



# Knowledge Centre

And

# Library Online

*A Profile*





*Vice Chancellor, DTU Garlanding Goddess Saraswati at Library*



*Vice Chancellor, DTU addressing the participants of Workshop on Open Source Software (KOHA)*

Knowledge Centre  
And  
Library Online

*A Profile*



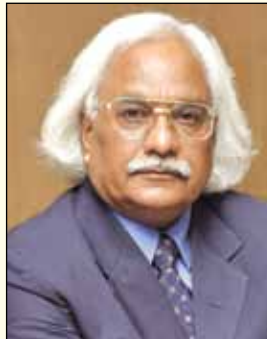
**Delhi Technological University**

*(Formerly Delhi College of Engineering)*

Shahbad Daulatpur Bawana Road, Delhi-110042



## MESSAGE FROM THE VICE- CHANCELLOR



I am delighted that the Central Library of DTU is bringing out the information brochure for library facilities incorporating the necessary rules & regulations for the benefit of the library users.

The DTU, as you all know, is one of the premier institution in our country which has pioneered technical education from days prior to independence. DTU occupies its ranking among the top 10 Engineering Schools in the country which include the famous and world-renowned IITs. The fair name of DTU is adored by the society with high respect and as such, it demands from each one of us in the institution to hold high standard of education and a campus environment commensurate with academic and professional ethos of a premier institution. The very purpose of education will be defeated if we are not able to imbibe the work habit and moral & ethical values and the habit of lifelong learning which are vital components of today's knowledge intensive and science and technology professional.

We expect our students to acquire world-class knowledge, requisite skills and competence so that they join the world of work reserved for the ethical sound global, human resources. We expect our student to have a comfortable and enjoyable campus life, what at the same time we do expect that our student confirm to high levels of discipline and decorum commensurate with the fair name of this premier institute.

The library facilities at DTU are offered to all the bonafide students, Faculty and staff to help them enrich and update their knowledge. Our commitment is to help DTU community to develop as responsible citizens empowered with the "Wings of Knowledge" and adored by "The human Values of a Civilized Society". I seek your cooperation in achieving these objectives.

I am sure that information Brochure, being brought out, will be useful documents to all the library users as it contains the necessary information in one place. I extend my heartiest greetings and best wishes to all .

**Prof. P. B. Sharma**  
Vice-Chancellor, DTU



## FROM THE DESK OF THE LIBRARIAN



Libraries are backbone of any civilized society and heart of any academic institution. Thus the library at Delhi Technological University also acquires a prominent place among the students and faculty. Situated in a three storied centrally air-conditioned Building spread over an area of 5000 square meters, it is a central place for academic and research activities. The library has a well equipped conference hall with the seating capacity of 150 for academic discussions and reading rooms for 300 users. The library has a very rich collection of relevant books and journals.

The library services at Delhi Technological University are provided to students, staff & faculty members for updating their knowledge and supporting the research and teaching / learning activities.

These services are provided through the central library and departmental libraries. Keeping in view the fast changes in technology, the knowledge base of the library is updated regularly by way of adding new literature in the form of text books, reference books, reports, proceedings, abstracts & indexes, encyclopedias, data books, standards (National & International), Journals & database on CD-ROM. Apart from adding the new literature, the basic literature is also procured for the new programmes along with current one.

Main Library has a rich collection of more than 123000 books having 75 thousand unique titles, covering almost all areas of Engineering, Science & Technology and is open to all students & faculty members, from where they can grow borrow the required books as per rules. A large number of Encyclopedias, Handbooks, Standards, Reports, Proceedings, Abstracts & Indexes, DataBooks, Standards (National & International) are available in the library. The library also has a collection of good books on English and Hindi Literature for leisure reading and on the other important subjects like History, Sociology and Economics, etc.

The University library also runs a Book Bank having a collection of 52000 books intended to assists students, by giving text books on loan to students for the whole academic semester according to the rules framed for the purpose. The college also runs a Book Bank having a collection 9000 specially meant for Scheduled Caste and Scheduled Tribe students who can borrow books from the book Bank for the whole academic semester according to the rules framed for this purpose.

A large number of foreign & Indian journals are being subscribed on-line to facilitate the ongoing research activities & to expand the areas of future research activities. The online journals are being subscribed including IEL, ASME, ASCE, Science Direct, ACM and Springer Link, Emerald Xtra ASTM. Approximately 1660 e-journals on various disciplines are accessible to the students &

# A Profile

faculty. Library also has Access to several on line books which has been purchased by the library.

The facilities like Photocopy, Printing, Scanning, Spiral binding, Lamination etc. are provided to the students on payment basis within the premises of the library.

To keep pace with ongoing technological changes the library records have been computerized for making it accessible to the faculty & students at their work places which not only save the time but also make the simultaneous multiple access of information which otherwise is not possible in print formats. Well known Library Management software namely Libsys-4 is being used for the automation of library services. 73 Pentium IV machines are provided to facilitate the retrieval of information through internet and intranet. Online Public Access Catalogue (OPAC) of books, Journals CDs and Videos available in the library are accessible to the users on intranet. Several useful resources on engineering and technology available on internet have been identified and links are made available on the library Web page <http://www.library.dce.ac.in> and [www.library.dce.edu](http://www.library.dce.edu) which includes: list of subscribed and free on-line journals/resources/references/databases in Engineering, Science and Technology, list of research papers available through institutional archives.

The library being the member of consortia of Indian Digital Library of Engineering and Technology (INDEST) and Developing Library Network (DELNET) offers various facilities of member institutions through resource sharing. A Continuous Internet search is done for identification of new resource which is subsequently made accessible through library home page.

The library has also developed an institutional repository using open source software. The repository can be accessed on intranet and internet .Following collections are accessible through the repository.

1. Paper of examination
2. M.E. Dissertation
3. Ph.D. Thesis
4. Research Paper
5. News on the University
6. Prospectus
7. Annual Reports etc.

Library has prepared a manual for exposing the library activities to the new comers. This manual is provided at the time of enrollment as member of the library. This is also available on the digital library for reference.

Library organizes information literacy programmes under the title “explore the library” for users. These programmes consist of hands on knowledge to the participants on searching the engineering and technology literature ,and the facilities available in the library . With the help of DCE LIBRARY USER GROUP library organizes training programmes for interested users on web designing, network management and server management . After training, the users are supposed to help voluntarily in maintenance of library network, webpage and other activities.

To provide the efficient management, the constant vigil is kept on the activities of staff and users through Electronic Surveillance system having a 24 hours recording facility . I solicit cooperation from the users of the library for its proper upkeep.

**Dr. R. K. SHUKLA**  
Librarian



The central library was set up in 1941 near Dara Sikoha Library Block at Kashmere Gate. The library was shifted to its new campus building in June, 2004. 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 a better congenial reading environment and makes the building Green energy compliant. Elevator has been provided for the students who are unable to use the stairs 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 lakh 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.

### 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 space for laptop users
- C] Reading space for users.
- D] Library OPAC (online public access catalogue)

##### 1.1.1.2. SECOND HALL

- E] Internet Access Nodes
- 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
- M] Store room
- N] Reprography Section

# A Profile

## 1.1.2 FIRST FLOOR

- A] Assistant librarian
- B] Documentalist
- C] Reading space for users

### 1.1.2.1 FIRST HALL

- D] Stack area of books call no. 000.001 – 599.999
- |                                 |                                |
|---------------------------------|--------------------------------|
| 000 Generalities                | 100 Philosophy                 |
| 200 Religion                    | 300 Social science             |
| 400 Languages                   | 500 Pure sciences              |
| 510 Maths                       | 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] Stack area of books call no. 600.000 – 999.999
- |                               |                                 |
|-------------------------------|---------------------------------|
| 600 Technology                | 620 – 620.107 Mechanical Engg.  |
| 621.31 Electrical engineering | 621.381 Electronics & Comm.     |
| 624 Civil engineering         | 625 Transportation              |
| 627 Hydraulic engineering     | 628 Environmental Engg.         |
| 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] Processing room [ Technical section]

## 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] Textbook section [ book bank]
- E] Reading space for users

## 1.1.4 THIRD FLOOR

### 1.1.4.1 FIRST HALL

- A] Stack area of old journals and reading space

## 1.1.4.2 SECOND HALL

C] Seminar Hall

D] Audio – visual section

## 2. WORKING HOURS

The library shall normally functions for (12) twelve hours a day 9 am to 9 pm during the academic session.

## 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 bio-technology. The library also has a good collection in the various areas of social sciences, humanities and management. The special category 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- users library management system that supports all in – house operation of the library. The libsys consist of modules on acquisition, cataloguing, circulation, serials, articles 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 the 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 student get their bar-coded patron card on becoming member of the library. Faculty and staff members who have not

# A Profile

availed this faculty 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 DIGITALIZATION

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 technological university 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 DTU 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 located 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

In case of teaching and non teaching staff members, the details are to be verified by the head of the department / branch in charges concerned.

## LIBRARY AT A GLANCE

### Membership

Category	Description	Members
11	B.E. (General Category)	3170
12	B.Tech. (General Category)	521
13	M.E.	424
15	Ph.D.	32
16	Tech. Staff	90
17	Faculty (Regular)	114
18	Admn. Staff	27
19	Executive	4
20	Faculty (Contractual)	108
21	Part-Time Faculty	-
22	Reserve Category B.E.	879
23	Reserve Category M.E.	73
RC12	B.Tech. Reserve Category	21
	<b>Total</b>	<b>5463</b>

### Collection

	Main Library	123978
	Book Bank (Gen	52700
	Book Bank (SCP)	9057
	Thesis & Dissertations (Hard & Soft)	540
	Online Journals	1660
	Audio-Visual	550
	Standards	02 (BIS, ASTM)
	CD of Books	1276
	Newspapers	18 (Daily)
	Magazines	48 (W/FN/M)

# A Profile

Services		
	Circulation	
	Reference	
	Reading Room	
	Audio-Visual	
	Standards via Intranet	
	Internet Access	27 +25 Terminals
	E-Journals	
	E-Thesis & Dissertations	540
	Video streaming (NPTEL) 90+ LECTURES	
	Photocopy / Printout	
	OPAC	
Software		
	Library Management Software	Libsys – 4
	Digital Archiving Institutional Repository	DSPACE



## DATA OF LIBRARY COLLECTION (BOOKS)

### Main Library

Year	Purchased	No. of Books
01.04.04 - 31.03.2005	Added	8195
	Total	103205
01.04.05 - 31.03.2006	Added	2206
	Total	105412
01.04.06 - 31.03.2007	Added	1824
	Total	107136
01.04.07 - 31.03.2008	Added	7126
	Total	114262
01.04.08 - 31.03.2009	Added	2843
	Total	117105
01.04.09 - 31.03.2010	Added	4693
	Total	121918
01.04.10 - 31.03.2011	Added	1093
	Total	123978



# A Profile

## BOOK BANK

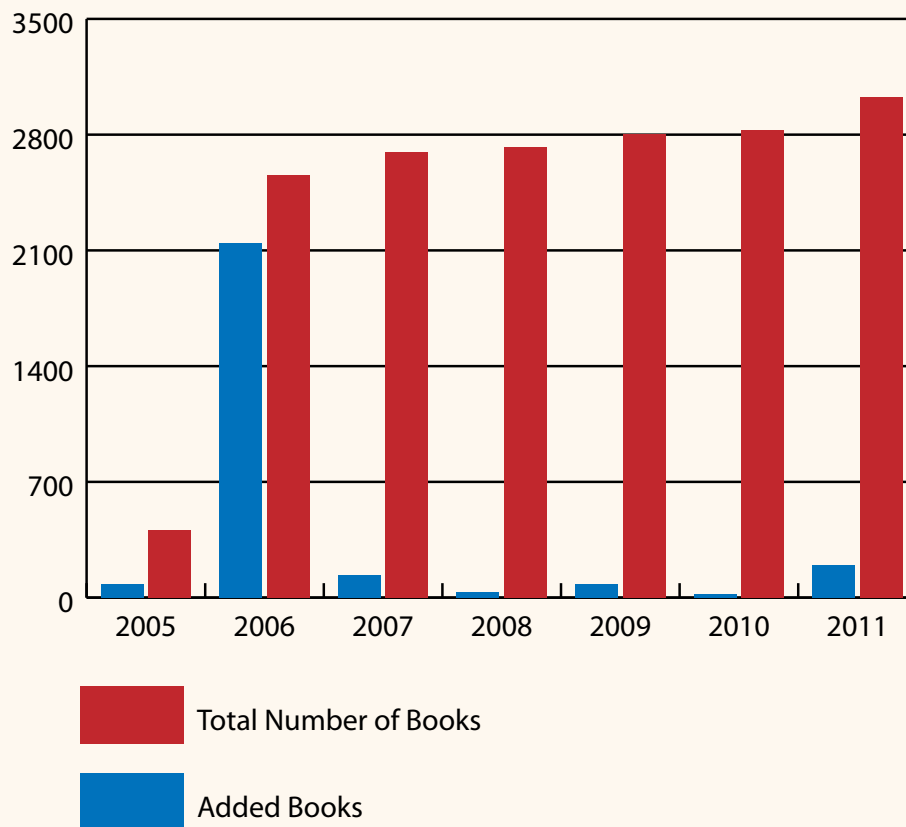
Year	Purchased	No. of Books
01.04.04 - 31.03.2005	Added	2880
	Total	35330
01.04.05 - 31.03.2006	Added	2850
	Total	38181
01.04.06 - 31.03.2007	Added	2873
	Total	41053
01.04.07 - 31.03.2008	Added	4624
	Total	45677
01.04.08 - 31.03.2009	Added	1224
	Total	46901
01.04.09 - 31.03.2010	Added	1772
	Total	48673
01.04.10 - 31.03.2011	Added	-
	Total	-
01.04.11 TILL DATE	Added	4027
	Total	52700





## DONATED BOOKS

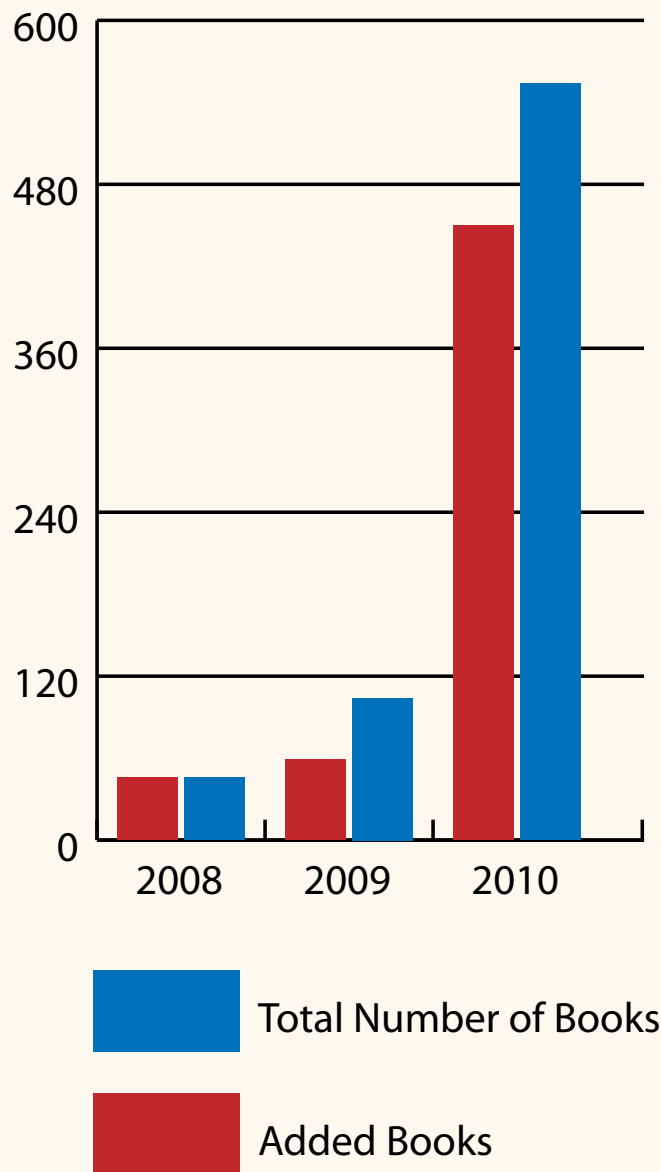
Year	Purchased	No. of Books
01.04.04 - 31.03.2005	Added	83
	Total	408
01.04.05 - 31.03.2006	Added	2142
	Total	2558
01.04.06 - 31.03.2007	Added	134
	Total	2692
01.04.07 - 31.03.2008	Added	34
	Total	2726
01.04.08 - 31.03.2009	Added	79
	Total	2805
01.04.09 - 31.03.2010	Added	24
	Total	2829
01.04.10 - 31.03.2011	Added	195
	Total	3024



# A Profile

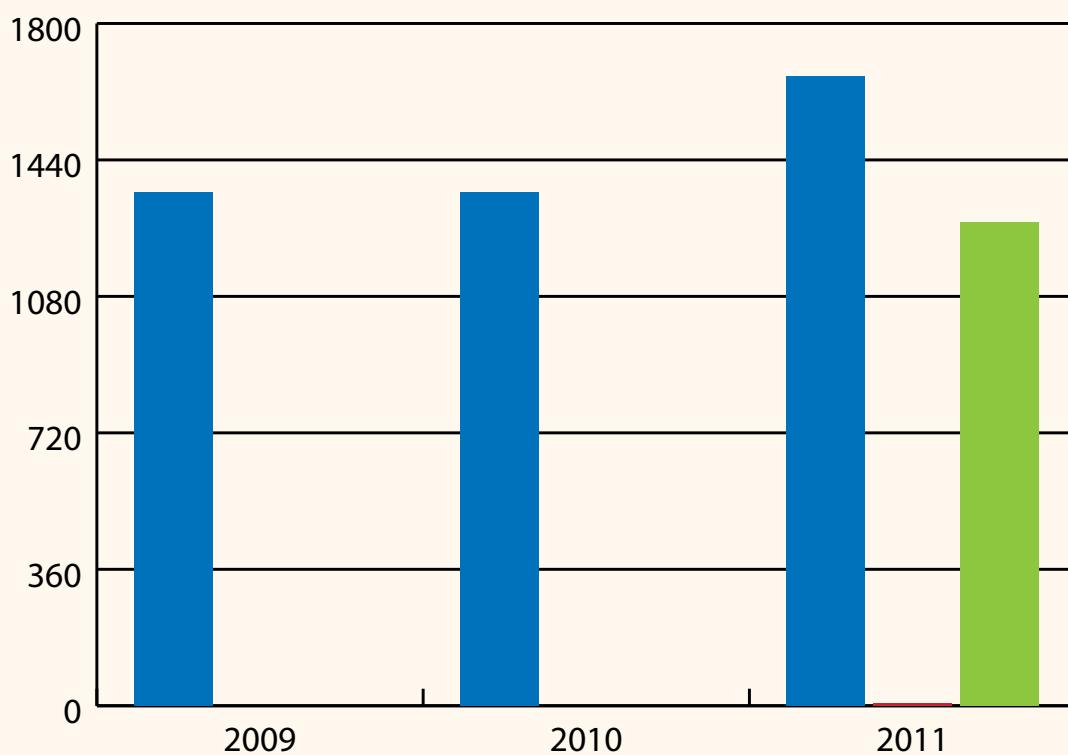
## DEPARTMENTAL LIBRARY

Year	Purchased	No. of Books
01.04.07 - 31.03.2008	Added	46
	Total	46
01.04.08 - 31.03.2009	Added	59
	Total	104
30.04.09 - 31.03.2010	Added	450
	Total	554



## JOURNALS (ONLINE JOURNALS, PRINT JOURNALS, CD OF BOOKS)

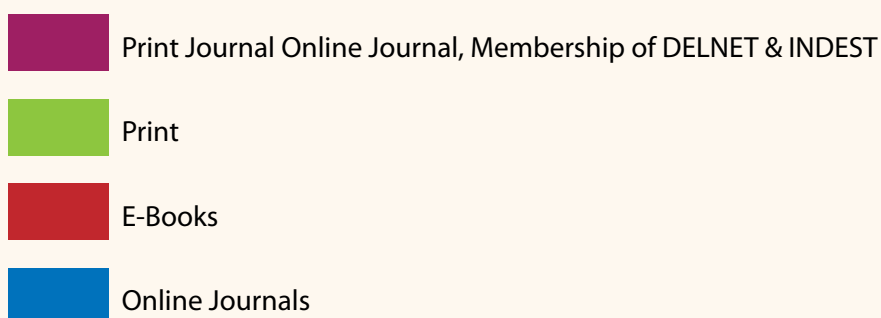
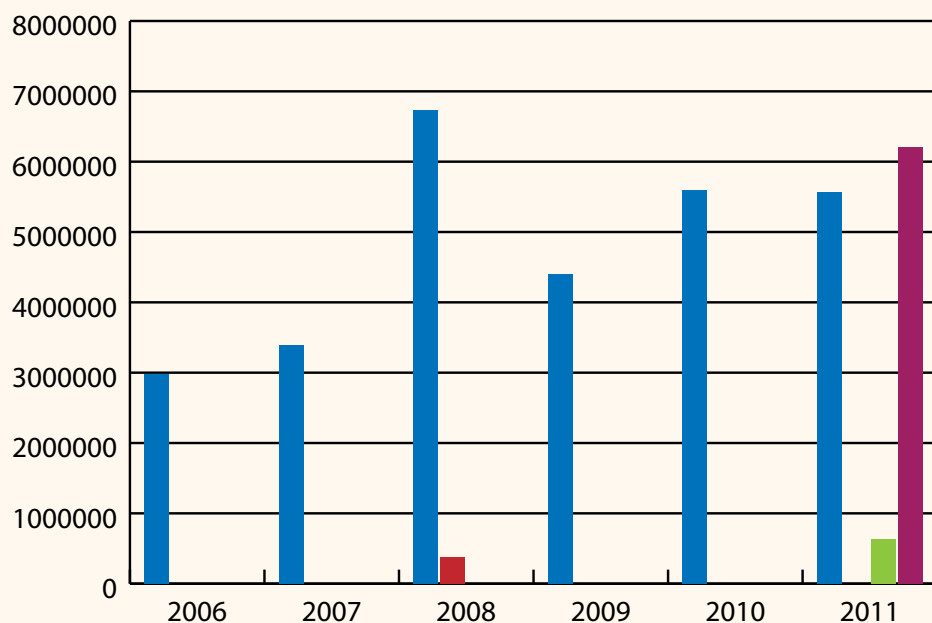
S. No.	Financial Year	Online-Journals
1.	2009	1355
2.	2010	1355
3.	2011	1660+7 (Print)



# A Profile

## EXPENDITURE AT A GLANCE ON E-BOOKS AND E-JOURNALS DURING PREVIOUS YEARS

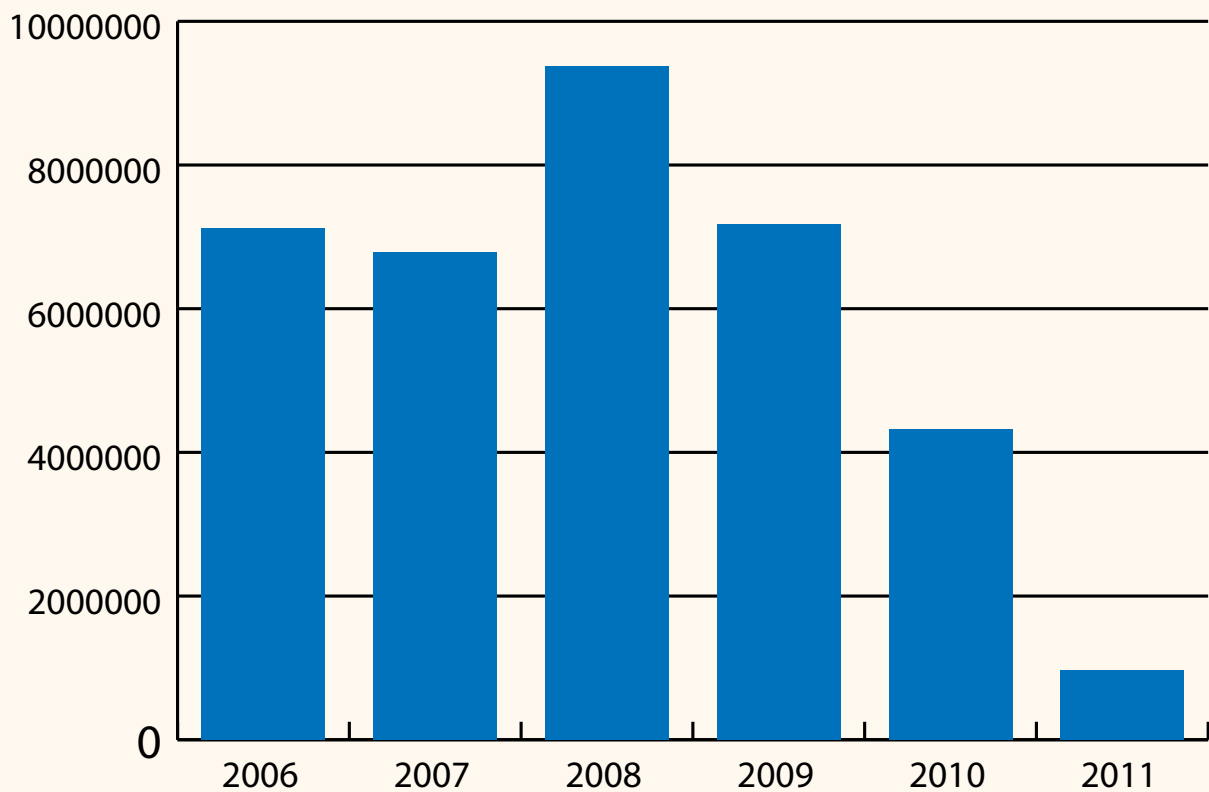
01.04.05 - 31.03.2006	Rs. 29, 73,979.00
01.04.06 - 31.03.2007	Rs. 33, 84,427.00
01.04.07 - 31.03.2008	Rs. 67, 37,421.00 (Online Journals)
	Rs. 3, 83,093.00 (e-books)
01.04.08 - 31.03.2009	Rs. 43, 97,370.00 (Online Journals)
01.04.09 - 31.03.2010	Rs. 55, 90,376.00 (Online Journals)
01.04.10 - 31.03.2011	Rs. 6,31,606.00 (Print)
	Rs. 55,62,300.00 (Online Journals)
	Rs. 62, 12,106.00 (Print, Online Journals, Magazines, News Paper and Membership of Delnet, INDEST)



## EXPENDITURE AT A GLANCE ON BOOKS DURING PREVIOUS YEARS

### Overall View

01.04.05 - 31.03.2006	71, 21,088.00
01.04.06 - 31.03.2007	67,84,878.00
01.04.07 - 31.03.2008	93,72,904.00
01.04.08 - 31.03.2009	71,76,109.00
01.04.09 - 31.03.2010	43,22,186.00
01.04.10 - 31.03.2011	9,62,259.00



## RULES AND REGULATIONS

**TO PROVIDE AN ATMOSPHERE CONDUCIVE TO APPROPRIATE USE OF ITS SERVICES AND FACILITIES, THE STUDENTS ARE REQUIRED TO COMPLY WITH THE LIBRARY RULES AND REGULATIONS LISTED BELOW:**

### GENERAL ELIGIBILITY

---

The DTU Library resources are available to:

- Those students who are enrolled in different courses undertaken by University.
- Those who are members of the Faculty and Non-Teaching staff of the Delhi Technological University.
- Those without direct connection with the University, on a written recommendation based on good personal knowledge and confirming their need and suitability for admission and approval of competent authorities.

### HOW TO BECOME MEMBER

---

The teachers, Ph.D. scholars, Master's level students, undergraduate students and other categories who are admitted through various Schools/ Departments of the University, will be given the membership facility by the Central Library. The application form for the library membership can be obtained from the Central Library or can be downloaded from University site. The application form duly recommended (signed and stamped) by the Dean Academic should be submitted to the Central Library of the University as per the entitlement for processing.

Other categories of members which include retired teachers, non-teaching staff, outsiders etc. are required to approach Central Library for registration.

Members should keep the library informed of any change of address, email address, Telephone Numbers, class or subject of study during the period of their membership.

### LIBRARY SERVICES AND FACILITIES

---

DTU Library offers following facilities and services:

- Library Membership Facility.
- Document Borrowing Facility.

- Text book Service (Book Bank).
- Reference, Referral and Information Service, and E-referencing.
- Reservation of books.
- Inter-Library Loan Service.
- Facility to browse reading materials in open access environment.
- Use of special collections wherever they are available.
- Use of Theses and Dissertation as per the conditions.
- Facility to research scholars.
- Assistance in the use of Electronic Resources.
- Bibliographical Services wherever they are available.
- Photocopying Service by adhering to the Copyright Provisions is available through the commercial vendors.
- Computer Print-out facility.
- Facility of browsing Internet.
- Facility of browsing CD-ROM etc.

## **LIBRARY MEMBERSHIP IS AVAILABLE TO FOLLOWING CATEGORY OF USERS**

---

- Members of the permanent teaching staff of the University.
- Members of the teaching staff who are appointed on Contract / Ad hoc / Temporary / Leave vacancies.
- Ph.D. Students on the rolls of the University.
- Master's level students on the rolls of the University.
- Bachelor's level students on the rolls of the University.
- Non-teaching staff serving as permanent staff of the University.
- Outsiders engaged in research or higher studies with special permission of the competent authority.

## **VALIDITY AND RENEWAL OF MEMBERSHIP**

---

Membership will be valid during the course of study for students and must be renewed on the specified scheduled time.

Membership will be valid during the tenure of service for staff and faculty and must be renewed on the specified scheduled time.

Special category membership is valid till the expiry of the term, which has been specified while issuing the membership facility.

# A Profile

## CLEARANCE CERTIFICATE

### OBTAINING CLEARANCE CERTIFICATE IS MANDATORY TO ALL THE BONAFIDE MEMBERS OF THE UNIVERSITY :

- The library books/ tickets/ membership cards are the property of the library and are to be returned and dues, if any, be cleared/ paid and a clearance certificate be obtained from the Central Library.
- It will be mandatory to each and every bonafide member of the Library to obtain No Dues from the Central Library.
- All formalities to obtain clearance certificate are to be completed by the member before completion of the course of study or submitting the theses/dissertations or terminating connection with the university.

## INTER-LIBRARY LOANS

- Inter-Library Loan is a facility which supplements the Library's own stock by obtaining material which is not available in the University Library.
- Members of the Library may request the requisite book(s) on Inter-Library Loan from other libraries.
- Books borrowed from other libraries are required to be used within the Library on the production of bona fide library membership card and in no circumstances will be allowed to be taken out of the library premises.

## BORROWING FACILITY

Following facilities are extended to the bonafide members to borrow specified number of volumes for the period mentioned against each.

Category	No of Books	No of Days
Teaching Faculty (Regular)	-15-	30 days (Reference Book for 3 days)
Teaching Faculty (Contract/Ad hoc)	-6-	-30 days-
Ph.D. Scholar	-6-	-15 days-
M.E. / M.Tech.,	-6-	-15 days-
MBA	-8-	-15 days-
B.E./ B.Tech.	-3-	-15 days-
Non-Teaching	-5-	-30 days-



## CONDITIONS OF LOAN

---

Electronically generated membership card is issued to each member to borrow the specified number of documents. The card is nontransferable as it is a token of privileges extended only to the member to whom it is issued.

Sub-lending of the books and misuse of the privileges are entirely at the risk of the membership holder and library in no way will be responsible of its misuse.

Reference books, rare books, theses, dissertations, periodicals (loose numbers and bound volumes) and such other reading materials marked for consultation within the library shall not be issued out for loan except with the special permission of the University Librarian.

Borrowers must satisfy themselves about the physical condition of the books before borrowing; otherwise, they will be held responsible for any damage or mutilation noticed later or at the time of returning.

Penalties for damaged, mutilated or defaced by marking shall be fixed by the University Librarian.

Loan of books is not renewable, in case it is in demand by another user.

The University Librarian can recall books on loan with members at any time.

## ISSUE SYSTEM AND RESERVATIONS

---

On each occasion when the book is borrowed, the reader must approach the circulation counter with membership ID and get the book charged/discharged.

Readers can check their status online by using User ID and password.

Reservation for books which are not on the library shelves can be made by users through OPAC. The library will inform the member through library notice board as soon as the book is available.

## USE OF TEXT BOOK COLLECTION

---

Text Book Collection comprises of reading materials covering prescribed readings, recommended reading, allied and relational readings and such other books as may be considered important for placement along with such collections.

Some copies of Text Books as may be considered necessary will be kept for 'Consultation only' and cannot be issued.

# A Profile

In the case of heavy demand of certain books, the preference will be given according to the reservation.

Facility to reserve Text Books is available.

## ACCESS FACILITIES

---

- All bonafide members are entitled to access electronic resources through user ID Password. User ID Password may be obtained from the library officer.
- However, bulk copying, systematic downloading or use of such electronic materials for commercial purposes and other such usages which are in violation to IPR rules or other relevant rules and regulations of the country, is strictly prohibited.
- Strict action will be taken, if any breach of law is discovered.
- The members have the privilege of direct access to the shelves in the stack halls and the freedom to browse books during specified hours subject to certain requirements of the library.
- The library books are for the benefit of not only the present but also the future members of the library. They should, therefore, be handled with every care and consideration.
- It is important that the classified arrangement of books, according to the numbers, is maintained on the shelves for the convenience of the members themselves.

## OVERDUE CHARGES

---

- The member is expected to return borrowed books on or before the due date.
- An overdue charge of Rs. 1/- per day per volume will be levied for the late return of books.

## LOSS OF BOOKS OR LIBRARY TICKETS

---

- Neither books nor membership card be lent to another person.
- The member is responsible for the books borrowed on his / her library tickets.
- Loss of library book(s) or membership card must be reported in writing to the University Librarian immediately.

- Borrowers will be asked to pay at the rates fixed by the Library for or replace the book lost or returned in damaged or mutilated condition.
- If electronically generated membership card is lost, a deposit of non-refundable Rs. 20/- will be required from the member. However return/ payment/ replacement of book/s issued on the previous membership card will be the sole responsibility of the user and no clearance will be given till the dues are not cleared.

## LIBRARY HOURS

---

- The library shall normally functions for (12) twelve hours a day or more during the academic session.
- Library hours are subject to change from time to time and all changes in timings are duly notified on the notice boards.
- The library is open round the year except on Second Saturday Sundays and Gazetted holidays.

## MAINTENANCE OF DISCIPLINE

---

- University Library is a place of individual study and research. It is necessary to maintain an atmosphere of quiet and dignity inside the library. Members are, therefore, reminded that conversation or consultation among themselves or noisy or demonstrative greeting of friends inside the library is not permissible.
- Library user are expected not to act in any way which disturbs the reading or study of other users or which also interferes with the proper functioning of the Library.
- Smoking is also not allowed inside the library.
- The users will deposit their personal belongings including personal books at the property counter.
- Library reserves the right to check the contents of the items deposited at the property counter.
- The Library on written request can permit the use of personal laptop and other electronic storage media inside the library.
- Use of mobile phone is prohibited, especially in the areas where the users are engaged in study and research.

# A Profile

- Eating and drinking is not allowed in the library.
- Damage or theft of library property will be referred to the University's Disciplinary authorities and other law enforcing authorities.
- Notices, publicity materials, wall writings etc. are not allowed in any part of the library building.
- The library will not be responsible for any damage or loss to equipment plugged into power points in the library or to data stored thereon as a result of power fluctuations or any other cause.
- Library staff working in the library will not be able to transmit telephone calls or other personal messages to library users.





# A Profile

## TEAM LIBRARY

1. Mr. RAM RATTAN (Documentalist)
2. Ms. GEETA (Documentalist)
3. Dr. (Mrs.) LALITA (Assistant Librarian)
4. Mr. KAMBIAKMUAN GUTE (Assistant Librarian)
5. Ms. RAMPATI NAIN (Counter Assistant)
6. Ms. NEERU MALIK (Counter Assistant)
7. Ms. TARUNA ARORA (Counter Assistant)
8. Ms. NEERU VIG (Counter Assistant)
9. Mr. ABDUL ALEEM (Counter Assistant)
10. Mr. SAUDAN SINGH (Library Attendant)
11. Mr. KALIKA CHARAN (Lab Attendant)
12. Mr. HARI LAL (Peon)
13. Mr. RAJ KUMAR (Lab Attendant)

## LIBRARY ADVISORY COMMITTEE

1. Dr. P. R. CHADHA (CHAIRMAN)
2. Dr. RUCHI MALHOTRA (MEMBER)
3. Dr. YSHA HASIJA (MEMBER)
4. Dr. A. K. GUPTA (MEMBER)
5. Dr. N. S. RAGHAV (MEMBER)
6. Dr. J. N. RAI (MEMBER)
7. Dr. NITIN PURI (MEMBER)
8. LIBRARIAN (MEMBER & CONVENOR)



*Information Literacy Programme for  
DTU Library Users*



*Vice Chancellor, DTU talking with  
Library Users*



For further information, contact

**Dr. R. K. Shukla**

Librarian

Knowledge Centre and Library Online

**Delhi Technological University**

*(Formerly Delhi College of Engineering)*

Shahbad Daultapur, Main Bawana Road, Delhi-110042, INDIA

Tel.: 91-11-2787 1419, Website : [www.library.dce.edu](http://www.library.dce.edu)