

KINGS

ENGINEERING COLLEGE

An Autonomous Institution

Affiliated to Anna University, Chennai



Library Manual

As per the Approval of Governing Council
(Updated in 2025)

INFORMATION BOOKLET

CENTRAL LIBRARY-CONTENTS

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1. PROFILE-KINGS ENGINEERING COLLEGE CENTRAL LIBRARY

The institute has a spacious central library with an area of 10440 Sq.f. With extensive collection of books, scientific and technical journals, magazines and electronic reference materials for satisfying the academic and research needs of the students and faculty. It has modern infrastructure with a reading capacity of 220 students. It has a collection of 30130 books, 48 National and International Journals, 7Magazine, 950+CD/DVDcollections,893+project reports and DELNET,981e-journals. It accommodates Circulation section, Reference section, News paper corner, OPAC section, Journals section and new arrivals section.

The library has Open access system and is equipped with Auto Lib library management Software suit with Barcode Scanner that supports all in-house operations of the library. The Central Library can be accessed through the On-line Public Access Catalogue (OPAC) within the campus premises. It is Wi-Fi enabled and under CCTV surveillance.

Digital library is equipped with 20 systems to access E-journals & E-books. Photocopying is made available for the convenience of the users. NPTEL Facility to access web & video lectures and Institutional Membership of DELNET for resource sharing are available in the library.

Major Highlights:

- Collection of more than 30130+books under 7610 titles
- 1206+ e-Journals (DELNET,IEEE)
- 954+CDs/DVDs collection
- 893+projectreports
- 48 National & International Journals
- 7 Daily News papers
- Separate digital library with AV room facilities
- Membership in DELNET, IEEE
- Fully automated by Auto Lib software
- Wi-Fi facility
- Separate OPAC system to users
- 6 Surveillance cameras to monitor
- Bar coded Books
- Reprography, Question bank Service
- NPTEL local chapter

**2. INFRASTRUCTURE DETAILS
LIBRARY SECTIONS**

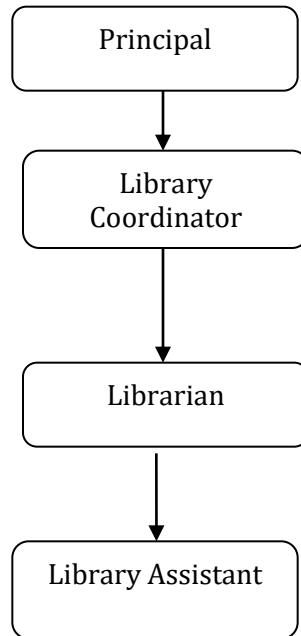
Total area: 5390 sqf various

S. N	Name of the section
1.	Circulation Section-Issue counter and return counter
2.	Reference Section
3.	Journal section
4.	Reading Hall
5.	Stack section
6.	Back Volume Section
7.	Reprography Section
8.	New Arrivals Section
9.	Librarian room
10.	Store room
11.	News paper corner

Infrastructure



3. FUNCTIONAL ORGANIZATION OF THE LIBRARY



LIBRARY COMMITTEE

The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The Library Committee acts as a channel of communication and dialogue between the library and its users.

The main objective of the Library Committee is to aid in the establishment of a bridge between the library and the academic fraternity and the institute management.

Composition: The Kings engineering college Library Committee consists of the following members:

- Principal as Chairperson to Library Committee
- Senior Professor as Library coordinator
- HODs or their nominees from each department as dept representatives.
- Librarian
- Library Assistant
- Student representatives from UG, PG nominated by respective Heads

Library committee List

S.No.	Staff Incharge	Designation in the committee.
1	Dr.D.C.Jullie Josephine	Principal
2	Mr.R.Athisayaraj	Librarian
3	Ms.N.Ezhilarasi	Assistant Professor / CSE
4	Mrs.J.Jennifa	Assistant Professor / IT
5	Mrs.S.Anusha	Assistant Professor / ECE
6	Mr.N.Raghunathan	Assistant Professor / H&S
7	Mr.N.Krishna Moorthy	Assistant Professor / MECH
8	Ms.S.Susansarah	Student Member / CSE
9	Ms.K.Pooja	Student Member / IT
10	Ms.S.Swetha	Student Member / ECE
11	Mr.K.Surya	Student Member / MECH

LIBRARY STAFF DETAILS

S.No	Name of the Library staff	Designation	Qualification	Experience
1	Mr . R Athisayaraj	Librarian	BLIS, MLIS	21
2	Mrs. B Jegajothi	Library Assistant	Bsc, MA	15Years

ROLES AND RESPONSIBILITIES

LIBRARY CO-ORDINATOR

- The overall incharge of the library and responsible related to all library works.
- Finalizing the library budget based on the periodical requirement of books and journals.
- Supervising of Stock verification process and preparing the final reports.
- Verifying the documentations of books, journals, magazines, newspapers, CD's& library materials
- Assign and supervise the duties of library staff.
- Conducting the library meetings at the beginning and ending of the each semester
- Promote a Library atmosphere conducive to study, reading and research.
- Finalizing the purchase of books/journals/magazines/any other materials if anything required for library.
- Verify and certify all kinds of library procurement bills before submit to the principal/accounts section for making payment.

LIBRARIAN

- Overall responsibility for the daily operation of the Library
- Assist in the preparation of the Library budget.
- Supervising the process of cataloguing and indexing of books and periodicals.
- Take responsibility of managing the maintenance of print and non-print materials and equipments in the library.
- Supervising circulation of books and learning materials.
- Arranging for stock verification of library collection and weed-out/write-off books.
- Maintain records and statistics and submit reports as required.
- Initiate and process purchase of materials if any for library.
- Arrange to issue no-due certificate to the faculty and students on verification.
- Manages and maintain the Library Database, Data entry and library software.

LIBRARY ASSISTANT

- Cataloguing and indexing of books and periodicals.
- Keep the books, ready for circulation.
- Assist the users towards effective utilization of Library services.
- An arrangement for the maintenance and repair of books, periodicals and other related equipment in the Library.
- Assisting the Librarian in book selection and acquisition.
- Circulation(Issuing and receiving)of books and learning materials.
- Maintenance of the library registers (Accession/periodical)and other statistical records.
- Shelving and rectification of library collection on day to day basis according to the system of the library.
- News paper circulation to the students on daily basis.

4. LIBRARY WORKING HOURS AND RULES

LIBRARY WORKING HOURS

Days	Timings
Monday to Saturday	08:30AMto6:30PM
Holidays	08.30AMto1.00PM

The library timings may be extended by the library committee member's recommendation.

RULES AND REGULATIONS

1. Identity Card is compulsory for getting access to the library.
2. All readers are required to maintain perfect silence and discipline in the library.
3. No discussion permitted inside the library.
4. All personal belongings (books, bag, coat, personal files, Xerox material) must be deposited in the rack at the entrance of the library.
5. Library users should enter the name, course, semester, time-in and time-out in register kept at the entrance.
6. Using Mobile phones /head phones is strictly prohibited in the library premises.
7. The librarian may recall any book from any member at any time and the member shall return the same immediately.
8. The borrowing facility can be withdrawn in case of misbehavior of users for their misuse of the library.
9. Loss of books/damaged: Every borrower from the library is responsible for the safe custody and return of the book borrowed by him/her.
10. In the event of damage or loss he/ she shall replace the book or pay the cost of the recent edition book. The person has to pay the fine plus the cost of the books plus processing charges at the time of clearance from the library.
11. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
12. Downloading of undesirable resources shall not be allowed and punishable if violated.
13. Strict discipline should be maintained in the library. The position of the chairs and tables should not be changed or displaced.
14. Beverages and eatables are not allowed inside the library.
15. The readers are liable for punishment and fine if they either misbehave or damage the books or any other property of the library, decent behavior is expected.

16. Reference books, rare books, unbound periodicals may not be issued generally except with the written permission of the Librarian.

17. Student after returning of library books/documents should take No-dues certificate from the library before their university examination.

18. Staff should take library No-Dues Certificate (NOC) while Transfer /Deputation/Superannuation/Resignation from the college.

5. LIBRARY SERVICES

LIBRARY SECTIONS

- Circulation Section-Issue counter and return counter
- Reference Section
- Journal section
- Reading Hall
- Stack section
- Back volume Section
- Reprography Section
- New Arrivals Section
- Librarian room
- News paper section
- Digital Library
- Store room
- Reprography Section
- New Arrivals Section

VARIOUS SERVICES

a. Circulation Service
b. Reference Service
c. Journals service
d. Reprographic, printing and scanning Services
e. OPAC(Online Public Access Catalogue)
f. Internet Service
g. NPTEL video course service
h. News Paper Service
j. Digital library service with AV room
l. Display of new arrivals

a. CIRCULATION SERVICE

Major Activities of the Section are:

- Books issue on presentation of the ID card.
- Issue and returns of Learning Resources
- Attending the Users query
- Maintenance of Library Management Software
- Maintenance and updation of all data related to library users
- Sending intimation to overdue documents users
- No Due issuing to students and faculty members
- Assisting the users for accessing OPAC and Reference

Borrowing eligibility

Category of member	No of books issued	Duration of issue
Faculty	5Books	One semester
UG Students	6books	15days
PG Students	6books	15days

Issue/Return procedure

A sequence of activities to be followed to issue and receive in our library

While Issuing Book:

- Quickly glance the book for any damage
- Ensure that the User signed on the entry register
- Enter details in to Issue Database in Auto Lib Library management suite
- Handover the books to the user

While receiving the books:

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Notify the entries from user Account in Auto Lib Library management suite
- Send them to stack for Shelving

Over due Charges:

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

Book Lost:

If the books are lost, then the borrower shall replace the books of the latest edition or pay the cost of the book after getting permission from the librarian.

No due Certificate:

Each student shall obtain No dues certificate from the library after returning all the books issued before the university examinations

Care of Library Books:

Students are require to handle the books/ Journal very carefully; marking with pencil , writing or highlighting , tearing the pages or mutilating the same in any other way will be viewed very seriously.

b. REFERENCE SERVICE

- *Total area: 680 Sq.f*
- This section has Encyclopedia, dictionaries, Textbooks Reference books, books for preparing competitive examinations i.e GATE, GRE, TOEFL, CAT, TNPSC, UPSC & IES and for Numerical and Quantitative Aptitude, Tips for Interviews, Data Interpretation etc. The collection ranges from general to subject specific sources. Users can also contact staff on duty for any assistance.

c. JOURNAL SERVICE

In these section journals, general magazines and newsletters are available. The latest issues are displayed on display rack and other previous issues are arranged in the drawer.

d. READING HALL

Kings engineering college Central library has spacious, ventilated reading hall. It can accommodate 220 persons at a time. It is used for reading Books, Magazine, Journals, Newsletter, and Conference Proceedings

- Area of the Reading Hall : 2500sqf
- Total no. of Seats available : 220

e. PHOTO COPYING SERVICES

The library has photocopying machines. Any reference from books/periodicals of the library if needed by the faculty members and the students found to be important can get it photocopying without spending their valuable time outside at a nominal cost. Printout from e-resources can also be provided if required. For maintenance of Xerox machines and purchase of photocopying paper, nominal amount is charged.

f. CURRENT AWARENESS SERVICE

Kings engineering college has special notice board for this service. The good academic, scientific articles from news paper will displayed in this board.

g. QUESTION PAPERS COLLECTIONS

Branch wise and semester wise question paper files are available physically as well on softcopy materials for the reference purpose of students and faculty members.

h. THESES/PROJECT REPORTS

Project Reports submitted by the students are available in the library. Totally 893 projects reports are available.

i. CD/DVD s collection

The library will be purchasing CD /DVD on different subjects and some libraries may be having CD-ROM databases. Those CD/DVDs and CD-ROM databases should be made available for the use readers.954 CDs and DVDs are available in the library under various technical and non technical titles for the reference of students.

j. PROPERTY COUNTER

The Property Counter is located near the Library Gate to place the belongings of the students.

k. NEWS PAPER CORNER

The Library has Corner News Paper in the Library Reading hall. Popular Indian weeklies and monthlies are displayed here. These are not lent out.



Journals Section



News Paper Section



Reference Section

6. LIBRARY AUTOMATION

Our Library services are fully automated with the Auto Lib Library Management suite. All in house activities like circulation, cataloguing, serial control, OPAC etc. are being done with the use of software. Barcode reader and software helps to make entire house keeping activities very fast and accurate.

The various reports generated by library automation software's are

- Library Book details
 - Book details
 - Library Book details by accession No
 - Book details by title subject wise
 - Book details title wise
 - Library book rack Numbers
- Department block details
 - Books by accession No
 - Books by subject wise
 - Books by title wise
- On hand book details
 - On hand book by accession no
 - On hand book by subject wise
 - On hand book by title wise
 - On hand book by subject wise accession No
- Library Title wise Quantity
- Library Book issue in day wise, week wise, semester wise

STOCK VERIFICATION

Physical verification of the library stocks has carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. At the end of each academic year this process is followed up by the library committee.

BOOK PURCHASE PROCEDURE

- Getting list from HOD based on Staff recommendation at the end of each semester.
- Collecting quotations from various publishers.
- Preparing comparative statements for based on the quotations
- Library committee review and submitted to Principal
- Approval process from principal

- Books purchase

7. PHYSICAL AMBIENCES

CLEAN LINESS:

Library is a central resource department that is the backbone of all academic programmed of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence kings engineering college is taking steps to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

SUGGESTION BOX:

All library users can put their valuable suggestion at any time.

Closed Circuit Camera System (CCTV)

- Library has installed 6 cameras across different floors, stack rooms and study areas for monitoring.
- Main Security of Library exit point has a LCD monitor where the footage can be viewed
- Librarian's Office also has a LCD monitor where the CCTV feed is provided
- The library committee members has access to recording of the footage



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ACCREDITED WITH NAAC AND AFFILIATED TO ANNA UNIVERSITY

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TRAL LIBRARY LIBRARY PARTICULARS (2025-26)

Sl.No	Particulars	Count
1	Total number of Titles	7610
2	Total number of Volumes	30130
4	Total number of Inter National Journals	48
5	Total number of National Journals	48
6	Total number of Magazine	7
7	e-books (DELNET)	10677
8	e-journal(IEEE,DELNET)	1206
9	Project Reports	893
10	CD/DVDs	954

CENTRAL LIBRARY

DAILIES

1	THE HINDU
2	THE HINDU(TAMIL)
3	DINA MALAR
4	DAILY THANTHI
5	DINA KARAN

LIBRARY MAJOR HIGHLIGHTS:

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- 954+CDs/DVDs collection
- 893+project reports
- 48-National & International Journals
- 7 Daily Newspapers
- Separate digital library with AV room facilities
- Membership in British Council Library, DELNET, IEEE.
- Fully automated by Auto Lib library software
- Wi-Fi facility
- 6 Surveillance cameras to monitor
- Bar coded Books
- Reprography, Question bank Service
- NPTEL local chapter



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