

## INTRODUCTION

This booklet entitled '**A Guide to the Library**' gives an overview of the library facilities in Vidyasagar University Library. With a long tradition of remarkable combined efforts of all the staff members of the library, the library is striving hard to meet the pressing demands of the users by rendering various services both through manual and IT based system.

We have progressed steadily towards fuller automation using both the non-digital and digital information sources, but definitely not without a human touch.

I wish this briefly informative booklet can help to fulfill the users' primary awareness.

Date:

A.K.Sarkar  
Deputy Librarian

### **About the Library:**

The Central Library of Vidyasagar University started in a small of the present Administrative Building in the year 1986. After a couple of years, it had shifted to two spacious rooms in the ground floor of the Humanities Building, which was finally moved to its present premises in 1997.

Since then it has grown in size and content and taken the present shape. With the developments in information and communication technologies, the behavioral characteristics of the library users have been changing rapidly and the library is trying its best to adapt with the technological advancement. For the last three decades the library has the lifeline of the academic activities of the university.

The Library is well equipped with the modern facilities and resources in the forms of printed books, journals, theses, reports, CD-ROMs, on-line databases, E-books, E-journals, etc. A well equipped Centre for Digital Resource Services (Digital Library) is one of the most important sections of the library. The Library has been using the SOUL, an integrated Library Management Software package devised by the INFLIBNET Centre, Ahmedabad with the financial assistance from UGC, with all the modules for automated library operations.

The Central Library of Vidyasagar University, being a member of UGC-Infonet Digital Library Consortium provides on-line access to more than 7 thousand peer-reviewed full text journals and database services like JCCC, Web of Science, etc. The Central Library has also subscribed some E-books from different renowned publishers. The Library homepage provides on-line access to all these E-resources.

The Central Library has two broad divisions. One is for the collection of books and the other is for the current periodicals, magazines, newspapers and reading & reference materials.

The different sections / units and their locations within the library are given below.

<b><u>Section Unit</u></b>	<b><u>Location</u></b>
1. Acquisition Section	Ground Floor
2. Technical Processing Section	Ground Floor
3. Circulation Section	Second Floor
4. Book Stacks	1 <sup>st</sup> floor to 3 <sup>rd</sup> floor
5. Reserve & Reference Collection	Ground Floor
6. Current Periodicals Section	Ground Floor
7. Bound Periodical Section	Ground Floor
8. Centre for Digital Resource Services	First Floor
9. BYOD Access Zone	Ground Floor

### **New Systems / Facilities:**

- (a) Electronic Surveillance System: To ensure proper surveillance of some service areas within the library, we have installed 7 fixed CCTV cameras and one PTZ camera at the entrance. All these cameras are active 24X7 and can be viewed from the chambers of the Deputy Librarian and the Information Scientist. Installation of cameras has immensely facilitated effective surveillance of some important locations of the Central Library. In near future some more important locations will be covered under surveillance systems.
- (b) Institutional Digital Repository: The research output, faculty publications, the official documents, etc. of Vidyasagar University are started digitizing and stored in Repository Server. It enables the university community to deposit their scholarly publications by themselves using a web interface, which would be organized for easy retrieval. The access of this Institutional Repository is not restricted within the university campus LAN only.
- (c) Facilities for Differently Abled Users: Facilities for physically disabled as well as visually impaired (low-vision users) are available in the central library.

**Library Timing:**

The Library is kept open on all the weekdays, except gazetted and other university holidays.

**The opening hours are as follows:**

Reading & Reference Sections : 10-00 AM to 7-30 PM

Circulation Section : 10-00 AM to 5-30 PM [Monday to Friday]

**Timing of Digital Library Centre:**

Monday to Friday : 10-15 AM to 5-30 PM

**Collection and Resources:**

The Central Library of Vidyasagar University has a collection of about 1.6 lakhs purchased books, about 119 current national journals and over four hundred E-books subscribed from different renowned publishers. Besides these, a large no. of back-volume periodicals, theses, Proceedings, Reports, CD-ROM Databases, Books donated by different dignitaries and Books purchased under different projects, etc. are recorded in the library holdings. The Library also has access to over 7 thousand on-line full-text peer reviewed journals under UGC-Infonet Digital Library Consortium.

**Books:**

The Library uses Dewey Decimal Classification (DDC) system to classify its documents. Decimal Classification groups the universe of knowledge into ten broad heads like Generalia, Philosophy, Social Sciences, Linguistics, Pure Science, Technology, Fine Arts, Literature and History & Geography. Each subject is assigned a class no to classify a book. These books are arranged on the shelves according to the class numbers in ascending order.

### Location of Books by Subjects:

General Text Books are kept / arranged in different floors of the library building as detailed below:

Sl. No.	Books on the Subject	Location
1)	Anthropology- Cultural	1 <sup>st</sup> Floor
2)	Anthropology- Physical	2 <sup>nd</sup> Floor
3)	Applied Mathematics	2 <sup>nd</sup> Floor
4)	Applied Sciences, Technology	2 <sup>nd</sup> Floor
5)	Aquaculture	2 <sup>nd</sup> Floor
6)	Botany	2 <sup>nd</sup> Floor
7)	Business Management/Administration	2 <sup>nd</sup> Floor
8)	Chemistry	2 <sup>nd</sup> Floor
9)	Commerce & Management	2 <sup>nd</sup> Floor
10)	Computer Science	3 <sup>rd</sup> Floor
11)	Economics	1 <sup>st</sup> Floor
12)	Electronics	2 <sup>nd</sup> Floor
13)	Geography	3 <sup>rd</sup> Floor
14)	History	3 <sup>rd</sup> Floor
15)	Language (s)	1 <sup>st</sup> Floor
16)	Library and Information Science	1 <sup>st</sup> Floor
17)	Literature (s)	3 <sup>rd</sup> floor
18)	Mass Communication	3 <sup>rd</sup> floor
19)	Microbiology	2 <sup>nd</sup> Floor
20)	Nutrition	2 <sup>nd</sup> Floor
21)	Philosophy	1 <sup>st</sup> Floor
22)	Physics	2 <sup>nd</sup> Floor
23)	Physiology	2 <sup>nd</sup> Floor
24)	Political Science	1 <sup>st</sup> Floor
25)	Remote Sensing	2 <sup>nd</sup> Floor
26)	Social Sciences / Sociology	1 <sup>st</sup> Floor
27)	Zoology	2 <sup>nd</sup> Floor

### **Location of Books by Classification Number:**

Books are arranged on the racks in ascending order according to class nos. as under –

<b>Location</b>	<b>Class Numbers</b>
First Floor	010 - 499
Second Floor	500 - 699
Third Floor	000 – 009 & 700 - 999

### **Reserve and Reference collection Section:**

Reserve books consists of some important text books and reference books prescribed by faculties on subjects covered in various curriculum having constant demand and frequently used by the users and Reference Books consist of Bibliographies, Biographies, Dictionaries, Encyclopaedias, Directories, Guidebooks, Yearbooks, Census Reports, etc. These are kept in the Reading Room at the Ground Floor. These books are not to be issued out except for photocopy a few portions, if necessary, by maintaining the copyright law. Besides these, Annual Reports, Govt. Publications, Books written by our Faculty Members, Journals published from our different departments, various Reports, viz. Elementary Education Report, World Development Report, Human Development Report, etc. are kept in the corridor in front of the Reading Room under Reference Collection.

### **Circulation Services:**

- i. Membership Registration
- ii. Issue, Return, Renewal of books
- iii. Library Fine Generation
- iv. Issue of no dues / Clearance Certificate

v. Issue of Duplicate Library Membership Card.

vi. Renewal of Library Membership Card

**Library Membership is open to:**

i. Students of Vidyasagar University

ii. Faculties of Vidyasagar University

iii. Employees of Vidyasagar University

iv. Research Scholars of Vidyasagar University

v. Institutional Members

vi. Members of different bodies of V.U (restricted to Reading Room facility only)

vii. Outside Institutions (through proper channel) (restricted to Reading Room facility only).

**Membership Registration:**

Students, Faculties, Research Scholars (stipendiary) and other Employees of Vidyasagar University –

Membership form is to be collected from the Circulation Counter at the second floor. A filled-in form is to be submitted along with the admission receipt (for students) / joining report (for employees of V.U) and one stamp size photograph at the counter.

**Non-stipendiary Research Scholars:**

A non-stipendiary Research Scholar can borrow two (2) books on payment of Rs.2000/-as caution deposit (refundable). The member

may also avail of reading room facility only without paying any money on production of other required documents.

**Ex-students and Ex-employees:**

An ex-student or ex-employee of V.U can become a member of this library by applying through proper channel. They are not entitled to borrow books from the library, but can avail reading room facilities, photocopying facilities, internet surfing, etc.

**Institutional Members:**

The colleges affiliated to V.U can become a member of the library by paying a membership fee of Rs.2000/- which can be renewed every year by paying the membership fee per annum. Three (3) borrower's card will be issued to each institutional member against which they can borrow a maximum no. of three books at a time. Three reading room cards will also be issued to each institute against which three users can use the reading materials within the library.

**Borrowing facilities:**

Only registered members can borrow general books, except the books marked for Reading and Reference purpose against their borrowers cards as per their entitlement as specified against their categories

Categories	No. of books entitled	Duration
P.G Students	3	10 days
Faculty members	20	365 days
Faculty members (Contract)	10	365 days
Non Teaching Staff	4	90 days
Non Teaching Staff (Contract)	2	90 days
Administrative Officers	12	90 days



Research Scholars (Stipendiary)	5	90 days
Research Scholars (Non-Stipendiary)	2	90 days
Others	[All library facilities other than lending of books]	

### **Renewal of books:**

For renewal, a user has to bring books to the circulation counter. If a borrowed book has not any demand by other users, it may be renewed for consecutively two times. The library has the right to recall any book if the same is required by another user for a long time.

### **Overdue charges and Fines for lost cards and lost books:**

A borrowed book should be returned within the due date, otherwise one rupee per day per book will be charged as overdue charge. The borrowing facility may be withdrawn / suspended temporarily until clearance of the overdue charges.

For lost library cards, a duplicate library card may be issued on the basis of application supported with an FIR lodged in local police station along with a voucher of Rs.10/- deposited at the university cash counter.

For lost library books, the user has to bring it to the notice of the circulation staff immediately to get relief from paying the delay fine from the date of application and to take the following actions whichever is permissible as per library rules:

- (i) Replace a new copy (latest edition) of the lost book along with a processing charge of Rs. 25/-.
- (ii) If the (lost) book is not available in the market, pay the latest available price along with Rs. 25/- as processing charge.

**Clearance Certificates:**

Clearance certificate is issued to the users at the time of final examinations (for students) and at the time of retirement of an university employee as the case may be, after returning all the issued documents clearing all the dues (if any) and surrendering the library membership cards.

**Other rules related to the borrowing of books:**

- i. Users must check the Accession number(s) of the book(s) issued by them with the printed borrower's slip(s) before leaving the circulation counters to avoid confusion in future. Any discrepancy will not be considered afterwards.
- ii. Library Membership Cards are not transferable and hence should not be lent to others.
- iii. Users are liable for the damage and loss of books, if any
- iv. Users should check the physical condition of a book while borrowing the same.
- v. During power / system failure, the circulation counter services will be suspended.
- vi. No book shall be returned on the day of issue.

**Non-book collection:**

Printed non-books like Institute theses are kept in the book cases at the ground floor and are arranged by accession numbers. These collections are usually not lent out. They are referred within the reading room only.

### **Current Periodicals:**

The Central Library subscribed to 119 print journals. The current issues of these periodicals are kept in the Periodical Room in the ground floor. They are arranged department wise and within each department the periodicals are arranged in the alphabetical order of their titles. The loose issues of the periodicals are not issued out. One can, however, take them out for photocopying articles of their interests.

### **Bound Periodicals:**

The library has about 2926 bound volumes of periodicals. The journals after binding are archived in the third floor. These journals are arranged department wise and then accession number wise.

### **Digital Library Collection:**

The Centre for Digital Resource Services (Digital Library) is housed in the first floor (adjacent to the Library Server Room). Digital Library Collections consist of “Institutional Repository’ like, Administrative Documents, Convocation Addresses, Old Question Papers (PG level); V.U. Online Periodical Repository, etc. All these collections are available online at 14.139.211.206:8080/jspui or at 192.168.200.7:8080/jspui/ (available from inside only).

\* **Administrative Documents:** Administrative documents are grouped under 5 different sub-communities, viz. – (i) Annual Quality Assurance Reports (AQAR), (ii) Annual Reports, (iii) Court meetings resolutions, (iv) Executive Council meetings resolutions, (v) Library Committee meetings resolutions, etc. Total no. of 35 Administrative Documents are archived so far.

\* **Convocation Addresses:** Fifteen convocation (starting from very first convocation) addresses (by the hon’ble Vice-Chancellors) are stored in PDF format for access from inside and outside the campus.

\* **Old Question Paper Archive:** Soft copies of question papers of all P.G. Departments' examinations (at least for last 5 years) are stored in old question paper archive. About two hundred old question papers are archived here. Users can print their required question papers as and when necessary.

\* **V.U. Online Periodicals Repository:** The journals published by different departments are digitized and stored in this repository. The journals, which are published in electronic format, are archived article-wise. The rest of the old journals are archived in composite manner. Users can search author-wise or article-wise as per their requirements.

### **Electronic Resources:**

A list of databases available in the Digital Library is given below:

#### ***UGC-Infonet Databases***

The library of Vidyasagar University is a member of UGC-Infonet Digital Library Consortium. This membership facilitates the users to access on-line full-text journals and bibliographic databases, via library website. More than 7 thousand e-journals are available at the library.

#### **List of Publishers of E-journals provided by UGC-Infonet Consortium to the Central Library of V.U:**

<b><u>Publishers</u></b>	<b><u>URL</u></b>
American Chemical Society	<a href="http://pubs.acs.org/">http://pubs.acs.org/</a>
American Institute of Physics	<a href="http://journals.aip.org/">http://journals.aip.org/</a>
American Physical Society	<a href="http://publish.aps.org/browse.html">http://publish.aps.org/browse.html</a>
Annual Review	<a href="http://arjournals.annualreviews.org">http://arjournals.annualreviews.org</a>
Cambridge University Press	<a href="http://journals.cambridge.org/">http://journals.cambridge.org/</a>
Economic & Political Review	<a href="http://epw.in/">http://epw.in/</a>
Emerald	<a href="http://www.emeraldinsight.com/">http://www.emeraldinsight.com/</a>

Institute of Physics	<a href="http://iopscience.iop.org/journals">http://iopscience.iop.org/journals</a>
JSTOR	<a href="http://www.jstor.org/">http://www.jstor.org/</a>
Oxford University Press	<a href="http://www.oxfordjournals.org">http://www.oxfordjournals.org</a>
Portland Press	<a href="http://www.portlandpress.com/pp/default.htm">http://www.portlandpress.com/pp/default.htm</a>
Project Muse	<a href="http://muse.jhu.edu/">http://muse.jhu.edu/</a>
Royal Society of Chemistry	<a href="http://www.rsc.org/">http://www.rsc.org/</a>
Springer Link	<a href="http://link.springer.com/">http://link.springer.com/</a>
Taylor and Francis	<a href="http://www.tandfonline.com">http://www.tandfonline.com</a>
Wiley Blackwell Publishing	<a href="http://olabout.wiley.com/WileyCD/A/Section/id-815577.html">http://olabout.wiley.com/WileyCD/A/Section/id-815577.html</a>
ISID	<a href="http://isid.org.in/">http://isid.org.in/</a>
JCCC	<a href="http://jgateplus.com/search">http://jgateplus.com/search</a>

**List of Publishers of E-Books subscribed by the Central Library of V.U:**

<u>Publishers</u>	<u>URL</u>
Cambridge University Press	<a href="http://www.cambridgeindia.org">www.cambridgeindia.org</a>
Oxford University Press	<a href="http://www.global.oup.com">www.global.oup.com</a>
Pearson Education	<a href="http://www.pearsoned.co.in">www.pearsoned.co.in</a>
World Scientific	<a href="http://www.worldscientific.com">www.worldscientific.com</a>

**Wi-Fi Access:**

The entire library building along with a coverage of about 10 meters surroundings outside the library building, has the privilege of online access of the library resources through Wi-Fi technology. Users can use their own gadgets within the library in the space marked for this purpose in the ground floor.

**Newspaper and Magazine Corner:**

The library has opened a Magazine (of general interest) Corner which is located in the opening space (near the Wi-Fi access zone) in the ground floor. Some national dailies and popular Indian

magazines are displayed here. These will be read within the library only.

### **V.U. library as a Institutional Member of IIT library, Kharagpur and BCL, Kolkata:**

The Central Library of V.U. is a member of two renowned institutional libraries, viz. IIT library, Kharagpur and British Council Library, Kolkata. Under the membership of IIT library, Kharagpur, the users of V.U. get the privilege of borrowing 03 books / reading materials along with reading / reference and other available services within their campus. BCL also provides facilities of borrowing 10 books and 1 audio-visual material to our users.

### **Publications:**

Publications entitled 'A Guide to the Library', 'Library Rules', Central Library: at a glance, and 'VU Central Library: A brief profile' contain the information about the rules of the library and other guides to users etc. are made available to all users. These serve as guidelines for user orientation programme. The detailed information are available in the website.

### **Library Publications:**

- A Guide to the Library
- Central Library: At a glance
- VU Central Library: A brief Profile
- Compilation of Ph.D Theses available at the central library
- Chuni Kotal Smriti Samgraha – a list of documents donated by Mrs. Mahasweta Devi & Mr. Nirmal Ghosh

### **General:**

**(a) Property Counter -** Pigeon hole racks used as property counter are located near the library gate.

**(b) Checkpoint** – The checkpoint is situated at the entrance of the library and is supervised by two security personnel. Their duty is to check the books or the reading materials, issued to the users, taken out from the library.

**(c) Suggestion Box** – A suggestion box is kept near the check point to get suggestions from our esteemed users about improvement of library services offered by us.

**Appeal to the Users:**

- (a) Do not hide, mishandle or upset the arrangement of books/journals. Such practice create problems for other readers. It is not easy for the library staff to trace the misplaced books or journals.
- (b) Please do not replace a book on shelves; we will do it for you. Remember, a misplaced book is equivalent to a lost one. Think how disappointed you will be when you fail to locate a book on the designated place.
- (c) Do not tear off pages from books or journals. Do not deprive other readers of a benefit you are keen on getting. The copy of the book or journal you are mutilating may be the only copy in our library may not be available in the whole of this region.
- (d) While entering the library, please keep your personal belongings in the property counter. While checking out, please show the books or other reading materials to the checkpoint security staff that you are carrying.
- (e) Let us understand that a haphazardly used library is a chaotic library, which is of very little use to a user. Let us remember that disciplined use adds to a library's overall serviceability.
- (f) The Library is your own property; help us to maintain it well.
- (g) If you face any difficulty please do not hesitate to contact the library staff.

**LIBRARY COMMITTEE COMPOSITION:**

Prof. Ranjan Chakrabarti	Hon'ble Vice-Chancellor	Chairman
Prof. B. C. Patra	Dean, Faculty of Science	Member
Prof. U. Bhattacharya	Dean, Faculty of Arts & Com	Member
Prof. D. Mandal	Dept. of Economics	Member
Prof. D. Ghosh	Dept. of B.M.L.Sc.& Mgt.	Member
Prof. P. K. Jana	Dept. of Lib. & Inf. Sc.	Member
Prof. S. N. Bag	T/C. of Midnapore College	Member
Sh. A. M. Sarkar	Finance Officer	Member
Sh. P.Ghosh	Finance Dept.	Member
A. G. S.	Students' Union	Member
Sh. A. K. Sarkar	Deputy Librarian	Secretary

**LIBRARY TELEPHONE / INTERCOM NUMBERS:**

Library	03222-276556
Deputy Librarian	Ext. 444
Assistant Librarian	Ext. 443
Information Scientist	Ext. 470
Office Superintendent. (Library)	Ext. 459
Circulation Desk	Ext. 461
Library Security	Ext. 480
Library Reading Room	Ext. 491

Website: <http://www.library.vidyasagar.ac.in>