

Library Services

Circulation Service

The circulation section is located at the entrance of the Library. On an average over 250 books are issued/return at the circulation counter every day.

Renewal service

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.

Overnight Issue service

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

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.

Reprographic & Printing Service

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

Digital Library Service

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. It has 31 computers with LAN connectivity. Users can avail previous year's examinations question papers and syllabus.

The institute obtained membership from VTU Consortium, DELNET, NDL 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.

Faculty and research scholars have facility of off/online-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.

E-Library Services

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.

Knimbus digital library Service (Remote Access)

A complete digital library platform for personalized learning and Research. Faculty, students and research scholars have facility of off/online-campus access to many databases and e-journals by using remote access server.

Plagiarism Checking

Students and staff at Atria Institute of Technology have access to **TURNITIN**, a plagiarism detection tool. **Users can check their own written article.**

PG Libraryservice

The Library and Information centre has 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.

SC/ST Book Bank Service

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

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.

E- MAIL alert service

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

Inter Library Loan service

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

Book Reservation service/OPAC

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.

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

Library Awareness programme service

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.

Newspaper Clippings

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

Library Infrastructure

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.

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.

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.

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

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.
