

CIIT Lahore LIBRARY



CIIT Lahore
2012

LIBRARY

User Guide



COMSATS Institute of Information Technology,
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1. Library Introduction:

The CIIT-Lahore Library supports the educational needs of the students, faculty and staff at CIIT-Lahore. The library was established on March 2002, it consisted of a small collection of books and limited resources. Faculty and librarians select materials to meet the curricular needs of the institute and to build upon the collection. Today library is equipped with the modern information and communication technologies.

As a student, faculty member, or staff member at CIIT Lahore, you have access to the resources made available through the library, and this handbook will guide you in learning what materials and services are available to you and

a. Library Vision:

The vision of the library is as under:

- To provide the most effective lending, reference, proactive current awareness and information provision services possible in response to current and future users needs.
- Maintain and develop access to CIIT's collection as a national research resource.
- Encourage and support the academic and research and other related activities.
- The library continues to embrace change and align itself to thrive on diversity, to support professional growth and opportunity, and to reward flexibility and innovation.

b. Library Mission Statement:

The library's mission is to provide comprehensive resources and services in support of the research, teaching and learning needs of the COMSATS community. To fulfill this mission, the library commits to:

- Understand the research, teaching and learning needs of the its users;
- Build collections and create tools to support research, teaching and learning;
- Providing access to and promote the discovery and use of local and external information resources;
- Ensure the preservation and long-lasting availability of library collections and resources;
- Create hospitable physical and virtual environments for study, teaching and research;
- Collaborate with other members of the University to enrich the research and learning community;
- Advance local, national and international library and information initiatives;
- Develop, encourage and sustain expertise, skill, commitment and an innovative spirit in its staff;
- Initiate, enhance and improve new and traditional user services;
- Support the instructional, information, research and curriculum needs of the CIIT Lahore through an effective, collaborative collection of library material;

2. Detail of Library Staff:



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Atiq-ur-Rehman,
Junior Library Assistant

Ghulam Farid,
Junior Library Assistant

Muhammad Naeem,
Naib Qasid

3. Opening Hours:

- Regular library timings for the fall through spring semesters are:
- Monday through Friday **8:30am to 9:00pm**
- On Friday Library will be closed from **1:00 pm to 2:30 pm** for Juma Prayer
- Saturday **9:00am to 2:00pm**
- Sunday closed
- During the semester break the library timings are change. Please check the library's webpage the latest updates on hours and closures.

4. Library Users:

All students' faculty and staff members of CIIT community use the library according to library rules and regulations.

5. Services:

The CIIT-Lahore library provides the wide range of modern services using the latest information and communications technologies and equipments.

a. Circulation Desk & Access

Services:

At the Circulation desk, you can find information on the library's resources, check out materials, access course reserves, to get information about library fines, and ask for assistance.



The staff at the Circulation desk is available to help you find the information you need. Reference books, periodicals and magazines are available for in-library use only.

(i) To Checkout Materials:

Your ID card is also your library card. It is required for all transactions at the Circulation Desk.

(ii) Loan Periods & Policies:

- Undergraduate Students: Two books borrowed by any patron for one month.
- Graduate Students: Two books borrowed by any patron for one month.
- Postgraduate Students: Four books borrowed by any patron for one month.
- Professor/ Associate Professor: Twelve books borrowed by any patron for one semester.
- Assistant Professor: Ten books borrowed by any patron for one semester.
- Lecturers / Research Associates: Ten books borrowed by any patron for one semester.
- Staff: Two books borrowed by any patron for one semester.

(iii) Renewal:

You should **NEVER HESITATE TO RECALL** any item that you need for study or research. You may renew regular books from circulation. You may not renew any item on which a Hold, Recall or Advanced Booking has been placed. You may not renew any material that is overdue.

(iv) Missing Books:

If the library catalog indicates that an item is checked in, but you don't find it on the shelf, ask for a trace at the Circulation / Help Desk.

(v) Reserve Materials:

The users can borrow the reserve items issued from the circulation desk within 2 days. Only issue items can be reserved. You can reserve any item by online.

- Visit <http://library.ciitlahore.edu.pk/library/index.html> and click my library status
- Enter your username and password
- Click on online reservation and enter the title and author in



(vi) Fines and Replacement Costs:

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide patrons an equal opportunity to make use of library materials and to maximize sharing of library collections.

- Overdue fine is charged from the first overdue date/day.
- Overdue fine on general books would be PKR10 per book per day.
- Overdue fine on temporarily issued materials would be PKR100 per day.
- Loss of library materials would be charged five times the current price.
- PKR100 will be fined of library user who involve in use of mobile even ringing, discussion, chat running, eating, drinking, sleeping etc

6. Library Materials & Collections:

The CIIT Lahore Library houses over 20,000 books, 4,000 thesis and internship reports, 40 print periodicals and 32,000 online journals, and provides access to over 50,000 e-books through HEC, and more than 21 online databases. To access the CIIT digital library, go to http://dlib.ciitlahore.edu.pk/article_search.jsp and download e-books.

7. Where to find materials:

Reference materials indicate by orange spine, in the Reference area. These items are available for library use only.

Thesis and internship reports are located on the **left wing** of the library. These items are available for library use only.

General Collection (Main Stacks) with call numbers ranging from **000-999** is located on the **left to right wing** of the library.

This section includes information and literary works in a range of subjects. All materials in the General Collection

(Main Stacks) are available to be checked-out of the library.

Print periodicals are located on the **right wing** of the library. There is comfortable seating for you to read, relax and perhaps nap a little. Current **Journals and Magazines** to access older print copies please inquiry at the Serial Section.

The library's collection of CDs, DVDs and Video is located on **left wing** of the library. These are available to be checked-out of the library.



8. How to search the Stacks:

Items in the library collection are arranged according to Dewey Decimal Classification Scheme. The call numbers indicate where an item is located on the shelf. Each book and thesis is labeled with a unique call number on its spine.

Call numbers contain several parts: A numbers and a letters followed by a cutter no and book number.

The number tells you where the item is located on shelf. The alphabet tells you where the item is located in shelf. The book number helps you to locate the specific book in shelf.

9. How to read a call number:

658.3

BRI-I

888

658.3 tell you where the item is located on shelf.

The author mark "BRI-I" tell you where the item is in the shelf.

The book number "888" helps you to locate the specific book in shelf.

10. How to check the online library status:

(a) You can check your library status by online

- Visit <http://library.ciitlahore.edu.pk/library/index.html> and click my library status
- Enter your username and password
 - Check your loan / online reservation / new book requisition and all previous records.

11. Online Resources:

(a) Using the library's online resources and databases

Library users can access the library's full collection of online resources and databases through the Library's web page (located on the library's homepage at http://library.ciitlahore.edu.pk/library/digital_library.html) or by searching the library's online catalog at <http://library.ciitlahore.edu.pk/library/opac.html>.

(b) E-Book Collection

The CIIT-Lahore Library provides access to more than 50,000 online books through Higher Education Commission. To access the e-books please visit the library web page. You can search the books under, title, author, subject, or the ISBN.

Oxford university press e-Books contains the full text of over 1,350 Oxford books in the area of economics, finance, political science, mathematics, physics, religion, management science and social sciences. If you face any problem, contact the help desk.

(c) Off Campus Access

(i) Virtual Private Network

(ii) VPN Account Registration Procedure:

All the interested users will have to:

- Apply for this service by filling "Request Form for Accessing Digital Library from Home"
- Get its approval from respective HODs/ Incharges and submit it in Network Support Room Block C.
- After confirmation the service will be enabled by the Network Operation Centre and a confirmation email will be sent to the user.
- The registered users will be able to login to the VPN service by using their LAN username and password (Active Directory Account).
- Download Request Form. (Print in Landscape)

12. Reference Services:

The mission of the CIIT-Lahore Library's Reference Section is to develop the best resources and services available, facilitate and maximize their use to enhance teaching and learning, and teach information seeking skills that support lifelong learning. It also include the range of information products, such as guides, directories and databases, and the equipment and facilities that are provided to enable research to be carried out to meet information needs.

Library users may also request reference assistance via telephone, by contacting the Reference Desk at **111-001-007 Ext. 856**.

The users can make enquiries and get assistance regarding library resource and services. The help desk and reference services can be obtained from **9:00 am to 4:00 pm**



13. Inter Library Loan:

Books and periodical articles not available in the CIIT Library may be obtained by eligible borrowers through interlibrary loan. For more information, consult the help desk.

14. General Services

(a) Wi-Fi Facility:

The library provides the Wi-Fi facility to the users in the premises of the library. The authorized users can get this facility.

(b) Scanning and Printing:

The library also offered the latest facilities like scanning and printing. Good quality scanners and laser printers are available in the library for services. Initially this service is provided to faculty and researchers only.

(c) Laptop Uses:

The library users use laptops in the library. Please do not leave lap-

(d) Similarity Index (Plagiarism Report)

Check the plagiarism, please contact reference librarian.



15. Distance Learning Services:

The University supports the learning needs of COMSATS Community distance students. The Library provides a number of services and resources for remote users:

1. Reference and Research assistance by telephone or e-mail.
2. Access to a wide range of e-books and online resources via Virtual Private Network (VPN).
3. Social networking services provide latest information about library services and activities.

16. Suggesting an Item for the Library to Purchase:

Faculty is encouraged to suggest books and other materials for purchase that will support the learning needs of the University community. Suggestions given to an acquisition and reference librarian; or submitted via the Suggestions form on the library website. Acquisitions will respond to your suggestion and notify you if the item is added to the collection.

Donations of pertinent materials are encouraged. For more information, consult the library's Collection Development Policy, or consult acquisition section.



Library Rules:

Library users are expected to observe the following library rules while using the library facilities. Any violation may incur disciplinary action

The use of Institute Library shall be open to the members of the following categories:

- Members of the Institute Faculty. Officers and Staff
- Fellows, Research Scholars and Adjunct Faculty.
- Students on the roll of the Institute.

Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.

Take care of your belongings as library disclaims any responsibility for loss or damage.

Keep your cell phones on silent mode/switch off within library premises.

To make the library environment more conducive for reading and research, gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.

Submit library material(s) for inspection, if requested.

Underlining, marking, folding and tearing pages of library materials is prohibited.

Leave the library materials on tables after consulting/reading.

Observe Electronic Resource Section rules while using library computing facilities.

Library membership could be suspended or canceled along with a penalty in the following cases:

Non- payment of library fine

- Theft of library materials
- Non-payment of damage fine
- Non returning of the temporary issued material within due time
- Any kind of disturbance in library
- Misconduct with the library staff
- Breaching of established library rules and norms

All library users are requested to please before enter the library:

- Display your COMSATS ID card.
- Switch off your mobile phone.
- Enter with formal dress.
- Enter only for individual study not for discussion