



# महात्मा गांधी केन्द्रीय पुस्तकालय

## भारतीय प्रौद्योगिकी संस्थान रुड़की

### LIBRARY GUIDE FOR STUDENTS



**Mahatma Gandhi Central Library**  
(An ISO 9001:2015 Certified Academic Library)

Indian Institute of Technology Roorkee

<https://mgcl.iitr.ac.in>

+91 1332 28 5239, email: [library@iitr.ac.in](mailto:library@iitr.ac.in)



MGCL

## GENERAL INFORMATION

### MEMBERSHIP

All current IITR students, research scholars, faculty and staff members are eligible to become members of the library. Entry to the library and access to library services are granted upon showing the student Identity Card issued by the Institute.

### Library Working Hours

All Days	08:45 AM to 12:00 Midnight
Exam Days	24x7 (during exam days & one week prior to exams)
<b>Reading Room (Annex) opens 24 x 7 throughout the year</b>	

### Library is open 362 days in a year

Library is closed only on Republic Day, Independence Day and Gandhi Jayanti

Library hours are reduced (8.30 am - 5.30 pm) on Holi, Id-ul-Fitr, Diwali, Gurunanak Jayanti and Christmas Day

### Book Issue/Return Timing

Books can be issued/returned from Monday to Friday. The issue/return timings are given below.

**General Books (Issue/Return)** 10:00 am to 07:00 pm

**Textbooks (TBLS) Issue/Return** 11:00 am to 01:00 pm & 05:00 pm to 07:00 pm

### Lost / Damaged Books

Library members will have to replace the library book/s damaged or lost by them and pay the applicable penalty and processing charges as per the library rules. The detailed library rules in this regard are available at the library website under 'User Guides'.

### Where is What?

#### Ground Floor

Circulation (Issue/Return) Counter, Reading Area, Photocopy/Printing, Reference Section, Periodical Section, e-Resource Access Terminals, Librarian's Office

#### Lower Ground Floor

Newspapers, Textbook Loan Scheme (TBLS) Section, Theses & Dissertations, IIT Roorkee Archives, Rare Document Collection, Conference Room, Bound Volumes of Print Journals (up to 1970)

#### First Floor

Books Collection (All Subjects), Reading Area, Technical Processing Section, Offices of Library Officers

#### Second Floor

Reading Area, Back Volumes of Print Journals (1971 onwards)

## ONLINE RESOURCES



User Guides

Access to all subscribed eBooks / eJournals / eDatabase / eStandards, etc. is available on the Institute Network without any credentials.

## FACILITIES, SUPPORT & SERVICES

In addition to library resources and air-conditioned space for study, the library provides many other facilities and support to its members needed for academic and research accomplishments.

### Wi-Fi Connectivity

All floors in the library are Wi-Fi zones. Users may use their laptops, mobile, or any other similar devices for accessing library resources, catalogues and other information sources.

### Computers for Catalogue Search

Computer terminals are available on each floor for searching the library catalogue.

### Computer Lab for Library Users

A separate user area with a good number of the latest PCs is available for browsing online resources on the ground floor. Personal laptops are not allowed in computer lab.

### Photocopy / Printing

Photocopy and printing service is available to all members on a payment basis (flat rate of Rs 1/- per page). It is open from 09:30 AM to 05:00 PM and is available on the ground floor. Availability of photocopy facility is subject to adherence to the Copyright Laws and Fair Use.

### Research Support Services

The library is committed to support all the academic and research activities at the Institute by providing access to research literature, databases, standards, etc. on the campus network. Apart from this, the library also provides a variety of research support services to its users. The brief description of these services are given below; for more details, visit the User Guides section on the MGCL website by scanning the below QR code.



[https://mgcl.iitr.ac.in/user\\_guides.php](https://mgcl.iitr.ac.in/user_guides.php)

### Remote Access to Library Resources

We provide remote access to all the library resources from outside the campus through our portal eLibrary (<https://elibrary.mgcl.iitr.ac.in>). This service (e-book, e-journals, e-databases, etc.) is particularly useful during your stay outside the campus. You may request for a remote access account by following the link available at the User Guides section on the MGCL website.

### Document Delivery Service

If any research paper is not accessible, requests may be sent to [journals@iitr.ac.in](mailto:journals@iitr.ac.in) for the same with details of the document. Our library team try their best to get the papers from other sources.

### Grammaly Writing Assistance

The library subscribes to the Grammaly for Education software service which can be used for correct and effective academic writing. You need to create your Grammaly account by following the steps mentioned at the User Guides section on the MGCL website.



## Turnitin Similarity Check

The library subscribes to the Turnitin Similarity Check software service to help avoid plagiarism in academic writings. For more details about the Institute Plagiarism Policy and Turnitin service please visit the User Guides section on the MGCL website.

## Document Tracing Service

If any book available in the library catalogue is not found on the shelf, the request may be made for tracing the same in the office of Dr. Rimi Atonring, Assistant Librarian (S.G.) on the first floor.

## Digital Surveillance

The library is kept under digital surveillance in order to check any kind of unusual activities in the library premises.

## Reading Room

A separate reading room is available outside the library which opens 24 x 7 throughout the year.

## TEXTBOOK LOAN SCHEME (TBLS)

This section contains 60,000+ textbooks prescribed for study at all B.Tech., IDDs, M.Sc. and M.Tech. (Earth Science only) level on a payment of a one-time registration fee (for the complete course period) of Rs. 250/- for B.Tech. and Rs. 200/- for M.Sc./M.Tech. There is no fee for SC/ST Category students. Members can borrow 3 books from this section for the whole semester. If required, TBLS members can exchange any book.

## LIBRARY RULES

1. Membership of the library is exclusive, and therefore, no one can borrow books on behalf of others.
2. Before leaving the Issue Counter, members should check that the books issued are the same as printed on the issue slip. If not, it must immediately be brought to the notice of the counter staff.
3. Issue/Return information can also be checked in email and SMS sent on mobile.
4. Members should also check that the issued books are in good physical condition. If not, it must immediately be brought to the notice of the counter staff.
5. In case of books lost by borrower, he/she must inform the library.

## Books Borrowing Privilege

### General Section

U.G. Students	3 Books	for 14 days
P.G. Students	5 Books	for 14 days
Research Scholars	7 Books	for 14 days

### Text Book Loan Scheme (TBLS)

TBLS Members	3 Text Books	for full semester
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## Overdue Charges



An overdue charge of Rs. 2.00 per book/textbook per day is levied if not returned on or before the due date. Information about overdue books may be checked at the library website by logging into "My Account". Or <http://opac.mgcl.iitr.ac.in/cgi-bin/koha/opac-user.pl>

## RESOURCES AT A GLANCE

e-Books | e-Journals | e-Standards | e-Databases | e-Theses/Dissertations  
General Books | Text Books | Reference Books | Print Journals  
Theses / Dissertations | Archival Collection |  
Magazines | Newspapers | e-Magazines | e-Newspapers

### Abstracting & Indexing Databases

1. Web of Science (<https://www.webofknowledge.com>)
2. Scopus ([www.scopus.com](http://www.scopus.com))
3. SciFinder Scholar (<https://scifinder.cas.org>)
4. MathSciNet (<https://mathscinet.ams.org>)

### e-Journals

1. Elsevier (ScienceDirect) ([www.sciencedirect.com](http://www.sciencedirect.com))
2. Springer-Nature ([www.springernature.com](http://www.springernature.com))
3. Taylor & Francis ([www.tandfonline.com](http://www.tandfonline.com))
4. Wiley (<https://onlinelibrary.wiley.com>)
5. IEEE Xplore Digital Library (<https://ieeexplore.ieee.org>)
6. ACM Digital Library (<https://dl.acm.org>)
7. American Physical Society (<https://journals.aps.org>)
8. Institute of Physics (<https://ioppublishing.org>)
9. Royal Society of Chemistry ([www.rsc.org](http://www.rsc.org))
10. Emerald Insight (<https://www.emerald.com/insight>)
11. Sage Publications (<https://journals.sagepub.com>)
12. And, many more are listed at (<http://mgcl.iitr.ac.in>)

### e-Standards

ASTM Standard, BSI (British Standard), IEC Standards, BIS (Indian Standards)

### e-Patents

Derwent Innovation

### e-Books

Springer, Elsevier, Wiley, CRC Press, Oxford Scholarship Online, etc.  
Access Engineering - McGraw Hill ([www.accessengineeringlibrary.com](http://www.accessengineeringlibrary.com))



## HOW TO USE LIBRARY RESOURCES?

### How to locate Print Books?

1. Visit library website <https://mgcl.iitr.ac.in>
2. Click on "WebOPAC-Online Catalogue"
3. Enter and search for title, author or keywords.
4. Note the Call Number ( Example: 658.155 B71T or 380 R92C)
5. Look for Call Number on shelves to locate your book. Books are arranged on the shelves in the increasing order of call numbers (000-999).

### How to search e-Books?

Access to e-Books is available on computers or any other device within Institute's network. To search an e-Books:

1. Visit library website <https://mgcl.iitr.ac.in>
2. Click on "Search e-Books Catalogue" To browse the list of publishers, or (Resources → e-resources → e-books)
3. Search e-book catalogue at <http://ebooks.mgcl.ac.in/>

### How to search e-Journals/ e-Databases/e-Standards/e-Patents/e-Thesis ?

Access to e-Journals is available on computers or any other device within Institute's network.

Complete list of available journals is available on library's website under "e-Journals (Resources → e-Resources → e-journals)". To search an article:

1. Use any bibliographic databases like Scopus, Web of Science, MathSciNet, etc.; or
2. Simply use any standard Search Engine, like google to search required journal/article and follow the link to get access.
3. **Theses/Dissertations:** (Resources → e-Resources → e-Thesis/e-Dissertations)

## USEFUL WEB LINKS

MGCL Website <https://mgcl.iitr.ac.in/>

Catalogue Search <https://opac.mgcl.iitr.ac.in/>

e-book search <http://ebooks.mgcl.ac.in/>

e-journals search <https://mgcl.iitr.ac.in/ejournals.php>

e-theses/dissertations <http://shodhbhagirathi.iitr.ac.in:8081/jspui/>

library dues check <https://opac.mgcl.iitr.ac.in/opac-tmpl/bootstrap/en/usn.php>

My library account <https://opac.mgcl.iitr.ac.in/cgi-bin/koha/opac-user.pl>

Remote access to library e-resources <https://elibrary.mgcl.iitr.ac.in/>

User guides [https://mgcl.iitr.ac.in/user\\_guides.php](https://mgcl.iitr.ac.in/user_guides.php)



e-Theses

## Contacts:

	Email	Intercom
<b>Membership, Issue/Return, &amp; TBLS</b>		
Mr. Sakhawat Hussain, Assistant Librarian (SS)	hussain.mgcl@iitr.ac.in	4906
<b>Procurement of Books &amp; e-Books</b>		
Dr. Amarendra K. Sharma, Deputy Librarian	amar.mgcl@iitr.ac.in	5173
<b>Library Operations &amp; Maintenance, ICT, Turnitin, &amp; Journals</b>		
Dr. Ramniwas Soni, Assistant Librarian (SS)	ramsoni.md2015@iitr.ac.in	6699
<b>Book Search Support</b>		
Dr. Rimai Atonring, Assistant Librarian (SG)	rimaimgcl@iitr.ac.in	4873
<b>Librarian (Officiating)</b>		
Dr. Sanjeev K Sunny	library@iitr.ac.in	5239

## Library and Social events

Exhibition- Gandhi Jayanti | Hindi Pakhwada | Samvidhan Divas Competition  
Drawing Competition - 02<sup>nd</sup> October



## IMPORTANT GENERAL INSTRUCTIONS

1. Ragging in any form is strictly prohibited in the library.
2. All library visitors are expected to maintain silence inside the library. Talking with other visitors or on cell phones is strictly prohibited in the library.
3. Members should keep the library informed of any change of address, branch, class or subject of study during the period of membership.
4. Members are required to regularly check their online library account ("My Account" link available at library website) for status of books issued and/or fine. Any discrepancy must be reported at the issue/return counter or email to circulation.mgcl@iitr.ac.in
5. Regularly look at library notice board, library website and Channel-I for latest updates and information



My Library  
Account

**भारतीय प्रौद्योगिकी संस्थान रूडकी**  
**रूडकी, उत्तराखण्ड, भारत - 247667**



**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
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Feedback &  
Suggestions