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GM UNIVERSITY

DAVANAGERE



GM UNIVERSITY LIBRARY-HANDBOOK





GM UNIVERSITY LIBRARY

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1. Library Information

GM University Library plays an important role in supporting the academic programs of the Institutions under the GM University. It identifies, evaluates, procures, processes and then makes these learning resources available to the readers for their academic development. The library aims to develop a comprehensive collection of documents useful for researchers, the faculty and the student community. University Library is situated in the heart of the campus with an area of 2539 sq.mtrs.

GM University library resource center is established for teaching, learning and research. Being the heart of the academic center, it is home for all the information services. The University has an up-to-date library which is completely automated using GMU ERP Library software and all the books are bar-coded and transactions of books are done through borrower cards.

The Online Public Access Catalogue (OPAC) is connected to LAN which enables users to access databases of library resources, which helps in searching the books, journals and other e-resources from any corner of the campus. At present it has a collection of 41067 volumes, titles 7305 & 13 Print Journals. The library also has an intensive Digital library consisting around 1800 CDs/DVDs and other learning resources in electronic form like e-journals, audio/videos, e-books.

Library has other facilities such as Digital Library, Reference Section, Reading Section, Audio Video Room, Multimedia, Reprographic and Printing facilities etc., Library is spread over two floors with an area of 2539 sq. mtrs., with seating capacity for more than three hundred students.

2. Vision

To provides high quality technical & scientific information resources and services to support the research and development of the University

To provide seamless access to information to its users in a networked environment and to become a premier Learning Resource Centre with a state-of-the-art library resources and services in Engineering, Science & Technology and related areas.

Mission

The mission is to provide students, research scholars and faculties with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning.

Objectives

- To provide information based services for its users
 - Promote digitization of legacy documents and creation of content in e-format (including electronic theses and dissertations, electronic version of research articles, working papers, concept papers, technical reports, annual reports, statistical data, etc.) in universities.
 - Promote setting-up of open access digital repositories in university library.
-

3. Library Working Hours

Circulation Section	Timings
Monday to Friday	09:00am. to 05:00pm
Saturday	09:00pm to 01:00pm
Reference/Reading Section	Timings
Monday to Friday	09:00am. to 10 :00pm
Saturday	09:00am to 09:00pm
Sunday	09:00am to 05.00pm
Digital Library	Timings
Monday to Friday	09:00am to 05:00pm
Saturday	09.00am to 01:00pm

4. Library Rules and Regulations

Bonafide members of the library are requested to adhere / follow the Rules and Regulations in the interest of the effective administration and smooth functioning of the Central Library.

1. Library Membership is mandatory for all students to use library resources.
 2. Students should bring their identity card whenever they visit the library.
 3. Students who are members are allowed to borrow two books from the library.
 4. Books borrowing period is 14 days only.
 5. Students should not disturb the arrangements of the library furniture.
 6. A Penalty of Rs. 1 per day will be levied for delay in returning the books up to one week, after that Rs.2 will be charged.
 7. Borrowers need to know the physical condition of the books first. Otherwise they will be responsible for any damage while returning the books.
 8. Students have to show the identity card when demanded.
 9. Students should renew their library card every year by producing current year fee receipt.
 10. Students are responsible for any damage cause to any items belonging to the library.
 11. Students will not be allowed to the reference section if they do not have their Identity card.
 12. Members should not bring jewelry, money and any other valuables into the library.
 13. Students are not allowed to use mobile in the library premises.
 14. Speak in a low voice inside the library.
 15. Users are not allowed to bring eatables/drinks inside the Library premises.
 16. Personal books are not allowed to be brought inside the library.
 17. The lending hours of books are Monday to Friday 9:00 am to 5:00 pm and Sat 9:00 am to 1:00 pm only.
 18. Laptop are allowed inside the library to consult along with books.
 19. Books, Project Reports, Current Journals, dictionaries are not allowed to be borrowed from the reference section.
 20. Group discussions are not allowed inside the library. (Required permission letter for discussion room)
 21. Noise, disturbance or unruly behavior is forbidden in any part of the library.
 22. Final year students must return the books and their membership cards to the library while getting a No Due Certificate.
 23. Library membership cards, when lost, must be reported immediately in person or by telephone to the Circulation Section. A duplicate Library card will be issued on payment of Rs.50/-
 24. Computer/Mobile in the library premises should be used for academic purpose only.
 25. The reference section of the library is open from 9:00am to 10:00pm (Monday to Saturday) and on Sundays 9:00am to 5:00pm (Excluding Government Holidays)
 26. Marking, scratching, damaging, mutilating, stealing, library materials or property will lead to disciplinary action against the defaulters.
 27. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/Xerox material) inside the Library.
 28. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
-

5. Library Membership

- GM University students and faculties are eligible for Library membership.
- The membership application form may be filled by the respective student to avail the fresh membership to the library and enclose the fee receipt with two passport and one stamp size photos.
- Renewal of Membership should be done every year by showing paid current year fee Receipt.
- Library Membership Cards may be collected from the Circulation Counter after a week.
- Library card is non-transferable and the person to whom the card is issued shall be responsible and liable for the borrowed books against it or its misuse in anyway.
- Any misconduct or concealment of facts or illegal transfer of card to any other person will render the member liable for disciplinary action as per student's code of conduct.
- In case membership card is lost, for new Library card Rs.50/- shall be charged.

6. Duration of Borrower Period

Type of Books	Type of Members	Duration of Loan	No of Books	Overdue Charges
Text books	UG/PG/ Ph.D. Research Scholars	15 days	02	After due date from one week Rs. 1/- will be charged after that Rs. 2/- will be charged per day till the books return to library.
SC/ST Book Bank	Only for SC/ST Students	One Semester	02	After last working day of semester from one week Rs.1/- will be charged after that Rs. 2/- will be charged per day till the books return to library.
Text books	Teaching Staff	One Semester	08	After Semester return all the books
	Technical Staff	One Semester	02	After Semester return all the books

7. Library Software

Library is Automated (Integrated Library Management System-ILMS)		
Name of ILMS Software	Version	Year of automation
ERP (Enterprises Resource Planning)	2.0	2018

8. Library Staff List

SHASHIKUMAR R BA, MLib.Sc.,M.Phil, (Ph.D.)	Chief Librarian	9449743923	ucl@gmu.ac.in
RAJASHEKHAR N P B Com,MLib.Sc	Librarian	9113820769	rajashekharnp@gmit.ac.in
KOTRESH J S BA,MLib.Sc	Asst.Librarian	8746826482	kotreshajs@gmit.ac.in
MADHU S BA,MLib.Sc (Ph.D.)	Asst.Librarian	8310362815	madhus@gmipsr.ac.in
VIKRAM B S B Com,MLib.Sc	Asst.Librarian	9844735234	vikrambs@gmit.ac.in
SANDESH J KUMAR BA, B.Ed, MLib.Sc	Library Asst.	9108160596	sandeshjkumar@gmail.com
SURESH S CLib.Sc	Library Asst.	9036509931	sureshs@gmit.ac.in
DANESHA B G B.A, B.L.I.Sc	Library Asst.	9164638816	daneshagowda@gmit.ac.in
MANJAMMA P D.Lib Science	Library Asst.	8747075466	manju.alnrmamc@gmail.com
KAVITHA M BA (B.L.I.Sc)	Library Asst.	9916901665	ddkk882014@gmail.com
JANAKAMMA	Helper	9844114945	
NAGAMMA	Helper	7996226771	



9. Library Advisory Committee

The library shall be managed and administered by a Library Committee under the supervision and control of the Vice Chancellor. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library in order to facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the University administration. The Library Committee acts as a channel of communication and dialogue between the library and its users.

Library Advisory Committee consists of the following members

Name	Designation	Members
Dr. S. R. Shankapal	Vice-Chancellor	Chairman
Dr. H. D. Maheshappa	Pro Vice-Chancellor	Member
Dr. Sunil Kumar B. S.	Registrar	Member
	Chief Finance Officer	Member
	Dean FET	Member
	Dean FCM	Member
	Dean FCIT	Member
	Dean FBAS	Member
	Dean FLSP	Member
	Dean FHAS	Member
	Dean Research	Member
Mr. Shashikumar R.	University Librarian	Member Secretary

Duties and Responsibilities

The various duties and responsibilities of the Library Committee is as follows:

- To consider policy matters regarding University Library and Departmental Libraries including the policy for procurement of books, journals, e-resources, and render advice to the Chief Librarian for Library procurements.
 - Deliberate and advise on the direction and development of policies for library and information services to ensure the best possible support is provided
 - To monitor and evaluate the trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their day to day function.
 - Frame regulations for the management and use of the Library, subject to the approval of Library Committee.
-

- Recommend to allocate funds to various departments for buying books/ journals (both in soft and hard copies), assess the requirements of the Library and formulate budget to be submitted to the authorities concerned.
- Ensure proper library management and its use, including the services rendered to the readers
- Frame and amend any rules prescribed for the use of the Library services by the readers
- Ensure scrutiny and approve the indents for books received from various departments/schools/centers

Frequency of Meeting

The committee shall meet at least two times in an academic year

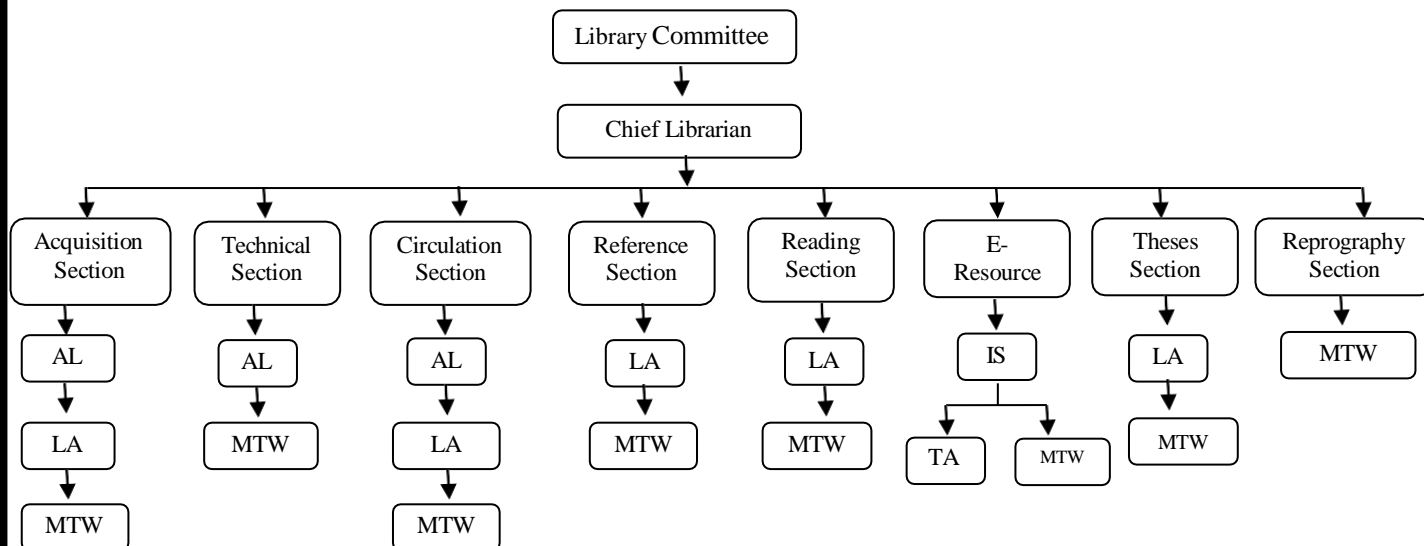
Meeting Notice

The Coordinator (Librarian) shall issue the notice for convening the meeting along with a copy of the agenda to each member at least seven days before the meeting of the committee after obtaining the approval of the Vice-Chancellor.

Minutes of the Meeting

Minutes of various meetings shall be recorded by the Coordinator and circulated to all the members for consideration and approval.

Organizational Chart



Abbreviation: AL- Assistant Librarian, LA- Library Assistant,
IS- Information Scientist, TA- Technical Assistant
MTW- Multi task worker

10. Library Budget

Budget is an important document for planned and successful operation of a library. It coordinates among the policies, information of exchange programmes and finance and Administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources. Library is an institution that incurs several expenses on books / material etc. (It does not have source of cash or direct income, like other commercial organizations have when we talk about library finance)

i. Budgeting Policy

The budget for the library should help students to become life-long learners

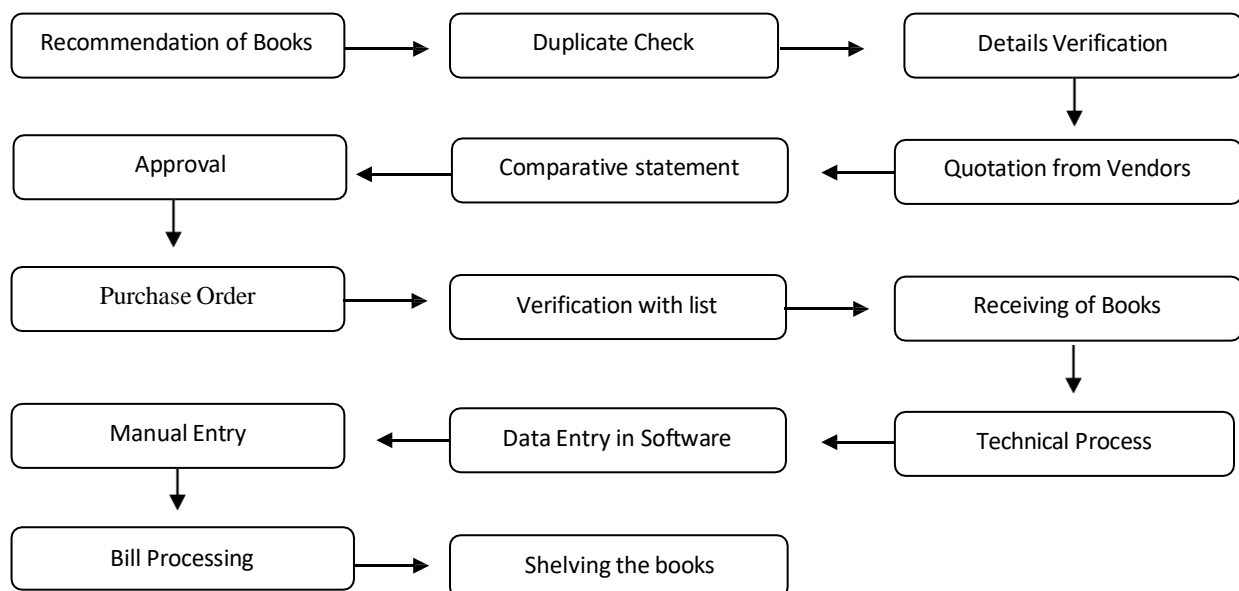
The budget for the library should assist student in their abilities to become Independent learners

ii. Budgeting Procedures

Every year budget has been prepared by library staff and takes approval from Library Advisory Committee.

11. Book Purchase Process

The chart indicating the book purchase process



12. Library sections and its services:

• Library Resource Circulation

Circulation Section handles the front desk operations of library and is very important because it is the first contact point for faculty and users of the library. Efficient functioning circulation desk leaves a lasting impression on the user and hence it is very important section of the library. Major activities of the section are:

- Issue and returns of Learning Resources (Primarily Books).
- Attending the Users' query for effective interpretation of library rules and regulations.
- Registration of new members and issue of barcode generated ID card for users.
- Inter Library Loan Service.
- Operation of "Circulation Module" in ERP Software. Maintenance and updating of all data related to users at Circulation desk in ERP software.
- Sending Reminders to overdue document users.
- Display of Books during Seminars/Workshops.
- Correspondence & No Due issuing.
- Library Orientations/Information Literacy.
- Assisting the users for accessing OPAC and Reference.

• Reference Service

Reference service is considered as the heart of library services. A good reference service depicts good collection. Reference service is a process of establishing contact between a reader and a book in a personal way. In these section Reference books, print Journals, Dictionary, previous question papers, bounded volumes and DVD/CD's are available.

• Reading Section

- Reading Section opens from 9:00AM to 10:00PM
- Seating Capacity at Reading section is 150.
- Discussion Room is available for Faculty and Students
- Presentation Room is available for Students and Faculty

• Digital Library

It is important to digitize everything in a library or archival collection to save the space of the library. Digitization is an excellent way of providing access to library materials to the readers. University digital library provides access to e- resources and readers can access it from anywhere at any time.

O-PAC Service (Online Public Access Catalogue)

The Online Public Access Catalogue (OPAC) is connected to LAN which enables users to access databases of library resources, which helps in searching the books, journals and other e-resources from any corner of the campus.

Library Internet/E-Resources Usage Policy

- Downloading or printing of the entire book or journal is strictly prohibited. The Library follows the internet usage policy of the GM University.
- Use of VPN, Proxy servers, and private firewalls, tunneling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library.
- Strict disciplinary action will be taken against those who break the rules and policy of the GMU Library.

• Internet Service

Sl.No	Service Provider	Bandwidth	Type of usage
01	BSNL Leased Line Connection (1:1)	1Gbps/(1024) Mbps	LAN & Wi-Fi
02	Jio Leased Line Connection (1:1)	1 Gbps/ (1024) Mbps	LAN & Wi-Fi
03	AIRTEL Leased Line Connection (Incubix) (1:1)	200Mbps	LAN & Wi-Fi
04	BSNL Broad Band (1:1)	10 Mbps	LAN & Wi-Fi

• English Language Lab

Listening, Speaking, Reading and Writing (LSRW) are the four skills which play an important role in the acquisition of language and learning. English Language Lab has a tradition of helping learners to improve their English, whether for work, personal enrichment or English for Academic Purposes (EAP).

• User Guidance (Orientation Programme)

Library offers an orientation program to the students and others in the beginning of every academic year. Through this program, an effort is made to familiarize every new user with the resources, services, facilities etc. offered by the Library and its user policies. Library also has been offering training programs and workshops from time to time, particularly in the areas of using e-resources. In addition, library has initiated focused discussions with research scholars in different disciplines.

• Reprographic Service

Reprographic, scanning, printing and other facilities available to the readers in the library.

• Newspaper Clipping Service

The articles relating to the education, personality development, technology and other field's information collected from various newspapers and circulated to the readers through email and notice board.

- **Current Awareness Service**

The new arrivals of book and journals information will be circulated to the readers on day to day.

- **Audio / Visual Room**

Orientation programme, seminar, workshop-resource, online seminar etc., will be conducted in the audio/visual room.

- **Index Service**

The book rack categories on the basis of subject, consisting the title and the column numbers in the catalogue are displayed on each rack to easily access by the readers.

- **Book Bank (SC/ST Students)**

Under the Book Bank Scheme extra facility is provided to the SC / ST students. Student can borrow 2 books for the existing semester and return the books at the end of the semester.

- **NPTEL**

Students and Staff can access all type of digital contents like Previous Year Question Papers, e-Books, e-Journals, Conference Proceedings, Technical Papers, Lecture Videos and Photos through **LAN** (Local Area Network). URL Link: [\\gmu.nptel](http://gmu.nptel)

- **Plagiarism Checker**

We are using “Drillbit Software” to check anti plagiarism, which is global checker that uses the most advanced technology to catch the most sophisticated forms of plagiarism.

- **Digital Locker Facility**

Digital locker facility is available in the circulation counter and digital library section.

- **Science and Technology News**

The articles relating to Science and Technology collecting from various website and circulates to the readers through email.

13. ICT Facilities (Computers, Scanner and Pinter)

Sl.No	Description	No's
01	Computers	28
02	Reprographic , Scanner and Printer	01
03	Printer	01
04	Barcode Reader	02
05	Barcode Printer	01

14. Library Statistics

Programs Wise Books and Periodicals

Sl.No	Department	Books		Journals National
		No of Volumes	No of Titles	No of Titles
1	FET (Faculty of Engineering and Technology)	21742	1993	
2	FCIT (Faculty of Computing & IT)	467	139	
3	FBAS (Faculty of Basic & Applied Science)	5306	557	
4	FCM (Faculty of Commerce and Management)	5251	1341	
5	FLSPP (Faculty of Legal Studies & Public Policy)	824	332	13
6	Pharmacy	2852	798	
7	Diploma Polytechnic	842	185	
8	General Books	1073	465	
9	BOOK BANK	2108	893	
10	Donated	602	602	
	Total	41067	7305	

15. List of Print Journals Subscription for the Year 2025

Faculty of Legal Studies & Public Policy			
Sl.No	Title of Journal	Publication	Periodicity
1	Journal of Public Finance, Law & Taxation	Eureka Publisher	Half Yearly
2	Journal of Insights & Transformations in Law, Crime & Justice	Eureka Publisher	Half Yearly
3	Journal of Transformation in Law, Human Rights and Social Justice	Eureka Publisher	Half Yearly
4	Journal of Cyber security Law and Policy	Eureka Publisher	Half Yearly
5	Journal of Environmental Law and Sustainability	Eureka Publisher	Half Yearly
6	Journal of Criminal Justice and Legal Psychology	Eureka Publisher	Half Yearly
7	Journal of Technology and Privacy Law	Eureka Publisher	Half Yearly
8	Journal of Intellectual Property and Innovation Law	Eureka Publisher	Half Yearly
9	Journal of Social Justice Perspectives in Legal Studies	Eureka Publisher	Half Yearly
10	Journal of Family and Personal Law	Eureka Publisher	Half Yearly
11	International Journal of Insights & Transformations in Law, Crime & Justice	Eureka Publisher	Half Yearly
12	Global Journal of Transformation in Law, Human Rights and Social Justice	Eureka Publisher	Half Yearly
13	International Journal of Public Finance, Law & Taxation	Eureka Publisher	Half Yearly

List of Newspapers

Sl.No	Name of Newspaper(ENG)	Sl.No	Name of Newspaper(KAN)
1	Indian Express	1	Vijaya Karnataka
2	Times of India	2	Vijayavani
3	Deccan Herald	3	Prajavani
4	The Hindu	4	Udayavani
5	The Economic Times	5	Janathavani
6	Business Line	6	Kannada Prabha
		7	Samyukta Karnataka

University Repository

D Space is used as the University digital repository. It consists of a good collection of video lectures, back volumes of e-journals, conference proceedings, seminar/project reports, previous year's question papers, e-books and other reference material.

NPTEL provides E-learning through online Web and Video courses in Engineering, Science and humanities streams. The mission of NPTEL is to enhance the quality of engineering education in the country by providing free online courseware. To access the OCW you can use the link. \\gmit_nptel

1. E-Resources (VTU E-Consortium)

Sl. No	Publishers	e-Resources	Website
1	IEEE	ASPP 202 Journals & POP ALL conference 1800 proceedings	https://ieeexplore.ieee.org
2	Elsevier Science Direct	405 e-Journals	https://www.sciencedirect.com
3	Springer Nature	710 e-Journals	https://link.springer.com
4	Taylor & Francis	260 e-Journals	https://www.tandfonline.com/
5	Emerald Publishing	Management 212 e-Journals	https://www.emerald.com/insight/
6	ICE	29 e-Journals	https://www.emerald.com/insight/
7	EBSCO Engineering Suite	6100 e-Journals, 24015 e-Books, 80+ micro courses	https://search.ebscohost.com
8	Magzter database	Magazines-3174, Newspapers-1260, Journals-4581 and Others -2595	https://library.magzter.com
9	PACKT	2300 e-Books	https://learning.packt.com
10	New Age International	450 e-Books	https://digital.elib4u.com/
11	Edsol Informatics	20 e-Books	https://ebooks.edsolinformatics.com/
12	Quiklrn	Language Communication Lab unlimited users	https://home.quiklrn.com
13	Quiklrn	185 e-Books access with smart mobile app	https://home.quiklrn.com
14	IEEE Blended e-Learning	70 e-Learning Courses	http://blendedlearning.ieee.org

Continue.

Sl. No	Publishers	e-Resources	Website
15	PAT Technology	14 e-Learning Courses	https://vtu.edutainer.in/
16	DrillBit	Plagiarism Detection Software	https://www.drillbitplagiarism.com
17	MAP Systems	Technology Platform	https://access.vtuconsortium.com
18	CELUS	Online Software for automated harvesting and analysis of COUNTER and non- COUNTER statistics	https://www.celus.net/

VTU CONSORTIUM EXISTING PERPETUAL / SUBSCRIPTION ACCESS OF E-BOOKS

Sl. No	Publishers	e-Resources	Website
1	CBS Publishers	174 e-Books	https://www.eduport-global.com
2	Cambridge University Press	58 e-Books	https://www.cambridge.org
3	Cengage Learning	69 e-Books	https://cengageindiaelibrary.ipublishtcentral.net
4	BSP Books	141 e-Books	https://ebookstore.bspublications.net
5	Taylor & Francis	5731 e-Books	https://www.taylorfrancis.com
6	Springer	12,863 e-Books	https://link.springer.com
7	PACKT	5000 e-Books	https://learning.packt.com
8	New Age International	220 e-Books	https://digital.elib4u.com/
9	Elsevier Science Direct	436 e-Books	https://www.sciencedirect.com

Manupatra - An Online Database for Legal Research

Innovating Technology Solutions for Legal Professionals - Manupatra has been innovating at the intersection of Law and Technology since the year 2000, and in the process designing and developing technology products that streamline the operations of lawyers, law firms and legal departments.

We pioneered online legal research in India with the debut launch of our legal research platform built over the most exhaustive legal and business information database.

2. Maintenance of Documents

It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the library staff. Proper care must be taken to avoid any damages. Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts, shifting and rearrangement, shelf rectification, maintenance of shelf-list and catalogues, stock verification, binding, preservation, care and weeding out of documents.

To save the time of the users as well as the staff, documents in the library should be arranged in a logical order. Reference documents should be arranged in a separate section, and currently received documents displayed in the reference section. Other collections are arranged in such a way that they should meet the needs of the users. Proper dusting and cleaning of documents done on a regular basis. User-guides put at different places in the library so that users can access to different parts of the library, like reference section, periodicals section, circulation counter, photocopying section, audio-visual room, book stack, etc.

National Digital Library

National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community. It is sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT). Filtered and federated searching is employed to facilitate focused searching so that learners can find the right resource with least effort and in minimum time. NDLI provides user group-specific services such as Examination Preparatory for School and College students and job aspirants. Services for Researchers and general learners are also provided. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners. It is designed to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources. It is developed, operated and maintained from Indian Institute of Technology Kharagpur.

3. Stock Verification

Stock verification in a library is a very important function and involves checking of books that are in stock. The stock verification in library is performed to count the number of missing books and the ones that are in circulation along with those books that exist at the library shelves.

Process of stock verification

1. The library staff notes down the accession numbers of each book on the library shelves.
2. A physical verification committee is set up and each member is provided with one set of sheets to note down the accession numbers of books in the library shelves.
3. The books are physically checked for recording their accession numbers and if found damaged or beyond repair should be taken out of shelf.
4. The report containing the list of missing books is again cross-checked with the collection.
5. The stock verification committee prepares the report and submits to the higher authority.

Procedure for Write-off

- List the documents not found during stock verification.
- Library staff to make all possible efforts to locate the document not found during stock Verification.
- Prepare pre-final list of the documents not found.
- Compile a final list of missing documents.
- Compare with the list of earlier stock verification to identify common entries.
- Get approval from the higher authority.
- Make necessary entries in the accession register.
- Update records in the databases.

Weeding Out

The library periodically verifies the condition of the book in the cupboards and removes damaged books. The list of books is prepared and submitted to the library advisory committee for weeding out unnecessary documents. The weeding out process is done when needed on the recommendations of a library advisory committee constituted for this purpose.

Process

The library staff deputed for weeding out books should scan the publications, section by section, and identify publications that may be considered for weeding out. These publications may be kept separately until the final decision is taken. Subject- wise list of such publications must be prepared and should be circulated to all departments/ centres of the Institute.

Disposal

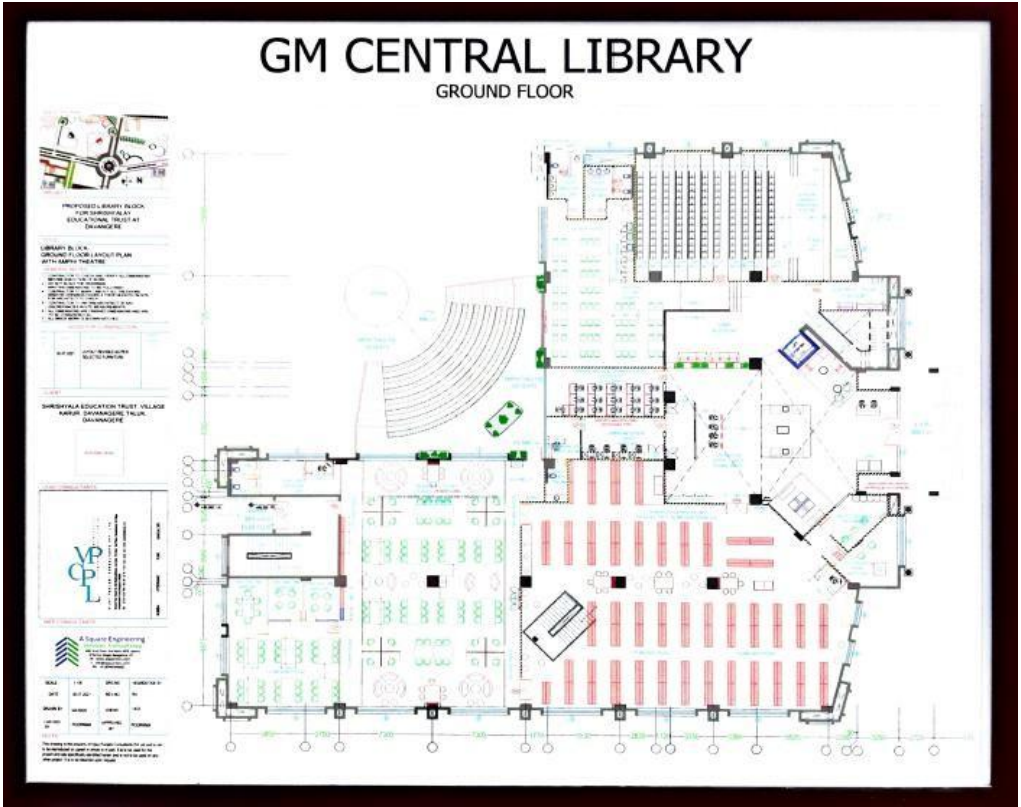
- Send the discarded list to departments/centres that may need the discarded books/other materials for its department library
 - The remaining books may be exhibited for sale at a minimum price by the library.
 - The books/other materials that could not be disposed off using steps mentioned above and unwanted material disposed by following the university procedure.
-

4. University Library Carpet Details

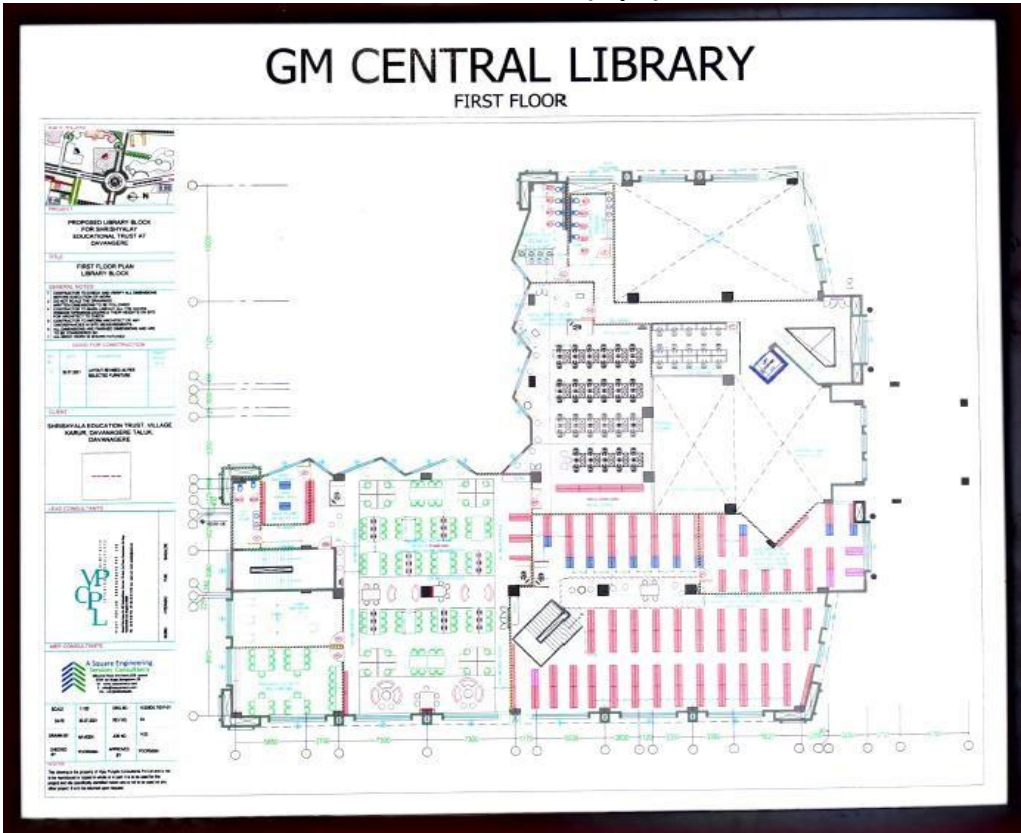
1. Ground Floor				
Sl No.	Building	Length	Breadth	Area in Sq.Mtr.
1	East Entrance Lobby	10.50	12.00	126.00
2	Circulation Centre	10.50	11.25	118.13
3	Lobby	12.00	6.70	80.40
4	A.V. Room	16.38	10.00	163.80
5	Cafeteria	9.75	6.75	65.81
		6.75	5.25	35.44
6	Gents Toilet	2.81	3.20	8.99
7	Ladies Toilet	3.70	2.45	9.07
8	Foreign Language Learning Centre	9.15	3.63	33.17
9	Librarian Cabin	2.70	3.40	9.18
10	Librarian Support	6.35	3.40	21.59
11	Librarian Toilet	1.72	2.00	3.44
12	Photocopy Area	3.16	5.40	17.06
13	Server Room (CC Camera)	4.80	5.70	27.36
14	General Stock Yard	25.82	17.00	438.94
15	Reading Hall	14.00	19.70	275.80
16	Toilet Girls	2.25	1.25	2.81
17	Toilet Gents	2.25	1.75	3.94
18	West Side Lobby	3.80	3.00	11.40
19	Discussion Room – 1	6.90	3.35	23.12
	Discussion Room – 2	6.90	3.35	23.12
	Discussion Room – 3	3.00	4.85	14.55
Total Ground Floor Area(sqm)				1513.10

2. First Floor				
Sl No.	Building	Length	Breadth	Area in Sq.Mtr.
1	Book Bank	6.00	6.75	40.50
		6.00	7.50	45.00
2	General Stock Yard	25.60	9.75	249.60
		13.50	6.75	91.13
3	Digital Library	10.00	15.75	157.50
4	Ladies Toilet	3.75	7.50	28.13
5	Gents Toilet	3.45	6.20	21.39
6	Reference Hall	14.00	19.00	266.00
7	Back Volume Section	5.25	5.00	26.25
8	Toilet	2.10	6.00	12.60
9	Lounge Room/Napping Area	9.00	4.80	43.20
10	Periodicals Section	9.00	5.00	45.00
Total First Floor Area (sqm)				1026.29

5. University Library Layout



Total Ground Floor Area (Sqm) 1513.10



Total First Floor Area (Sqm) 1026.29

6. Feedback

Library evaluation is a systematic process of collecting and analyzing data to assess how well our library meets its goals, needs, and expectations. It can help us know our strengths, weaknesses, opportunities, and challenges, and provide evidence-based feedback to improve our library performance and quality.

Process:

At the end of the every academic year, library staff collects feedback from the readers and submits to the Advisory committee for information and needful suggestions.

7. Contact us

Shashikumar R.
Chief Librarian
GM University Library
Davanagere - 06
Phone: 08192 233377
E-mail: chief librarian@gmu.ac.in



Specimen copy of Library Membership Form



Srishyla Educational Trust ®

GM UNIVERSITY

(Established under the Karnataka State Act No. 19 of 2023)

P. B. Road, Davanagere, Karnataka - 577 006

370

GM UNIVERSITY LIBRARY

Application Form for Library Membership


Paste the Recent
Passport Photo
here


Membership ID:

Personal Details	Student Name:			
	DOB:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Blood Group:
	Father Name:			
	Student Mobile Number:		Guardian Mobile Number:	
	Email ID:			
	Communication Address:			
	Permanent Address:			
Academic Details	USN No:			
	Year of Admission:			
	Lateral Entry:			
	Course:	Under Graduation:		
		Post-Graduation:		
		Ph.D.:		
	Department:			
I Mr/Miss _____ apply for the enrolment as member of the lending section and reference section of GM Central Library. I promise to abide by the rules and regulation (Refer Page No: 2) of the GM Central Library.				
Date:		Signature of Applicant		


Chief Librarian


Specimen copy of Library Borrower's ID Card – PG Course

<ol style="list-style-type: none"> 1. This borrower's ID Card is not Transferable 2. If the ID card is lost, it should be Brought to the notice of the Librarian immediately. Duplicate ID card will be issued on payment of Rs. 50/- 3. Anyone finding this ID card is requested to return it to the Librarian. 4. Worn-out cards can be exchanged for a fresh card at Rs. 10/- 5. Books lost or damaged shall have to be replaced by its latest copy. 	<p>Srishyla Educational Trust (R.)</p> <p> GM UNIVERSITY PB Road, Davanagere - 577 006. Ph. : 08192-233377.</p> <p>GM UNIVERSITY LIBRARY Borrower's Identity Card</p> <p>No.</p> <p>Name</p> <p>Signature of the ID Card Holder</p> <p>Course/Branch</p> <p>Signature of the Chief Librarian</p> <table border="1"> <tr> <td>1st Year</td> <td></td> <td></td> </tr> <tr> <td>2nd Year</td> <td></td> <td></td> </tr> </table>	1st Year			2nd Year		
1st Year							
2nd Year							


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1st Year							
2nd Year							


Specimen copy of Library Borrower's ID Card – UG Course (BCA)

<ol style="list-style-type: none"> 1. This borrower's ID Card is not Transferable 2. If the ID card is lost, it should be Brought to the notice of the Librarian immediately. Duplicate ID card will be issued on payment of Rs. 50/- 3. Anyone finding this ID card is requested to return it to the Librarian. 4. Worn-out cards can be exchanged for a fresh card at Rs. 10/- 5. Books lost or damaged shall have to be replaced by its latest copy. 	<p>Srishyla Educational Trust (R.)</p> <p> GM UNIVERSITY PB Road, Davanagere - 577 006. Ph. : 08192-233377.</p> <p>GM UNIVERSITY LIBRARY Borrower's Identity Card</p> <p>No.</p> <p>Name</p> <p>Signature of the ID Card Holder</p> <p>Course/Branch</p> <p>Signature of the Chief Librarian</p> <table border="1"> <tr> <td>1st Year</td> <td></td> <td></td> </tr> <tr> <td>2nd Year</td> <td></td> <td></td> </tr> <tr> <td>3rd Year</td> <td></td> <td></td> </tr> </table>	1st Year			2nd Year			3rd Year		
1st Year										
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1st Year										
2nd Year										
3rd Year										

Specimen copy of Library Borrower's ID Card – UG Course (Engineering)

Srishyla Educational Trust (R.)	
 GM UNIVERSITY	
PB Road, Davanagere - 577 006. Ph. : 08192-233377.	
GM UNIVERSITY LIBRARY	
Borrower's Identity Card	
No.	
Name	
Signature of the ID Card Holder	
Course/Branch	
Signature of the Chief Librarian	
1st Year	
2nd Year	
3rd Year	
4th Year	

Srishyla Educational Trust (R.)	
 GM UNIVERSITY	
PB Road, Davanagere - 577 006. Ph. : 08192-233377.	
GM UNIVERSITY LIBRARY	
Reference Identity Card	
No.	
Name	
Signature of the ID Card Holder	
Course/Branch	
Signature of the Chief Librarian	
1st Year	
2nd Year	
3rd Year	
4th Year	

Specimen copy of Library Feedback Form



Srishyla Educational Trust (R)
GM UNIVERSITY
Post Box No. 4, P. B. Road, Davangere – 577 006 KARNATAKA



Readers Feedback

To improve the library services and the level of user satisfaction, your feedback is extremely important to us.
Please Fill this form and hand it over to the library staff.

How frequently do you visit the library?

Daily / Weekly / Monthly

Sl. No	Question	Satisfied	Good	Very Good
1	Existing library rules and regulations			
2	Availability of books, journals, magazines and newspapers.			
3	Quality of books and journals available.			
4	Quantity of books and journals available.			
5	Are the required number of titles in your Subject available in the Library			
6	Are you satisfied with the cataloguing and arrangement of books in the Library			
7	Time taken in transaction of the reading material.			
8	Availability of library staff.			
9	Co-operation of library staff			
10	Are you satisfied with the available Reading space in the Library			
11	Are you able made use of Xerox facility in the Library?			
12	Environment in the Library.			
13	Library Timings			
14	Digital Library Services/e-Journals			
15	Internet/Wi-Fi Services			

Suggestions for improvement: -----

Name of Student:

Course / Branch:

Signature:
