

## Standard Operating Procedure for Don Bosco College of Engineering Library Facility

SOP's to be followed while visiting the library

- Wearing of face masks is compulsory.
- Sanitizer to be carried/used, compulsorily.
- Library card has to be produced, without which the books will not be issued.
- Only online book issue requests will be accepted.
- Social Distancing to be maintained at the counter. Only one patron will be entertained at a time.

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## Frequently Asked Questions on Don Bosco College of Engineering Library Facility

How to download question papers?

- Send an email to [dbcelibrary@gmail.com](mailto:dbcelibrary@gmail.com) for question papers.
- In response, you will be provided with a link, using which you can download the question papers of your choice.


How to download e-books (eShelf)?

- Open any browser, and type URL <https://sites.google.com/view/dbce-webopac>
- Click on e-Shelf logo available on the page.
- Enter Username: students, Password: students
- Login to e-Shelf and access the required e-books.
- NOTE: This facility is available within the college premises only (Intranet).

How to download e-books (National Digital Library- NDL)?

- Open any browser, and type URL <https://sites.google.com/view/dbce-webopac>
- Click on NDL logo available on the page.
- NOTE: To avail these services, the students have to send their First name, Last Name and email ID to the CRs of the respective class.
- The CR has to compile the whole list of the students' details in Excel and email it to the Librarian at [librarian@dbcegoa.ac.in](mailto:librarian@dbcegoa.ac.in)
- Once the Librarian registers the students, they will receive an email from NDL with an OTP.
- Open NDL using the OTP and change the password.



  
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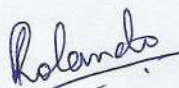
### How to place a requisition for books?

- Open any browser, and type URL <https://sites.google.com/view/dbce-webopac>
- Go to “Basic Search” Section of the website and check the available collection.
- If available, go to “Library Book Issue Form” Section on the same website
- Fill in the required details for the book/s to be issued.
- Online book issue requests will be accepted till 1 pm everyday.
- Collect the books as per the schedule given by library authority.
- NOTE: Students will be allowed in the library only on the day allotted by the department.

### How to check the books collection in the library?

- Open any browser, and type URL <https://sites.google.com/view/dbce-webopac>
- Go to “Basic Search” Section of the website and check the available collection.

NOTE: The above mentioned Library facilities will be made available from 28<sup>th</sup> September 2020 onwards.



**Mr. Rolando Da Cruz**  
Librarian  
DBCE - Library



**Dr. Vivek Jog**  
Chairman  
Library Committee



**Dr. Neena Panandikar**  
Principal  
DBCE - Goa



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