Atria Institute of Technology
LIBRARY SERVICE

LIBRARY TIMINGS

Monday to Friday   8.30 AM to 7.30 PM

Saturday   8.30 AM to 4.00 PM

The Central Library has the following service units.

Circulation Service

The circulation section is located at the entrance of the Library. On an average over 350 books are issued/return at the circulation counter every day.

Reference Service

Reference material like dictionaries, yearbooks, encyclopaedias, hand books and manuals reference books are available in the reference section. The library staff will help to find information which is available in the Library.

New Arrivals

A separate rack is maintained to display the books that are procured by the college. The new arrivals are displayed near the entrance of the library. Therefore, the students are made aware of the latest books in the library.

Overnight Issue

The reference books will be issued to the students for a period of one day during the time of examination.

Institutional Repository

Faculty publications (Institutional repository) and other publications of the university are available online through library OPAC.

SMS alert

Another facility that is maintained in the library is SMS Alert. Those who have book dues will receive the SMS alert regularly from the department of Library.

Inter Library Loan

Central library arranges to borrow documents, which are not available in its collection, through inter library loan from other libraries for academic and research purpose.

Online Reservation

Online reservation can be done through web OPAC for a book which is already lent out. Reserved books will be kept separately on the circulation counter for 2 days for each reserved member.

Reprographic & Printing Service

Photocopying and printing facility is available at a reasonable cost in the library. This service limited to library materials without violating the copyright laws.

Off-Campus Access

Faculty and research scholars have facility of off-campus access to many databases and e-journals by using remote access server. To get username and password, please send your request to librarian@atria.edu.

Information Desk

Provides an expanded, integrated service point of the library. This service focuses on helping researchers locate specific journals, books, search databases and capture search results at their point of need, as a complement to the in-depth research assistance available from the Reference Desk.

Document Delivery Services

The Central library arranges for photocopies of articles from journals and conference proceedings that are not available in its collection from different sources. This service is offered within the purview of copyright laws. To place a request, please send an email to librarian@atria.edu

Renewals

All books loan from the circulation desk can be renewed on condition that there is no one requesting for the same items. All loans subject to recall in accordance with library regulation. Borrowers are responsible for returning their loans on or before the specified due dates.

Web OPAC

Online public access catalogue provides search facility to locate books and other materials that are available in the library.

Library Awareness

As part of our user awareness program, the library regularly organizes Orientation/Training programs on library resources and services. Members can meet the Librarian for discussions, if any, every day between 3.30 PM to 5.00 PM at the Central Library.

Newspaper Clippings

The Press Cutting Service plays a vital role like Selective Dissemination of Information (SDI), Current Contents Service, Book Alert Service, etc.

Plagiarism Checking

Students and staff at Atria Institute of Technology have access to **TURNITIN** and Check for Plagiarism, a plagiarism detection tool. In addition to acting as a plagiarism deterrent by detecting unoriginal content in student papers, it also has features designed to aid in educating students about plagiarism and the importance of proper attribution of sources.

Library Infrastructure:

The library is divided into 11 different sections namely,

1. **Acquisition section:** The Acquisition Section is responsible for collecting requests for books from the faculty, interacts and place orders with the selected suppliers, accessioned the procured books and transfers them to the Technical Processing Section for classification, cataloguing, indexing and database entry.

2. **Technical and Circulation section:** These services are the "behind the scene" activities that a library undertakes to effectively deliver library services to the students. These services include the processes and procedures which are necessary to order library materials, like classifying, cataloguing, assigning subject headings, data entry, checking and physical processing, to get the materials ready to put on library shelves. Circulation section is the gateway between users and documents so it plays a major role to any Library and Information System. The Circulation section functions at jobs like membership registration, library resources checkout and check-in, issue no-dues certificate, inter library loan, overdue fine collection, book reservation, various SMS alert, etc. and all kinds of queries by the users are being performed by this section.

3. **Stock Section:** This is the important section of the library. It functions the display and maintenance of library resources that are issued on loan. The facility of open access to most of the collection available in this section and the users can access themselves. Books are arranged on the shelves according to their respective departments. Each book is assigned a Class number and book number. The Dewey Decimal Classification

scheme is used to assign the classification numbers.

4. **Periodical Section:** The Periodicals Section is the place where needed information could be found in journals, magazines, newspapers, and other serial literature. Here, readers have access to a wide range of magazines, newspapers and topics of relevant interest. Clipping files are prepared for newspapers on announcement relating to admissions, vacancies, employment, and examination results. The sub-sections are as follows:

   ➢ Journals Section

   ➢ Magazines Section

   ➢ Newspapers Section

5. **Reference Section:** The reference section of the library consists of Library's reference books, which are those materials that are meant to provide quick and accessible information on any particular topic. Dictionaries, encyclopaedias, bibliographies, case studies are some of the most common reference materials found in the Library's Reference section.

6. **Digital Library:** The digital library is concerned with that body of knowledge relating to the collection, organization, storage, distribution, retrieval, and utilization of digital information. The Library and Information Centre had a separate Digital and Information Resource Centre to provide access to digital resources.

   The Central Library has 12 computers with LAN connectivity. Users can avail previous year's examinations question papers, syllabus and institutional repositories.

   The Library and Information Centre had a separate Digital and Information Resource Centre to provide access to digital and online resources. Ten computers are placed in the digital library to ensure the usage of e-resources effectively. The institute itself had its own digital repository where question papers and e-books are added. The repository can be accessed throughout the campus.

7. **E-Library:** The E-Library is a special section where the collection of digital resources are made available for the users to access online. The Library and Information centre provides lot of e-resources to access online including e-journals, e-books, e-databases, union catalogues, conference proceedings, and other useful online resources.

   The institute obtained membership from VTU Consortium and DELNET enabling access to a wide range of e-books, e-journals, e- conference proceedings, union catalogues and research papers. Therefore, the digital library/computer lab provides access to the above said e-resources along with other e-resources that are required by the users.

   Library subscribes to 08 databases providing access to over 32152 E-journals to the users. E-Resources are accessed both in-campus and off-campus.

8. **PG Library:** The Library and Information centre had separate sections for the Post Graduate students of the institute. The both MBA and M.Tech books are placed in the separate rack to make easy access to PG library resources.

9. **Faculty/Staff Reading Section:** The Library and Information Centre provides separate seating arrangement for the faculty and staff of the institute. The library is located not so far from all departments of the institute, so the faculty and staff borrowed the books to their departments. Apart from this, the library arranged a limited seating arrangements which are reserved for them only. Totally 20 seats are reserved for the faculty and staff

10. **Reprography Section:** Reprography section is located within the circulation section. Reprography section provides services like photocopying, printing and scanning of library resources which are requested by the users.

11. **SC/ST Book Bank:** SC/ST book bank offers students to borrow extra 2 books, who belongs to backward classes. This section includes 998 books with 300 reference books. The rules for borrowing these books is same as for normal stack books borrowing.

ADDITIONAL SERVICES

Ask a Librarian

Speak to the librarian or make an appointment for in-depth help. Call the Library's Reference Desk

Interlibrary Loan (aka Document Delivery)

When you cannot find what you want in AIT library, simply fill out the Interlibrary Loan online request form.

Retrieving Materials

Requests for journal articles generally take one to three days to fill, but may take up to two weeks. Books may take three weeks to arrive.

E Books/E Journals

Fully downloadable pdf versions of book chapters and entire books from VTU E CONSORTIUM.

Email Now

The librarian will answer you within 24 hours during weekdays. (librarian@atria.edu)

Institutional Membership

The institutional membership consists of DELNET, NDL and NPTEL-New Delhi, e ShodhSindhu and Shodhaganga

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