LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY
(UGC Autonomous)
Approved by AICTE/Affiliated to Osmania University/Estd.2002.
Accredited with 'A' grade by NAAC - Accredited by NBA

Central Library and Information Centre

Library Hand Book

-:2025-2026: -

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1. Vision, Mission & Values

Vision

Library at LIET. Develops, organizes provides access to and preserve materials to meet the needs of present and future generations of students and research community. The Library explores and implements. Innovative technologies and provides services to deliver information and scholarly resources to further research and development activities. Provides well Equipped and functional physical space where students can pursue Independent Learning and discover outside the class room and supports research productivity.

Mission

Library of LIET will be a strategic institution that develops and delivers new methods of creating and supporting knowledge resources. The LIET Library promotes intellectual growth facilitating access to resources, teaching the effective use of information resources and critical evaluation skills and research assistance.

Values

- Library recognizes user as our primary focus.
- Library is Innovative and proactive
- Supports self-learning. Research and scholarship activities.
- Promotes and provides access to nascent information.

2. About the Library

The central library was established in the year 2003 and subsequently transformed into Knowledge Resource Center. The facility is ideally and centrally located in the main Academic block of the campus. Even with the Central location of the facility, it has a calm and serene environment, ideal for students and faculty to have a focused approach. The library is computerized with complete automation in all operations.

It is spread over an area of about 1454 sq. meters with an earmarked reading space of about 900 sq. meters. It has a seating capacity of about 400 students in the reading area and 30 computers for access to digital library subscriptions. Books are issued to students and staff with a bar-coding system. The facility can be accessed from 9:00 am to 6:00 pm on working days and 9:00 am to 2:00 pm on holidays.

Library space and ambiance, timings and usage, availability of a qualified librarian and other staff, Library automation, online access are all part of the Institution's mission to provide quality learning spaces for its students.

The Central Library Resources at Glance

Description	Remarks
Total Area	1150 Sqm
Seating Capacity	400
No. of Titles	11,155
No. of Volumes	46,466
No. of E - Books	7,643
Print Journals	116
e-Resources	1. DELNET 2. J-Gate 3. EBSCO 4. KNIMBUS mLibrary Portal
CDs	1618
Total No. of Systems in the Digital Library	30

Librarian Contact Details

Mr.M.Srinivas
M.L.I.Sc.
Mobile: 9000528895
Email:library@lords.ac.in

3. Central Library Facilities

It is divided into different sections like Stack area, Reading room, Reference Section, Digital library, Technical Processing Section, Periodical Section & Reprographic Section, Circulation Section.



Stacking Area

Reading & Reference Section





Digital Library



Journals Section



Reprography Section

Circulation Section



General Facilities

1. Fully Automated
2. Reference Books, Hand Books, Encyclopedias, Dictionaries
3. Digital Library
4. Online Journals
5. Print Journals
6. Wi – Fi Enabled Library
7. Internet Access
8. Power back – up
9. OPAC (Online Public Access Catalogue)
10. Reprography (Photo copying Service)
11. Departmental Libraries

4. Central Library Functions

1. To Ensure Faculty and Students to acquire information, knowledge and skills required
2. To hold books, journals and other learning materials required for an engineering education
3. To make available the latest software required for automation and modernization of library
4. To identify the books, journals and other learning resources required for various departments
5. To formulate the policies for preparation of budget and distribution of resources to different academic divisions
6. To formulate the steps to be taken for increasing the library readership and effective utilization of library resources
7. To provide facilities for smooth and effective functioning of library like ventilation. Seating, power supply, internet etc.,

5. Library Committee

This committee consists of Coordinator, faculty from each department, librarian and student members.

Committee Members (2026 -27)

S. No	Name of the Member	Designation
1	Mrs. Dr. Ayesha Mariyam	Associate Professor, IT Dept. Central Coordinator
2	Mrs. Shazia Tahseen	Asst Professor, S&H Dept.
3	Mrs. Gangaraju Apoorva	Asst Professor, Mech Dept.
4	Ms. Ayesha Parveen	Asst Professor, CSE - A Dept.
5	Mr. G. Jagadeeshwar Reddy	Asst Professor, CSE - B Dept.
6	Mr. M. Sai Kumar	Asst Professor, Civil Dept.
7	Mr. Ahmed Farzeen Uddin	Asst Professor, ECE Dept.
9	Mrs. Molugu Shilpa	Asst Professor, IT Dept.
10	Mr. Mohammed Ameeriddin Siddique	Asst Professor, MBA Dept.
11	Ms. Zoya Tabassum	Asst Professor, CSD Dept.
12	Mr. Hozaifa	Asst Professor, CSM Dept.
13	Mrs. Banothu Shireesha	Asst Professor, AI & ML Dept.
14	Mr. M. Srinivas	Librarian
15	Ms. Aisha Sulthana	Student (CSE - A)
16	Mr. Tousheef	Student (CSE - B)
17	Mr.Umar Toufeeq	Student (ECE)
18	Mr Tawseefuddin	Student (Civil)
19	Mr Mohd .Wasiuddin	Student (Mech.)
20	Mr.Mohd Mudassir Hussain	Student (CSM)
21	Mr. Syed Sadath Ullah Hussain	Student (IT)
22	Mr. Mohammed Mujtaba Quadri	Student (CSD)
23	Mr. Mohammed Saqib Uddin	Student (MBA)

Committee Members (2025 -26)

S.No	Name of the Member	Designation
1	Mr. Dr. N. Raj Kumar	Associate Professor, IT Dept. Central Coordinator
2	Mrs. Shazia Tahseen	Asst Professor, S&H Dept.
3	Mr Shashikanth	Asst Professor, Mech Dept.
4	Ms. Ayesha Parveen	Asst Professor, CSE Dept.
5	Mr. M. Sai Kumar	Asst Professor, Civil Dept.
6	Ms. Zainab Unnisa	Asst Professor, ECE Dept.
7	Mrs. Molugu Shilpa	Asst Professor, IT Dept.
9	Mr. Akram Pasha	Asst Professor, MBA Dept.
10	Ms. Zoya Tabassum	Asst Professor, CSD Dept.
11	Mr. Hozaifa	Asst Professor, CSM Dept.
12	Mr. M. Srinivas	Librarian
13	Mr. Shaik Aslam Moinuddin	Student (CSE)
14	Mr. Faisal Irfan	Student (ECE)
15	Mr. Fouzan Ahmed	Student (Civil)
16	Mr .Mohd Wasiuddin	Student (Mech.)
17	Mr. Samad	Student (CSM)
18	Mr. Mohd Junaid Uddin	Student (IT)
19	Mr. Mohammed Suhaib Hussain	Student (CSD)
	Mr. Mohammed Junaid Ahmed	Student (MBA)

6. Central Library Working Hours

Library kept open on the following timings:

Working Hours	:	09:00AM to 06:00PM
Circulation Section	:	09:30AM to 05:30PM
Reference Section	:	09:00AM to 06:00PM
Digital Library	:	09:00AM to 05:30PM
On Holidays	:	9:00AM to 2:00PM

7. Library Resources

Department	Title	Volumes	Print Journals	E - Resources
Civil Engineering	1400	4318	18	**1.DELNET Membership** **2.J-Gate Plus E- Journals** **3.EBSCO eBooks** **4.Knimbus mLibrary Portal (Remote Access Software)** **5.NDLI Membership**
Mechanical Engineering	1108	4963	06	
Computer Science and Engineering	1192	5322	27	
CSE (AIML) and AIML	395	1414	15	
CSE (Data Science)	371	1434	09	
IT and Computer Science (CS)	664	2984	14	
ECE	1098	6512	08	
EEE	2626	4689	-	
Management Studies	960	3793	13	
S & H	1341	11037	06	
TOTAL	**11,155**	**46,466**	**116**	
E - BOOKS	7,643	7,643		
GRAND TOTAL	**18,798**	**54,109**	**116**	

8. Integrated Library Management System (ILMS)

The library is automated with NewGenLib, which is integrated library management software developed by Verus Solutions. We are using NewGenLib Enterprise edition Version 3.0.4 Carbon (Release 3) open source software since 2014. It uses a blend of free open source sophisticated third-party libraries and packages

The following facilities are available in NewGenLib.

1. See the details of the records as well as their availability
2. Reserve Items
3. Request for check out
4. View their transaction history
5. View their current check outs and also renew them
6. View their current reservations and also cancel them
7. View their current requests and check out and also cancel them
8. List of new arrivals

OPAC

The Computerized bibliographic details of the books, CDs, Back volumes of the journals are available in the library through the OPAC (Online Public Access Catalogue) service. The users can access the OPAC on the intranet through the web based OPAC module by pasting the link given below.

http://10.0.230.230:8080/newgenlibctxt/

No. of Volumes : 46,466

No. of Titles : 11,155

No. of Print Journals: 116

9. Digital Library

Digital Library is also provided for the continuous updating of recent technologies. Internet facility is available for Staff & Students. e-Resources like J-Gate Plus e-Journals, DELNET, and EBSCO e-books are available in digital library. These e-Resources can be accessed in remotely i.e. anywhere in campus or off campus. NPTEL Video lectures can also be accessed in digital library. Library is automated using NewGenLib Software.

Number of Computers in Digital Library: 30

Details of PCs with configuration in digital library:

Intel Pentium Dual Core i5 – 100400 – 10^{th} Generation

8GB RAM

1TB Hard disk

18.5" LED Monitors

Internet Facility **:** Library is provided with internet facility at the speed of 1GBPS

Local Area Network: The Library has LAN Facility

10. E-Journals

DELNET	https://discovery.delnet.in/ 911 e-Journals (Engineering and Technology) 1613 e- books
J-Gate plus	e-Journals 20,000 (Engineering & Technology) e- journals 8,500 (Social Sciences & Humanities) URL: https://jgatenext.com/search/ IP ADDRESS: 103.90.156.232 (Intranet & Remote Access)
Open Source NISCAIR	Open access e-Journals:14 URL: http://op.niscair.res.in/
Open Source Scientific Research: An Academic Publisher	E – Journals: 200+ URL: https://www.scirp.org/journal/index.aspx
Open Source Springer	Above 200 Peer Reviewed Open Access Journals URL: https://www.springeropen.com/
Open Source Electronic Journals Library (EZB)	E – Journals: 63,470 URL: https://knowledge.unccd.int/kss/electronic-journals-library-ezb
Open Access Journal Search Engine OAJSE	4000+ Open Access Journals URL: http://oajse.com/a-z/a.html
Indian Academy of Sciences Journals	https://www.ias.ac.in/Journals/Overview/
Directory of Open Journals	https://doaj.org/

11. E-Books and Other Databases

DELNET	e-books Thesis/Dissertations and other online Data BasesURL: http://164.100.247.26/ OR URLhttps://discovery.delnet.in/
EBSCO	http://search.ebscohost.com// 7643 e - books
National Digital Library Of India (NDL)(Open access)	7,00,000 e – Books and above URL: www.ndl.iitkgp.ac.in/
PDFDRIVE (Open access)	Millions of e-books URL: www.pdfdrive.com/category/43
Obooko (Open access)	Thousands of e-books available URL: www.obooko.com/
Coursera (Open access)	Online educational resources for teaching and learning on technology and engineering URL: www.coursera.org/

12. Library Rules & Regulations

- Every B.E. (UG) Student is eligible for 4 (Four) Non-transferable Library Borrower Cards, on which he/she can borrow 4 Books for a Period of 14 Days.
- Every M.E. & MBA (PG) student is eligible for 6 (Six) Non-transferable Library Borrower Cards, on which he/she can borrow 6 Books for Period of 14 Days.
- Every faculty member is eligible to borrow 6 (Six) books and retain them for 30 days
- In case the Book is lost, the Borrower has to REPLACE the Same Edition or the LATEST EDITION of the Lost Book. If the Book is not available the borrower has to pay Two times the COST of the Book.
- All the Students should RETURN their Library Borrower Cards after completion of their Course and obtain a NO-DUE Certificate from the Library.
- While borrowing the Book(s), the student is advised to ensure that the Book (s) is in PROPER condition. If any Pages are MISSING or DAMAGED, inform the same to the Library Staff on Duty.
- The students should get the borrowed books CHECKED at the EXIT GATE and cooperate with the Library Staff.
- Avoid making Pencil / Pen Marks, Underlining, or any other type of Damage to the Book(s). If any such things are noticed at the time of returning the books, the Borrower will be held RESPONSIBLE for replacement of books.
- REFERENCE BOOKS & JOURNALS will not be issued to students and they should be referred WITHIN the Library & Information Centre only.
- Faculty can borrow a reference book for 2 days
- Consult the Library Staff on Duty for any other Information or Clarification.
- SILENCE & CLEANLINESS is to be strictly maintained in and around the Library.
- Cell Phone talking and using of MP3 players are NOT allowed inside the Library
- Students are advised to bring their ID Cards, whenever they visit the Library
- Students are advised NOT to Exchange the Library Cards.
- Students are advised NOT to take more than one copy of the Same Book.
- Students are advised not to keep any valuables in their bags kept outside the Library counter. Library Staff are not responsible for any such loss.
- Reprography facility is available at Library for Photocopying.
- On leaving the Library, all users are requested to extend their cooperation for the Inspection of all books and items taken out of the Library.

13. Print Journals List

Both Indian and foreign journals subscribed are displayed in the shelves. At present 116journals are subscribed by the library. A journal on completion of its volume will be processed for binding. After the binding is over, the volume will be accessioned and added to the Back-Volume Shelf.

S.No.	Branch	Titles	Amount
01	Civil Engineering	18	54,240.49
02	Mechanical Engineering	06	20,968.13
03	Electronics and Communication Engineering	08	25,940.00
04	Computer Science & Engineering	27	68,348.50
05	CSE – AIML (CSM)	09	24,094.00
06	Artificial Intelligence & Machine Learning (AIML)	06	14,450.00
07	CSE – Data Science (CSD)	09	23,050.00
08	Information Technology	08	18,400.00
09	Computer Science (CS)	06	15,175.00
10	Science & Humanities	06	12,198.00
11	Management Studies (MBA)	13	32,375.00
Total		**116**	**3,09,239.12**

14. Library Staff

S.No.	Name	Designation	Qualification	Experience
01	Mr. M.Srinivas	Librarian	M.L.I.Sc., B.Sc.	12 years
02	Mr .K. Eeshwar	Asst. Librarian	B.L.I.Sc., B.A.	8 years
03	Mr. N. Mallesh	Asst. Librarian	B.L.I.Sc., B.A.	7 years
04.	Mr. Shaikh Salman	Book Bearer	B. Com.	4 months
04	Mr. Gopal	Attender	SSC	2 years

