

Frequently Asked Questions (FAQs)

How can I get Library membership ?

Students enrolled to any of the courses in PESIT-BSC and all faculty and staff members working in PESIT-BSC will be eligible for membership of library.

The institution provides bar-coded dual card to all its users and the same is valid both as college ID card as well as library ID card and is valid for the entire duration of the course to access library facilities.

However all teaching and non-teaching staff should submit a copy of appointment letter to the librarian to avail library membership.

What is the library Timings?

Monday - Saturday	8.00 AM to 10.00 PM (All working days)
	8.00 AM to 12.00 Midnight (During Examinations)
Sunday	9.00 AM to 10.00 PM (During Internals)
	9.00 AM to 12.00 Midnight (During Examinations)

Circulation Timings:

Monday - Saturday	9.00 AM to 6.00 PM
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Which library resources can I borrow?

Books, Project Reports, CD-ROMs and Bound volumes of Journals can be borrowed from the library.

Reference materials can be issued with the permission of the librarian for overnight only after 3.30 PM and has to be returned the next morning without fail.

How many books can I borrow?

Undergraduate students are entitled to borrow 03 books and Postgraduate students can borrow 04 books for the duration of 14 days.

Teaching staff can borrow a maximum of 06 books.

How do I borrow materials?

First check for the availability of the required document you wish to borrow using Library OPAC (Online Public Access Catalogue). Find the document in the open stacks for yourself and get it issued in the circulation counter by producing library card.

How do I return the borrowed materials?

The materials borrowed from the library can be returned at the circulation desk from 8.00 AM to 6.00 PM on all working days.

How do I renew or reserve the borrowed materials?

Books that have been borrowed can be renewed twice if there is no request by others.

Books which are already lent out can be reserved online by logging on to <http://library.pesitbvc.edu> and those books will be kept separately in the circulation counter for 2 days for each member. The reservation lapses automatically after 2 days and the next reserved person gets the chance.

The books should be personally brought to the library for renewals and no phone renewals are permitted.

Is there any late fee for documents returned after due date?

Borrowers are requested to return the books on or before the date specified, failing which a fine of Rs. 1/- per day will be charged for each book/document for the first ten days and Rs. 5/- per day will be charged after ten days.

Can I request the Library to procure new material?

Of course. Students/faculty members can recommend a book for purchase by filling the book request form available in the library or the same can be downloaded from <http://library.pesitbvc.edu> and hand over to the librarian. All book requests should be forwarded by their department Heads.

Is there any photocopying and scanning facility available in the Library?

In addition to private vendors in the campus, the library offers photocopying service to its users from 8.00 AM to 6.00 PM on all working days at nominal charges.

Can I use the computers available in the library?

The library is completely wi-fi enabled with adequate number of computers and students can use the computers available in the library for educational purpose only.

How do I access electronic journals and databases subscribed by the library?

For the benefit of its users all e-resources such as IEEE-IEL Online, Springer (CSE, E&E, and ME Collection), Science Direct, Taylor & Francis (CSE, ME, EEE, Civil, Structural Engineering & Allied Science Collection), ProQuest - (Engineering & Management Collection) and other e-resources subscribed under VTU consortium are IP enabled so that any number of users can access, browse and download the subscribed e-resources from anywhere within the campus.

For more information regarding the list of titles included in the collection please log on to <http://library.pesitbvc.edu>

What should I do if I have lost the book borrowed from the library?

Loss of book must be reported in writing to the librarian by filling the “Book Loss” form available in the library.

The users should replace it with a new book or pay three times the cost of the book along with the overdue charges if any.

Can I donate books to the library?

Library accepts donated books if it suits the library’s collection development policy. However damaged books, books with missing pages and Xerox copies of books are not accepted.

All donations to the library should be accompanied with “Book Donation Form” available in the library and the same will be duly acknowledged.

For donating books to the library please contact the librarian or email to pesselibrarian@pes.edu

Can I access Library outside the campus?

The library follows open access policy and the availability of library resources (such as books, periodicals, project reports, CDs/DVDs etc.) and full text of previous years question papers, syllabus copy, faculty publications etc. can be downloaded by logging on to <http://library.pesitbsc.edu> using user ID and password provided by the library staff.

Restrictions

- ❖ Do not install or uninstall any software in library computers.
- ❖ If any of the computers are not working report the same at the reference desk or the librarian. Do not try to fix it.
- ❖ Personal laptops are allowed inside the library on the condition that they will not disturb the connections of the library’s desktop computers for recharging the laptops. Plug points are provided in both the floors of library and the users should make use of the same for charging the laptops.
- ❖ Photocopying of only one chapter of a book for educational or research purpose is permitted under copyright law. Users should respect copyright law and the library is not responsible for any legal consequences arising due to copyright violation.
- ❖ Access to E-resources is based on license agreement with the publishers for educational purpose only and excessive or systematic downloading of entire journal issue is strictly prohibited.