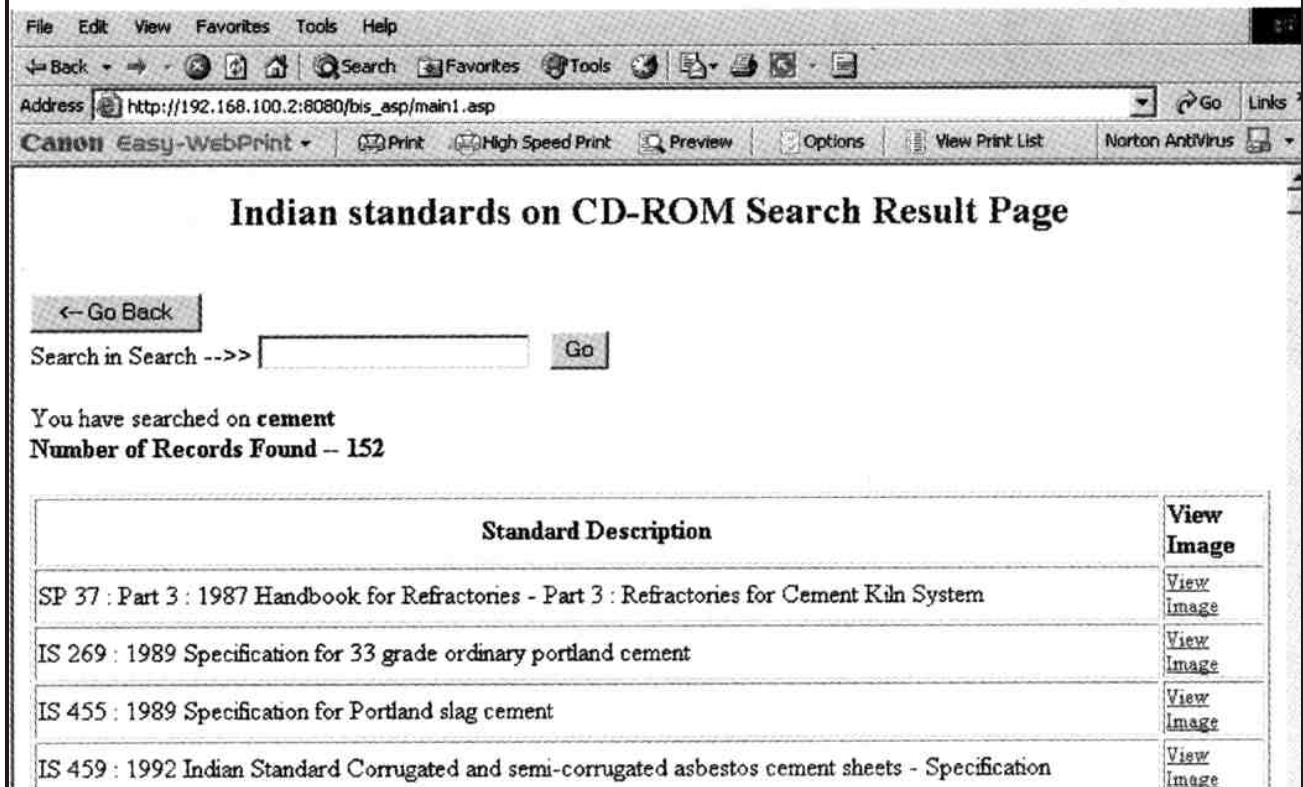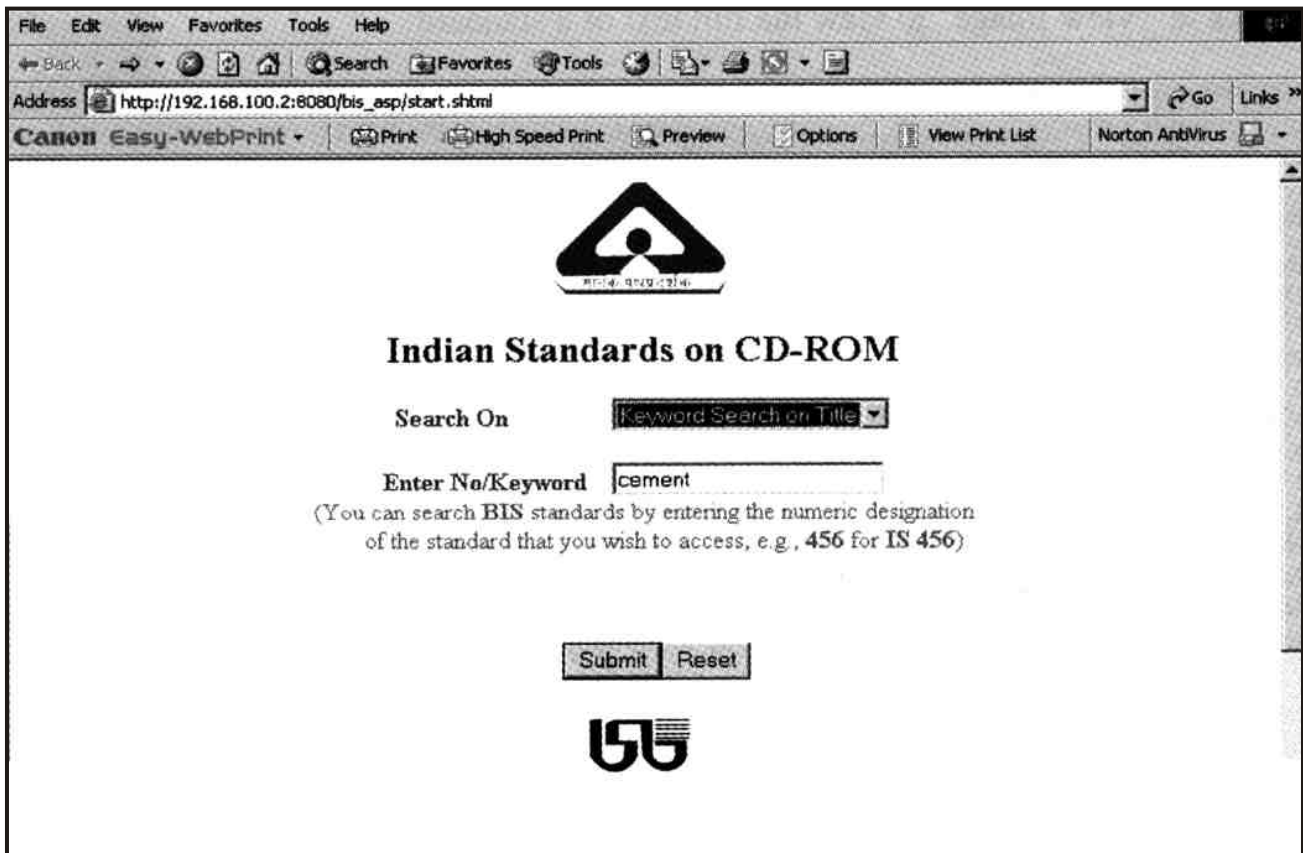
➢ The results display the standard number, year and title along with a link to "View Full Image".

➢ Click at "View Image" to view the full text of a standard.
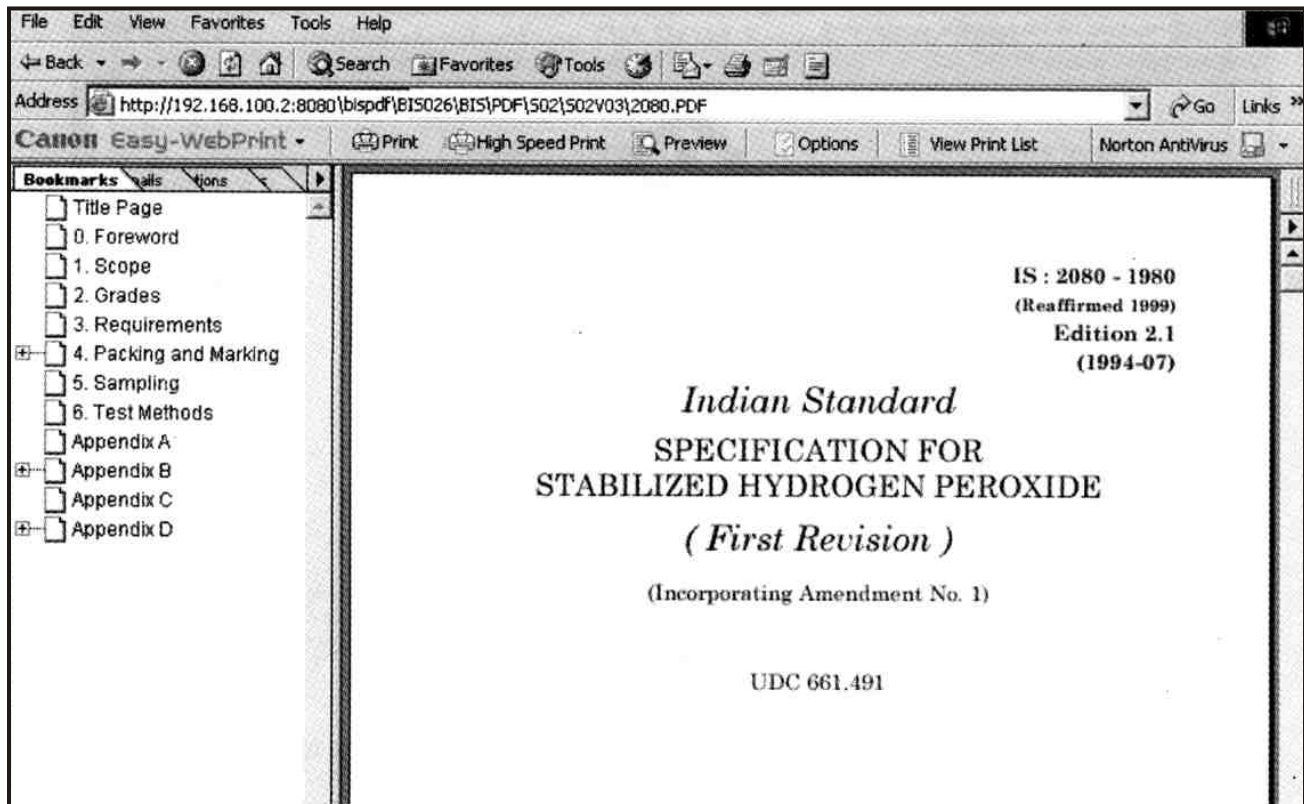
SCIENCE @ DIRECT

11.1.7 Elsevier's Science Direct (http://www.sciencedirect.com/)

Science Direct is the web-based interface to the full-text database of Elsevier Science journals and Academic Press (Ideal), one of the world's largest providers of scientific, technical and medical (STM) literature. The Science Direct offers a rich electronic environment for research journals, bibliographic databases and reference works. The database offers more than 1500 scientific, technical and medical peer-reviewed journals, over 59 million abstracts, over two million full-text scientific journal articles, an expanding suite of bibliographic databases and linking to another one million full-text articles via CrossRef to other publishers' platforms.

Quick Reference Guide

1. Search

It's easy to search your ScienceDirect® Onsite electronic journals with ScienceServer® Software :

1. Go to the **Simple** Search From by selecting **Search** from the navigation bar.

2. Enter a word or words that describe the concept in which you are interested into the text box.

3. Select a field or use the default to search any field.

4. Click on the **Submit Query** button.

You can also perform a **Quick Search** from any of the journal tables of contents pages by using the context-sensitive search box and pull down menu(s) located at the top of each page.

If you'd like to perform a more detailed search, use the **Advanced** or **Expert** Search Forms by clicking on the link for each on the appropriate tab.

Use **natural query language** for searches - just phrase your query as though you were making a request. Word order is not important for a natural language query and searches are not case sensitive. More experience users may use Boolean Search Operators.
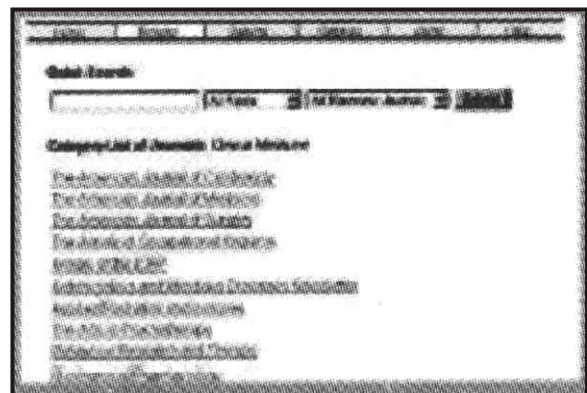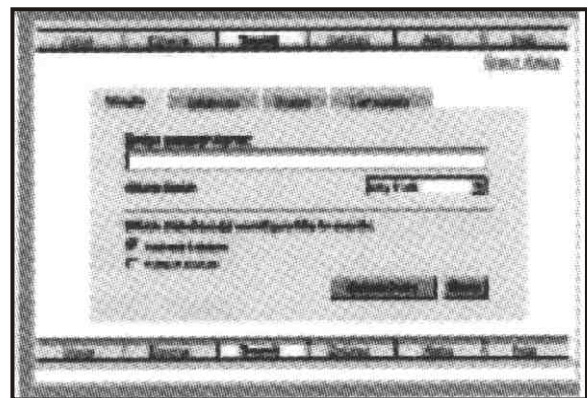
2.   Search Tips

- Use quotation marks around search terms to look for a phrase.
- Always use upper case letters to indicate Boolean Search Operators - AND, NOT, ADJ, NEAR.
- Use the asterisk character *to do a "wild card" search.
- Use the "more like this" icon at the end of an article title on the search results page to find similar articles.
- Stop words are disregarded in any query. You can tell if you have used a stop word by checking the bottom of any search results page.

Good search results are usually the outcome of experimentation with search terms and phrases.

3.   Browse

Easy-to-use hypertext links connect the main Journals index page to the tables of contents for each title.

1.   Use the alphabetical listing of journals by clicking on the first letter of the journal name to go to a list of journals starting with that letter or Use the Category List of Journals to select a category of interest. Titles are listed alphabetically within the category.

2.   Choose a journal name to view the available volumes and issues. The number of issue that you see for each title depends upon your institution's electronic subscriptions.

3.   Select an issue to go to the table of contents, from which you can link to the bibliographic page and the full text of the article.
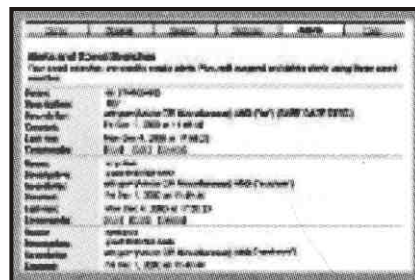
4.   Read Articles Online

- Use the Adobe®Acrobat® Reader to read journal articles online. You can get to the article in one of two ways :
- Use the link to Article Full Text PDF after each article title, either when browsing through titles or from the search results page.
- Use the Article Full Text PDF link at the bottom of the abstract page.

Both links open the article int the Adobe® Acrobat® Reader. After Both opening an article in Adobe® Acrobat®, you can use the standard Acrobat®Reader® actions to move around in the document. You can also use the Acrobat® tool bar, located at the top of the document pages.

Get details about Adobe® Acrobat® viewing options by clicking on **Help** from the Acrobat® menu bar, or from your library's help desk.

View and Print Arcticles
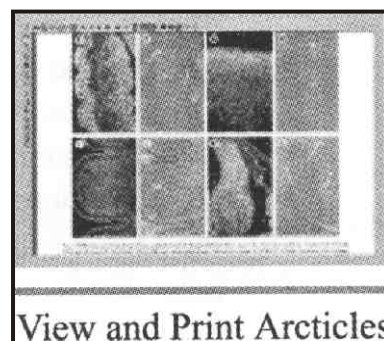
5. Print

Print high quality output through the Adobe® Acrobat® Reader. You can print to any printer connected to your workstation directly or through your network. Click on the print button or select File, then Print, from the menu bar to choose the options you want from the print dialog box. You can choose which pages you want to print, or the entire article.

Use **Help** from the Acrobat® menu bar to get additional information about printing, or contact your library's help desk.

6. Alerts and Save Searches

Receive email notification of new articles that match your search profile!

You can save your search as an Alert when you want to be notified of relevant new articles by email. Alerts are available for username / password authenticated systems.

Alert

1. To create Alerts, just click Save Search from any search results page.
2. Save as many Alerts as you need, and schedule them to run daily, weekly or montly.
3. Emailed Alerts are HTML - enables which allow you to link directly from the emailed Alert to the full-text article.
4. You can easily run, edit, or delete any of your Alerts by using the linked commands that appear directly under the descriptive search information. Your Alerts are available to you for as long as you need them - until choose to delete the information.
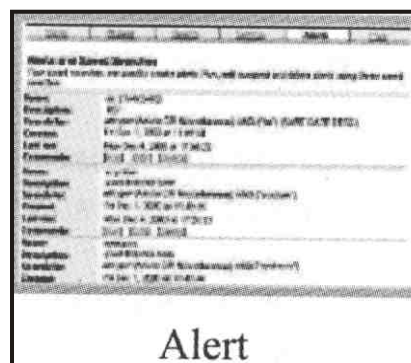
7. Linked Navigation

Rick Dynamic links allow you to move seamlessly from journal titles or search results through associated information such as title, author name, abstract and cited references. Link directly to the article's full text, or to export reference data usable for bibliographic programs like Endnote or Procite.

Navigate seamlessly from a citation to the cited article if available in your digital library, and make use of Cited By function, which enables you to link from the full text of one article to other article(s) which cited it.

Bibliographic Page

8. More Help ?

Context sensitive Help is always available through the ScienceServer® Online Help file. Click on the Help button at the top and bottom of any ScienceServer® page.

11.1.15 Springer Link (http://www.springerlink.com/)
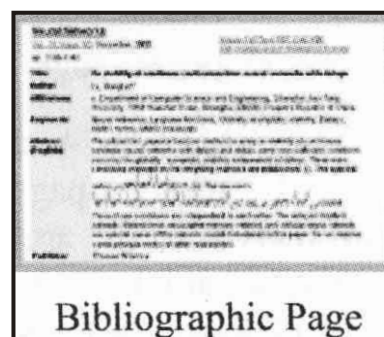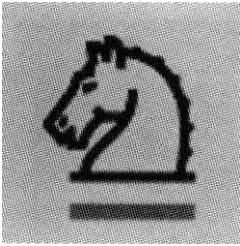
The Springer's Link is the online e-books and e-journals service from Springer Science + Business Media, one of the world's leading scientific publishers. Key subject areas include: Mathematics, Computer Science, Physics, Astronomy, Geosciences, Chemistry Engineering and Medicine. The resource includes over 525 current journals of the highest quality, as well as more than 20 book series. Currently over 3,40,000 full-text articles are available in Springer Link.

Browse

Click at "Browse" on the Springer Link toolbar, select the desired criteria (journals, books, or both), and then click the "Browse" button. On the journal homepage, you will find alphabetical list of publications, click the link to journal that you want to browse.
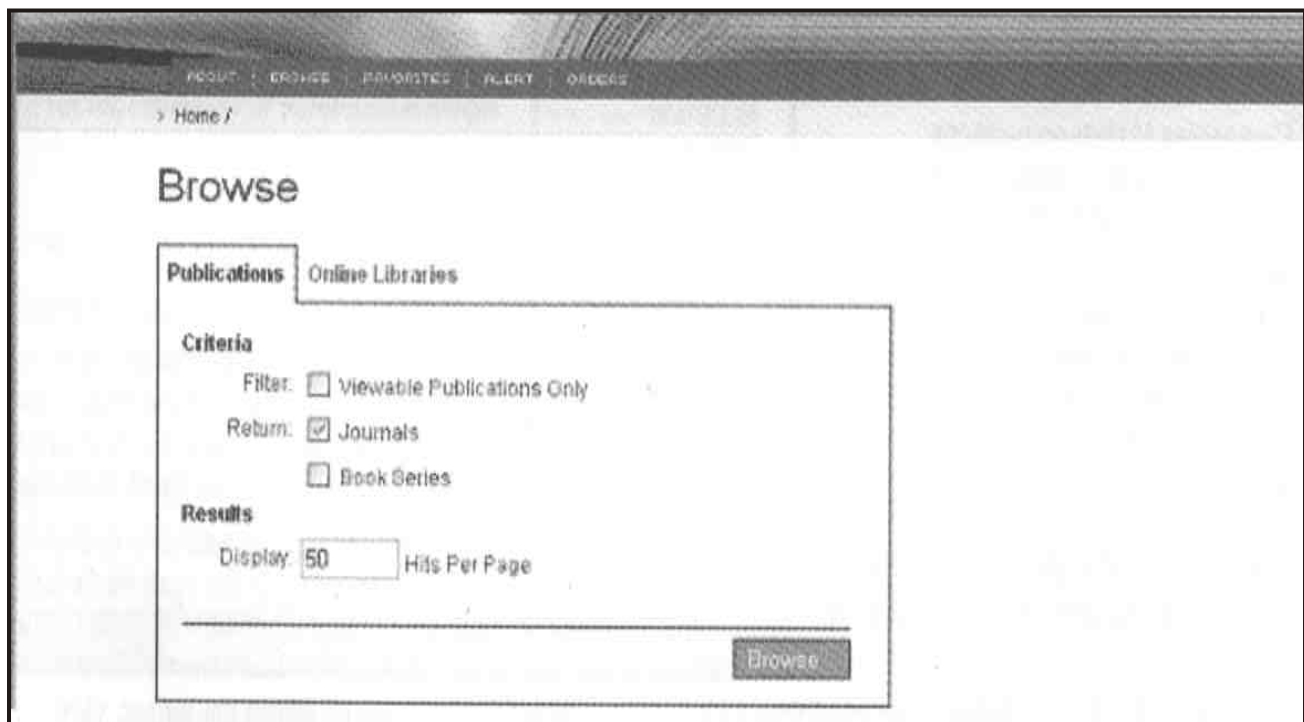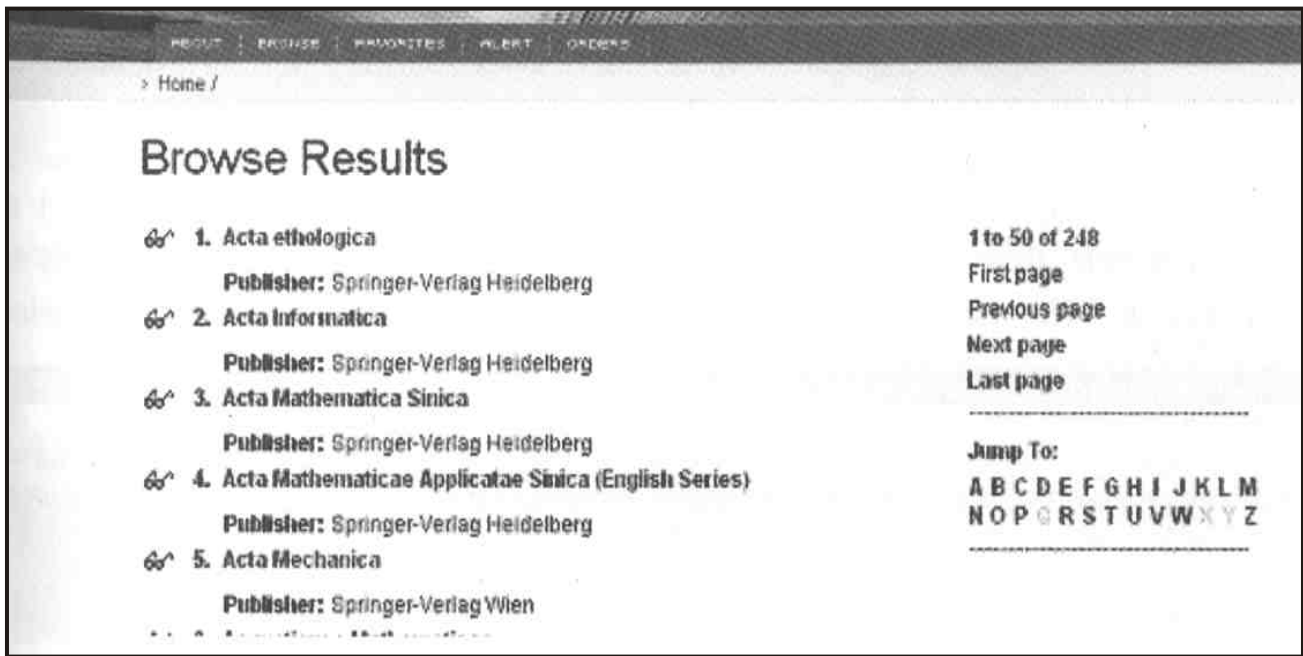
Full-text contents of Springer's Link is organized into ten online libraries on various subject disciplines. You can also browse the contents of Springer's Link by these online libraries.
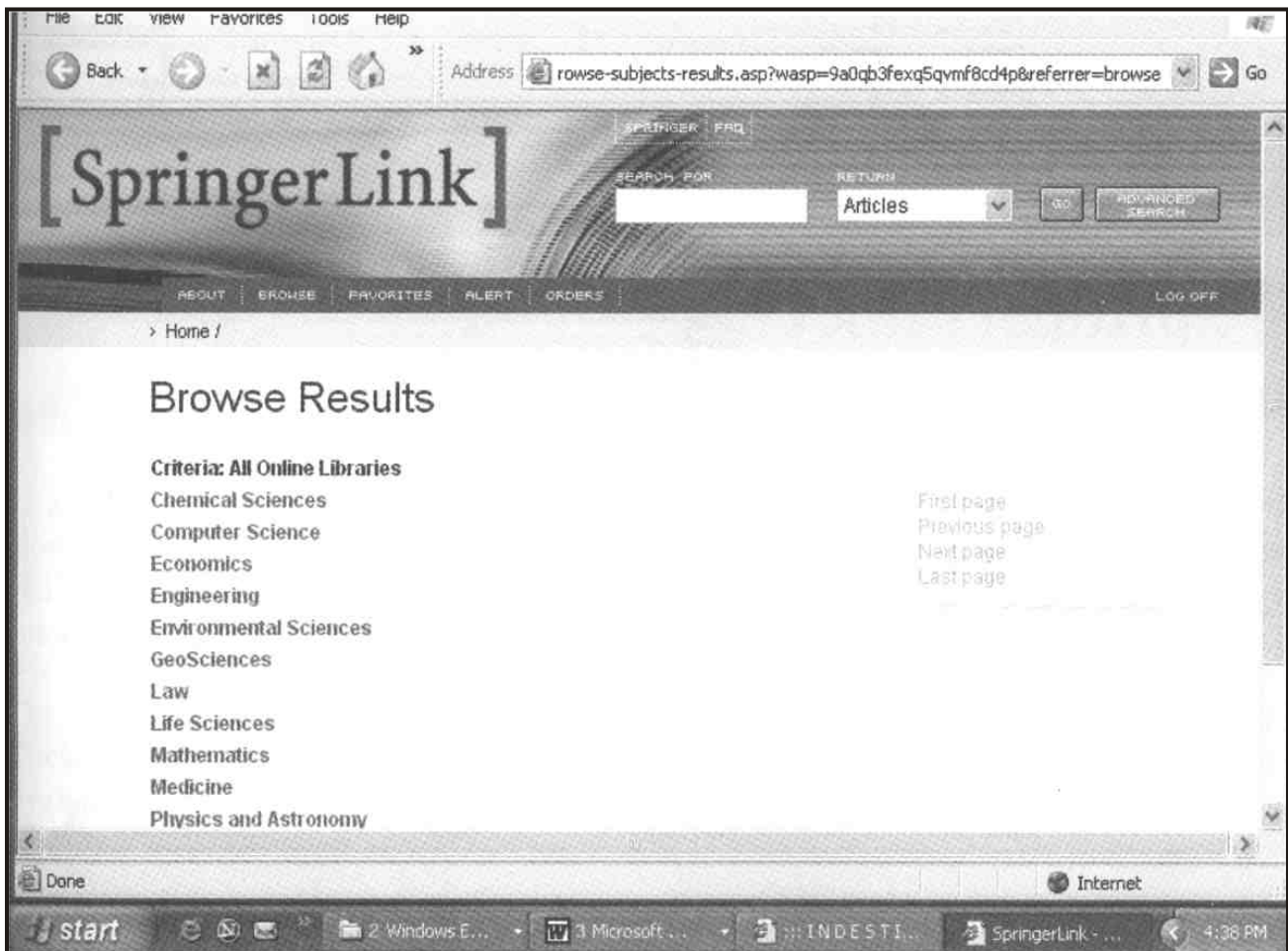
Basic Search

For searching subscribed journals, etc. Follow the steps given below.

1. **Logon** to Springer Link home page and type your keywords in the search from, select the option "article" from Return pull down menu for searching articles published in journals and click at "go". The system would display a list of articles on the given subjects as shown below.
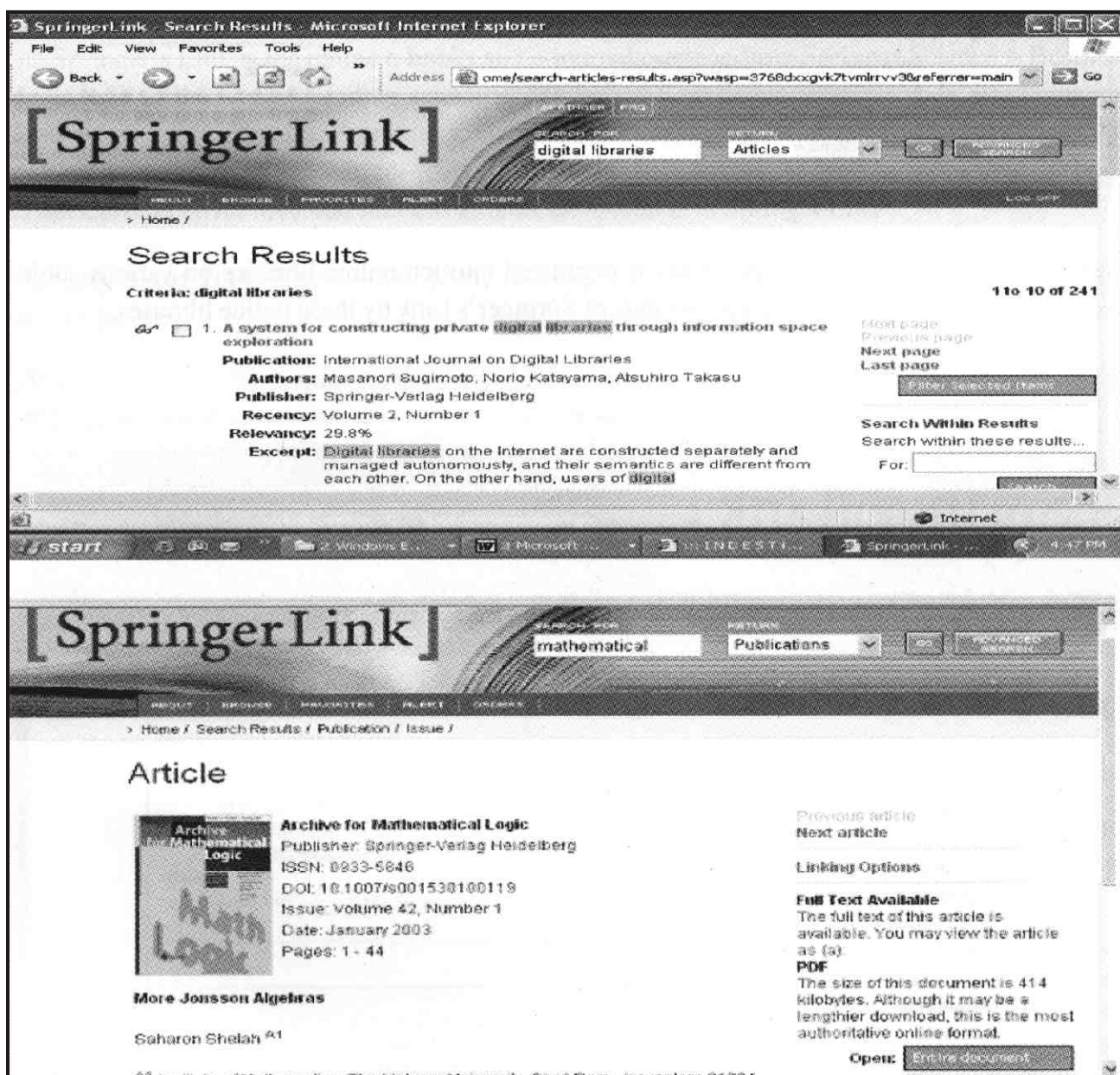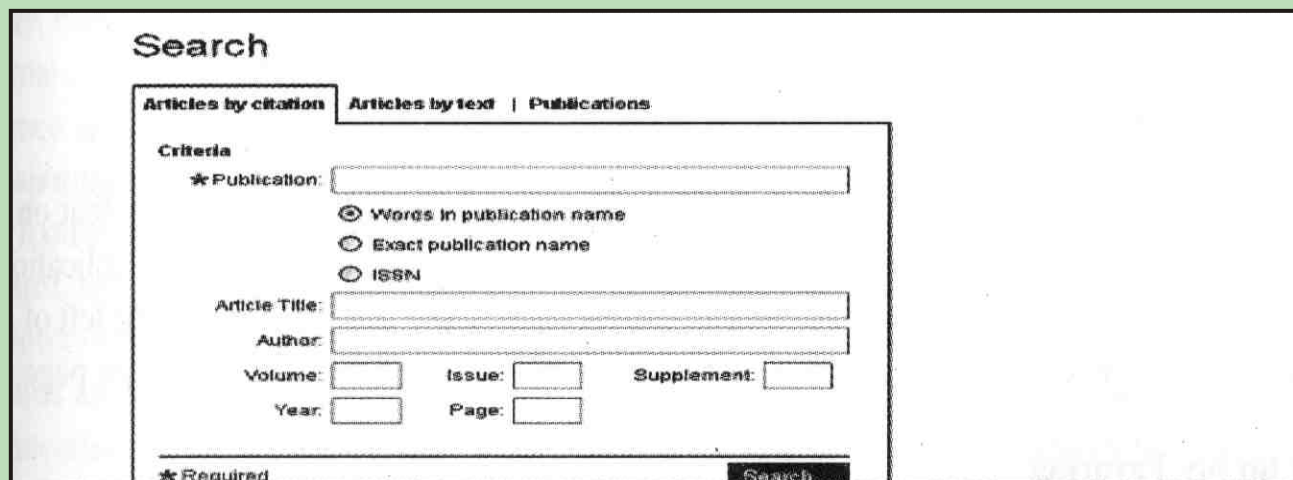

2. Clicking on a title will take you to the abstract of the article, where you will be able to open articles you wish to read. On the right of the article, abstract page is a box that indicates "Full Text Available." Clicking on the button "Open Full Text" will open the desired article in a new window in PDF format.

3. To download / read the article, you must have Adobe Acrobat on your computer. If you do not have

Adobe Acrobat, you may easily download Adobe Acrobat Reader from the "Downloads" button on the SpringerLink toolbar located on the homepage.

Advanced Search

Advanced search interface is also available to filter your search results to be more specific.

1.   Click on the Advanced Search icon available at the Springer Link home page. You will be taken to the following page :


2.   Type your search query with filter options publication, article title, author, volume, issue, year, page and supplement. Then click on search icon you will get search result pages.

3.   Follow the step 2-3 given above in the basic search section.

Setting Up E-Alert

To assist you with research, Springer Link offers "Alerting" that will keep you up-to-date with the most currently published research in your desired field. Once logged into your Springer Link toolbar on the homepage to set up Alerts that will automatically generate an email that notifies you when a new issue is published electronically.

The "Alerts" page allows you to setup either a "Table of Contents" alert or a "Keyword" alert. Clicking on the "Table of Contents" button takes you to the "Alerts" management page that offers five buttons to personalize your alerts : "Publications," "Subjects," "Properties", "Profile" and "Disable All".

To set up your alerts, click on either "Publications" to view an alphabetical list of Springer-Verlag journals and books or click on "Subjects" to view a list of publications arranged by subjects. Once you click on either "Publications" or "Subjects" you will be provided with a list of Springer-Verlag titles with a check-box to the left of every title. Click the check-box and then click on the "OK" button on the right of the page to enable automatically generated email alerts. A confirmation page will allow you to preview all selections made at that time.
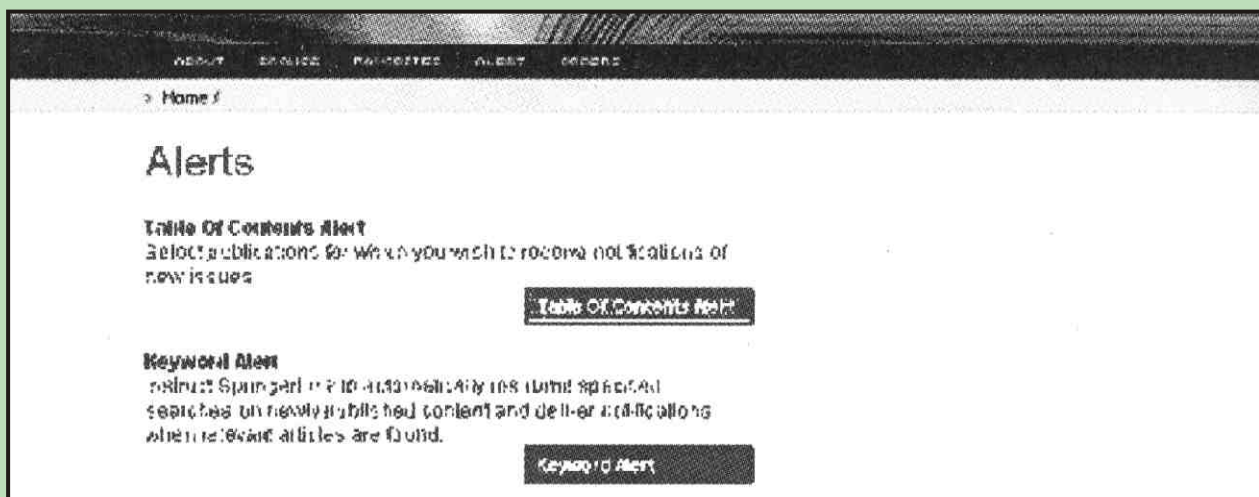
Edit "My Alerts"

Editing your alerts is easy. Click on the "Alerts" button located on the SpringerLink toolbar on the homepage, and check the box "show only my current publications," and then click the "Publications" button. This will create a page that indicates all current alerts. Click the check-box to the left of any title to which you wish to disable alerts and click "OK" button on the right-side of the page.

Set up my Favorite

Setting up "Favorites" on SpringerLink will create a direct link beneath the "Login" box on the homepage, once you are logged into your Springer Link account. This is an easy way you can link directly to a journal homepage.

To set up a "Favorites" direct link, Click on the "Favorites" button located on the homepage. This will take you to a page that Lists Springer-Verlag titles alphabetically with a check-box to the left of each title.

Click the box to the left of the title that you wish to create a "Favorite" direct link to, and then click the "Apply Changes" button located on the right of the "Favorites" page. Selected "Favorite" direct links will show up beneath the "Login" box on the homepage.

In this example, resulting records will contain International Space Station or Mir and all the records will contain gravitational effects.

If you need to combine more terms within your search, please use Expert Search or, alternately, use the **Combining Previous Searches** feature, by clicking on the Search History tab in the top navigation.

Autosteming

Stemming allows you to retrieve variants of a word using the word root as the stemming basis.

Search terms are automatically stemmed in Quick Search except terms searched in the author field e.g., management returns managing, managed, manager, manage, managers, etc.

Truncation

The asterisk (*) is the right-hand truncation symbol.

The truncation command retrieves all the words that start with the same letter as the truncated term, up to the point that the truncation symbol is used.

comput* returns computer, computerized, computation, computational, computability, etc.

To avoid unexpected results, truncation should be used with care.

Exact Phrase Searching

Phrases entered without braces or quotation marks will return good results because of the relevance sort, but to guarantee that the phrase is an exact match, braces or quotation marks should be used.

"International Space Station"

{solar energy}

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Aerial view of Academic Blocks of DCE