



**LIBRARY & INFORMATION CENTRE**

**4.2 : Library as a Learning Resource**  
**4.2.1 : Library is automated using Integrated Library Management System (ILMS)**

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1	Brief Overview of the Library Management Software – NewGenLib	<a href="#">01</a>
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**1. Brief Overview of the Library Management Software - NewGenLib**

The CBIT Library and Information Center is established in 1979 and supports the Teaching Learning and Research activities of the Institute. It is located in a spacious independent building with an area of 18,000 sft spread over two floors.

For the effective functioning and utilization of the library resources, Library Housekeeping operations are automated by using the LIBSYS limited user software in the year 1997 with the help of the AICTE MODROBS Project. CBIT Library is one of the First self-financing financing Institutes which has got the MODROB Project from AICTE. In the year 2000 Library software was upgraded to multiuser **NewGenLib: an Integrated Library Automation Software.**

NewGenLib is compatible with International standards such as MARC 21 for bibliographic description, ISBD, OAI PMH Protocol, Z 39.50 Protocol, Dublin Core, Unicode, and many more. It uses Java technology, PostgreSQL for the database, and Apache for Web server. NewGenLib unlike Koha is a platform independent software which turns it more beneficial for the user who are not well verse with Linux.



*[Signature]*  
**Librarian & Head**  
Library & Information Centre  
CBIT, Gandipet  
HYDERABAD - 500 075

NewGenLib is a fully web-based integrated library management software that runs on distributed computers through a network or server. It can also run on local area networks without access to the Internet. It Supports multi-user and multiple security levels and allows Digital attachments to metadata. It uses XML-based OpenOffice templates for the configurable Form Letters

NewGenLib is a complete solution for libraries. It is a unique combination of a library automation software, digital library software and a database search facilitator.

### There Seven Functional the Modules available in NewGenLib : Library Management Software:

- Administrative Modules
- Acquisition Module
- Technical Processing ( Cataloging ) Modules
- Circulation Module
- Serials Management Module
- Online Publication Access Catalogue Module
- MIS Reports Module

### Features of NewGenLib – Library Management Software:

- Functional Modules are **completely web-based** Uses Java Web Start Technology
- Compatibility – Complies with **international metadata and interoperability standards: MARC-21, MARC-XML, z39.50, SRU/W, OAI-PMH**
- Uses chiefly **Open Source Components**
- **Scalable, Manageable, and Efficient**
- **OS independent**-Windows and Linux flavours available
- **Z39.50 Client for Federated searching**
- RFID
- Internationalized application (**118N**)
  - Unicode 4.0 complaint
  - Easily extensible to support other languages
  - Data entry, storage, and retrieval in any (Unicode 3.0) language
- **RFID** integration
- **Networking** – Hierarchical and Distributed Networks
- **Automated email/instant messaging** integrated into different functions of the software
- Form letters are configurable and use XML-based **OpenOffice** templates
- Extensive use of set-up parameters enabling easy configuration of the software to suit specific needs e.g. in defining patron privileges
- Supports **multi-user and multiple security levels**
- Allows **Digital attachments** to metadata

### Functional Modules available in NewGenLib : Library Management Software:

- Administration Modules
- Acquisition Module
- Technical Processing ( Cataloging ) Modules
- Circulation Module
- Serials Management Module
- Online Publication Access Catalogue Module
- MIS Reports Module

## 2. NewGenLib Annual Maintenance Contract Order- (2022 )



CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)

CBIT /PSD/Library/ 170 /2021-22

Dated : 30.12.2021

### WORK ORDER

To  
M/s. Verus Solutions Private Limited  
Flat No.101, Swarnabharathi Towers, AS Raju Nagar,  
Opp. JPN Nagar Colony, Miyapur, Cyberabad  
Telangana – 500049  
Ph.7075824769

Sir,

Sub:- CBIT – Annual Maintenance Contract of NewGenLib EE ILMS – Reg  
Ref:- Your Quotation no. VSPL/PAMC/12/2122/095 dated 29.12.2021

\* \* \*

With reference to the subject cited above, we are pleased to place our order for the renewal of Annual Maintenance Contract of NewGenLib EE ILMS in the Library of CBIT as per the terms and conditions given below for a period of One Year w.e.f 01.01.2022 to 31.12.2022

Sl.No	Particulars	Amount Rs.
1	Annual Maintenance Contract of NewGenLib EE ILMS Software	12,000
	Add: GST- 18%	2,160
	GRAND TOTAL	14,160


### Terms and Conditions :

1. The renewal and updation of software shall be made through online as and when they are required over the period of one year w.e.f. 01.01.2022 to 31.12.2022
2. You shall attend to our complaints with in 48 hrs from the time of logging of complaint over the period of this contract
3. Court Jurisdiction at Hyderabad
4. Payment will be made through NIFT

Note: Our GST No. 36ABTC1906A1ZG



For Chaitanya Bharathi Institute of Technology

  
( Dr. P. Ravinder Reddy )  
PRINCIPAL

Chaitanya Bharathi Institute of Technology (A)  
Chaitanya Bharathi (P.O), Kokapet (V), Gandipet (M)  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
040-24193276, 79, 80  
principal@cbit.ac.in www.cbit.ac.in

**INVOICE**

<i>(Issued under Rule 1 of Section 31 GST Act, 2017)</i>			
GSTIN	36AABCV6778J1ZP	Invoice No	VSPL/IAMC/12/2122/095
NAME	Verus Solutions Private Limited	Invoice Date	29-12-2021

<b>Details of Receiver (Billed to)</b>			
Name	Chaitanya Bharathi Institute of Technology,	State Code	
Address	The principal, Chaitanya Bharathi Institute of Technology, Hyderabad.	GST/UIN	
		SAC Code	998313

**Sub: Sub: As per Proforma**

S.No	Particulars	Amount in INR
I.	NewGenLib – On-Line Annual Maintenance Contract Duration: January 2022 to December 2022	₹ 12,000.00
	SGST 9 %	₹ 1,080.00
	CGST 9 %	₹ 1,080.00
	IGST 18 %	-----
<b>Total</b>	<b>(Rupees fourteen thousand one sixty only)</b>	<b>₹ 14,160.00</b>

**The Following are the Bank Details of Verus Solutions Pvt Ltd.,**

<b>HDFC BANK LTD.</b> Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.			
<b>ACCOUNT NO</b>	<b>SWIFT CODE</b>	<b>MICR CODE</b>	<b>IFSC CODE</b>
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,

  
 Manager,  
 Mobile No: +91 76758 24769

**Verus Solutions Private Limited**

Plot No : 41, 42, Flat No 101, SwarnaBharathi Towers, A5 Raju Nagar, Opp JPN Nagar Colony, Miyapur, Cyberabad, Hyderabad, Telangana, - 500 049. Ph: 040 48579992 Mob : +91 70758 24766 / 767 / 768 / 769.  
Email: info@verussolutions.biz Web: www.verussolutions.biz



CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)

CBIT/PSD/Library/50/2020-21

Dated: 30.12.2020

**WORK ORDER**

To,  
**M/s. Verus Solutions Private Limited**  
Flat No. 101, Swarnabharathi Towers, AS Raju Nagar,  
Opp. JPN Nagar Colony, Miyapur, Cyberabad,  
Telangana - 500049  
Ph: 7075824769

Sir,

Sub.- CBIT- Annual Maintenance Contract of NewGenLib EE ILMS - Reg.  
Ref:- Your Quotation no. VSPL/PAMC/12/2021/124 dated 02.12.2020.

\*\*\*

With reference to the subject cited above, we are pleased to place our order for renewal of Annual Maintenance Contract for NewGenLib EE ILMS in the Library of CBIT as per the terms and conditions given below for a period of One year w.e.f. 01.01.2021 to 31.12.2021.

Sl.No.	Particulars	Amount Rs.
1.	Annual Maintenance Contract (AMC) for NewGenLib EE ILMS Software	12,000
	Add: GST - 18%	2,160
	<b>GRAND TOTAL</b>	<b>14,160</b>

**Terms and Conditions:**

1. The renewal and updation of software shall be made through online as and when they are required over the period of one year w.e.f. 01.01.2021 to 31.12.2021.
2. You shall attend to our complaints within 48 hrs from the time of logging of complaint over the period of this contract.
3. Court Jurisdiction at Hyderabad
4. Payment will be made through crossed Cheque along with this work order.

**Note:** Our GST No. 36AABTC1906A1ZG

For Chaitanya Bharathi Institute of Technology

*G.P.S.V.*  
(Dr. G.P. Saradhi Varma)  
PRINCIPAL

*C. 589  
7/31/21*

**Chaitanya Bharathi Institute of Technology (A)**

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500 075, Telangana, India  
040-24193276, 79, 80  
principal@cbit.ac.in www.cbit.ac.in

**INVOICE**

(Issued under Rule 1 of Section 31 GST Act,2017)			
GSTIN	36AABCV6778JJZP	Invoice No	VSPL/IAMC/01/2021/091
NAME	Verus Solutions Private Limited	Invoice Date	25-01-2021

<b>Details of Receiver (Billed to)</b>			
Name	Chaitanya Bharathi Institute of Technology	State Code	36
Address	The Principal, Chaitanya Bharathi Institute of Technology, Hyderabad	GST/UIN	36AABTC1906A1ZG
		SAC Code	998313

**Sub: As Per Work Order No: CBIT/PSD/Library/50/2020-21 Dated: 30-12-2020**

S.No	Particulars	Amount in INR
1.	NewGenLib – Annual Maintenance Contract Duration: January 2021 – December 2021	₹. 12,000.00
	SGST 9 %	₹. 1,080.00
	CGST 9 %	₹. 1,080.00
	IGST 18 %	-----
	<b>Total (Rupees fourteen thousand one hundred and sixty only)</b>	<b>₹. 14,160.00</b>

**The Following are the Bank Details of Verus Solutions Pvt Ltd.,**

<b>HDFC BANK LTD.</b> Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.			
<b>ACCOUNT NO</b>	<b>SWIFT CODE</b>	<b>MICR CODE</b>	<b>IFSC CODE</b>
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,

  
 Manager  
 Mobile No: +91 70758 24769

**Verus Solutions Private Limited.,**

Flat No: 101, Swarnabharathi Towers, AS Raju Nagar, Opp. JPN Nagar Colony, Miyapur, Cyberabad, Telangana - 500 049.  
Phone : +91 40 65642333, 707 5824 766/767/768/769

Email : info@verussolutions.biz, Web : www.verussolutions.biz



# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

CBIT/PSD/Library/144/2019-20

Dated: 29.01.2020

## PURCHASE ORDER

To,  
**M/s. Verus Solutions Private Limited**  
Flat No. 101, Swarnabharathi Towers, AS Raju Nagar,  
Opp. JPN Nagar Colony, Miyapur, Cyberabad,  
Telangana - 500049  
Ph. 7075824769

Sir,

Sub:- CBIT- Annual Maintenance Contract of NewGenLib EE ILMS - Reg.  
Ref:- Your Quotation No.VSPL/PAMC/12/1920/123 dated 03.12.2019.

\*\*\*

With reference to the subject cited above, we are pleased to place our order for Annual Maintenance Contract for NewGenLib EE ILMS in Library of CBIT as per the quotations given by you and further the negotiations held with you on 28.01.2020 on the terms and conditions given below for a period of One year from 01.01.2020 to 31.12.2020.

Sl.No.	Particulars	Amount Rs.
1.	Annual Maintenance Contract (AMC) for NewGenLib EE ILMS Software	12,000
	Add: GST - 18%	2,160
	<b>GRAND TOTAL</b>	<b>14,160</b>

### Terms and Conditions:

1. The renewal and updation of software shall be made through online as and when they are required over the period from 01.01.2020 to 31.12.2020.
2. You shall attend to our complaints within 48 hrs from the time of logging of complaint over the period of this contract.
3. Court Jurisdiction at Hyderabad
4. Payment will be made through crossed Cheque along with this work order.

Note: Our GST No. 36AABTC1906A1ZG

For Chaitanya Bharathi Institute of Technology

(Dr P. Ravinder Reddy)  
PRINCIPAL

29/01/2020

**Chaitanya Bharathi Institute of Technology (A)**  
Chaitanya Bharathi (P.O), Kokapet (V), Gandpet (M),  
Ranga Reddy District, Hyderabad - 500 076, Telangana, India  
040-24193276, 79, 80  
principal@cbi.ac.in | www.cbi.ac.in

**INVOICE**

(Issued under Rule 1 of Section 31 GST Act, 2017)			
GSTIN	36AABCV6778JIZP	Invoice No	VSPL/IAMC/03/1920/150
NAME	Verus Solutions Private Limited	Invoice Date	12-03-2020

Details of Receiver (Billed to)			
Name	Chaitanya Bharathi Institute of Technology,	State Code	
Address	The Principal, Chaitanya Bharathi Institute of Technology, Hyderabad	GST/UIN	
		SAC Code	998313

**Sub: As per Proforma**

S.No	Particulars	Amount in INR
1.	NewGenLib –On-Line Annual Maintenance Contract Duration: January 2020 to December 2020	₹. 12,000.00
	SGST 9 %	₹. 1,080.00
	CGST 9 %	₹. 1,080.00
	IGST 18 %	-----
Total	(Rupees fourteen thousand one hundred sixty only)	₹. 14,160.00

**The Following are the Bank Details of Verus Solutions Pvt Ltd.,**

HDFC BANK LTD. Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.			
ACCOUNT NO	SWIFT CODE	MICR CODE	IFSC CODE
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,

Manager,

Mobile No: +91 70758 24769



**Verus Solutions Private Limited.,**

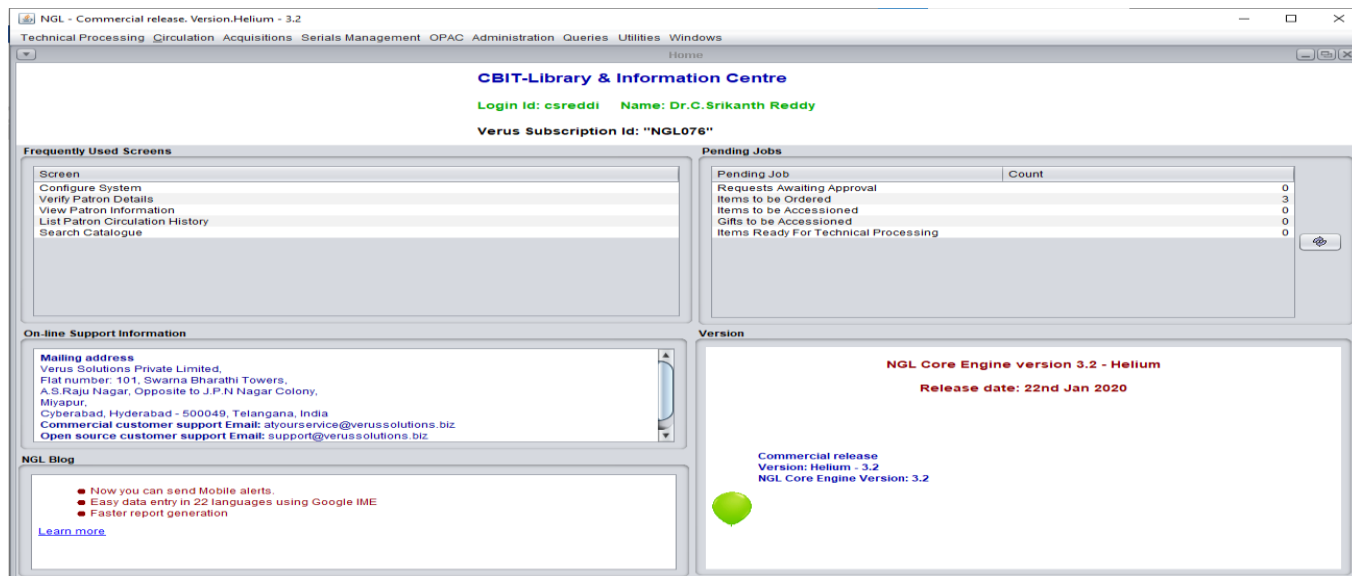
Flat No: 101, Swarnabharathi Towers, AS Raju Nagar, Opp. JPN Nagar Colony, Miyapur, Cyberabad, Telangana - 500 049.

Phone : +91 40 65642333, 707 5824 766/767/768/769

Email : info@verussolutions.biz, Web : www.verussolutions.biz

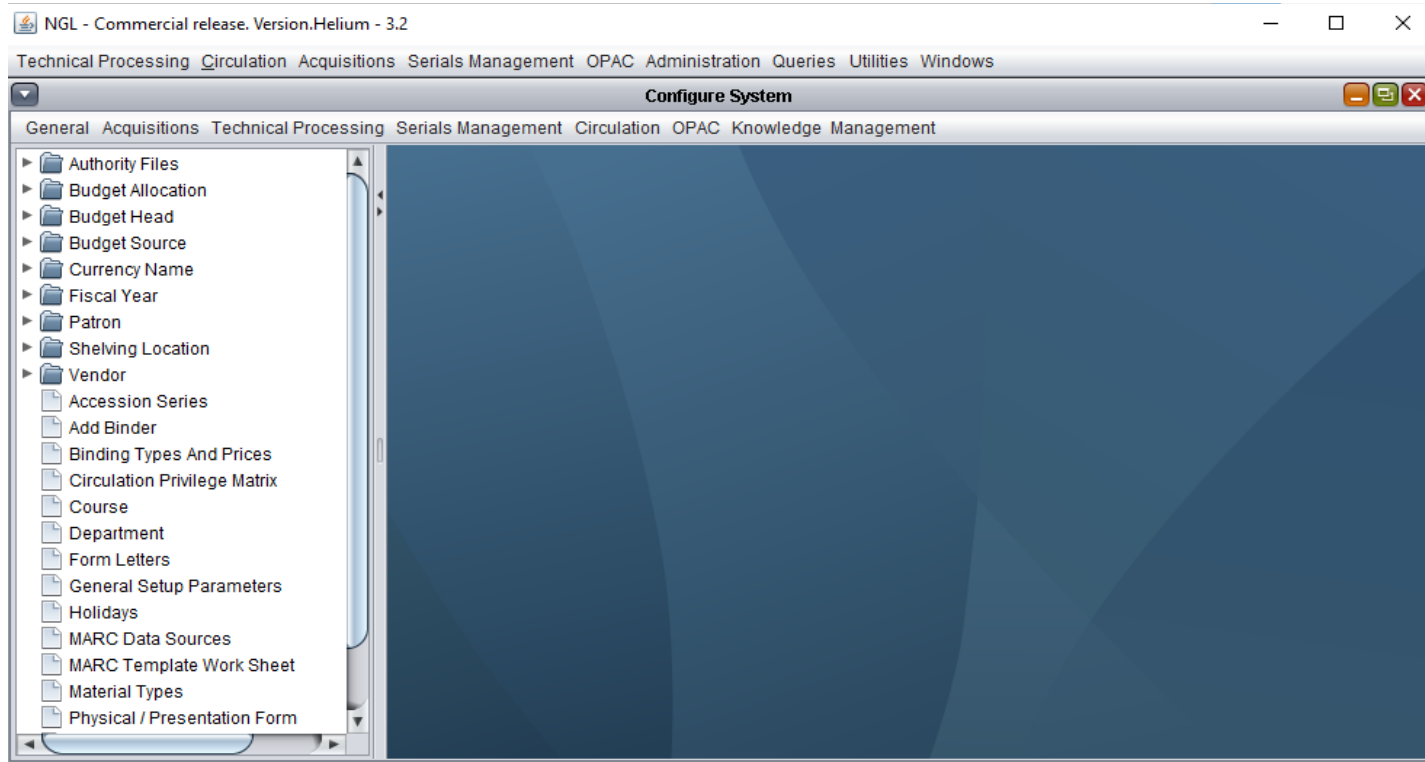


### 3. Modules of Library Management Software ( NewGenLib )

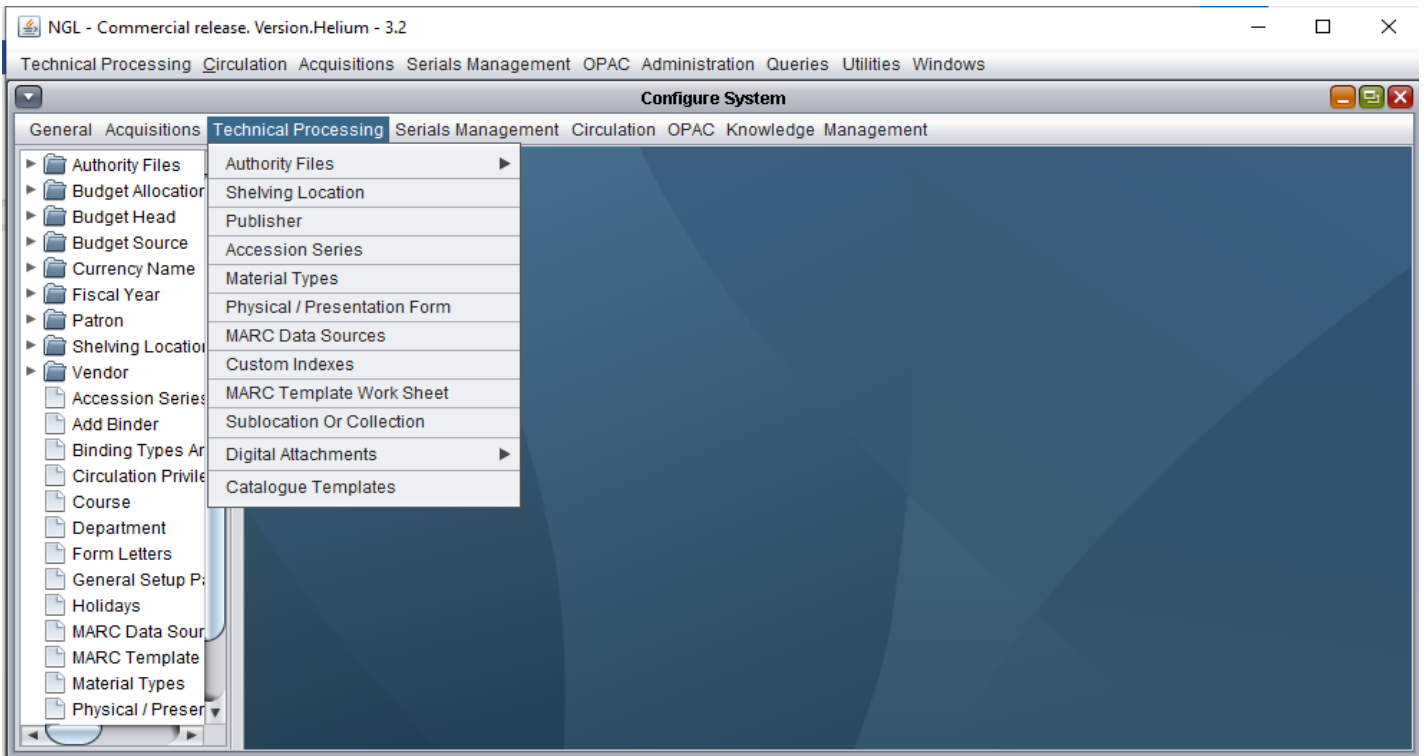


#### Administration Module :

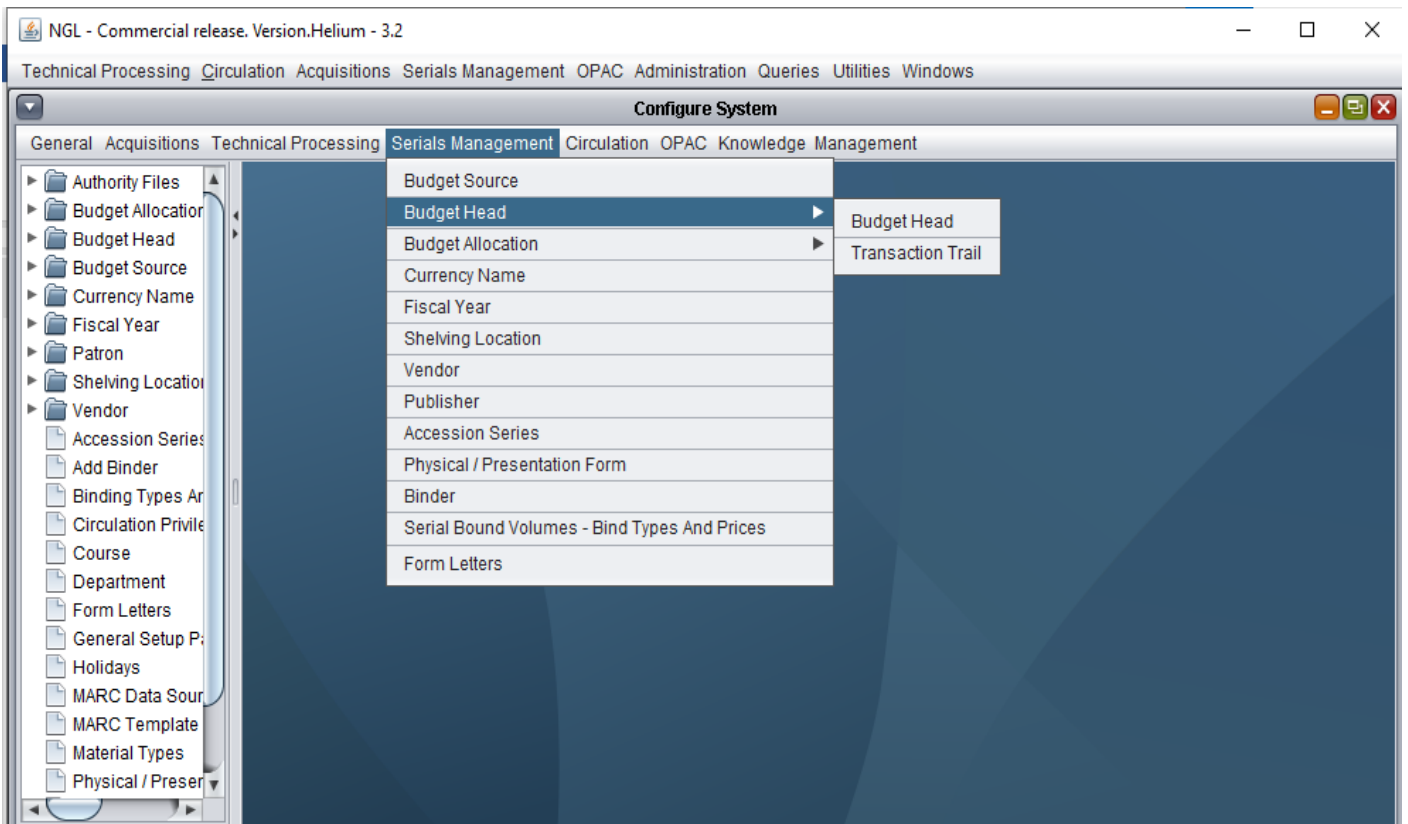
This module helps the system administrator to set up the system parameters, users privileges, access privileges, Budget Source, Budget Headings, Departments, Courses, Vendors, Binding types, Circulation privileges, Shelving Locations, Patron Categories, Holidays etc.



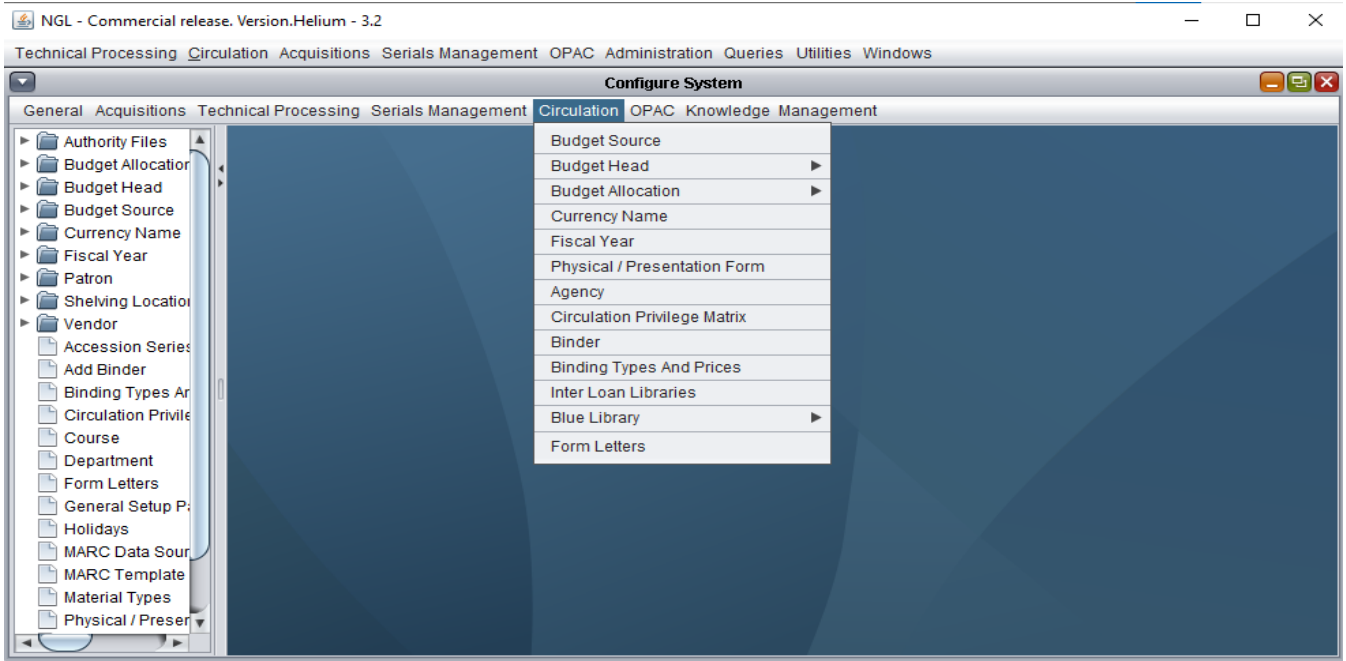
General Parameter setup



Configuration of Technical Process



Configuration of Serials Management

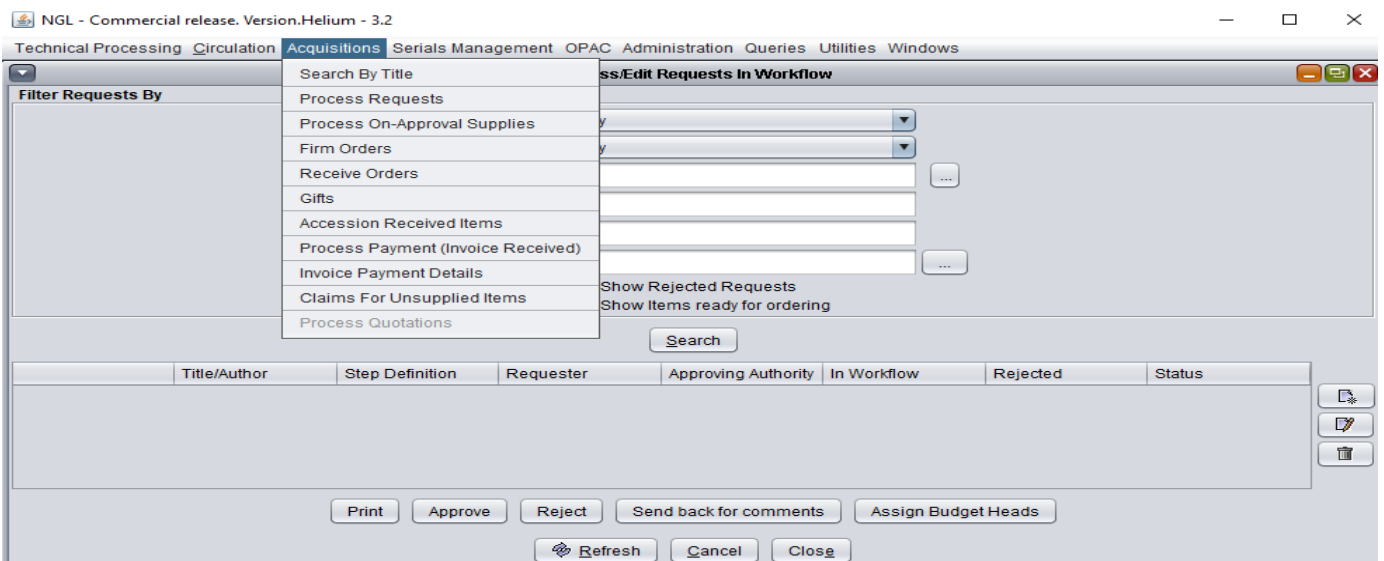


Configuration of Circulation

## Acquisition Modules

This module allows:

- Request process (suggestions from users)
- Process On-approvals from Vendors
- Raise Orders
- Receive orders (Invoice and Item processing)
- Accession received items
- Process payments
- Budget management
- Record payment details
- Claims for items not supplied
- Solicited and Unsolicited gift processing
- Quotation process (Request for quotations, Generate comparative statements)



## Technical Processing (Cataloguing)

This module allows :

- Import Bibliographic data
  - From other libraries' OPACs
- Primary or Original Cataloguing
  - Provides 3 different templates for Cataloguing: Simple, General and MARC21 Templates
  - Compliant to MARC21 for Bibliographic, Authority and Holdings Data
  - Supports all material types (By MARC21)
  - Open Archive support (OAI-PMH protocol compliant)
  - Attach digital content along with catalog record
  - Customizable MARC21 templates and Search indexes
- Search Catalog
  - Search catalog through various system defined Indexes
  - Library can also define custom indexes
- Crosswalks available metadata standards like MODS 3.0 and Dublin Core
- Technical Processing of items received through Acquisitions and Serials Management

NGL - Commercial release, Version, Helium - 3.2

Technical Processing | Circulation | Acquisitions | Serials Management | OPAC | Administration | Queries | Utilities | Windows

**Create Catalog Record**

Quick Import From: OpenCatalog | ISBN Search: [ ] | Search Open Catalog

Choose Template |  Union Catalogue |  Open Archive | Other actions: [ ] | Select importing format: [ ] | Sort by: [ ]

From Serials Management | Subscriptions ready for Technical Processing | Material Type: Language material | Sub Location: Main Library

Nature Of Contents: [ ] | More General Information | Add Physical Description Information

Field	I1	I2	Sub Field	Data
-------	----	----	-----------	------

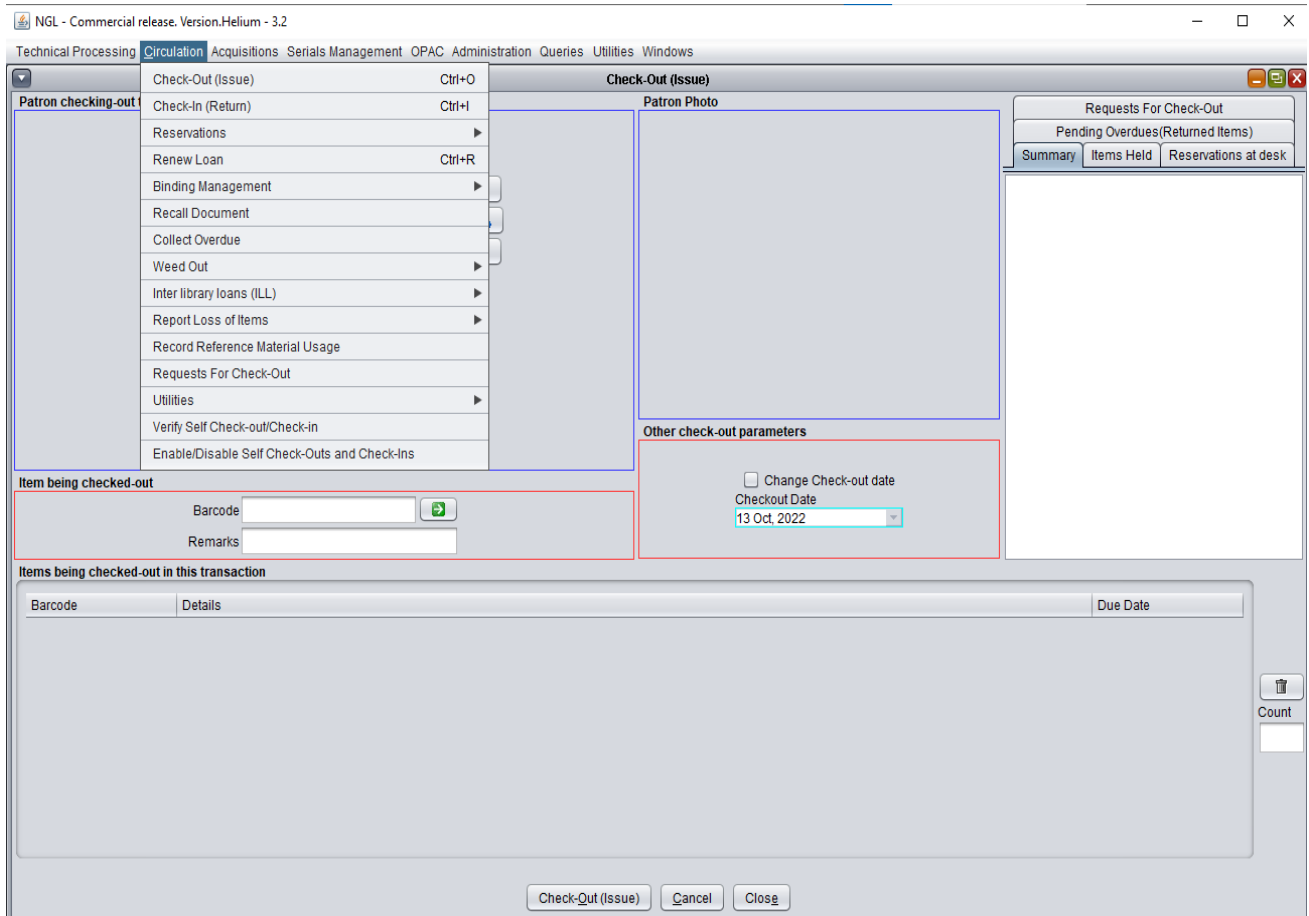
Repeat | Delete | Up | Down | Apply Template

Quick Add | Add Field | Add Subfield | Add Default Subfields

Save | Cancel | Close | [V] | [ ]

This module helps in :

- Check out (Issues)
- Check in (Returns)
- Reserve items
- Recall items on loan
- Renew items on loan
- Inter Library Loans management
- Process items lost
- Weed out process
- Binding management
- Automatic over due notices and reminder for renewals
- Emails and SMS facility



Circulation Screen

NGL - Commercial release. Version.Helium - 3.2

Technical Processing Circulation Acquisitions Serials Management OPAC Administration Queries Utilities Windows

### Check-Out (Issue)

**Patron checking-out the items**

Patron Id: 2009129

OR


Patron Name: HARISH, POLE 1601-20-805-050

Card

Patron Details:

- Name: HARISH, POLE 1601-20-805-050
- Patron Category: UG.Student
- Department: BOT
- Course: BT.BOT
- Sub Location: Main Library

**Patron Photo**



**Other check-out parameters**

Change Check-out date

Checkout Date: 13 Oct, 2022

**Item being checked-out**

Barcode

Remarks

**Items being checked-out in this transaction**

Barcode	Details	Due Date
---------	---------	----------

Count

Requests For Check-Out

- Pending Overdues(Returned Items)
- Reservations at desk
- Summary
- Items Held(2)

Did the patron make an entry at the visitor log?:No

Items Held:2

Over due items held:0

Overdue on items held as of today:0.0

Number of items with unpaid overdues(Returned Items):0

Unpaid Overdue(Returned Items):0.0

Total overdue payable:0.0

Reserved items at desk:0

Requests For Check-Out:0

Check-Out (Issue) Cancel Close

Check-Out ( Issue of Book ) Screen

NGL - Commercial release. Version.Helium - 3.2

Technical Processing Circulation Acquisitions Serials Management OPAC Administration Queries Utilities Windows

### Check-In (Return)

**Enter one Barcode held by the patron**

Barcode

**Patron Details**

Id: 2004328

Name: SRI THANISHQ, MANDA 1601-20-735-174

Patron Category: UG.Student

Department: ECE


Course: BE.ECE.3

Sub Location: Main Library

Membership Starts On: Feb 22, 2021

Membership Ends On: Jun 30, 2024

**Patron Photo**



**Other Barcodes held by the patron**

Barcode

Press Alt+p to go to Overdue being paid by cash

Total overdue: Rs.0.00

Overdue paid: Rs.0.00

Amount Paid: Rs.0.00

Count: 1

**Item held by patron**

Check-In (Return)	Barcode	Details	Due Date	Overdue	Remarks	Paid By Cash	Paid By Voucher	Checkout Date
<input checked="" type="checkbox"/>	74707	Managerial economics : analysis, problems and cases	Oct 31, 2022 23:59	0		0	0	Oct 13, 2022 12:53

Double click on item barcode to see more details

Double click on overdue or remarks to edit them

View Patron Information

**Vouchers**

Name	Cost	Valid Till	Available amount	Deducted	Balance
------	------	------------	------------------	----------	---------

Amount to be paid through cash: Rs.0.00

Overdue being paid by cash: 0

Balance: Rs.0.00

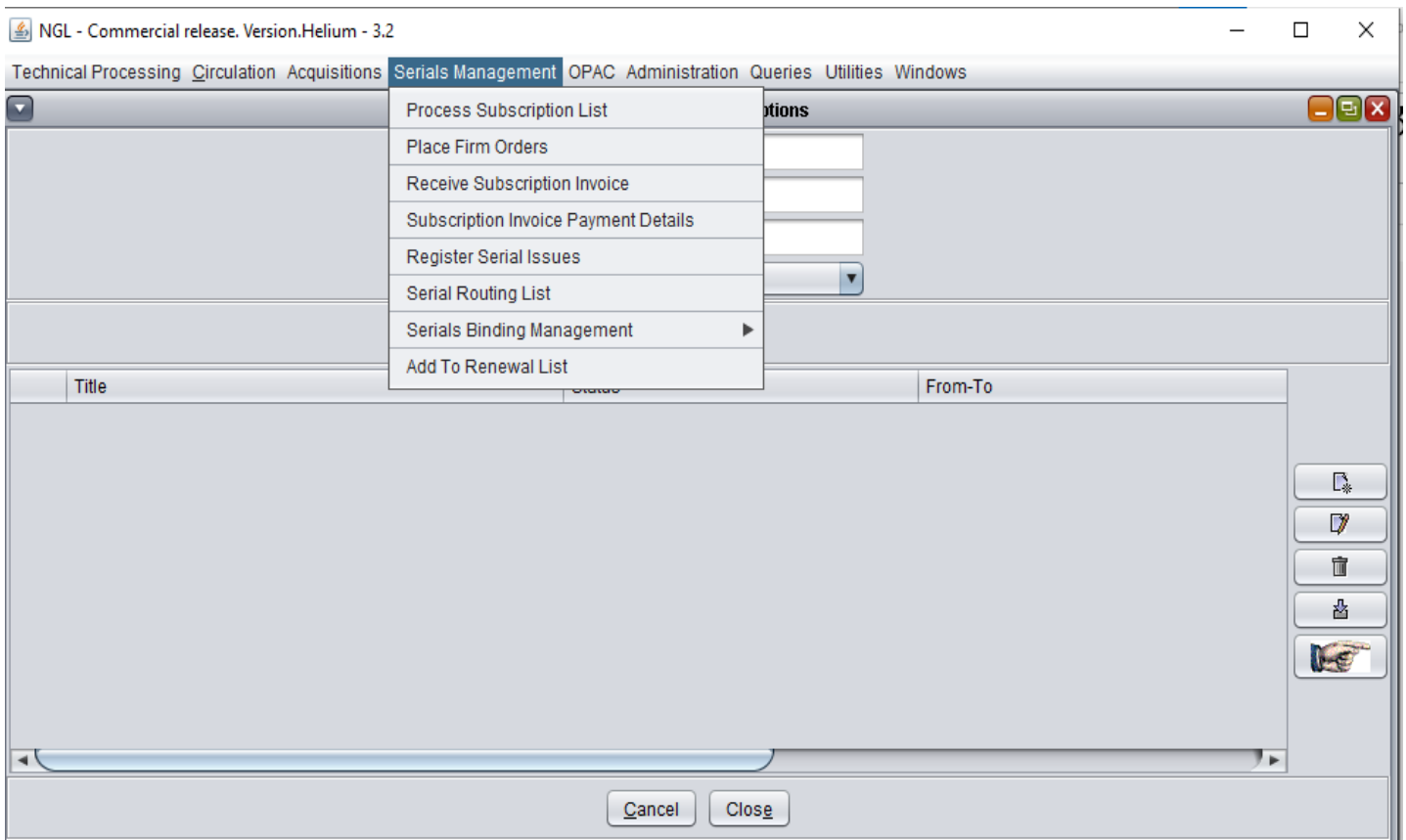
Patron paid the whole overdue

Check-In (Return) Cancel Close

Check-in ( Return of Book ) Screen

## Serials management

- Process subscription list
- Raise firm order
- Receive Invoice
- Register (Check-in) serial issues (manages even Combined issues, Supplement issues, Special issues, out-of-turn receipts, Indexes, Delayed issues, No longer available issues)
- Binding Management
  - Preparation of Logical lists and Physical lists
  - Raising binding orders
  - Accessioning Bound Volumes
- Auto-claim (Reminder) generation for 'Not received' issues



## Web OPAC

This Modules helps to search the library resources by using the search strategies and al

### ➤ Various types of searches

- Free text (Google like search)
- Basic
- Advanced
- Expert

- View circulation transactions transacted and user privileges by the user on line
- List of new arrivals
- Suggest new books to be acquired on line
- View special collections in the library.

## Library Web OPAC ( Online Public Access Catalogue

<http://192.168.0.82:8080/newgenlibtxt/Home?ld=1>

The screenshot displays the CBIT Library & Information Centre website. At the top left is the institution's logo and name. A navigation bar includes 'Themes' (1, 2, 3), 'Login', 'Select language', and 'Sign up'. Below this is a menu with 'Home', 'About', 'My Library', 'Discussions', 'Message', 'New arrivals', 'Top stories', 'Gallery', and 'Contact us'. A search bar contains the text 'Financial Management' and a 'SEARCH' button. A dropdown menu is open, showing search criteria: Title, Author, Subject, Keywords, Classification number, Accession number, and Anywhere. Below the search bar, a 'Breif description' section is divided into four columns: 'Library Timings' (listing working hours, book returns, and reference hours), 'About Library' (describing the library's history and resources), 'About Organisation' (detailing the college's establishment and courses), and 'Your Library on Mobile' (providing information on downloading the Android app).





- All material types
- Books
- Journals and Serials
- Question papers
- E-Books
- Browse A-Z
- Experts
- Discussions
- Doaj

Financial Management

Title

SEARCH

Saved queries and queries in this session

Back to search results Next



### Analysis for financial management/ Robert C. Higgins

**Physical description:** xv, 459 p. ill. 24 cm.;

**General notes:** Includes index.;

**Edition:** 10th ed.;

**Author(s):** Higgins, Robert C.;

**ISBN:** 9781259098352;

**Subjects:** Corporations --Finance.; SMS;

**Formatted contents notes:** Assessing the financial health of the firm -- Interpreting financial statements -- Evaluating financial performance -- Planning future financial performance -- Financial forecasting -- Managing growth -- Financing operations -- Financial instruments and markets -- The financing decision -- Evaluating investment opportunities -- Discounted cash flow techniques -- Risk analysis in investment decisions -- Business valuation and corporate restructuring -- Appendix A: Present value of \$1 -- Appendix B: Present value of an annuity of \$1 -- Glossary -- Suggested answers to odd-numbered problems -- Index.;

**Publisher:** New Delhi : McGraw-Hill/Inwin , c2012.;

**Call number:** 658.15/1;

**Type:** Book

**Available At:** Main Library -> Circulation, Main Library -> Reference

**Availability:** [View details](#)

**Reviews:** (0 reviews) [View/Add reviews](#)

[Quick view](#) | [Tag This Record](#) | [Add To Favourites](#) | [ReservethisItem](#)

[Print Record](#) | [Email Record](#) | [Add Record To Buffer](#)(You can print all records in buffer) [+](#)

### Holdings For Librarians (MARC Record View and Download)

CBIT-Library & Information Centre

Bar code	Accession number	Status	Location	Material type	
84546	84546 658.15 HIG	Available	Main Library -> Reference(Currently present in Main Library)	Reference material	Request this item for check-out
85530	85530 658.15 HIG	Available	Main Library -> Circulation(Currently present in Main Library)	Book (Print, Microform, Electronic, etc.)	Request this item for check-out

## Reports

This Module helps to generate the various reports which are required for the Library operations and management.

### ➤ Acquisitions

- Accession register
- Budget expenditure

### ➤ Technical Processing

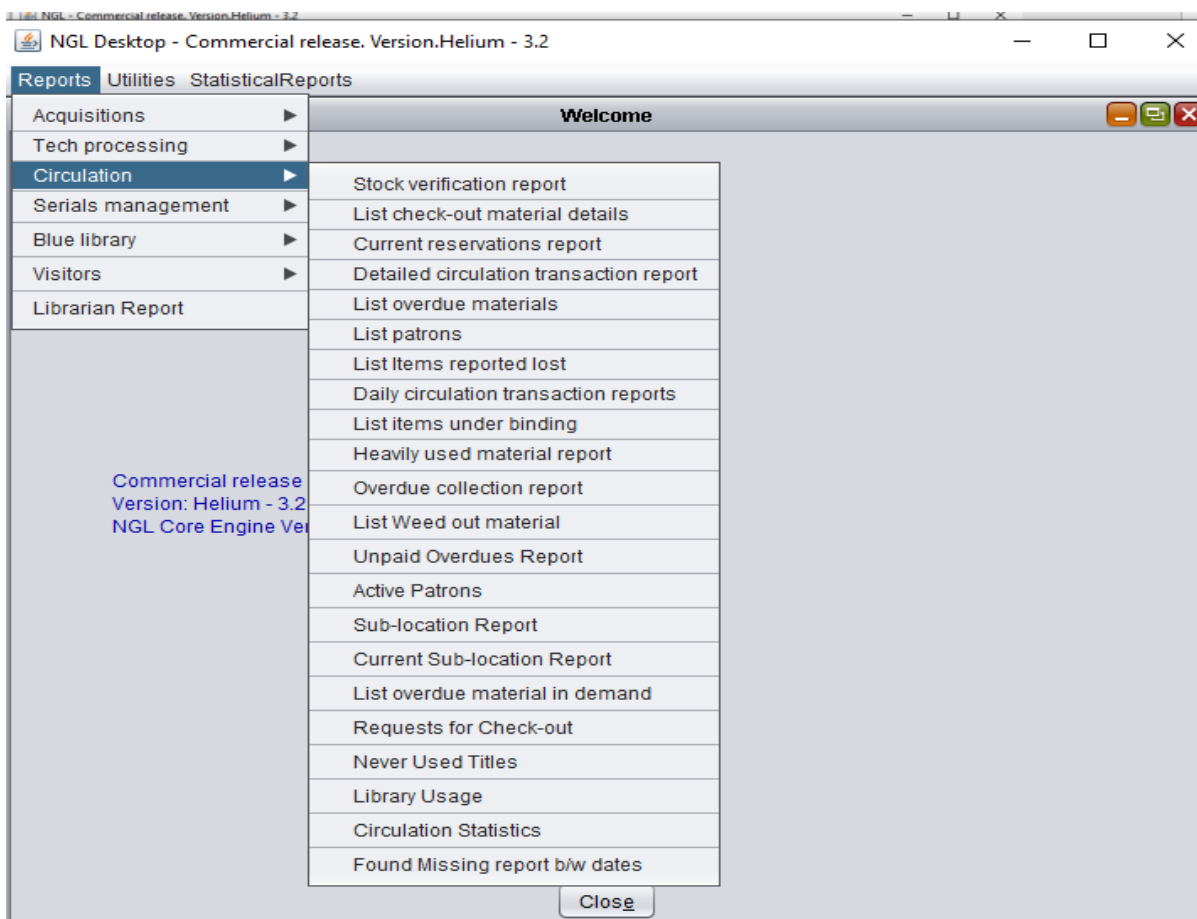
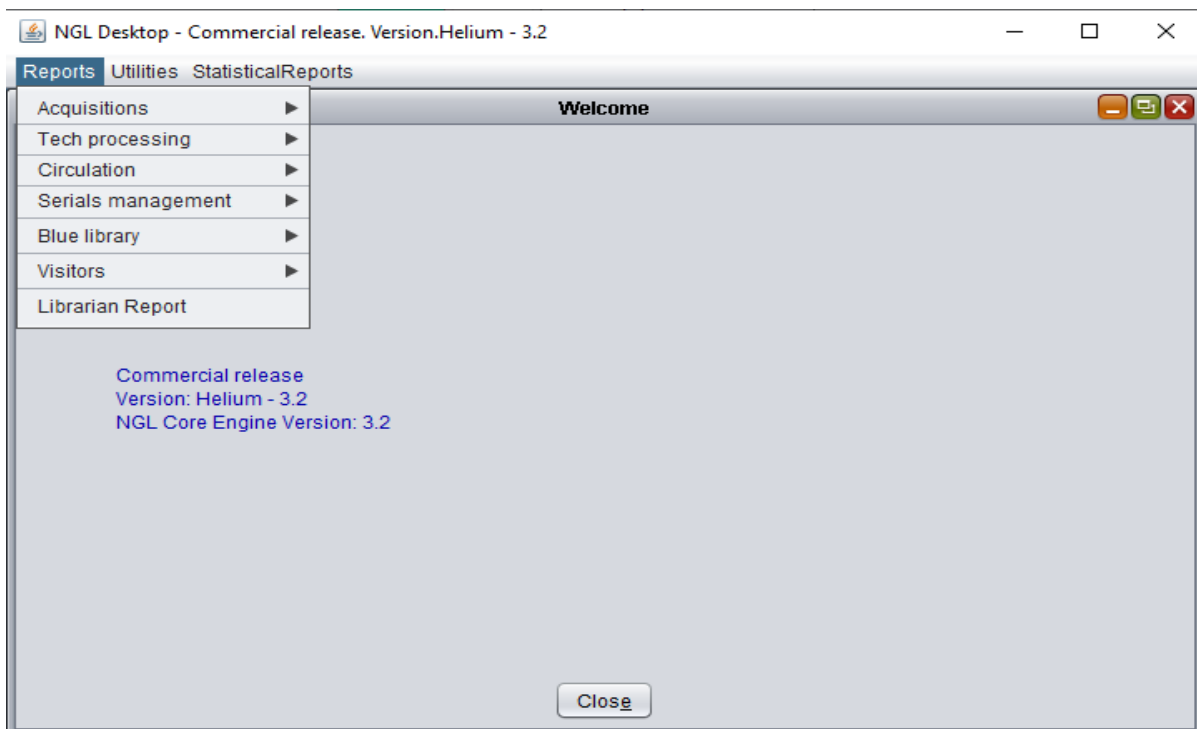
- Customized list of titles
- List of new arrivals

### ➤ Circulation

- Checked out material details
- Detailed Circulation Transaction
- Overdue material
- Patron List (Users List)
- Items reported lost
- Daily Circulation Transaction
- Items under binding

### ➤ Serials management

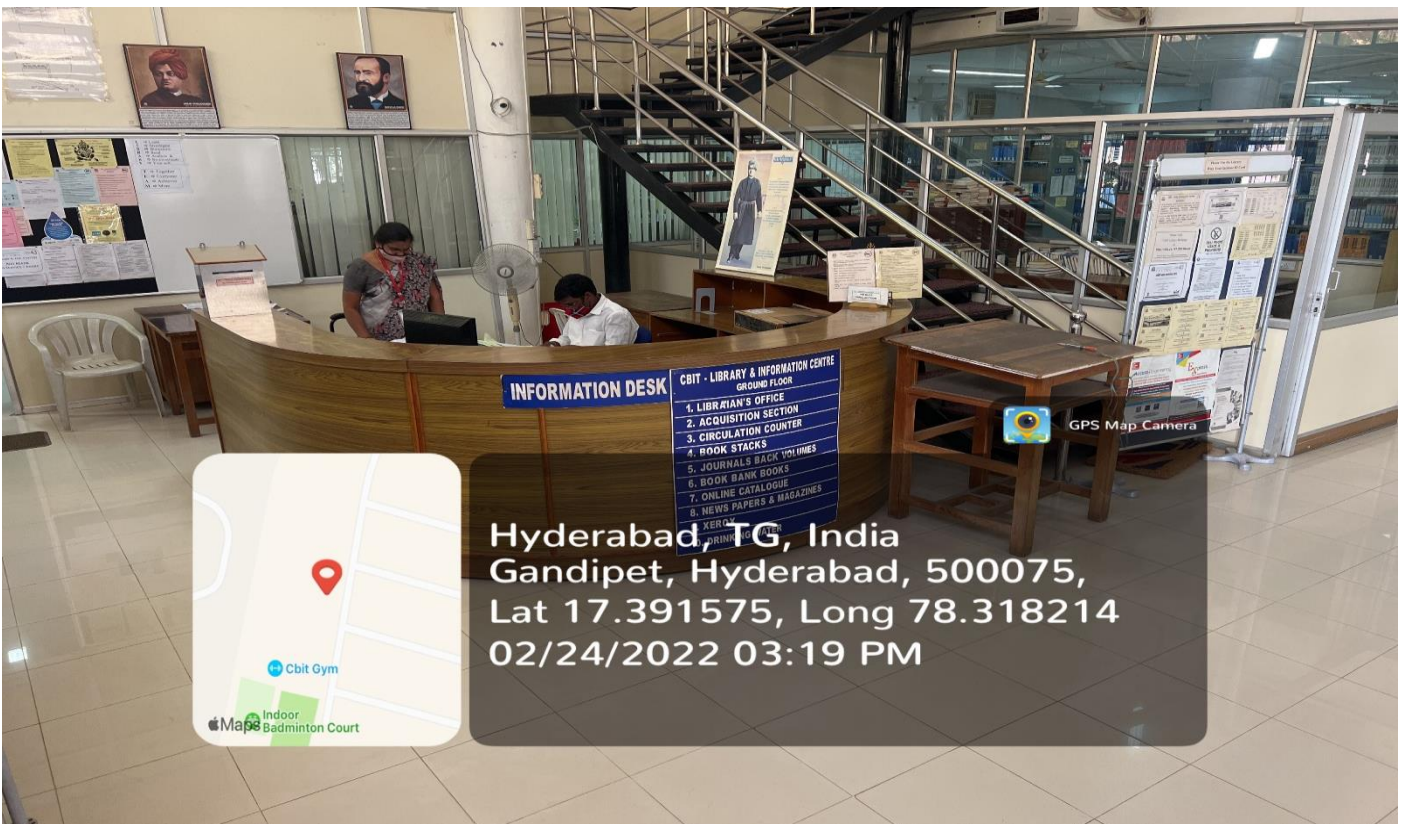
- Current subscriptions
- Missing issues
- Unfulfilled subscriptions
- Current arrivals
- Budget expenditure
- List of subscriptions



## 4. Library – Photo Gallery



LIBRARY FRONT VIEW



LIBRARY INFORMATION DESK



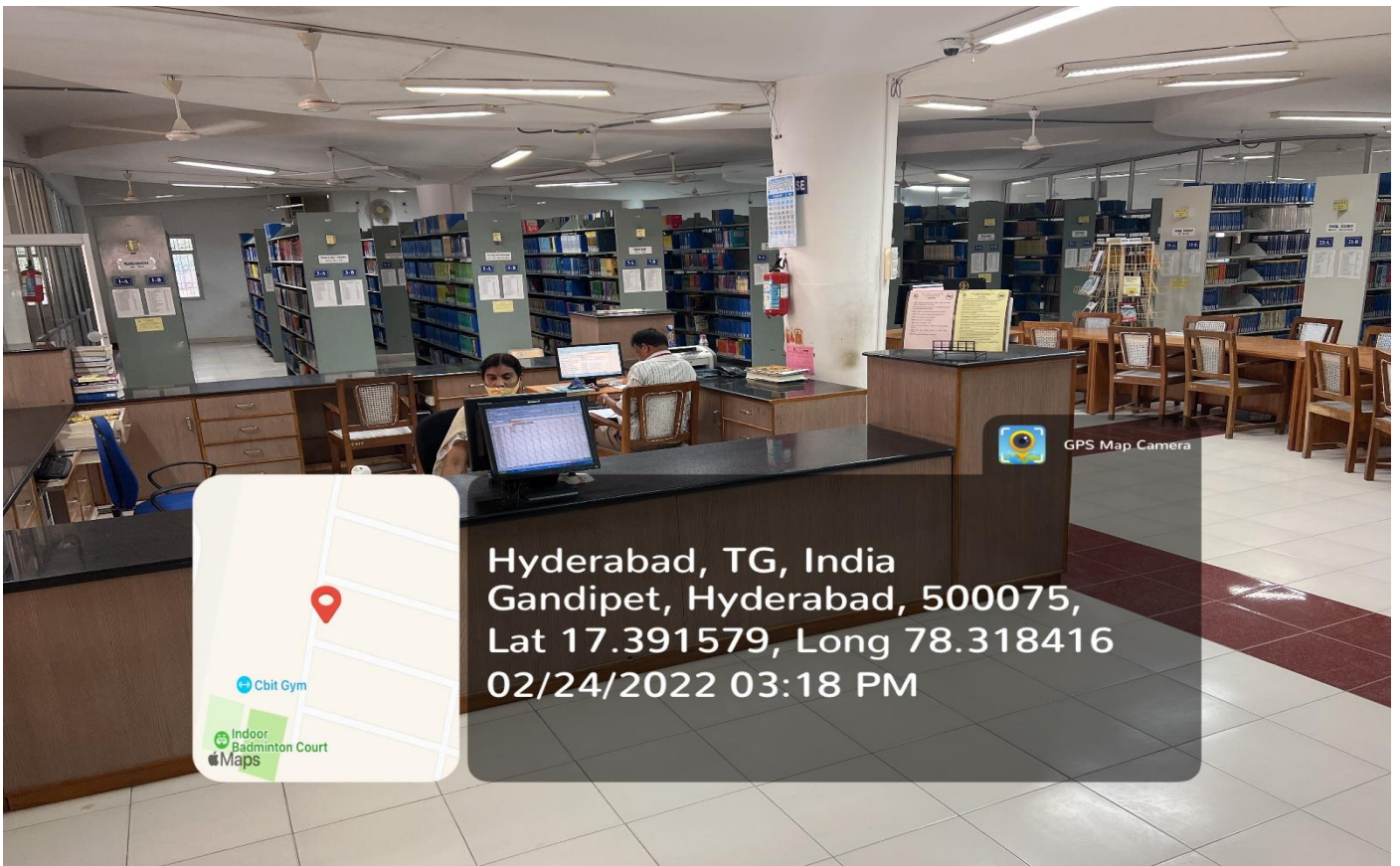
LIBRARY FOYER AREA



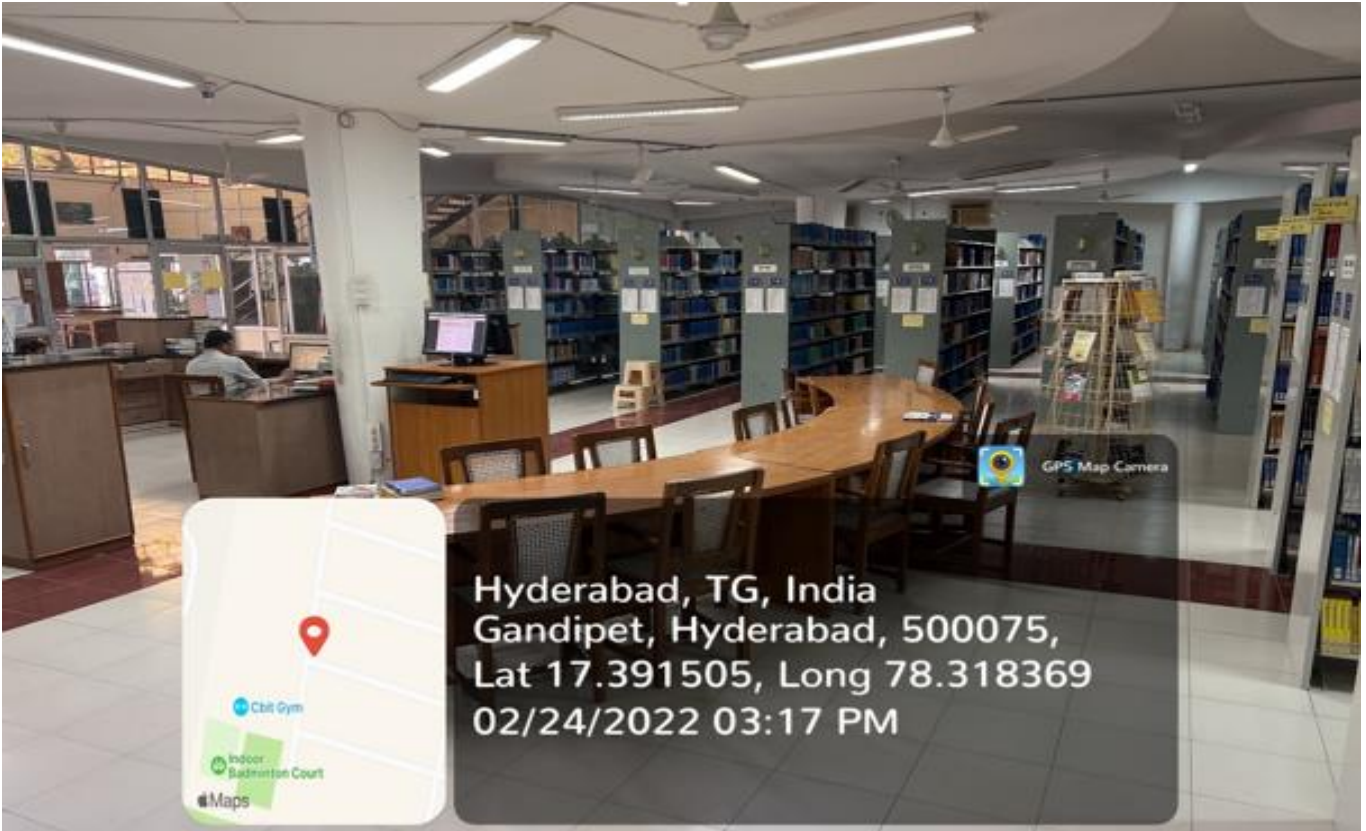
STACK AREA



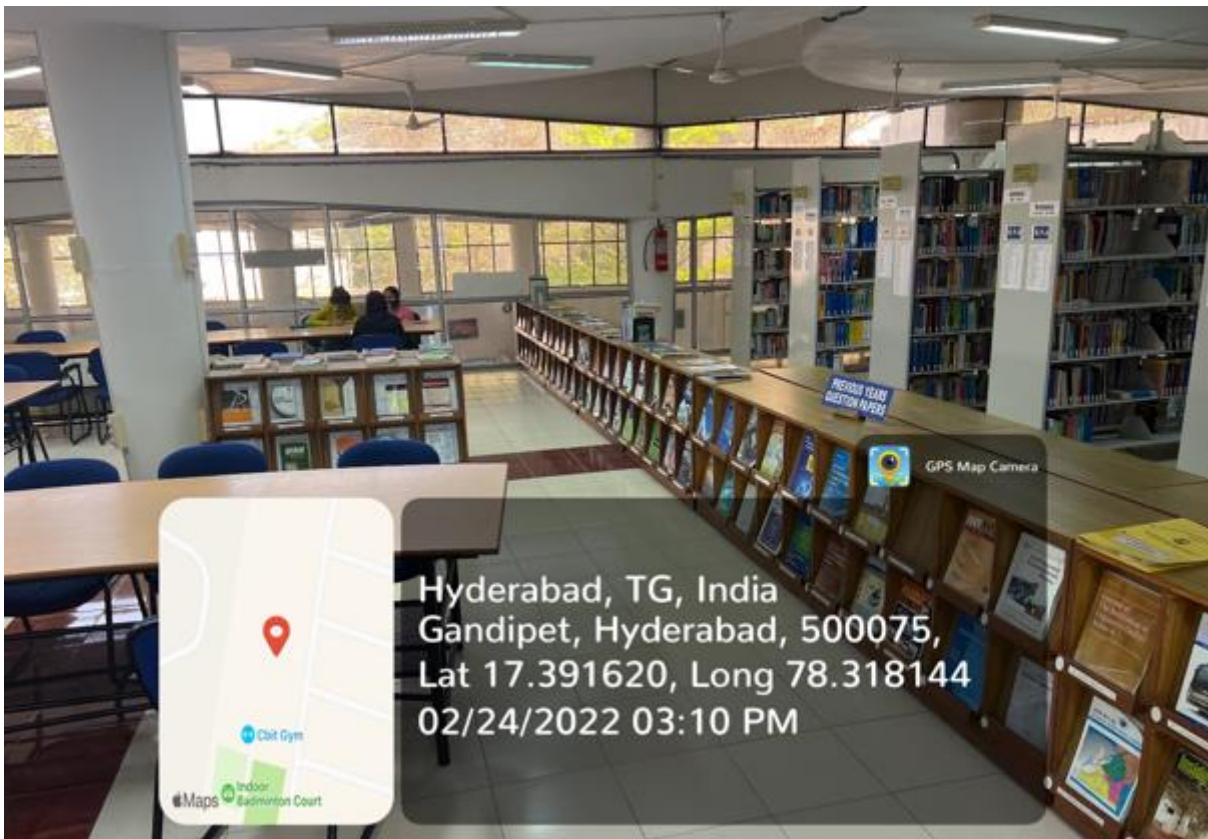
LIBRARY CHECK-IN (RETURNS) COUNTER



LIBRARY CHECK-OUT (ISSUE) COUNTER



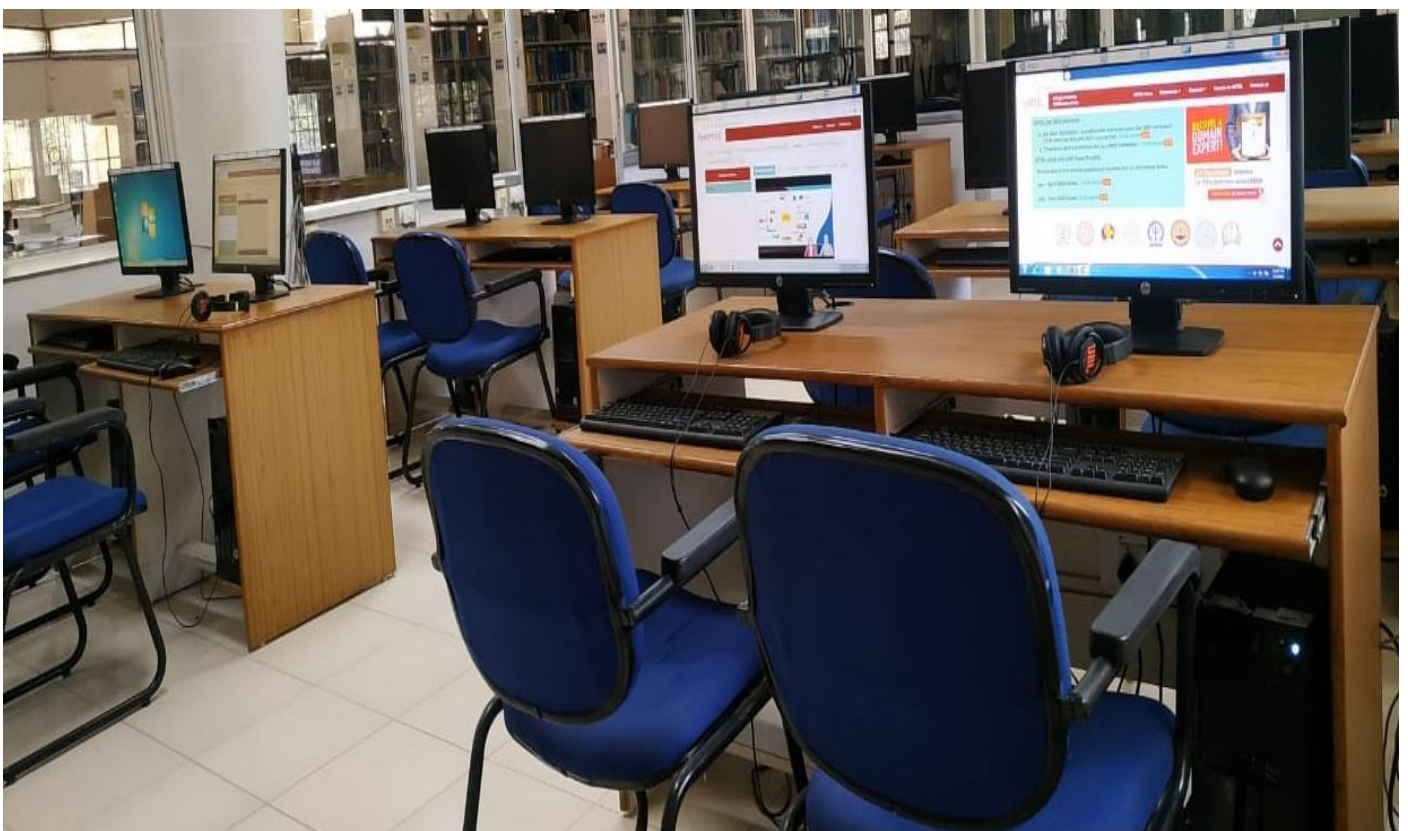
LIBRARY STACK AREA READING TABLES



LIBRARY REFERENCE – CURRENT JOURNALS DISPLAY



**E- LEARNING RESOURCE CENTRE**



**NPTTEL - ONLINE LEARNING FACILITY**






LIBRARY DISCUSSION ROOM




READING CUBICLES


## 5. Library Information Brochure


**LIBRARY & INFORMATION CENTRE  
CBIT**




**Information Brochure**



  
Library Web - QR



  
Library Blog- QR

**Web: <http://www.library.cbit.ac.in/>**  
**Blog: <http://www.chaitanyavartha.blogspot.in/>**  
**Library Twitter : [https://twitter.com/CBIT\\_Librarian](https://twitter.com/CBIT_Librarian)**

**Chaitanya Bharathi Institute of Technology**  
(An UGC Autonomous. UGC-NAAC, AICTE-NBA, ISO Accredited Institute)  
Gandipet, Hyderabad – 500 075, Telangana, India

Library Website : <http://202.65.141.232/library/>

## THE INSTITUTE

**Chaitanya Bharathi Institute of Technology (CBIT)** is one of the top private, self-financing institute in the state of Telangana set up by the Chaitanya Bharathi Educational Society (CBES) in the year 1979 to provide quality technical education in the state. This Institute is committed to providing state-of-the-art technical education in a variety of fields and also facilitating transmission of knowledge in keeping with the latest developments in pedagogy. Institute was started with an intake of 160 students and now it has reached to 1334 (UG-960 & PG-374). Institute has more than 250 well qualified Teaching Staff and 240+ Non-Teaching Staff members supporting the students in teaching and learning process.

At present, the institute offers Bachelor of Engineering (BE) programme in the following disciplines: Civil Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Information Technology, Mechanical Engineering, Production Engineering and also offers Bachelor of Technology (BTech) programme in Bio-Technology and Chemical Engineering. It also offers Master's Degree in Structural Engineering, Earth Quake Engineering, Computer Science and Engineering, Power Systems and Power Electronics, Communication Engg., Embedded System and VLSI Design, Computer Networks and Information Security, CAD/CAM, Thermal Engineering in Engineering discipline and also Master of Business Administration and Master of Computer Application Courses.

## LIBRARY & INFORMATION CENTRE

The Institute Central Library functions as the primary information resource centre, a repository of all printed and e-resources for teaching and research activities at the Institute. Apart from text books and recommended reading material prescribed for each course offered at the institute, the library houses a growing collection of text books, reference books, dictionaries, encyclopaedias, handbooks, and so on. In addition, the library also facilitates access to a number of journals through its participation in consortia such as INDEST-AICTE, NLIST. At present users can consult more than **1,00,000 books** (available on shelves) and thousands of electronic journals online.

The library operations are automated using **NewGenLib software**, and the library also established a digital library and an e-learning resource centre (ELRC). The digital library is made available of NPTEL, MIT Lectures and many more Open Courseware for the benefit of the academic community.

## LOCATION

The Institute Library is located in an independent building in the south west corner of the campus. It is spacious, spreading to about **20,000sq.ft.** It is well lit and adequately ventilated. The location

allows easy access, provides good reading environment with reading cubicles, discussion rooms and offers a seating capacity for 300 users.

#### **LAYOUT - GROUND FLOOR:**

The Ground Floor accommodates the following functional areas:

- i. **Librarian Office and Information Desk** is on the left hand side of the main entrance. Information desk provides the necessary guidance to the users of the library.
- ii. **Newspaper Reading, Xerox and Personal belonging racks Facility** are on the right hand side of the main entrance.
- iii. **Acquisition & Processing Section, Stack Area and Circulation Counter** faces the main entrance. The circulation counter is housed in the stack area for the convenience of users to easily borrow the books.
- iv. **OPAC (Online Public Access Catalogue)** Search facility is provided with Exclusive Computer Systems, through which users can search for the required document / resource and its availability in the library.

#### **LAYOUT - FIRST FLOOR:**

Reference cum Reading Section is located in the First Floor of the library and accommodates following functional areas:

- i. **Reference and Text Books** housed in the reference cum reading room, which offers a seating capacity for 200 users.
- ii. **Discussion Room** provides four discussion tables with required furniture for a group of 5-6 students to sit around each table.
- iii. **Digital Library and E-Learning Resource Centre** is also housed in the reference section in a separate enclosure. This centre is having **30 Computers (20 HP i-7 Systems with 21 inch LED monitors + 10 P4 Systems)** with audio facility. Users can use these computers to access available e-resources which include e-lectures, e-books, e-journals and e-learning materials. **Internet Browsing is restricted.**
- iv. **Project Reports** library copy submitted by the previous students as a part of course work are housed in the reference section and it is provided to users to refer within the library. Project Reports are not allowed to be xeroxed.
- v. **OPAC** Online Catalogue search facility provided for the benefit of the reference users.

#### **LIBRARY MEMBERSHIP POLICIES & GUIDELINES**

All the registered students, faculty and staff of the institute are entitled for membership of the library. The Library membership details can be obtained from library information desk.

## **LIBRARY TIMINGS**

- i. Return of Books : **09:30 am to 04:00 pm**
- ii. Issue of Books : **11:00 am to 04:00 pm**
- iii. Reference Section : **09:30 am to 06:00 pm**

The library remains **closed on 1st Saturday, Sundays** and other holidays declared by the Institute.

**Proposal to operate 08:00 am to 08:00 pm**

## **BORROWING RULES**

- i. Books can be borrowed only upon producing the institute identity card.
- ii. Users should check the book thoroughly for missing pages, chapters, underlines, etc. at the time of issue.
- iii. Books will not be accepted in damaged or mutilated condition from the user at the time of return.
- iv. In case of loss of books, the borrower is required to replace the book with a recent edition (new book)
- v. If the book is not available anywhere for purchase, the borrower must pay triple the cost of the volume / document.
- vi. Books borrowed by a user should be brought to library only for returning purpose and not otherwise.
- vii. DVDs/CDs cannot be borrowed by the library users.
- viii. Users can't borrow a book on others ID card, such action is punishable.
- ix. Books from Circulation Section are issued to all eligible members as per their entitlements.
- x. Reference Books / Materials such as encyclopaedias, dictionaries, handbooks etc. are not issued outside the library.

## **OVERDUE:**

Borrowers are responsible for returning books issued to them on or before the due date. All overdue items are fined at **Rs.1.00 per item per day**. The fine will be doubled in the second month, and tripled in the third month.

## **COLLECTION & RESOURCES**

The Library has a collection over **1,00,000 (One Lakh) Volumes** covering the disciplines of Engineering, Science, Technology, Management, Humanities and Social Sciences. The library also houses a growing collection of books for the competitive examinations like GATE, IES, Civil Services etc.

## **E-RESOURCES**

The central library provides online access to more than **5000 e-Journals**, bibliographic databases, more than **30,000 e-Books**

and other open access resources. E-journals from *IEEE, ASME, ASCE, Elsevier Science Direct, Springer, Access Engineering, ASTM, ProQuest, EBSCO, JGATE JSMS and JET*. All these resources are IP authenticated and made available on the LAN.

For more details please visit CBIT - Library and Information Centre Website at <http://www.library.cbit.ac.in>

### **LIBRARY SERVICES & FACILITIES**

**Circulation** : This service helps the users to borrow the library books and materials.

**Reference Service** : This service helps the users to make full use of the resources available in the library. The library staff members provide guidance in the use of information resources such as reference sources, books, journals (print and electronic), Online Public Access Catalogue (OPAC) etc.

**New Arrivals** : Newly procured books are on display in the new arrival display rack, to inform users about the new additions. Users can also check for new arrivals through OPAC and Library Website.

**Library Website** : Library maintaining a separate library website, which provides the information related to the library policies, rules, notices, collection, resources and library staff. It also provides the links to the e-resources including open access resources.

**Library Blog – Chaitanya Vartha** : Library maintains a blog on the name of Chaitanya Vartha, through which it posts the Institute activities, programs, seminars, placement visits and other useful information for the benefit of the user community

### **LIBRARY AUTOMATION :**

The Library uses **NewGenLib automation software** and the operations of acquisitions, cataloguing, circulation and serials control have been automated. Resource databases are updated on the regular basis.

### **WEB - OPAC**

Online Public Access Catalogue (OPAC) enables users to search documents in the possession of the library. OPAC also enables library users know their checkout status, issue history and so on. Users can browse for new additions of books, journals subscribed (title, author, publisher, subject wise) and they can avail more advanced services by accessing OPAC through campus LAN at: <http://192.168.9.1:8080/newgenlibtxt/>

### **LIBRARY CODE OF CONDUCT**

1. Maintain quiet study atmosphere. Silence must be observed in the library at all times.
2. Food and drinks are not allowed inside the library
3. No bags or cases are permitted into the library

4. All the library materials and personal belongings must be shown to the staff at the entrance at the time of entry and exit from the library.
5. All library users, when making copies of library materials, downloading e-journals should strictly observe copyright laws.
6. Personal belongings should not be left unattended.
7. Library is not responsible for any loss or damage of personal belongings.
8. **Use of mobiles inside the Library is strictly prohibited.**
9. All books need to be returned for physical verification once in a year irrespective of the dates of issue and category of users.
10. No material from the library should be taken out without proper issue / permission. Taking book(s) without adhering to the procedure will invite disciplinary action.
11. Faculty and staff going on long leave, deputation study leave or extraordinary leave will have to return all borrowed materials before leaving the institute.
12. The lost or mutilated book should be brought to the notice of library staff immediately.

**You are requested to.....**

- Maintain discipline and silence
- Respect and follow library rules and procedures
- Cooperate with library staff
- Keep the library premises neat and clean
- Alert us upon misuse of the library resources
- Handle library materials with care
- Help us improve by providing your valuable feedback and suggestions regularly
- Feel free to seek assistance from the **Library Staff** or the **Librarian**

## **CONTACT INFORMATION**

**Dr. C. Srikanth Reddy,**  
**Librarian & Head**

Library & Information Centre  
CBIT, Gandipet,  
Hyderabad – 500 075.

Telangana, India.

Mobile # **08466997215, 9848168223**

Email : *cbitlic@gmail.com / librarian@cbit.ac.in*

Library Website : *http://www.library.cbit.ac.in*

Library Blog : *http://www.chaitanyavartha.blogspot.in*

Library Twitter : *https://twitter.com/CBIT\_Librarian*



Librarian Contact - QR



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