

## General Rules

- Use of the library is restricted to the faculty, staff, students and research scholars of the Institute. Institute ID card serves as the library membership card too and the staff at the **Help Desk** are authorized to check the ID card at the entry point. ID card is non-transferable. In case it is lost, the matter to be reported both at the library and SWD in order to prevent its misuse. During every visit, the member needs to enter the details at the Entry/Exit terminals.
- Please leave your belongings such as bags (including laptop bags), files etc. in the cloak rooms. Only note books, essential reading materials and laptops are permitted to be taken inside the library.
- Readers shall be responsible for any loss or damage to the library material, while under their use, and shall be required to pay the current cost of such materials as decided by the Librarian, plus a processing fee of Rs 100/- per item lost or damaged.

for more, please visit the library website

<http://library.bits-pilani.ac.in>

BITS Pilani Library is **RFID** technology enabled with self check-in & checkout facility. The RFID gates at the entrance of the library will detect the un-issued books and make a sound/signal. When such incidents happen, the library users are required to report immediately to the person at the help desk.



The books borrowed by the members have to be produced at the Help Desk for verification and return date stamping.

## Borrowing facilities

| Categories             | Entitlement | Duration |
|------------------------|-------------|----------|
| First Degree Students  | 10 Books    | 20 Days  |
| Higher Degree Students | 12 Books    | 25 Days  |
| PhD Students           | 15 Books    | 30 Days  |
| Faculty                | 30 Books    | 135 Days |
| Non-teaching Staff     | 4 Books     | 30 Days  |

Books which are issued may be renewed two more times provided no other reader has reserved the book. For renewal, the book has to be brought to the library for extending the due date or send the details of the book by email to [helpdesk.library@pilani.bits-pilani.ac.in](mailto:helpdesk.library@pilani.bits-pilani.ac.in)

## Library Hours: Including Issue and Return

|                     |                     |
|---------------------|---------------------|
| Monday to Saturday  | 9.00 am to 12.00 pm |
| Sunday and Holidays | 9.00 am to 5.00 pm  |

The library hours are extended till 2.00 am on all days and 15 and 30 days before the Midterm and Comprehensive examinations. During Midterm and Comprehensive examinations period Library hours extended to 24X7. The extended hours are displayed on the library notice boards and library portal.

Every Monday, new books are displayed in "New Arrivals" section for one week. An information route mail sent to all with the Online Catalogue Link for users to access the Bib. details of these books.

You can borrow Reference and Text books for overnight from Text Book Counter, Hall No. 5.

## Services provided through Library portal



To access the above services, please log on to

<http://library.bits-pilani.ac.in>



## BITS Pilani Library

*Gateway to Discover, Connect and Learn*



<http://library.bits-pilani.ac.in>



**BITS Pilani**  
Pilani Campus



## Introduction

**Welcome to the BITS Pilani Library!**

Housed in a spacious building of about 65000 sq.ft. Floor area, it is at a central place to all Faculty Divisions in the campus. The library provides all needed study and research materials for faculty and students of the institute. The collection includes **print books (202253)**, **e-books (236405)**, **thesis (1636)**, **bound volumes (47985)** and **rare books (1538)**. The library subscribes to **104** print journals, over **20709** e-journals and **49** Online Databases. Other resources include videos, audios, CDs, Question papers, theses, standards, reports and rare books. Being fully computerised with **RFID technology**, it provides seamless access to many user-oriented services and e-resources round the clock.



## Resources, Services and their Location

| Ground Floor         |   |
|----------------------|---|
| <b>Foyer (Lobby)</b> | Self Issue / Return Kiosk, Help Desk, Information Counter, Baggage Rooms, Entry/Exit Counter, E-Zone, New Arrivals, AC Reading Room and Library offices, GMAT centre. Library Events photo display, Know your Library, BITS Pilani Ranking, Faculty publications. |
| <b>Hall No.1</b>     | BITS Heritage Gallery, Information Desk, Text & Reference books, journals & Magazines, Faculty Book publications and Charging Station. AC Reading Area.   |
| <b>Hall No. 2</b>    | Books covering Computer Science, Social Sciences, Languages, Science & Technology.  |
| <b>Hall No.3</b>     | Books covering Engineering, Management, Chemical Engineering, Manufacturing, Literature, History, Biographies, GD Books Birla Collection and Rare Book Section.   |
| <b>Hall No. 4</b>    | Research Zone, Innovation Zone & MakerSpace, Bound volumes, Standards, Reports and Theses. Faculty article publications.  |
| <b>Hall No. 5</b>    | Current Periodicals, Children's books. Artcollection.   |
|                      | Coffee/Tea Area, RO Drinking water, Wash rooms  |
| First Floor          |   |
| <b>Hall No. 6</b>    | Books covering Secondary Collection, Books in Indian languages. Bound Volumes.  |
|                      | Brainstorm Room, Group Discussion Room, E- Zone, Study carrels, Photocopy Service.  |
|                      | Reading Area, RO Drinking water, Wash Rooms   |

## Books reservation

Books on display as well as Books on loan can be reserved by any of the following methods:

- Log on to **WebOPAC**. (choose your title and click on "**Place hold**" button available on the right side.
- Staff at the Help Desk can also do the reservation if you provide the details of the book.



## Inter Library Loan (ILL)

Arrangements have been made for getting books and articles from other libraries both in India and abroad. Library has an institutional membership with American Library, JCCC and DELNET for borrowing books and videos. You can send your request for ILL through Library Portal.

## Inter Library Document Request Service (ILDRS)

All the three BITS Pilani campus students, researchers and faculty can send their requests for articles (which are not available through subscribed online databases) with proper bibliographic details to: [ildrs@pilani.bits-pilani.ac.in](mailto:ildrs@pilani.bits-pilani.ac.in). This is one of the popular services used extensively by the faculty, researchers and students to get the scholarly articles for their research and academic activities.

## G.D Birla Rare Books Section

The rare books section has books as old as 100 to 300 years, the book written on palm leaf in Bolt language, books on Vedas, psychology, Ramayana manuscripts, first edition of Indian Constitution, vast collection on Gandhi, BITS publications, etc.

## Brainstorm Room & Group Discussion Room

The renovated Brainstorm Room GD Room are made available to the faculty and students to hold group discussions, small seminars, workshops, etc. Users can book this rooms online on infoBITS portal.

## Book Recommendations / Suggestions

Readers are welcome to suggest / recommend books for the library. Suggestions can be made by using Library Portal under communication panel, or by using the Web-OPAC. The Book suggestion forms are also available at the library counter.

## Research Zone, Innovation Zone & MakerSpace

To promote the Research activities in the campus Library has created new dedicated space i.e. Research Zone. To foster the Innovation activities a new space called Innovation Zone and MakerSpace are created where 3D printer and PCs with simulation software and roundtable is provide for discussion and deliberation.



## Library Staff for contact

- General suggestions regarding library improvement, complaints, enquiries relating to e-resources and library website, computer terminals, etc:

**Dr. Ranjan Sinha**

Thakur, Librarian

Internal phone : 5241

**Email:** [librarian@pilani.bits-pilani.ac.in](mailto:librarian@pilani.bits-pilani.ac.in)

- Enquiries relating to books for library purchase, text books, ILL, photocopies of articles from other libraries etc.

**Anupratim Ghosh,**

Deputy Librarian

Internal phone : 5372

**Email:** [anupratim.ghosh@pilani.bits-pilani.ac.in](mailto:anupratim.ghosh@pilani.bits-pilani.ac.in)

- Enquiries relating e-resources, journals received in the library, library website, IT related issues etc.

**Mr. Deepak Mehta,**

Assistant Librarian.

Internal phone : 5371

**Email:** [deepak\\_mehta@pilani.bits-pilani.ac.in](mailto:deepak_mehta@pilani.bits-pilani.ac.in)

- Enquiries relating to issue/return, renewals and reservations  
Internal phone : 5373/ 5370/ 5228/ 5240

**Email:** [helpdesk.library@pilani.bits-pilani.ac.in](mailto:helpdesk.library@pilani.bits-pilani.ac.in)

- Send your articles/books requests to:  
**ildrs@pilani.bits-pilani.ac.in** to get the required articles.

