BPDC LIBRARY
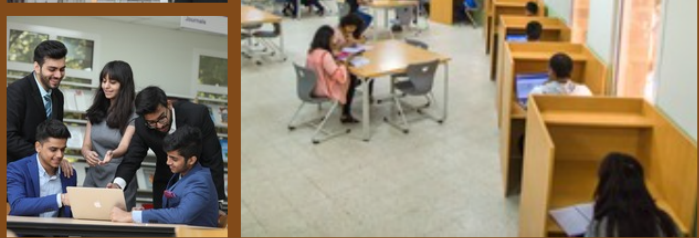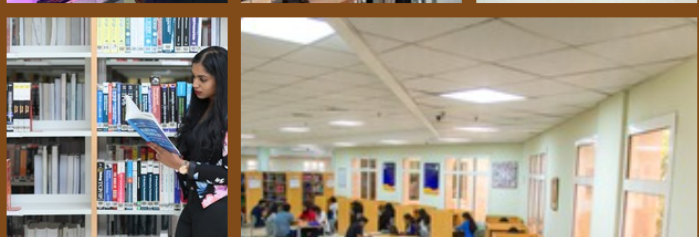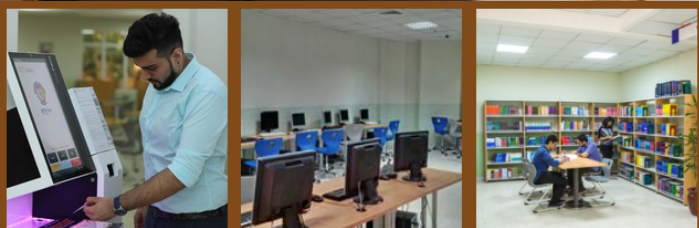
BITS Pilani
Dubai Campus

READ TO LEAD TO SUCCEED

Our Mission

- To provide resources and guidance in support of teaching and learning methods.

Our Goals

- To foster Information Literacy Skills and academic collaboration.
- To provide an environment that supports learning in an effective way.
- This will be accomplished by having exemplary print and online resources, friendly staff, and a physical surrounding that blends the best qualities of a modern library.

Opening and Closing Hours

Sunday to Thursday – 7:30 am to 7:00 pm
Friday – 2:00 pm to 4:00 pm
Saturday – 2:00 pm to 6:00 pm
During Tests and Comprehensive Exams – 7.30 am to Midnight (12 am)
Circulation (Issue & Return) – 7:30 am to 7:00 pm

Features

- Fully Computerized with Online Search Facility.
- Self check-out and check-in Kiosk for Books Circulation (i.e. Issue, Return & Renewal of the Books).
- Wi-Fi Facility in the Library – use laptops and other devices to access internet.

Contact BPDC Library

Mr. K. Jayachandran

Mr. Lewish Yacub

Mr. Asif Masood

Email: library@dubai.bits-pilani.ac.in

Phone: 04 275 3700   Extn. 471 / 472 / 473

Ground Floor

- Circulation & Enquiry – Self Service Kiosk for Issue & Return of books, CDs, etc. & any queries.
- Stack – Books on Engineering and Technology, Pure Science, Management and Humanities are placed in this section.
- Text Book Section – Course Text Books are placed in this section.
- Internet Browsing – A separate room where you can access the library computers for browsing academic related sites/activities.
- OPAC – To check your Library account details and search for the Library resources.
- Photocopier – Photocopy(Color Copy and Black & White Copy), Printing, Scanning & Binding.

First Floor

- Periodicals – Journals and Magazines.
- Dictionaries and Encyclopedias – Subject and General.
- Books on Aptitude – GRE, GMAT, TOEFL, IELTS, etc.
- Other Books – Novels, EDD notes, Conference Proceedings, Books on GK, Islam, UAE and Arabic collections.
- Back Volumes – Bound volumes of back issues- printed Journals.
- PS/Project reports – Sample PS/reports.
- CD-ROMS – available on request.
- Digital Library/Internet Browsing – 40+ PCs available.

Services

- Reference Section – Resources kept in this Section are only for Reference Not for Issue
- Access the Photocopier.
- Email documents to emailtoprint@dubai.bits-pilani.ac.in and directly get the photocopies of the documents.
- Book a Private Room for meetings.

Rules for accessing the Computer Systems

- Internet browsing facility is available in the Library only to make subject related searches and accessing the electronic database subscribed by the institution.
- Online chatting and playing games are strictly prohibited.
- Do not download and install any program.
- Do not change any settings such as screen saver or others.

Rules for Borrowing Books

- Lending of books must be done using Self Service Kiosk using Institute Identity card.
- Identity cards are not transferable. Books should not be sub-lent to others.
- Five books will be issued for a period of 7 days each for UG Students.
- Books borrowed should be returned on or before the date.
- Books have to be returned to the Library as and when required by the Librarian.
- Check the condition of the books before borrowing.
- Borrower is fully responsible for the books issued upon his/her card. Any damage to the book or unwanted marking found in the book will lead to the replacement of the book by the student.

Rules for Renewal of Books

- Renewal of books is done for those books that are not demanded by others.
- Books should be brought to the library for renewal.
- Books can be renewed twice for seven days each if there is no demand from others.
- In case the book is in demand or reserved by others, then its renewal is not entertained.
- Books will not be renewed more than two times. Books have to be returned on or before the due date.

Damage or Loss of Books

- Any book that is lost by the borrower must be brought to the notice of the Library staff immediately.
- Borrower is liable to replace the books which are lost or damaged. If unable to replace the lost book, recovery of cost of the book will be made on the following basis.
- Three times of cost of the book with overdue charges, if the borrower has reported the loss after the due date.
- If the book lost is rare in nature (i.e. not available in the market or out of print) then five times of the cost will be recovered from the student.

End of Semester or Services

- At the End of Semester, all books and other library resources borrowed from the library must be surrendered.
- Overdue charges will be carried over to your account, i.e. to your next semester fees, if you fail to return the borrowed items.
- At the End of the Programme, all books and other library resources borrowed from the library have to be surrendered and get No-Dues from library.

Our Collection

Type of Resources	Number
Books	23272
e-Books	1755
e- Journals	4000
e-Magazines /e-Newspapers	7000+
Newspapers	4
CD ROMs	1610
Back Volumes –Journals	863

E-Library

E-Library portal which provides one-point search and access at anytime from anywhere to all the subscribed e-databases (e-journals of IEEE, ASME, ACM, JSTOR, etc.) and Library catalogue. To access please follow this link:

- **https://bpdc.knimbus.com**
- **Login : Your BPDC Email**
- **Password : Sent to your BPDC email.**

Online Resources

The library is currently subscribing to the following online resources:

Institutional Repository

- Institutional repository contains Research Publications, Thesis/Dissertations, Magazines, News Clippings, Bulletin, etc. It can be accessed from the link: **http://weblibrary:8066/xmlui**

General Instructions

- Library is open to Faculty, Staff and Students of BPDC only.
- In case of any difficulty in locating the books, contact the Library staff for help.
- Your institute I.D. card is a must for all transactions.

General Rules

- Personal belongings must be left in the property rack – entrance of the Library before entering the Library.
- Observe a strict silence inside the Library.
- Food and beverages are not allowed inside the Library.

Arrangement of Books

Books are arranged according to the International "Dewey Decimal Classification System". It is a method of classifying library resources according to the subject to which they belong. Below are the ten major divisions within which all the subjects fall.

| Call No	Subjects
• 000 – 099	Generalities
• 100 – 199	Philosophy and Psychology
• 200 – 299	Religion
• 300 – 399	Social Sciences
• 400 – 499	Language
• 500 – 599	Natural Science and Mathematics
• 600 – 699	Technology (Applied Sciences)
• 700 – 799	Arts
• 800 – 899	Literature
• 900 – 999	Geography and History

Each of the above classes have sub divisions. These divisions are further divided and then again further divided. Each division becomes more specific. For Example:

Further divisions under 600 (Technology) are listed below for understanding:

- **600 Technology (Applied Sciences).**
- **610 Medical sciences.**
- **620 Engineering & allied operations.**
- **621 Applied physics.**
- **622 Mining & related operations.**
- **650 Management & auxiliary services.**
- **660 Chemical engineering.**
- **670 Manufacturing.**
- **680 Manufacture for specific uses.**
- **697 Heating, ventilating, air-conditioning.**

Call Number on the Spine of Each Book

A barcode label is stuck to the spine of each book as illustrated below:
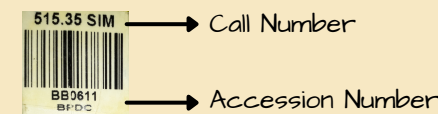
The books are arranged in the ascending order of call numbers from 000 to 999

OPAC – Online Public Access Catalogue

Using OPAC, one can search the Library books online.
Visit = **http://webopac.bits-dubai.ac.ae/AutoLib**
Login: *Institute ID number*   Password: *Institute ID number*

On the above mentioned website, users can check their account such as books borrowed, viewing the availability and they can even reserve the resources online.