

KNOW YOUR LIBRARY



**CENTRAL LIBRARY
MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY (MIST)
MIRPUR CANTONMENT, DHAKA-1216**

MIST CENTRAL LIBRARY

<http://library.mist.ac.bd>

1. Introduction: Library service will be facilitation for the research educational, recreational, cultural and informational needs of the whole MIST communities. The central library aims to provide relevant books and other reading materials to students, faculty, and staff officers.

2. What and Why: You are heartily welcome to the MIST central library and we are glad to receive you amongst us. The purpose of this guide as a part of the library orientation programme is to acquaint you with the library system along with its various services being catered to you.

3. About MIST: Military Institute of Science and Technology (MIST) is the pioneer technical institute of Bangladesh Armed Forces. It is purely a government educational institution focusing only on engineering education and research. Head of the institution is Commandant who is a Major General from Bangladesh Army. MIST started its journey since 19 April 1998. It was the visionary dream of the Honorable Prime Minister of the People’s Republic of Bangladesh Sheikh Hasina to establish this institute. MIST is located on the northwest part of Dhaka City at Mirpur Cantonment. Mirpur Cantonment is well known as the “**Education Village**” of Bangladesh Armed Forces. The first academic programme of MIST was launched on 31 January 1999 with the maiden batch on Civil Engineering (CE).

Various engineering disciplines and their year of operation are Civil Engineering (CE)-1999, Computer Science and Engineering (CSE)-2001, Electrical Electronic and Communication Engineering (EECE)-2003, Mechanical Engineering (ME)-2003, Aeronautical Engineering (AE)-2009, Naval Architecture and Marine Engineering (NAME)-2013, Nuclear Science and Engineering (NSE)-2015, Biomedical Engineering (BME)-2015, Architecture (Arch)-2015, Environmental Water Resources and Coastal Engineering (EWCE)-2015, Petroleum and Mining Engineering (PME)-2016, and Industrial and Production Engineering (IPE)-2016.

MIST also offer Ph.D./M.Sc./M.Engg under CE, CSE, EECE, ME, AE, NSE, BME, departments, and Ph.D./M.Phil. under Physics, Chemistry, and Mathematics Departments.

As an institution MIST is already on steady stride upholding its motto ‘*Technology for Advancement*’ and remains committed to contributing to the wider spectrum of the national educational arena. It plays a significant role in the development of human resources and gradually pursuing its goal to grow into a ‘*Centre of Excellence*’.

Foreign students were admitted the first time in session 2008-09. Since then a total of seven students from various countries has graduated from MIST. MIST

envisages creating facilities for the military as well as a civil student from home and abroad dedicated to pursuing a standard curriculum leading to graduation and post-graduation degrees. A total of 3393 students have graduated so far from this institute. The graduates are proving their worth in higher studies and professional assignments both at the home and abroad with dignity and efficiency. At present, MIST has total 2824 students out of which 84% is civil students and rest 16% is military.

4. Affiliation: All academic programmes of MIST are affiliated with Bangladesh University of Professionals (BUP). Examinations are conducted as per the schedule approved by the same university. BUP also approves the result and award certificates amongst the qualified students.

5. Faculty & Departments:

Faculty of Civil Engineering

- * Civil Engineering (CE)
- * Architecture (Arch)
- * Environmental Water Resources and Coastal Engineering (EWCE)
- * Petroleum and Mining Engineering (PME)

Faculty of Electrical and Computer Engineering

- * Computer Science and Engineering (CSE)
- * Electrical Electronics and Communication Engineering (EECE)

Faculty of Mechanical Engineering

- * Mechanical Engineering (ME)
- * Aeronautical Engineering (AE)
- * Naval Architecture and Marine Engineering (NAME)
- * Industrial and Production Engineering (IPE)

Faculty of Science and Engineering

- * Biomedical Engineering (BME)
- * Nuclear Science and Engineering (NSE)
- * Dept of Science (Mathematics, Physics, Chemistry) and Humanities (English, Accounting, Economics, Sociology)

Presently MIST has 12 departments to conduct B.Sc. engineering courses under four different engineering faculties. The departments impart education basing on

common objectives and outcomes set by MIST and have defined programme objectives and outcomes, specific to the departments respectively.

6. **Vision:** The library is to become a world-class resources centre to facilitate quality teaching, learning, and research in the MIST.

7. **Mission:** The Libraries strengthen and enhance the teaching, research, and services of MIST. The libraries promote intellectual growth and creativity by developing collections, facilitating access to information, teaching the effective use of information resources and critical evaluation skills and offering research assistance.

8. **Goals:**

a. **User Experience:** Proactively engage with users and staff to improve services continuously. To understand the needs of users and provide user-centered services to meet their needs.

b. **Teaching, Learning, & Research:** Strengthen current and emerging teaching, learning, and research practices at MIST through new services and expertise. To support the mission of the MIST as a premier academic and research institution embracing traditional values of higher education as well as the knowledge required for the global community.

c. **Collections & Access:** Select, acquire, describe, preserve, and provide intuitive access to a wide array of outstanding research materials. Optimize library processes, mechanisms, and services to support the acquisition and discovery of collections. To select, organize and supply research, teaching and learning resources for all users. To provide an environment that stimulates the use of library materials and services and supports a variety of learning modes.

d. **Engagement & Partnerships:** Enhance collaboration with stakeholders at MIST and other institutions to determine and implement highly-effective and efficient solutions to accomplish the institutional are goals.

e. **Digital & Technology Infrastructure:** Build a scalable, extensible, dependable, robust, and sustainable digital and technological infrastructure to enable the library to best carry out its mission.

f. **Organizational Culture:** Maintain a skilled, agile, diverse, respectful, collaborative, and committed staff, which thrive in an ever-changing,

continuous-learning environment. To achieve quality and good professional practice in all activities.

9. Membership: Library membership is open to all students, faculty members including full time /temporary faculty members, permanent staffs (first class only), and members of the Academic Council, Governing Body and Council of MIST.

10. Overview of Library: Central library was established in 1999. The Central Library of the Military Institute of Science and Technology (MIST) can also be hailed as the heart of the Institute. It aims to provide quality knowledge and useful resources to the users of the Institute. The library is well-organized in terms of its presently available resources. The library plans to incorporate more advanced technology in its functioning in the near future. The MIST Central Library is committed to serve the institution and the society. The library follows the Open Access System. In order to the academic and research needs of the faculty, research, scholars, students and staff officers. The library of MIST is the collection of the knowledge and built up a blanched and rich collection in Science and Technology. It is an open library system to the student of MIST, which provides a rich collection of e-resources, books, including journals, newsletter, thesis works and CDs. Student ID cards stand as the library card. The student can borrow any unlimited textbook from the library for 6 months and 5 other reference books for 30 days. At present, the library has more 62,000 books, 40,000 online Journals, 1,400CDs, thesis paper 1,300 and repository items about 115, and a reading room sitting capacity of more than 120. The book stock is arranged in a classified sequence based on the Dewey Decimal systems (DDC), and the great majority of volumes in the library are on open shelves, available for borrowing. MIST Central Library has “*Integrated Library System*” using by open source software Koha, Dspace, VuFind, and Drupal; and now the systems are fully operational i.e., students are now getting the modern facilities. The library has a well-equipped cyber center through which the students and faculty can search for the e-resource that they require.

11. Service:

Following services are being rendered from the Central Library, MIST. All registered members of the library users are stakeholders of these services.

- a. Circulation Service

- b. Web OPAC Facility
- c. E-Resources Retrieval Facility
- d. Current Awareness Services of newly acquired book and other resources.
- e. Reference / Information Service
- f. Email & SMS Alert Service
- g. Reading Facilities
- h. Book Issue Facilities for Long & Short time.
- i. Access to E-Book and E-Journals
- j. Audio-Visual Material issue Facilities
- k. Photocopy Services
- l. Browsing & printing facilities through Cyber Centre
- m. Wi-Fi Service
- n. Reading facilities of Thesis paper, Journal, Magazine and Newspaper
- o. Plagiarism Checking Facilities

12. Library Organization:

- a. Administrative Section
- b. Acquisition Section
- c. Processing Section and Classification Section
- d. Circulation Section and Lending Section
- e. Reference Section
- f. Reprographic and Audio Visual Section
- g. Text Book Section
- h. Archive Section
- i. Cyber Section
- j. Classified Section
- k. ICT Section
- l. Family Corner Section
- m. Liberation War Corner
- n. Store Section

13. Borrowing Policy:

- a. Officers and other members (only pre-nominated ones) of their families may borrow books. Only English and Bengali fictions/books on hobbies and children books not more than 2 at a time will be issued to the readers for a maximum period of 7 (seven) days.

b. All permanent staffs (first class officers only), instructors and students may borrow books by filling up the Online Membership Card shown at Annex A and B. However 2nd class officers involved with practical classes (Lab and Workshop) may be issued with maximum two (02) books on the recommendation of concerned department /wing.

c. The library will maintain the Individual Borrowers Cards by the Library Management System (LMS) shown at Annex C for record of issue. Library Card shown at Annex D will be issued to every member, which will be used for issue/receipt of books/reading materials. This card will be considered as an identity card of the members of the library.

14. Loan Policy: Books are normally issued on loan from the library against the individual borrower's card. Following procedures will be followed in respect of issuing books/reading materials on loan:

a. **Loan Issue of Textbooks:** Textbooks/précis may be issued on loan to the students/instructors for the whole duration of each term. After completion of each term, books are to be returned. Minimum 1/2copies of every title of books can be reserved in MIST Central Library.

b. **Loan Issue of Books other Than Textbooks:**

- (1) New books will not be issued before those are classified/ catalogued (LMS database).
- (2) Normally not more than 5 books are issued at a time. The normal loan period for books is 30 days. Reference books will be preserved unlimited as per as it is feasible. The students/teachers in any discipline may borrow any number of books as per their requirement for whole term/semesters.
- (3) Members are required to see for each book borrowed on the book issued by the library staff.
- (4) Books are liable to be withdrawn before the date if required for any special purpose.
- (5) When a student or permanent staffs leaves MIST permanently, he/she will be required to take clearance certificate from Assistant Librarian and Librarian.

(6) All books will be issued through a prescribed library management system (LMS) of MIST central library.

(7) If the authority feels the necessity of depositing books/publication in the library, an individual borrower has to deposit issued books/publications immediately.

15. Online Resources: The Borrower can use all online resources (e-books, e-journals, e-thesis paper) etc at the campus and residential area (MIST LAN).

a. Newspapers/Magazines/Periodicals/Journals: Current newspapers, magazines, periodicals, and journals will not be issued.

b. Return of Books: Books, which are to be returned, will be handed over to the Library Attendant/Assistant of the library who will receive the book accordingly. It will be the responsibility of the borrower to ensure that the book returned by him/her is recorded on the Library Management System (LMS).

c. Books Overdue: If books are not returned in time, fine @ TK: 5.00 (five) per day per book (including holidays) will be charged from the individual concerned.

d. Reservations: If a member requires a book, which is already issued, he/she should have a reservation by Library Management System (LMS). He/She will be informed on receipt of the book in the library and given 5 days' time to collect it, failing of which will mean that the book may be issued to the next borrower from the waiting list.

16. Loss of Books/Reading Materials/Official Publications:

a. Loss of Books/Reading Materials: Borrowers are responsible for all books/reading materials issued to them and will be required to pay the double of the present original price of any book lost or damaged. In the case of new, important and rare books/reading materials the cost to be realized will be up to three times the present price of the book. If the book is a part of a set containing more than one volume, the borrower will be required to pay for the whole set. If pages, illustrations/pictures are missing at the time of return, the borrower will be required to pay the cost of the whole book.

b. Loss of Official Publications:

(1) In case of loss of restricted documents, a Court of Inquiry is to be held. The replacement cost, if realized from the individual

concerned as per the recommendations of the court, will be deposited in the Government Treasury. The Treasury Receipt (TR) along with the findings of the court duly approved by Commandant will be forwarded to the Chief Administrative Officer.

(2) In private and public cases, the replacement cost will be realized from the Individual concerned and deposited to the Government Treasury. The Treasury Receipt (TR) will be forwarded to the Chief Administrative Officer at Dhaka Cantonment or MOD. In addition, a fine of 100% of the replacement cost will also be realized from the individual concerned, which will be utilized for purchasing reading materials for the library.

(3) **Care and Maintenance by Readers:**

a. All reading materials are to be handled with utmost care to ensure long life.

b. Defacing or writing notes/marking on books, pamphlets and periodicals are forbidden. If done, it will be considered, as wilful damage and the individual concerned will be charged the full replacement cost as fine. If pages, illustrations/pictures are found missing at the time of return, the borrower will be required to pay the full cost of the book. These amounts will be deposited to government treasury/private fund of MIST. The damaged material will be retained in the library and marked as such.

17. Classification:

Books are to be arranged on the shelves according to the Dewey Decimal Classification (DDC) scheme.

18. Computer Facilities:

The library has an integrated library management system for the library management, which contains all book data and member particulars. The readers can know the availability of any book by using the title of the book, name of author and subject. In addition, internet facilities are also available in the library.

19. Reproduction Facilities:

a. The reproduction facility from the PPC (Plain Paper Copier) machine placed in the Reproduction Room is available only for copying MIST library materials. Request for PPC facilities will be made on payment (rate will be decided by the Commandant MIST) when it is unavoidable i.e., the book cannot be taken out of the library. Only one copy of the reproduction will be made and the number of pages to be copied should not normally exceed 100 without prior authority from instructor concerned. Demands for making PPC are to be placed on the Library counter at least 12 hours in advance. Immediate reproduction cannot be carried out.

b. Scanning facilities are also available in the Reproduction Section of the Library.

20. The Internet and On-Line Printing Facilities:

Cyber Centre of the library provides internet browsing facilities to all members. Students and instructors may utilize on-line printing facilities on payment. Printing charge shall be determined by the Commandant MIST.

21. Security of Library:

The individual reader is to enter his/her name in the library register before entering the library. After working hours, all doors and windows of the library will be securely closed and the keys will be deposited to the duty clerk for keeping in the key box. However, electronic security arrangement for the library materials is also available on a limited scale.

22. Carrying Bag, Briefcase, Books/Pamphlets into Library:

Briefcases, books/pamphlets, personal reading materials, etc are not to be carried into the library. However, in special circumstances, loose sheets or class notes may be carried and the item is to be shown to the counter personnel during entry and exit.

23. Use of the Library:

a. **Library Timing:**

Ser	Day	Time
1	Sunday-Thursday	0800-2200
2	Saturday	1700-2200

Note:

1. During Preparatory Leave Library Remains Open Friday & Saturday 0800-2200
2. Closed of Government Holidays.

b. **Smoking and Eating inside the Library:** Smoking and eating of any food inside the library are prohibited.

c. **Observance of Silence:** Strict silence is to be observed inside the library at all times.

24. **Library on Web Version:**

Library web version is utilized in library automation. Databases of books, journals and thesis paper etc. are created and being updated. Those databases are also available on the Internet: <http://library.mist.ac.bd>.

25. **Digital Library Management System:**

The state of the art Digital Library Management Software Dspace, developed by MIT, USA and Hew Lett Packard (HP) has been installed. It is an open source software and has been customized to suit our requirements. Dspace accepts all forms of digital materials including text, images, video and audio files. A Learning Resources Centre has been set-up for Students, Faculty Research Scholars and Academic Administration for retrieving On-line Journals/books and Institutional Repository. Digital Library may be accessed through: <http://dspacd.mist.ac.bd> or 172.22.32.4:8080

26. **Internet Access Service:** Library cyber section with fast access to the internet are provided to student and faculty on a first come, first served basis. We are also provided for the library users wifi internet access facilities.

27. **Orientation:** Library staffs can provide orientation to individuals and groups on the use of print and electronic resources. They can also make presentations on our resources and services and use of the internet as a research tool to faculty and students at their institutions on request.

28. **Security:** We regret the necessity for security procedures. We request you to carry your ID card with you whenever you visit the library. A belonging including bags, laptop, computers, packages etc. must be deposited at the outside in the bag cabinet in the entrance.

29. **Assistance and Suggestions:** If you require any assistance in using any of the services, please speak to the staff on duty. We welcome any suggestions to improve our services.

30. Collection (Resources):

Resources

- Books (printed) : 65,001
- Online Journal : 98,000
- Repository Items : 315
- CD : 1,527
- Thesis Paper : 1,523
- Journals and Magazine : 1,370
- Newspaper (7 Categories) : 125

Access to Online Journals and Databases and e-books

- **On-Campus access**

Most e-resources provide **on-campus** access through IP recognition within the MIST domain.

31. Book Issue Facilities

- a. **The issue of Textbook:** Textbooks may be issued on loan to the students for the whole duration of each term.
- b. **The issue of Reference book:** Reference Book may be issued to users for one month.

32. Reading Room Facilities: There is a big reading room in MIST Central Library. A user can study with his own reading materials or can borrow reading materials for study purpose.

33. Issue of thesis paper: The user can issue a thesis paper for three days. Central Library has 1331 thesis paper.

34. Cyber Cafe: There is a cyber cafe in central library premises. The user can browse e-Journals or other related sites.

35. Reading facilities of Daily Newspaper: MIST Central Library Subscribes Five (The Daily Prothom Alo, The Daily Ittefaq, The Daily Kaler Khontho, The Daily Jugantor & The Daily Star) Daily Newspaper for users. The user can study it within the library.

36. CD Service: Central Library has 1527 CDs. User can use it within the library for study or other purpose.

37. Army WAN: There is a computer connected to the Army WAN. Army officer can use it for necessary Army Information.

38. Library Management Systems: MIST Central library started its automation journey on June 2012. The central library uses four software for developing its website named Koha (Library Management Systems), Dspace (Institutional Repository), Vu-find (Search Engine) & Drupal (Content Management). Creating OPAC and user's database had been completed on October 2013. From February 2016 Central library gives all services including circulation automatically.

39. Library Manpower

Ser	Post	Qty
1	Librarian (CSO-2)	1
2	Asst. Librarian (CSO-3)	1
3	IT Officer (Asst System Engr)	1
4	Lib JCO (Warrant Officer)	1
5	Cataloguer	1
6	Classifier	1
7	IT Assistant (Shop Tech)	1
8	Lib Assistant	2
9	Book Binder	1
10	Book Shorter	1
11	Office Shohayok	1
12	Moshalchi	1
13	NCE	1
Total		14