



UNIVERSITY LIBRARY

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY



Handbook 2022

CONTENTS

Items	Page No.
About Us	2
Membership	4
General Rules	8
Library Resources	11
Organisation of the Library	13
Organisation of the Collection	17
Services	20
User Amenities	21
Library Floor Plan	25

ABOUT US

The Cochin University Library was established in 1974 as a central agency for meeting the information requirements of the academic community of the University and for the collection, organisation, and dissemination of information. The library system of CUSAT comprises of University library and department libraries. Over the years, Cochin University Library has evolved as a modern library and information centre which supports the academic community as well as the general public in Kochi in exploring the dynamic spectrum of knowledge.

The library became the first university library in the state of Kerala to be fully automated in the year 2000. Located centrally on the campus, the resources of the library are open to all the departments of the University. One of the best libraries of science and technology in the country, the university library also maintains a balanced collection of books for general reading and reference. At present, the collection exceeds 1,34,000 titles that include several valuable reference books, doctoral theses, and back volumes of periodicals, patents, CD-ROM, etc.

The Library offers Loan service, Inter-Library Loan, Literature Search, Reprographic Service, Conference Alert Service, New Addition Alert Services, etc. The library has campus-wide-IP enabled access to a wide range of electronic databases, e-journals, and online books which in turn assist the productivity of the university academics to a great extent.

The Library provides access to 47 print periodicals, 16,000 online journals, and 15 subject-specific databases, 1500 e-books. The Academic community of CUSAT can access e-books, theses database, journal databases, e-journals, and other e-resources from any terminal within the University campus. Remote access is also provided. The library also facilitates access to a number of electronic journals through its participation in e-ShodhSindhu consortium, a project initiated by the Ministry of Education Government of India and executed by INFLIBNET.

Under this consortium, electronic full-text access is provided to scholarly literature in all major areas of learning through journal packages like Taylor and Francis, Springer Nature, American Institute of Physics, Oxford University. Press, JSTOR, Web of Science etc. Members can avail the service of DELNET, UGC-INFONET, and JCCC portal (an electronic gateway to global e-journal literature) which also provides Document Delivery Service to various Universities in India.

In 2010, the library moved to an open-source platform, KOHA for automation. The bibliographic records of books, journals, and theses in the Library can be accessed globally through the web OPAC facility (<http://opac.cusat.ac.in/>). The library has also developed a Union catalogue of all the department libraries in CUSAT (<http://unionopac.cusat.ac.in/>).

The library houses an Institutional Repository viz., Dyuthi, created with the support of the Department of Scientific and Industrial Research, that enables the academic community to access online, the research publications and theses submitted in CUSAT. It also provides access to the institutional research output of the University such as scientific publications, conference E-proceedings, multimedia content, etc.



MEMBERSHIP

Membership to the library is open to Teachers, Students, Research Scholars, and Nonteaching staff of the University. Graduates of recognized Universities who are residents in the state of Kerala can also apply for membership (Graduate membership). Industrial and Research institutions, Government or Public Limited institutions are admitted to Institutional membership on the responsibility of the head of the concerned institution. No one can acquire membership under more than one category.

Non-members can also use the library on all working days between 9.30 a.m. and 3.30 p.m. except on Second Saturdays and Sundays by remitting a fee of Rs. 100/- after getting permission from the University Librarian, the nature of such permission being discretionary.

All categories of members except institutional members should submit two passport size photographs along with duly filled in application form. Membership card can be collected within five days from the date of submission of the application.

• Who can recommend

Students/ Research scholars/ Teachers	: Head of the Department
Non-Teaching Staff	: Registrar / Head of the Department
Institutional Members	: Director / Head of the institution.
Graduate Members	: Gazetted officers of CUSAT, other than Library Staff.(All responsibilities including financial will be vested upon the gazetted officer. Persons with less than one year to retire are not eligible to recommend members)

• Fee Structure

Fee can be remitted either in cash at the library office or in the form of Demand Draft drawn in favour of University Librarian payable at SBI, Cochin University Campus Branch.

Regular members : No separate fees

Institutional Members

▶ *Caution Deposit*

Industry : Rs 20,000/- (Refundable by cheque only)

Educational Research : Rs. 20,000/-(Refundable by cheque only)

▶ *Yearly Subscription*

Industry : Rs. 6,000/-

Educational Research : Rs. 3,000/-

Graduate Members

▶ Caution Deposit : Rs. 5000/- (Refundable by cheque only)

▶ Yearly Subscription : Rs 200/-

Library consultancy : Rs.100/- per day (Reference only)

Orientation service : Rs.100/- per day (Reference only)

Services to non-members

▶ Non-members : Rs.100/- per day

▶ Project work : Rs.100/- per day

▶ Theses and dissertations : Rs.100/- per day

▶ Plagiarism check : Rs.150/-

▶ Print out charge : Rs.2/- per page

▶ Photocopy charges : Rs. 0.80 per page, Rs. 1/- for both sides
sides (applicable to all members)

• Loan Privileges

Members can borrow books (except reference books and journals) from the library. The period of loan for various categories is specified below. If a book is in great demand, the University Librarian may fix a shorter period of loan or withdraw a book from circulation.

Category	Entitlement Loan	Period
Teachers	7 books	15 days
Non-teaching staff	4 books	15 days
Research scholars	5 books	15 days
Students - Post Graduate, M.Phil., B. Tech. (PS&RT., Ship Tech, Instrumentation)	4 books	15 days
B. Tech (CUSAT Campus), & L.L.B.	2 books	15 days
Institutional	10 books	2 months
Graduate	1 book	15 days

WORKING HOURS

The library is kept open on all working days from 9 am. to 8 pm. with issue and return up to 7 pm. On all second Saturdays and Sundays not forming part of public holidays, working hours are fixed as 10 am. to 4 pm. with issue and return up to 3 pm. Members shall leave the library 10 minutes before the closing of the library at the second bell. Monthly holidays will be displayed in the library and on the website (www.library.cusat.ac.in)

LIBRARY TIMINGS

DAYS	WORKING HOURS	ISSUE AND RETURN
Weekdays	9 am to 8 pm	9 am to 7 pm
Second Saturdays and Sundays(except holidays)	10 am to 4 pm	10 am to 3 pm
STUDENTS LOUNGE TIMINGS		
Weekdays		9 am to 10 pm
Second Saturdays and Sundays (except holidays)		10 am to 4 pm
LIBRARY WILL REMAIN CLOSED ON ALL HOLIDAYS		



GENERAL RULES

Members are required to sign in the gate register and deposit their bags/belongings at the property counter at the entrance. Printed materials and personal belongings like bags, files etc. are not permitted inside the Library. Library books, once issued, cannot be taken into the library except for returning at the counter. However, laptops/ personal notebooks can be taken for reference inside the library, after getting permission.

Members are required to bring their Library ID Card to enter the Library and also to produce the same to the Security and Staff as and when asked for.

Reservation: Members can reserve at a time as many numbers of books as they are eligible to borrow, provided they are issued out. Member will be informed by mail or phone as and when the book is ready for issue, which is to be collected within the period specified.

Renewal: A book can be re-issued to the same person if there is no reservation for it. Not more than two consecutive renewals are permitted. Further renewal is not permitted at any cause. Renewals can be made over the phone, or in person, on or before the due date.

An overdue charge of 50ps. per day per book is levied from students and staff. An amount of Rs.1/-per day per book is levied from graduate members and institutional members. Damage or loss of books on loan shall be reported to the University Librarian immediately. Borrowers are responsible for any damage or loss of books occurring during the loan period. Any mark or mutilation on the book will be considered as damage and will be dealt with accordingly.

If a book is lost, the borrower must replace it with its latest edition. If the borrower is unable to replace the book, the current price plus 2/3rd penal charge will be levied from the borrower. If the books are out of print, the price will be fixed according to the discretion of the University Librarian, taking into account the importance, demand, rarity etc of the book.

The University Librarian is the final authority regarding the cancellation of membership in extraordinary circumstances.

Non Liability Claim: If a member loses the borrower's ticket or identity card issued from the library, the matter should be reported to the University Librarian immediately. If a member applies for withdrawal of membership/and or Non-Liability certificate, such applications will be kept pending for three days for detailed verification of the library records. If no book is found issued against the borrower's ticket, a non-refundable penalty of Rs.100/- (Rupees one hundred only) for each lost borrower's ticket, Rs.500/- for lost RFID card, and Rs.10/- for ID card will be collected from the member and an indemnity bond has to be executed.



GENERAL INFORMATION

- ▶ Strict silence should be observed in the library.
- ▶ Mobile phones should be kept in silent mode in the library.
- ▶ Food items are not permitted in the library.
- ▶ Members are to present themselves in formal wear for entry.
- ▶ New arrivals will be notified on the library webpage.



LIBRARY RESOURCES

• **Print Resources**

The library has built up a rich and balanced collection of books on all branches of Science and Technology. Besides catering to the academic needs of students and faculty members of the university, the library also houses a good collection of books for general reading and competitive examinations.

The library also has a profound collection of reference sources such as Encyclopaedias, Dictionaries, Almanacs, Handbooks, Manuals, Yearbooks, Directories, Census Reports, Technical Reports, Bibliographies, Biographical Sources, and Geographical sources.

Currently, the collection exceeds 1,34,000, including several valuable reference books, doctoral theses, patents, CD-ROM, etc. Other resources include 12000 bound volumes, 22000 patents and 2100 theses.

The library subscribes to 47 popular magazines and 10 Newspapers.

- ▶ **Special Collection :** Special collection includes books by the CUSAT community, Children's Collection, Art Books, Vikasana Rekha.

• **E- Resources**

E-resources collection of the library contains around 1500 e-books from leading publishers like McGraw Hill, Taylor and Francis, Oxford University Press, Wiley, Elsevier, Cambridge University Press and Pearson etc. Full-text databases (15), subject-specific databases (9), citation/bibliographic database (2), single online journals (7), NDL resources, Open Educational Resources (OER), materials available through e-ShodhSindhu Consortium, and research tools like Grammarly and Plagiarism checkers.

- **Remote Access (<http://idp.cusat.ac.in>)**

The University Library subscribes to electronic resources through e-ShodhSindhu as well as directly from the publishers. Remote Access service is provided to the CUSAT academic community to seamlessly access the subscribed scholarly electronic resources from outside the University campus. User name and password have been provided to all the members to access the resources 24/7 through identity providers. You may communicate to the Library to get the username and password. In case of any issues, kindly contact the Library Team.

- **Plagiarism Checker**

The University Library has now the facility to detect plagiarism using the following software:

- ▶ iThenticate (Plagiarism Detection Software)
<https://www.ithenticate.com/>
- ▶ URKUND (supported by UGC INFLIBNET)

For more details to use this software please mail to ul@cusat.ac.in

- **Institutional Repository (<http://dyuthi.cusat.ac.in>)**

Dyuthi is the Institutional Repository of Cochin University of Science and Technology. Dyuthi is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organisation's legacy; they facilitate digital preservation and scholarly communication. This repository was initiated with financial assistance by the Department of Scientific and Industrial Research (DSIR), under the Technology Information Facilitation Programme (TIFP), Ministry of Science & Technology, Government of India. Financial assistance from University Grants Commission (UGC) as major research project (MRP) helps to strengthen the repository by covering more scientific productivity other than Ph.D. theses such as scientific publications, conference E-proceedings, multimedia contents, Books etc.

ORGANISATION OF THE LIBRARY

- **Circulation Counter**



Circulation section, which is located near the entrance of the library, helps users in issue and return of books, their renewal and reservation, collection of fine in case of overdue, issuance of temporary membership, etc.

- **Membership Desk**



New users will be notified by the library when their application for membership is processed and they are required to approach the Membership Desk to collect their Identity Card and Borrowers' Tickets.

- **Reference Section**



Users are encouraged to take advantage of the rich collection of reference materials that include a good number of books that will be helpful for students preparing for competitive exams.

- **Acquisition Section**

Acquisition Section makes arrangements for acquiring new books for the library. The main function of this section is collection development.

- **Periodical Section**

Subscription of print and online journals and databases is done through the Periodical Section.

- **Technical Section**

The books acquired are processed by the Technical Section thereby allocating them a unique call number and make them ready for issuing.

- **Bound Volumes Section**

This section takes care of old journals which are in need of preservation. Additional duties of this section include uploading documents to Shodhganga and Dyuthi.

- **Library Office**

Administrative work relating to the library is done through the Office Section of the library. Users can make library-related payments in the office from 09.00 am to 03.30 pm.



- Maintenance Section**



The books in the library are arranged in different stack rooms. These books are organised in separate collections and users can access them with the help of the library catalogue or by availing the services of the library staff.

- Reading Hall (Periodicals and Newspapers)**



The library currently subscribes to 10 newspapers and 47 print periodicals and users can access them at the reading hall on the second floor of the new block, where they are arranged in subject-wise order.

ORGANISATION OF THE COLLECTION

University Library is currently using the Classification scheme of Universal Decimal Classification for organising library materials. This system uses Indo-Arabic numerals, special characters and alphabets to allocate a unique call number to each and every book.

• UDC Main Subjects

Notation	Description
0	Science and Knowledge. Organisation. Computer Science. Information Science. Documentation. Librarianship. Institutions. Publications
1	Philosophy. Psychology
2	Religion. Theology
3	Social Sciences
4	Vacant
5	Mathematics. Natural Sciences
6	Applied Sciences. Medicine, Technology
7	The Arts. Entertainment. Sport
8	Linguistics. Literature
9	Geography. History



Filing Order

The books in the racks are arranged in the following order.

Symbol	Example	
=	=112.2	German language
(0...)	(0.035.2)	Microform documents
(1/9)	(430)	Germany
(=...)	(=1.410)	British nationals
"..."	"18"	Nineteenth century
+	622+669	Mining and metallurgy
/	622/623	Mining and military engineering
simple number	622	Mining
:	622:338.3	Productivity in mining
=	622=112.2	Documents in German about mining
(0..)	622(0.035.2)	Microform documents about mining
(1/9)	622(430)	Mining in Germany
(=..)	622(=1.366)	Mining among the ancient British
"..."	622"18"	Mining in the nineteenth century
*	622*Fe ₂ O ₃	Mining of red haematite (Fe ₂ O ₃)
A/Z	622GOE	Mining of named ores: goethite
-0	622-057.2	Manual workers in mining
-1/-9	622-78	Protective devices and measures in mining
.0	622.03	Geological character of ore deposits
'	622'17	Tailings, waste, residues from mining
next simple number	622.3	Mining (extraction) of specific minerals

• Library Collections

- ▶ Children's Collection
- ▶ Science, Social Science, Literature and Fiction
- ▶ Books by CUSAT Staff
- ▶ Gandhi Collection
- ▶ Library Science Collection
- ▶ Reference
- ▶ Theses and Patents
- ▶ CD ROM Collection

HOW TO LOCATE A DOCUMENT

- **Library Catalogue (<http://opac.cusat.ac.in/>)**

Library catalogues are used in libraries worldwide because they make locating the library resources required by users easier and less time-consuming. The library presently lets users find the information they need through Online Public Access Catalogue (OPAC) which helps them to know whether the information they need is available in the library in print or electronic form, and if they are available, how to trace them.

- **Union catalogue (<http://unionopac.cusat.ac.in/>)**

The Union catalog integrates Online Public Access Catalog (OPAC)s of all Department libraries and University Library in Cochin University of Science and Technology. The Union Catalog contains bibliographic description, location and holdings information of books, journals, theses and other resources in all subject areas available in Department libraries, Centres and University Library. This Web-based interface is designed to provide easy access to the merged catalogues.

- **Using the Catalogue**

Users can search the online library catalogue either through various systems located inside various sections of the library or from outside the library by using the link provided on the University Library website. The library has also displayed the QR codes to access the same from the personal devices of the users. Koha, which is the current Library Automation Software used in CUSAT, has a very simple interface and it lets the user to search the library collection through the access points of book title, author, subject etc. The results page will inform the user of all the materials available inside the library in relation to the user's query. If it is an e-book, the user can click on the link provided in the OPAC to access the full content of the document. If it is a printed book, the results page will let the user know in which collection it belongs, its call number, whether it's available for loan or not, the current issue status of the item etc. The call number of the item helps users to trace the books placed in the stack.

SERVICES

- Accessible Library Service
- Alert Service
 - Due date alert
 - New addition
 - Seminar Alert
- Document Delivery
- Institutional Repository
- Inter-library Loan
- Internet Service
- Lending of Books
- OPAC Search
- Plagiarism Checking
- Reference Service
- Remote Access Facility
- Reprographic Service
- Students Lounge
- User Orientation
- Video Conferencing



USER AMENITIES

- **Students Lounge**



The library provides a separate air-conditioned space inside the library where the users can bring in their personal print materials for study purpose.

- **Garden library**



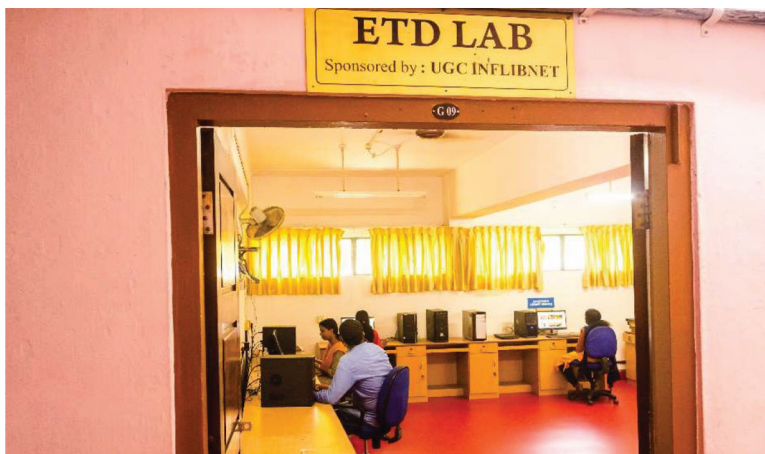
As an initiative to offer leisure reading for users, the library maintains a Garden library with wi-fi access so that users can feel at one with nature while studying. It also acts as a space to conduct collective book reading sessions, talks by eminent personalities etc.

- **AVRC Hall and Seminar Hall**



Audio Visual Resource Centre conducts, regular film screenings for students on diverse topics and bring people together for informal discussions. The screenings would include renowned feature films, documentaries in various subject areas and biopics of eminent personalities. This space is also used for providing orientation programmes for students.

- **ETD Lab**



Electronic Theses and Dissertation Lab provide research support facilities like training in Reference Management Software, offering access to Dyuthi etc.

- **Video Conference Room**



Users can attend online tests, interviews etc. either in groups or individually without outside disturbances in the Video Conference Room.

- **Property Counter**



The library keeps two separate property counters where users can keep their personal belongings. The counter situated near the entrance of the library can be used between 09.00 am and 08.00 pm. After 08.00 pm, users who want to use the Students Lounge have to collect their belongings and deposit them at a separate property counter provided outside the Students Lounge.

- **Infrastructure**

- ▶ 100% wi-fi
- ▶ Internet Browsing Area
- ▶ 150 numbers of Ethernet ports
- ▶ 50 computers
- ▶ 5 printers
- ▶ 1 photostat machine
- ▶ Seating capacity: 330 chairs
- ▶ 20 cubicles

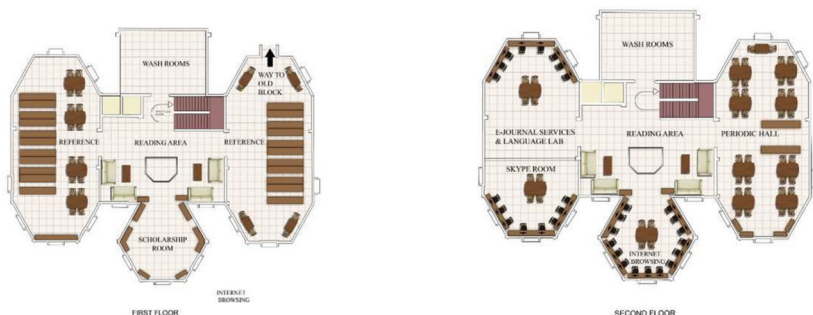
- **Other facilities**

Besides the facilities mentioned above, the library also gives access to rest room, dining room and drinking water for users.



LIBRARY FLOOR PLAN

• Floor Plan - New Block



Ground Floor

Student's Lounge, Circulation Section,
University Librarian Office

First Floor

Reference & Scholarship Collection, New Arrivals

Second Floor

Internet Browsing, Video Conference Room and
Periodicals Hall

• Floor Plan - Old Block

Basement Floor

Technical section, Acquisition Section,
Periodical Section, Digital Repository,
Dining Hall, Rest Room

Ground Floor Stack

(Science, Fiction and Literature), Server room,
Membership Section, OPAC, Children's Literature,
CUSAT Publication

First Mezzanine

Floor

Stack II (Social Science)

First Floor

Audio Visual and Resource Centre

Second Mezzanine

Floor

Photostat, Stack (Bound volumes)

Second Floor Special

collections, Library Science Collection,
Theses, Patents



UNIVERSITY LIBRARY

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY



Library Website



Library Catalogue



E-Resources



Remote Access

Contact Us:

University Librarian

**Cochin University of Science and Technology,
Kochi-22**

Ph: 0484 - 2575715; Intercom:2130;

E-mail: ul@cusat.ac.in

Library counter- Intercom: 2120

(prefix 286 to the intercom no. with STD code, if calling from outside)

<http://library.cusat.ac.in/>