



Shanto-Mariam University
of Creative Technology

LIBRARY



USER GUIDE

2026

 Explore.

 Access.

 Learn.

 Create.

 Inspire.

Your Library,
Your Success.



LIBRARY WEBPAGE
<https://smuct.ac.bd/e-library/>



PRINT
RESOURCES



E-RESOURCES



STUDY
SPACES



USER
SERVICES



GUIDELINES
& POLICIES

Knowledge | Creativity | Technology



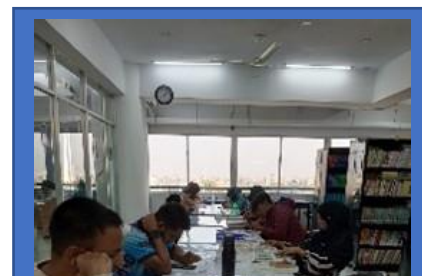
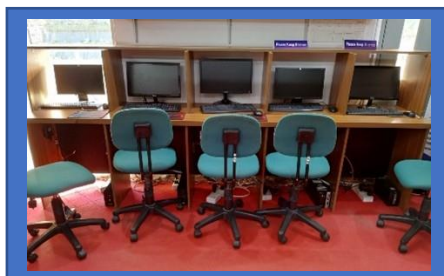
User Guide-2026

Extensive independent reading and research are required of both faculty and students at the university level. The SMUCT Library is intended to provide assistance according to user's information needs. SMUCT Library is the first designed based library in this region. This guide aims to help users build good library habits, and using the library is strongly recommended.

Mission:

- Support teaching, learning, and research activities
- Provide access to diverse and up-to-date information resources
- Promote information literacy and lifelong learning
- Ensure equitable access to library services
- Maintain a conducive environment for study and research

Vision: To be a leading academic library that inspires excellence in teaching, learning, research, creativity, and innovation by providing equitable access to quality information resources, advanced technologies, and user-centered library services, while fostering lifelong learning and intellectual growth within the SMUCT community.



LIBRARY HOURS

Saturday to Friday (8.00 am to 5.30 pm)
(Closed only on SMUCT declared Holidays)

Location & Floor Plan:

With a floor area of 2500 square feet, SMUCT library is located on the 8th floor of main building room no- 1804 at Plot # 06, Avenue # 06, Sector # 17/H-1, Uttara, Dhaka-1230, Bangladesh.



SMUCT LIBRARY SERVICES AND FACILITIES

Membership:

Registered/active students, faculty, and staff are members by default. After registration, the user will be confirmed by IEMS user ID and password, including the password for ILMS (Instigated Library Management System). By signing in, users can access their online library account, online public access catalogue (OPAC) use the library remotely, check library status, and enjoy subscribed e-resources and digital library resources from anywhere. Without IEMS ID users are not permitted to use library facilities.

Library Collection

As of 1st January, 2025-2026 SMUCT library collection of:

A. Printed Books: 20465	H. Printed Thesis:
B. E-books (online): 14	I. Softcopy of Practicum Reports:
C. Printed Journals: 977	J. Soft copy of Thesis:
D. E-Journals, Articles (online): 37	K. Daily English Newspaper: 04
E. Foreign Magazine: 125	L. Newsletter:
F. CD/DVDs: 239	M. Subscribe Consortium: 01
G. Printed Practicum Reports:	N. E-library computers: 05

LIBRARY RULES AND REGULATION

- ✿ Entry: All users must present a valid ID card before entering the library.
- ✿ Library membership: To get the library service, users must be registered IEMS. Library services are not available without registration. To log in to your account use the link: iems.smuct.ac.bd/student
- ✿ Ensure a soundless environment: Ensure a quiet environment: user is required to work quietly in the library. Conversations and group discussion are not permitted.
- ✿ Restriction on using phones: Using or talking on cell phone is strictly prohibited in the library.
- ✿ Restriction on taking food: Taking food and drinking in the reading area is strictly prohibited.

✿ Guide to book reading: Use the books appropriately; don't tear out pages, underline them, or make any other kind of mark on them.

✿ Copyright: Photocopy books are not allowed inside the library. Photocopying an entire textbook violates the principles of fair use.

✿ Restriction on using personal items: Personal items are not allowed inside the library.

✿ Art, Drawing and Pattern cutting: Art, Drawing and Pattern cutting are prohibited inside the library.

✿ Rules for using resources: Before leaving the library, keep the library books on the table after using them.

✿ Rules of refusal: Users who disobey the aforementioned rules and regulations may have their library services withdrawn or refused by the head of the library.



Dress and Behavior Code

Every student is expected to adhere to the SMUCT dress and conduct code. No one is permitted in the library without a valid ID card and dress code.

Sections/Corners:

✿ Circulation Section

✿ Freedom Fighters Corner

✿ E-Library

✿ Journals and Periodicals Section

✿ Practicum Reports Thesis Papers & Reprographic Section

✿ Newspaper and News Clipping Section

✿ OPAC Section

✿ Acquisition and Processing Section

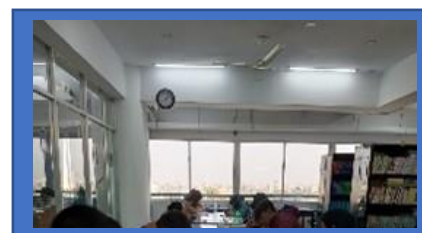
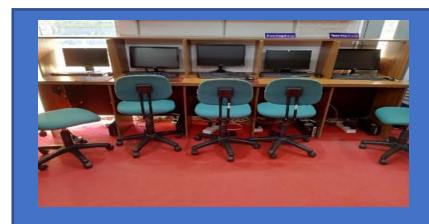
✿ Information Desk & CAS/SDI Section

✿ AVM Section

✿ Study Area

✿ Reference and Preserve Section

✿ Library Administrative Section



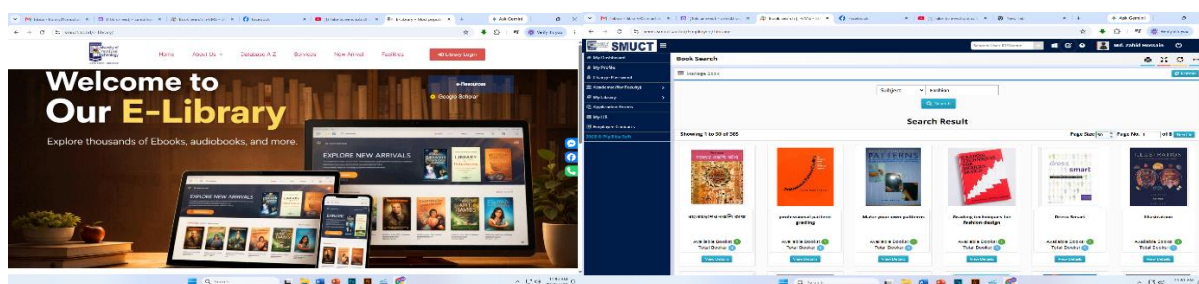


LIBRARY AUTMATION AND DIGITAL SECTION

Library Automation Section:

SMUCT library is fully automated by Integrated Education Management System (IEMS) – Integrated Library Management System (ILMS) software and Online Public Access Catalog (OPAC) is its interface. An Online Public Access Catalog (OPAC) is a digital tool that libraries use to help users find and locate books, articles and other materials within library collections. This system has changed the way people find information in libraries, moving from the old-card catalog system to a new online search system. OPACs are easy to use, offering different ways to search, like by author, title, subject, or keyword, making it quickly to find what you need. Link:

<https://iems.smuct.ac.bd/Employee/Library>



E-Library: E-Library has 05 computer terminals for accessing subscribed electronic information resources via online like Wiley through (UGC-UDL) Research4life and more offline database. The library is subscribing to the e-resources to complement the traditional print collections. This e-library division also develops and maintains an OPAC. The library catalog is automated by using Integrated Library Management Software (ILMS). Every day, around hundred twenty students' individuals access the e-library. Users can access the e-library system 24 hours.





List of databases subscribed by SMUCT library is as follows:

SL	Name of Journals	E-Journals	Web links
1	Scientific American		https://www.scientificamerican.com/
2	21st Century Music		https://www.21stcentury.co.uk/ (Music)
3	Cosmopolitan		https://www.cosmopolitan.com/ (Fashion)
4	Study.com		https://study.com/academy/lesson/grammar-usage-style-overview-examples.html
5	Udemy		https://www.udemy.com/courses/development/programming-languages/? (Computer Programing)
6	bdlex		https://www.bdlex.com/ (Bangladesh cases and laws)
7	Manupatra		https://articles.manupatra.com/ (Law)
8	Research4life		https://portal.research4life.org/
9	IEE.Org		https://www.computer.org/publications/author-resources/calls-for-papers? (Computer Science Journal)
10	Springernature		https://go.springernature.com/corporate/meb/awa1?
UGC -UDL			
11	Wiley		https://onlinelibrary.wiley.com/
Dictionary			
1	Dictionary		https://www.yourdictionary.com/
2	Dictionary		https://www.thefreedictionary.com/
3	Dictionary		https://dictionary.cambridge.org/
4	Dictionary		https://www.britannica.com/
5	Dictionary		https://www.merriam-webster.com/

E-Books

SL	Name of E-books	E-Books	Web links
1	Wiley		(https://onlinelibrary.wiley.com/)(paid)
2	Project Gutenberg		(https://www.gutenberg.org)
3	Open Library		(https://openlibrary.org)
4	ManyBooks		(https://manybooks.net)
5	Feedbooks		(https://www.feedbooks.com/publicdomain)
6	Internet Archive		(https://archive.org/details/texts)
7	LibriVox		(https://librivox.org)
8	BookBoon		(https://bookboon.com)
9	Smashwords		(https://www.smashwords.com/books/category/1/newest/0/free)
10	Free-eBooks.net		(https://www.free-ebooks.net)
11	Bartleby		(https://www.bartleby.com)
12	DOAB		https://www.doabooks.org/
13	Open Text Book Library		https://open.umn.edu/opentextbooks
14	Mathematics books		https://www.freebookcentre.net/SpecialCat/Free-Mathematics-Books-Download.html
15	Bangla Book		https://www.ebanglalibrary.com/
16	Bangla Book		https://www.ebanglalibrary.com/



E-Magazines

SL	Name of E-Magazines	E-Magazines	Web links
1	সানন্দা ম্যাগাজিন		https://www.aaroananda.com/magz-issue/sananda/10972036
2	ক্যানভাস ম্যাগাজিন		https://canvasmagazine.com.bd/
3	Reader's Digest		https://www.rd.com/
4	Pacific Affairs		https://pacificaffairs.ubc.ca/
5	National Geographic		https://www.nationalgeographic.com/
6	Fortune		https://fortune.com/
7	Business Times		https://www.businesstimes.com.sg/global
8	Business World		https://www.bworldonline.com/
9	Toronto Sun		http://torontosun.com/
10	Time Magazine		http://time.com/
11	Fashion Buying		https://www.wgsn.com/en/trading/fashion-buying
12	Forbes Magazine		https://www.forbes.com/#16cc92412254 (Magazine)

Theses / Dissertations/Research

SL	Name of E- Theses	Theses	Web links
1	OATD		https://www.oatd.org/
2	NDLTD		https://ndltd.org/
3	MIT THESES		https://dspace.mit.edu/handle/1721.1/7582 (MIT THESES)
4	DASH		https://dash.harvard.edu/home (DASH)
5	Clarivate ProQuest Dissertations & Theses		https://lnkd.in/gzxX2sMW
6	EBSCO Open Dissertations		https://about.ebsco.com/products/research-databases/ebsco-open-dissertations
7	Cybertesis		https://cybertesis.unmsm.edu.pe/
8	OhioLINK		https://etd.ohiolink.edu/pe/
9	University of California eScholarship Repository		Htt://lnkd.in/gHyT5_R
10	RERO DOC Digital Library		https://doc.rero.ch/
11	Google Scholar		https://scholar.google.com/
12	CORE		https://core.ac.uk/
13	FreeFullPDF		https://www.freefullpdf.com/
14	Semantic Scholar		https://www.semanticscholar.org/
15	OALib		https://www.scirp.org/AboutUs/Index?utm_campaign=826331897
16	WorldCat		https://search.worldcat.org/
17	DOAJ		https://doaj.org/
18	PDF Search Engine		https://pdfdrive.webs.nf/
19	RefSeek		https://www.refseek.com/
20	PubMed		https://pubmed.ncbi.nlm.nih.gov/
21	BASE		https://api.base-search.net/
22	SSRN		https://www.ssrn.com/ssrn/
23	Research Gate		https://www.researchgate.net/
24	Academia.edu		https://www.academia.edu/

E-news paper

Sl no	E-Newspaper Name	Website link
1	Prothom Alo (প্রথম আলো)	https://epaper.prothomalo.com/
2	Bangladesh Pratidin (বাংলাদেশ প্রতিদিন)	https://epaper.bd-pratidin.com/
3	The Daily Ittefaq (দৈনিক ইত্তেফাক)	https://epaper.ittefaq.com.bd/
4	Kaler Kantho (কালের কণ্ঠ)	https://www.kalerkantho.com/epaper
5	Jugantor (যুগান্তর)	https://epaper.jugantor.com/
6	Samakal (সমকাল)	https://epaper.samakal.com/
7	Manab Zamin (মানবজমিন)	https://epaper.mzamin.com/
	Naya Diganta (নয়া দিগন্ত)	https://epaper.dailynayadiganta.com/
9	Daily Inqilab (দৈনিক ইনকিলাব)	https://epaper.dailyinqilab.com/
10	Janakantha (জনকণ্ঠ)	https://epaper.dailyjanakantha.com/
11	The Daily Star	https://www.thedailystar.net/
12	Dhaka Tribune	https://www.dhakatribune.com/
13	New Age	https://www.newagebd.net/
14	The Business Standard	https://www.tbsnews.net/
15	The Financial Express	https://thefinancialexpress.com.bd/
16	The New Nation	https://dailynewnation.com/
17	BBC News	https://www.bbc.com/news
18	BBC Bangla	https://www.bbc.com/bengali
19	Reuters	https://www.reuters.com/
20	The Guardian	https://www.theguardian.com/
21	The New York Times	https://www.nytimes.com/
22	Al Jazeera	https://www.aljazeera.com/
23	Associated Press	https://apnews.com/
24	The Washington Post	https://www.washingtonpost.com/



RULES AND REGULATIONS FOR E-LIBRARY

1. SMUCT library has subscription to e-resources through UGC and more. The e-library contains a selection of e-journals that assist in research.
2. Those who wish to use the e-library must register at desk and present a valid student ID card.
3. Avoid downloading any software and avoid locking files or computers.
4. Silence is required while using the PCs. The e-library sections do not permitted discussions or or conversation. No more than one user is permitted to use a single computer.
5. It is forbidden to use a cell phone. Play games, eat or drink, visit object able website, watch movies or listen to music in the e-library.
6. Students who forget to log out of any accounts will be held accountable for accessing the computer while it is still in use. Users of the e-library are advised to utilize the email address provided by SMUCT.
7. Refrain from downloading, copying, or printing anything that does not adhere to copyright regulations.
8. Steer clear of using excessive pressure when hitting the computers keys. Downloading or installing software, as well as breaking, disconnecting or removing any equipment, e.g., cables, parts, or labels, is strictly prohibited.
9. It is expressly forbidden to install different operating system, change computer programs, or lock a computer with a unique Windows password. It results in service limitations for the particular users if it is picked up by the invigilating officer.
10. Opening hours for the e-library are 8.00 am to 5.00 pm(daily)
11. The of the computer resources at the e-library is recorded in a log. SMUCT library compiles with the Data Protection Act by taking all reasonable steps to protect users' personal information.
12. User who disobeys these above-mentioned rules may be denied access to the e-library resources at SMUCT library.



BOROWINTG GUDELINES FOR LIBRARY USERS:

Users can borrow on the books designated by library personnel. If a user finds the book and desires to borrow it, they will undertake the following method:

- a. Library users must show their valid ID card to borrow books and other library resources.
- b. Textbooks, current and rare documents are not allowed to be issued.
- c. IEMS registration is required in order to check out a book from the library.
- d. Books that have been borrowed must be returned by the deadline. Renewing the due date is required if the same book needs to be borrowed for additional days.

If the borrower fails to return the items they borrowed, they will be charged late fess at the following rates:

ISSUE POLICY		
Member Category	# Of Books	Issue Period
Faculty	05(five)	01 (one) Month
Officer/Staff	05(five)	01 (one) Month
Students	02(two)	15 (fifteen) days
Members Category	#of Documents/AVM	Issue Period
Faculty	05(five)	07 (seven) days
Officer/Staff	05(five)	07 (seven) days
Students	02(two)	07 (seven) days

FINE POLICY		
Member Category	# Of Books	FINE PER DAY
Faculty	05(five)	00 Taka
Officer/Staff	05(five)	00 Taka
Students	02(two)	5 (five) Taka
Members Category	#of Documents/AVM	Issue Period
Faculty	05(five)	00 Taka
Officer/Staff	05(five)	00 Taka
Students	02(two)	5 (five) Taka



Replacement and cost of damage library materials

Books and Document: lost books or documents must be replaced with a new copy of the same must be author(s), title, and edition. Substitutions with different titles or authors are not allowed. For missing books or documents, the borrower will be liable for the current market value of the lost book as a fee to the library, including 20% service charge.

Rules of the library Clearance:

Library clearance typically involves returning all borrowed materials, including books, journals, multimedia resources and any other items checked out from the library. Fines or fess must be settled, including overdue fines, replacement costs for lost or damaged items, and any other charges incurred during the borrowing period. Outstanding courses outlines, if any, must be submitted by the course Instructor. Students must submit any outstanding soft and hard copies of the practicum (with certificate) and thesis report, including the supervisor's signature to the library for library clearance.

SMUCT LIBRARY SUBJECT OVERVIEW

FACULTY	SUBJECT
FACULTY OF DESIGN AND TECHNOLOGY	 Fashion Design and Technology  Apparel Manufacturing Management and Technology  Interior Architecture  Graphic Design and Multimedia  Architecture  Business Administration
FACULTY OF HUMANITIES & SOCIAL SCIENCES	 English  Law  Sociology and Anthropology  Bangla  government & Politics  Islamic Studies
FACULTY OF FINE & PERFORMING ARTS	 Fine Arts  Music  Dance
FACULTY OF BUSIESS	 Business Administration
FACULTY OF ENGINEERING AND TECHNOLOGY	 Computer Science and Engineering  Computer Science and Information Technology



SMUCT LIBRARY

To ensure safety, security and smooth operations within the library premises, all users are required to follow the guidelines below:

Bag Deposit Rules:

- ✓ Bags, backpacks, folders, and personal belongings are not allowed inside the library reading area.
- ✓ Students must deposit their bags at the Bags Counter before entering the library.
- ✓ Do not leave valuables (money, electronics, and important documents) in your bags. The library will not be responsible for any loss or damage.
- ✓ After leaving the bag and collecting tokens, patrons are not allowed to go anywhere other than entering the library or library premises (8th floor).

TOKEN PICKUP PROCEDURE:

- ✓ After depositing your bag, collect a token from the Bag Counter staff.
- ✓ Verify the token number before leaving the counter.
- ✓ Keep the token safe. Do not exchange or lose your token.

TOKEN RETURN & BAG COLLECTION:

- ✓ To collect your bag return the token to the counter staff.
- ✓ Bags will only be returned upon presentation of the matching token.
- ✓ Lost tokens must be reported immediately. A written application and identity verification will be required. Bag returned may be delayed in such cases.
- ✓ Patrons will have to pay a 50-taka fine if they lost their token.
- ✓ No bag will be returned without a token.

Important Notes:

- ✓ The bag deposit service is available only during library operating hours (8.00 am-5.15 pm).
- ✓ The library authority has the right to refuse service if rules are not followed.
- ✓ Repeated violations may lead to disciplinary action.

 Email: library@smcut.ac.bd  Call: ext-188  Text: 01978676035  Tweet:	 Helpline:
---	---

Staff Directory

Md Zahid Hossain MSS, BSS (RU), MAS(NU) Deputy Librarian R-mail: library@smuct.ac.bd Phone: ext.- 188 Mobile -01677337315	Ms. Munni Library Assistant Diploma in Library Science MSS (SMUCT) R-mail: Phone: ext.- 189 Mobile-01627-154417

