

## **Library Information**

### **Librarian Message**



**Dr. Anita Jain**  
**Librarian**

Welcome to JECRC and by extension, the JECRC Library where hopefully, you will spend long hours of Researching, Retrieving and Reading. The library has a vast collection of books on the various courses and eBooks of various subjects. Every effort is made to ensure that you are comfortable in your learning environment i.e. computers and scanners for your use, updated texts (Reserve Collection) and 09-12 library opening hours per day.

Library is the heart of the institute. As heart supplies blood to all parts of the body. Library provides knowledge to all faculty and students. Library is a place of pride at JECRC campus & an essential component of learning. Research and education mission. The Library is fully computerized. It helps in accessing a wide range of materials, both in print and electronic version.

We are fortunate to have a substantial collection of books, journals, reference materials, audio-video tapes, videos, movies, slides, reels, LPs, and periodicals at various reading levels. Library has facilities like CD-ROMs, online databases and photocopiers for students. The library has got a separate reading hall.

We are maintaining an International Standard Documentation (ISD) and Dewey Decimal Classification and AACR II cataloguing system.

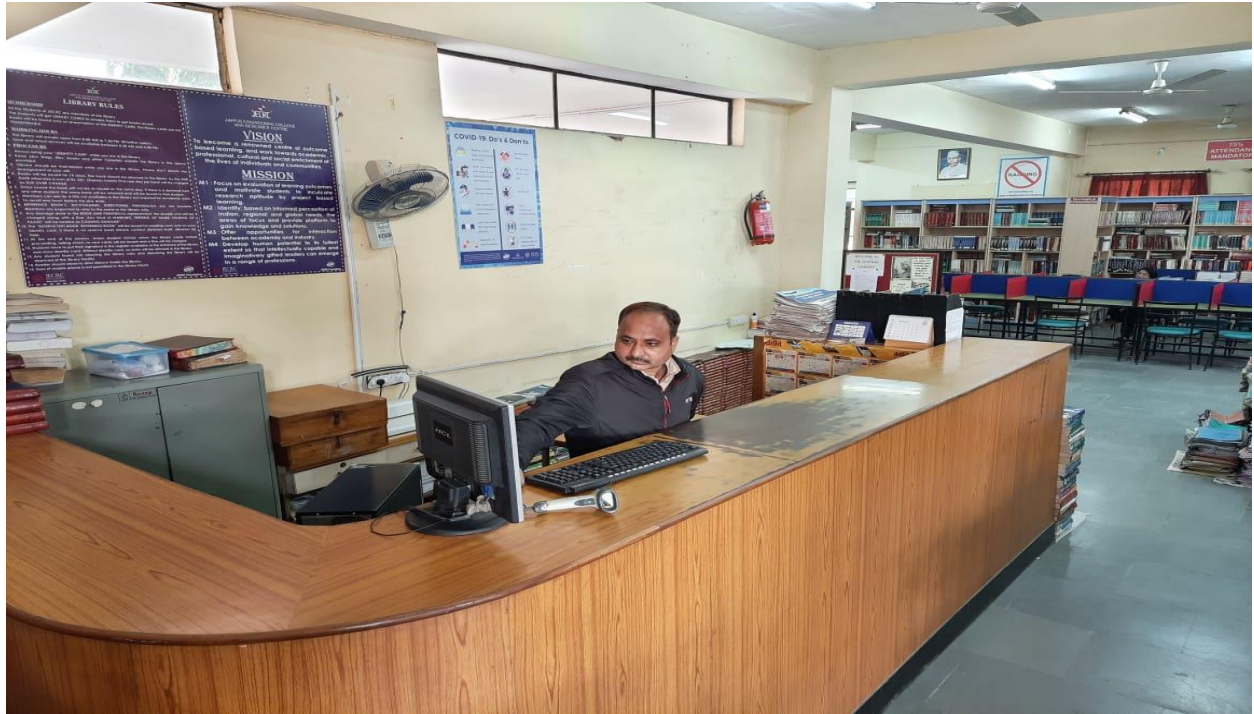
We have a dedicated library staff who will assist in every way to ensure that you reach your full potential by providing the right materials for you. Good Luck in your studies and looking forward to your library visit.

## JECRC Library

Welcome to the **Central Library at JECRC**, a one-stop place in meeting your information needs. The Library is equipped with well-designed state of the art infrastructure to complement the requirements for reading and research. The library is fitted-out and well stocked with relevant and appropriate learning and information resources both in print and electronic. The resources are armed with latest collection of books, journals, magazines, e-journals, eBooks and databases from globally known publishers. Many more exciting initiatives are being planned in the near future to make the library as the hub of academic and learning activities.







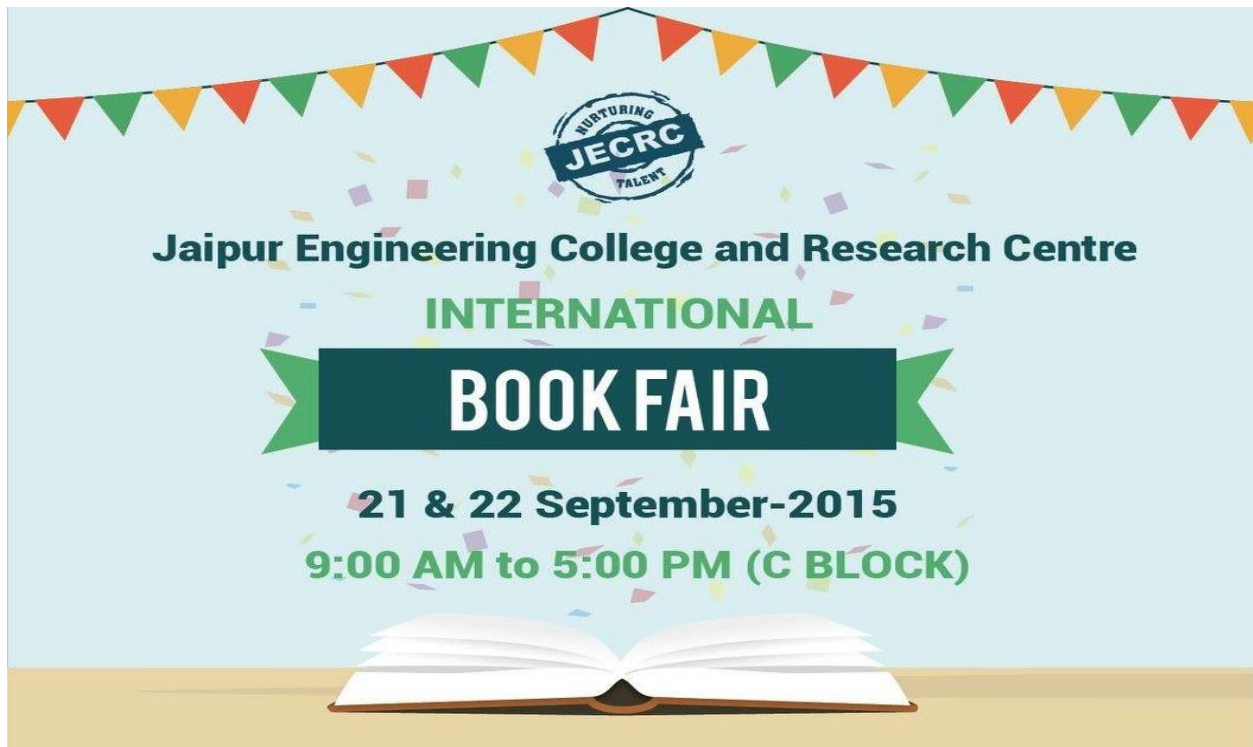


















## Library Collection

Book and Journals (Course Wise break up) available in library. The JECRC Library has huge and varied collection which includes:

<b>Branch/Disc</b>	<b>No. of Title</b>	<b>No. of Volume</b>	<b>No. of Tech. Journals National</b>	<b>No. of Tech. Journals International</b>
Electronics & Communication	935	3915	03	02
Electrical Engineering	635	2694	02	--
Computer Engineering.	1058	4541	05	04
Information Technology	710	2199	04	01
Civil Engineering	352	1822	03	03
Mechanical Engineering.	1085	4504	09	01
Physics	278	1486	02	--
Chemistry	178	1511	02	--
Mathematics	342	1534	01	--
Other (English, Hindi Dictionary)	602	1225	07	01
Book Bank ST/SC Gen	--	7043	--	--
<b>Total</b>	<b>6175</b>	<b>32474</b>	<b>38</b>	<b>12</b>

## Library Team

The JECRC Library Staff

<b>Name</b>	<b>Designation</b>
Dr. Anita Jain	Librarian
Mr. Ashok Kumar Joshi	Assistant Librarian
Mr. Dharam Chand Jain	Library Assistant
Mr. Om Prakash Sharma	Library Assistant

Ms. Tanveer Khan	Library Assistant
Mr .Jaivinder Singh	Library Assistant
Ms. Tasleem Khan	Library Attendant
Ms. Shashi Jain	Library Attendant
Mr. Pramod Meena	Library Helper

## **Library Services**

**Reference** - The Reference Desk is located in the scholar's zone (Ist Floor) of the Library. Queries related to availability of books, Fine collection & Bar-coded Library membership cards are handled by the person in charge.

## **Library Collection**

### **Print Collection**

The Library has a total collection over 32474 printed volumes including general books, textbooks, standards and theses & dissertations. Books are organized on open access shelves in various collections.

### **General Collection:**

This is the largest collection of books in the library. Books for professional reading, research and supplementary texts are kept in this collection.

### **Reference Collection:**

While most books are available for loan books in Reference Section,

### **Textbooks Collection:**

Textbooks for undergraduate courses are kept in a separate collection. Since only a limited number of copies of each title are available, students are encouraged to buy their own textbooks. Attractive discounts have been arranged from some book dealers to Institute Students.



**Book Bank:**

Students can also avail of Book Bank facility which is maintained with the grant from the Central and State Government. The facility is meant primarily for students of weaker sections allows lending of textbooks for the whole semester.

**Light Reading Collection:**

While the strength of collection lies in technical subjects, an impressive light reading (leisure, sports, fiction, self-development) collection is available for loan.

**Course Material:**

Course material in a large number of subjects, prepared by experts under the sponsorships of agencies such as All India Technical Education are very good help for studies. You may find these course materials in the General Books section. In due course, web based course ware will be made available online.

**Competition Books:**

Central Library has strong collection of books for competitive examinations such as Civil Services, State Service Commission, GATE, GMAT, and CAT.

**Journals and Magazines:**

Only journals with professional and research orientation are subscribed by the Central library. Library subscribes to several daily newspapers including on each in Hindi and English are subscribed by the regularly.

**Question Papers:**

Question papers of past years are available at the Help Desk for reference. You can make photocopies of relevant papers on charge basis. We are making efforts to make the papers available in electronic form.

**Audio Visual Collection**

The library has established access to a large number of online and CD-ROM based electronic information resources, such as bibliographic databases and electronic journals. Theses and dissertations submitted to the Institute in electronic format since 2000.

## Library Timings

The JECRC Timing are:

<b>Working Hours</b>	Monday- Saturday	8:30 AM to 17:00 PM
<b>Issue and Return Services</b>	Monday- Saturday	8:30 AM to 16:00 PM

## Issue and Return

Issue and Return System for Faculty and Students

<b>Faculty</b>	Book Borrow Duration	1 Semester
<b>Student</b>	Book Borrow Duration	14 Days
<b>Student</b>	Penalty for Late Return (Books)	Rs. 25 per unit per day

## Membership Details

For Students, Faculty and Staff of

JECRC Campus Colleges	Valid Library Card
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## Membership

1. All the Students of JECRC are members of the library.
2. The students will get library cards to enable them to get books issued.
3. Books will be issued only on presentation of the identity card. The library cards are not transferable.

## General Rules

1. Always bring your “Identity Card” while you are in the library.
2. Keep your bags, files, books and other materials outside the library in the space provided.



3. Silence should be maintained while you are in the library. Please don't disturb the arrangement at your will.
4. Books will be issued for 14 days. The book should be returned to the library by the due date otherwise a sum of Rs. 25/- (Rupees Twenty Five) per day per book will be charged as due over charge.
5. Once issued the book will not be re-issued on the same day. If there is a demand from any other student, the same book will be retained and will be issued to that student.
6. Members can ask for a title not available in the library but required for academic work.
7. To recall any book before the due date.
8. Reference books, dictionaries, directories, periodicals are not issuable. Members are expected to refer to the same in the Library only.
9. If a book / books borrowed from the Library is / are lost, the matter must be reported to the Librarian immediately. Any damage done to the book and periodical replacement, the double cost will be charged along with a fine. Any kind of marking, writing of name, folding of pages will be treated as causing damage.
10. The reserve text book, reference book will be issued for reading room only on your identity card. If there is no reserve book please contact Librarian/Assistant. Librarian for help
11. At the end of the session, every student should return the library cards before proceeding, failing which no new cards will be issued and a fine will be charged.
12. Students have to put their signature in the register available at the entrance of the library and show identity card. Without identity card, no entry will be allowed in the library.
13. Any student found not obeying the library rules and disturbing the library will be deprived of the library facility.
14. Reader should observe strict silence inside the library.
15. Uses of mobile phone are not permitted in the library block.
16. In case of loss of borrower's tickets, the matter must be reported to the librarian. A duplicate ticket may be issued against the payment of Rs.100/- per ticket.

## **Contact Us**

You may anytime reach us at the Ground Floor, Block A of the college

### **Dr. Anita Jain**

Chief Librarian & Head

### **Department of Library**

Jaipur Engineering College and Research Centre

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