AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD
CENTRAL LIBRARY

CENTRAL LIBRARY SERVICES

Central Library provides following services to the members of the central library:

1. **Library Membership**
   The students, faculty and staff of the College can register themselves for the membership of the Library. The users are issued bar-coded user cards. Their entitlements, in terms of the number of books that can be borrowed by them, are as follows:
   - Faculty members :- Two books for semester and three books for a month
   - Staff members   :- Two books for a month
   - PG students   :- Three books for a month
   - UG students   :- Two books for ten days
   - Students are provided Book Bank Books for each subject for the entire semester
   - Two extra books are provided to the eligible students for one month under the Social Welfare Scheme

2. **Book Reservation:**
   In case of non-availability (already issued) of the desired book in the library, the book can be reserved for user for issue after it is returned by another user.

3. **Extra book Facility for Toppers:**
   A special facility is provided to the meritorious students in the form of issue of three extra books for one month.

4. **Library Catalogue / OPAC / Web OPAC:**
   Library Catalogue / Online Public Access Catalogue (OPAC) / Web based online public access catalogue (Web OPAC) has been introduced for library data search by users. OPAC is a powerful search engine for finding any cataloguing information from KOHA bibliographic database on-line. The resources can be searched based on title of the book, author of the book, subject, publication or accession number of the book.

5. **Book Bank Services:**
   In addition to a well maintained Circulation and Reference Sections, the college has a rich Book Bank exclusively for students. Under this scheme, every student is issued on loan a set of one or two books of each subject for the full semester. The books are required to be returned at the end of each semester and a set of books is issued at the beginning of next semester.

6. **Departmental Libraries:**
   There are eight departmental libraries, which have collection of subject books, project reports and old issues of journals relating to their Branch. The resources are provided on loan from the Central Library. The departmental libraries are open for use by faculty members and are managed by the respective departments.

7. **Hostel Libraries:**

The five Hostel Libraries, two in girls' hostels and three in boys' hostels, maintain general books, novels, books on short stories, personality development and motivational reading. These libraries also maintain newspapers and magazines. Hostel libraries are managed by the students who are paid suitable remuneration.

8. Faculty / Research Scholar Reading Area:
A separate space has been provided in the reference section for use by faculty / research scholar.

9. Digital Library:
Digital Library are utilized by the user in the following ways:-

1. Can browse on the digital library systems and anywhere in the campus and outside campus through MyLoft.
2. Can download and take a copy on Pen Drive, CD/DVD.
3. Can also send by email etc.

Report of the usage is collected from the publisher on yearly basis and after analysis a decision is taken for renewal of membership. The library provides access to IEEE ASPP online journals, Elsevier e-Journals Package – Engineering & Computer Science, ASME Digital Collection through authorized Distributors. The e-books subscribed on one time purchases basis (perpetual mode) in the year 2020/2021/2022 through Nalanda E-consortium, be access through MyLOFT subscription services and Remote access facilities:

S. No.	Publication	Subject Areas	Web Address
1.	AKGEC through (Greenstone Digital Library Software)	Institutional Repository -	http://10.10.153.40:8080/jspui/ or Bytepad app installed thru Play Store
2.	AKGEC Central Library	Central Library web link	https://www.akgec.ac.in/central-library/
3.	Web OPAC	Library Management System: KOHA	http://117.55.241.42/
4.	IEEE (ASPP)	CS+EC+EN & Telecommunication	http://ieeexplore.ieee.org
5.	Elsevier e-Journals Package	Engineering & Computer Science	http://www.sciencedirect.com/
6.	ASME	ME	http://asmedigitalcollection.asme.org/
7.	DELNET	General Engineering & Reference	http://www.delnet.in/
8.	National Digital Library	General Engineering & Reference	https://ndl.iitkgp.ac.in/
9.	MyLOFT	Access all Database through mobile / system	https://app.myloft.xyz/browse/home

10. Laptop Charging Point, Internet Connecting Point and Wi-Fi:
These arrangements facilitate uninterrupted usage of student laptops to allow them work for longer durations.

11. Institutional Membership/ Inter Library Loan:
The Central Library offers inter-library loan service to its users for the books and periodicals not available in the AKGEC Library by procuring them from other libraries. The AKGEC library has membership of DELNET and National Digital Library which facilitate sharing of resources among member libraries.

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. Members of AKGEC Central Library can utilize this facility through central library. The resources available under DELNET network include Union Catalogue of Books and Periodicals and database of thesis and dissertations.

National Digital Library (NDL), coordinated by IIT Kharagpur and sponsored by MHRD, has 6.5 million resources available on a single portal where resources can be read online or downloaded. The resources include text books and audio and video content.

12. New Arrivals:
These books will be placed on display for one week for all the users for reference and after that the book will be issued to the User who has recommended for procurement.

13. News Paper Clippings:
Clipping of the latest news related to college events, AICTE, AKTU and other Engineering Colleges are maintained on daily basis for ready reference purposes.

14. Print Journals:
Library has been subscribing a lot of good journals in the field of science, engineering, technology, management and humanities. All latest journals can be referred within the library, and later on the same got bound year wise. Beside the current journals library has a rich collection of bound journals.

15. Question Paper/Model Solution Bank:
AKGEC Central Library maintains a Question Papers & Model Solutions Bank consisting of previous question papers of Sessional, PUT (Pre University Test) and University Examinations along with their model solutions prepared by the respective subject teachers. The collection is readily available for reference of students in electronic as well as print form in Central Library and also in electronic form in departmental and hostel libraries for benefit of faculty and students respectively.

16. Reference Service / NFI Section:
The Central Library maintains a separate reference collection consisting of text books, reference books, encyclopedias handbooks, dictionaries and competitive books for GATE, CAT, GRE and GMAT. One copy of each title is kept in Not-For-Issue (NFI) / Reserved Section for the reference of the users within the library only. The Reference Section resources may be issued, if necessary, for overnight after permission from the Senior Librarian.

Reference staff is also available in the reference section/ reading section to suggest sources of information and to assist in locating the required resources.

Reference Section hosts sitting area which includes cubicles to facilitate privacy without any disturbance to other students.

17. Reserve Book Section for SC /ST Students:
This section is particularly for the reserved category students viz SC/ST. The books of this section are kept separate so that these students can be benefited.

18. Self Reading Area:
This area provides space for students to sit with self reading material in the library which also facilitates consultations and discussions with fellow students. A coffee / Tea vending machine is provided here at subsidised rates to encourage students to visit library.

19. True Reader Award:
With the aim to encourage students to use the library regularly and inculcate good reading habits, "True Reader Award" has been introduced. The award, including cash prize and certificate, is given to top-user students who use the Central Library for at least 25 hours over minimum 10 days after college hours. Every month 3 top true readers are selected and awarded on Rs. 500/- for Ist Rs. 300/- for 2nd and Rs. 200/- for the 3rd winner

20. Earn While You Learn:
All hostel libraries are managed by the student coordinators. These student coordinators are interviewed and recommended by the Dean Library for approval of the Director General. Each student coordinator is paid honorarium Rs. 75/- for his one-hour duty on daily basis. All Libraries of the hostels are opened for Two hours every day in the evening under the supervision of Library student coordinators.