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 automation through ICT 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 become the knowledge hub 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 KOHA, an Integrated Library Management Software package with all the modules for automated library operations. RFID enabled automated circulation system and security gates have been integrated with KOHA for higher speed and securityin library operations.

The Central Library of Vidyasagar University, being a member of eShodhSindhu provides on-line access to more than 7 thousand peer-reviewed full text journals from different publishers like ACS, JSTOR, OUP, Taylor and Francis, Project Muse, Springer Link, Web of Science, etc.Library has access to different databases [i.e. Institute for Studies in Industrial Development (ISID) Database, World E-Book Library, South Asia Archive, J-GatePlus (JCCC) and Capitaline]. The Central Library has also purchased E-books from different renowned publishers and also provided access to World eBook Library through National Digital Library of India (NDLI).

The Online Public Access Catalogue (OPAC) and Library homepage provides links to these E-resources. Central Library provides secure remote access to online journals through INDIAN Access Management Federation (INFED) of Inflibnet.

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 and reference materials.

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

Section Unit	**Location**
1. Acquisition Section	Ground Floor (Old Building)
2. Technical Processing Section	Ground Floor (Old Building)
3. Circulation Desk	Ground Floor (Annex Building)
4. Book Stacks	1st floor to 3rd floor (Old Building)
5. Book Stacks	1st floor (Annex Building)
	2nd floor (Annex Building)
6. Reference Collection	Ground Floor (Old Building)
7. Current Periodicals Section	Ground Floor (Old Building)
8. Bound Periodical Section	Ground Floor (Old Building)
9. Competitive Examination Section	Ground Floor (Old Building)
10. Centre for Digital Resource Services	1st Floor (Old Building)
11. Wi-Fi Access Zone	Whole Ground Floor
12. Reading Hall (Sciences)	Ground Floor (Annex Building)
13. Reading Hall (Soc. Sc.& Humanities)	1st Floor (Annex Building)
14. DDE-Library-cum-Reading Room	1st Floor (Annex Building)
15. Faculty Alcove	1st Floor (Annex Building)
16. Audio-Visual-cum-Meeting Room	1st Floor (Annex Building)
17. Ph.D. Theses Unit	1st Floor (Annex Building)
18. Reading Hall (Bound Periodical and Donated Books)	2nd Floor (Annex Building)
19. Digital Archive	2nd Floor (Annex Building)
20. Research Cubicles	2nd Floor (Annex Building)
21. Old News Papers Section	2nd Floor (Annex Building)

New Systems / Facilities:

(a) Electronic Surveillance System: To ensure proper surveillance of some service areas within the library, we have installed one PTZ camera at the entrance and number of CCTV cameras in various

strategic locations within the Central Library. All these cameras are active 24×7 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 of the Annex Building will be covered under surveillance systems.

(b) Institutional Digital Repository: The research output, faculty publications, academic, administrative and official documents etc. of Vidyasagar University are regularly digitized and stored in Repository Server. It enables the university community to deposit their scholarly publications by themselves using a web interface, which are organized for easy retrieval. The access of this Institutional Repository is open to all.

(c) Facilities for Differently Abled Users: Reading and learning tools for physically disabled as well as visually impaired (low-vision users) are available in the central library.

Library Timings:

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 8-00 PM

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

Timing of Centre for Digital Resources:

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

Collection and Resources:

The Central Library of Vidyasagar University has a collection of over 1 lakh purchased books, about 121subscribed print journals and nearly seven hundred E-books purchased 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 nearly 7 thousand on-line full-text peer reviewed journals under eShodhSindhu Consortium.

Books:

The Library uses Dewey Decimal Classification (DDC) system to classify its documents. Dewey Decimal Classification classifes the universe of knowledge into ten broad categories 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	1st Floor
2)	Anthropology- Physical	2ndFloor
3)	Applied Mathematics	2nd Floor
4)	Applied Sciences, Technology	2nd Floor
5)	Aquaculture	2nd Floor
6)	Botany	2nd Floor
7)	Business Management/Administration	2nd Floor
8)	Chemistry	2nd Floor
9)	Commerce & Management	2nd Floor
10)	Computer Science	3rd Floor

11)	Economics	1st Floor
12)	Electronics	2nd Floor
13)	Geography	3rd Floor
14)	History	3rd Floor
15)	Language (s)	1st Floor
16)	Library and Information Science	1st Floor
17)	Literature (s)	3rd floor
18)	Microbiology	2nd Floor
19)	Nutrition	2nd Floor
20)	Philosophy	1st Floor
21)	Physics	2nd Floor
22)	Physiology	2nd Floor
23)	Political Science	1st Floor
24)	Remote Sensing	2nd Floor
25)	Social Sciences / Sociology	1st Floor
26)	Zoology	2nd Floor
27)	Most Circulated Books (All subjects)	Gr. Floor (Annex Building)

Location of Books by Classification Number:

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

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

Periodicals and Reference collection Section:

Periodicals 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:

- Membership Registration
- Issue, Return, Renewal of books
- Library Fine Generation
- Issue of no dues / Clearance Certificate
- Issue of Duplicate Library Membership Card.
- Renewal of Library Membership Card

Library Membership is open to:

- Students of VidyasagarUniversity
- Faculties of Vidyasagar University
- Employees of Vidyasagar University
- Research Scholars of Vidyasagar University
- Institutional Members
- Members of different bodies of V.U (restricted to Reading Room facility only)
- Outside Institutions (through proper channel)(restricted to Reading Room facility only).

Membership Registration For Students, Faculties, Research Scholars (stipendiary) and other Employees of VidyasagarUniversity:

Membership form is to be collected from the Circulation Desk at the GroundFloor of the Annex Building. A filled-in form is to be submitted alongwith the admission receipt (for students) / joining report (for employees of V.U) and one stamp size photograph at the counter.

Stipendiary and Non-stipendiary Research Scholars:

A Scholar has to pay @Rs.200 per year as Annual Library Fee (Compulsory) for accessing library services. Moreover, a non-stipendiary Research Scholar can borrow two (2) books on payment of Rs.2000/-as caution deposit (refundable after deductions).

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 (as per CDRS rules), etc.

Institutional Members:

The colleges affiliated to V.U can become a member of the library by paying a membership fee of Rs.4000/- 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 number 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)	15	365 days
Core Faculty (DDE)	6	90 days
Non-Teaching Staff	4	90 days
Non-Teaching Staff (Contract)	2	90 days
Officers	12	90 days
Admin. Officers (Contract)	6	90 days
Research Scholars (Stipendiary)	5	90 days
Research Scholars (Non- Stipendiary)	2	90 days
Ex-students, Ex-members &Others[All library facilities exceptborrowing 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 for students and five rupee per day per book will be charged as overdue charge for M.Phil. Students and Research Scholars. 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 money receipt of Rs.100/- deposited at the university cash counter or paid through POS machine available at Circulation Desk.

For lost library books, the user has to bring it to the notice of the circulation staff immediately to get relief from paying the delayfine from the date of

application and to take the following actions whichever is permissible as per library rules:

(i) Replace a new copy (latestedition) 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 university's theses are kept in the book cases at the 1st floor of the Annex Building and are arranged by Call Numbers. These collections are usually not lent out. They are referred within the reading room only.

Current Periodicals:

The Central Library subscribed to 107 print journals and 18 print magazines. 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 5249 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, Theses etc. All these collections are available online at http://library.vidyasagar.ac.in/dspace/or athttp://192.168.200.10:8080/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 2848 Administrative Documents are archived so far.

* *Convocation Addresses*: Twentieth 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 one thousand 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 and e-Journals are available through eShodhSindhu

eShodhSindhu

The library of Vidyasagar University is a member of eShodhSindhu Consortium. This membership facilitates the users to access on-line full-text journals and bibliographic databases, e-books via library website. Around 7 thousand e-journals are available at the library.

List of Publishers of E-journals and Databases provided byeShodhSindhu consortium to the Central Library of V.U:

Publishers/ E-Resourcs	*URL*
American Chemical Society	https://pubs.acs.org/
Annual Review	https://www.annualreviews.org/

Economic & Political Weekly	https://www.epw.in/
Institute for Studies in Industrial Development	http://isid.org.in/
J-Gate Plus (JCCC)	https://jgateplus.com/search
JSTOR	https://www.jstor.org/
Oxford University Press	https://academic.oup.com/journals
Project Muse	https://muse.jhu.edu/
South Asia Archive (SAA)	http://www.southasiaarchive.com/
Springer Link	https://link.springer.com/
Taylor and Francis	https://www.tandfonline.com/
Web of Science	http://apps.webofknowledge.com/
World e-book Library	https://ndl.iitkgp.ac.in/

ShodhShuddhi Access (For detection of Plagiarism)

URKUND Plagiarism Detection Software:
https://secure.urkund.com/account/auth/login

List of Publishers of E-Books subscribed by the Central Library of V.U can be accessed from inside the Central Library of VU through http://192.168.200.3/drac/ or it can be accessed from outside the Central Library through http://inet.vidyasagar.ac.in/drac

E-Books by Publisher

- Addison Wesley

- Addison-Wesley Professional

- Cambridge University Press

- Imperial College Press

- Oxford Scholarship Online
- Pearson
- Pearson Education
- Pearson Education UK
- Pearson India
- Prentice Hall
- Prentice Hall PTR
- Sams Publishing
- World Scientific Publishing Co. Pte. Ltd.

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 anywhere within the Central Library.

Remote Access Facility:

Remote access facility is available to the faculty member, Research Scholars and other university staff members in which all the subscribed online E-resources can be accessed from anywhere beyond the campus through INDIAN Access Management Federation (INFED) provided by Inflibnet.

Newspaper and Magazine Corner:

The library has a Magazine (of general interest) Corner which is located in the opening space (near the RFID Gate) 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 an Institutional Member of IIT library, Kharagpur and British Council Library (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 30 documents and audio-visual material as per rules.

Library 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.

General:

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

(b) Security-cum-Information Desk – The Security–cum–Information Desk 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) Feedback System – A computer is kept near the RFID Security Gates to collect regular feedback from the library users about the library resources and service 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. RanjanChakrabarti Hon'ble Vice-Chancellor Chairman

Prof. S. Saha	Dean, Faculty of Science	Member
Prof. S. P. Basu	Dean, Faculty of Arts & Com	Member
Prof. S. Jana	Dept. of Economics	Member
Dr. S. Ghosh	Dept. of Physics	Member
Prof. D. S. Rath	Dept. of Lib. & Inf. Sc.	Member

Dr. J. Laha	Principal, Raja. N. L. Khan Womens' College	
Member		
Sh. G. Pal	Finance Officer	Member
Sh. K. Paul	Office of the Vice Chancellor	Member
A. G. S.	Students' Union	Member
Sh. A. K. Sarkar '	Deputy Librarian	Secretary

LIBRARY TELEPHONE / INTERCOM NUMBERS:

Library	03222-298432
Deputy Librarian	Ext. 432
Assistant Librarian	Ext. 433
Information Scientist	Ext. 434
Office Superintendent. (Library)	Ext. 435
Circulation Desk	Ext. 436
Library Security	Ext. 441
Library Reading Room& reference Section	Ext. 442
Periodicals Section	Ext. 437
Acquisition Section	Ext. 438
Technical Processing Section	Ext. 439

Website: http://library.vidyasagar.ac.in/