



KNOW YOUR LIBRARY



Central Library
Jadavpur University
Kolkata 700 032

C O N T E N T S

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Introduction

This booklet entitled 'Know your Library' gives an overview of the library facilities in Jadavpur University. 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 are progressing 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.

Sd/

Manilal Murmu

Chief Librarian (Officiating)

December, 2012

Jadavpur University Library Structure

CENTRAL LIBRARY AT MAIN CAMPUS :

Dept. Libraries (Seminar Libraries) incl. School / Centre Libraries are as follows:

Under Faculty of Arts: 13 Departments + 1 School

(1) Bengali (2) Comparative Literature (3) Economics (4) Education (5) English (6) Film Studies (7) History (8) International Relations (9) Library & Information Science (10) Philosophy (11) Sanskrit (12) Sociology (13) Physical Education (14) Women's Studies (School), etc.

Under Faculty of Engineering & Tech.: 16 Departments + 2 Schools + 1 Centre + 1*Dept. - no Library

(1) *Adult Continuing Edn. & Extension (2) Architecture Engg. (3) Chemical Engg. (4) Civil Engg. (5) Computer Science & Engg. (6) Electrical Engg. (7) Electronics & Telecom. Engg. (8) Food Technology & Bio-Chem. Engg. (9) Mechanical Engg. (10) Metallurgical & Material Engg. (11) Pharmaceutical Tech. (12) Production Engg. (13) Construction Engg. (14) Information Tech. (15) Instrumentation & Electronics Engg. (16) Power Engg. (17) Printing Engg. (SL No. 13 to 17) is on S L Campus but solely attach with the S L C Library (18) School of Education Tech. (School) (19) School of Energy Studies (School) (20) Centre for Mobile Computing & Communication is under SLC Library, etc.

Under Faculty of Science: 6 Departments + 2 Schools + 1 *Dept. - no Library

(1) Chemistry (2) Geology (3) Mathematics (4) Physics (5) Instrumentation Science (6) Life Sc. & Bio-Tech. (7) *Geography (8) Environmental Science (School) (9) Oceanographic Studies (School), etc.

S L C LIBRARY AT SALT LAKE CAMPUS :

No Dept. Library on S L Campus but has one Centre for MCC & one ASC Library.

UGC-Academic Staff College (situated on Salt Lake Campus) Library is under SLC Library. UGC -ASC is Estd. in the month of February, 2000 for conducting Refresher/Orientation courses for the academic staff of higher studies Institutions.

Library Awareness as well as Orientation: What and Why

You are earnestly welcome to Jadavpur University Central Library as well as S. L. Campus Library and we are glad to receive you amongst us. The aesthetic purpose of this booklet as a part of the library awareness as well as orientation program is to acquaint you with the University Library System along with its various services. The important addresses of the Publishers portals are given in the booklet so that you may benefit by browsing necessary subscribed journals of our University on your choice.

Know your University

Before becoming the member of the Jadavpur University library, you have to be/already become a member of the Jadavpur University family. At the outset, let us lay before you the historic past and rich tradition of the Jadavpur University.

During the closing decades of the nineteenth century the idea of national education was taking remarkable shape, particularly in Bengal. A pioneer in this regard was the Dawn Society (established 1902), which tried to inculcate the ideals of national tradition and national



interest in education. Then the partition of Bengal came by the British into two provinces on the basis of caste and religion. The spirit of nationalism found its expression in the Swadeshi Movement and the boycott of everything connected with the British including education in general.

The Dawn Society ceased to exist but on November 16, 1905, the cream of Bengali intelligentsia met in a conference in Calcutta, and resolved to form a National Council of Education Bengal – Literary, Scientific and Technical – on national lines and under national control. The Council was registered on June 1, 1906 and its foundation day of was March 11, 1906.

“A college and a school under the name The Bengal National College and School to teach the primary, secondary and collegiate courses according to the schemes of studies framed by the Council were opened and started its aesthetic activities at No. 191/1 Bowbazar Street, Calcutta on the 15th August, 1906.” ... Sri Aurobindo Ghosh was the first Principal. (The National Council of Education Bengal. Calendar, 1906-1908. Calcutta, 1908)

Of all the early undertakings of the National Council of Education, the Bengal Technical Institute, founded in the year of 1910 and renamed as the College of Engineering and Technology, was the only one to survive after a long and bitter struggle. Because of its founding Principles, the Council could not think of seeking affiliation from any of the existing Indian Universities, although the standard of education imparted to the students through the diplomas and the degrees awarded by the Council was recognized as equivalent to the standard of a university both at home and abroad.

Finally, the Jadavpur University Bill was introduced in the West Bengal State Legislature in September, 1955 and Jadavpur University was formally established by the Jadavpur University Act XXXIII, in 24th December, 1955. Dr. Bidhan Chandra Roy, President of the National Council of Education, Bengal, became the first President of the university for a period of four years with effect from 4th December, 1955 (The position of the President at the University is analogous to that of the Chancellor at other Indian Universities) and Triguna Sen was appointed to exercise the powers and perform the duties of the Rector on and from 24th December, 1955 (The position of the Rector in the University is analogous to that of Vice-Chancellors in other Indian Universities.)

Jadavpur University, since the very beginning, has distinguished itself by developing trans-disciplinary programme of teaching and research.

At present, there are two sprawling campuses of 60 acres at Jadavpur & the newer 21.3 acres campus at Salt Lake near Chingrighata respectively. Jadavpur University has been offering its students quality education in Humanities, Science, Engineering and Technology. Jadavpur University is supposed to extend its activities on another two campuses i.e. Sector V at Salt Lake & NIL at Jadavpur near the main campus.

The National Assessment & Accreditation Council (NAAC), an autonomous body constituted by University Grants Commission (UGC), Govt. of India, has awarded Jadavpur University the highest grade (five stars) for its sustained excellence in teaching, research and academic administration and infrastructure facilities in 2001 and grade 'A' with 3.61 out of 4 in 2008.

Among the top 30 Indian Engineering & Technological Institutes including Indian Universities, Jadavpur University ranked 6th position using the performance index p on the basis of publication data from SCOPUS database during 1999-2008. And among the top 67 Indian Engineering & Technological Institutes including Indian Universities, Jadavpur University ranked 7th position using total number of papers published during 1999-2008 according to the SCOPUS database. (Current Science. Vol. 97, No. 3, 10 August 2009. p. 305-6)

In recent past, a study conducted by NISTADS in 2010, Jadavpur University has ranked 4th position among the top universities of India. In UK's Innovation Foundation, our university has ranked as a leading research institution in July, 2012 (in its discourse titled Our Frugal Future: Lessons from India's Innovation system).



According to "The Scimago Institutions Ranking (SIR) World Reports Annual Series 2012", our Jadavpur University has ranked at 12th position in India among all institutes of higher education including the IITs, II Sc. and all the research laboratories including CSIR institutes and 2nd position among the universities. University Ranking by Academic Performance (URAP) Research Laboratory, an overseas outfit, reports Jadavpur University has ranked at 10th position in India in 2012-13, considering academic indicators.

The Department of Chemistry of Jadavpur University has been earmarked as one of the "Top Chemistry Departments" in India in the International year of Chemistry (2011-12) by the expert Committee Chaired by Prof. C. N. Rao, constituted by the Department of Science & Technology, Govt. of India.

Jadavpur University offers an exciting campus life for its students who are among the brightest in the country. Students from Jadavpur University can be found all over the world successfully pursuing careers in industries, academics, media, business and other fields.

Library Services in NCE, Bengal in 1906

With the establishment of National Council of Education and Bengal National College, the library started its functions for rendering library services to its users'.

"Since the opening of the college (under N.C.E.) in August, 1906, steps were taken to provide it with an efficient library and with the aid of the donation of Rs. 5000 given by the President; the committee was able to make a beginning. ... Sri Aurobindo Ghosh by placing his rich collection of books numbering 673 in various departments of study helped to enrich the library... within the short space of five months the committee was able to place together in the college library as many as 2500 volumes ... The estimated value of the books in the library on the 31st December, 1906 was about Rs.10, 000 (approx.). In view of this expansion of the library a whole time Librarian has been appointed. Babu Jnanadakanta Chakravarty was the first Librarian". (The National Council of Education, Bengal. Calendar, 1906-1908. Calcutta, 1908)

"On the 31st December, 1911, the number of volumes in the library of the Council was 6606 and these estimated values were of Rs. 12245. Some of these were loaned books. A regular catalogue of the collected books was being prepared ... some notable additions were made to the library in the year, 1929. On the 31st December, 1929, the number of the volumes in the library was come up-to 9300 and the estimated value was of Rs. 24775. A catalogue with card indices was nearly complete.

There was a well-equipped reading-room attached to the library which was used by the students as well as by the teaching staff. Advanced students were allowed to access collected books and periodicals for reference and study at free of charge." (The National Council of Education, Bengal. Report, 1908-30).

Library Services in Jadavpur University in 1955-56

"In 1955-56, after getting formal establishment under the Act as Jadavpur University Act XXXIII in 24th December, 1955, at preliminary stage total number of volume of books in the Library were 14,502 and increased to 18,077 in the same period and in 1955, bound periodicals were increased from 5170 to 5498. The library issued altogether 70,000 volumes during the period found in the report. The total staff out of 8 in the library, they were consisted of 2 professional staff, 3 clerical staff, 2 student assistants (part-time) and one duftary. Books grant amounting to Rs. 80,000 were received from the University Grants Commission." Niranjan Maitra was the first Librarian and the In-Charge of the University Library at that time.

The Chief Librarians of Jadavpur University

- | | |
|---------------------------------|---------------------------------|
| (1) Ajit Kumar Mukherjee | (5) Ramkrishna Saha |
| (2) Dr. Aditya Kumar Ohdedar | (6) Manilal Murmu (Officiating) |
| (3) Dr. Ajoy Ranjan Chakraborty | (7) Dr. Binod Bihari Das |
| (4) Krishna Dutta | (8) Manilal Murmu (Officiating) |

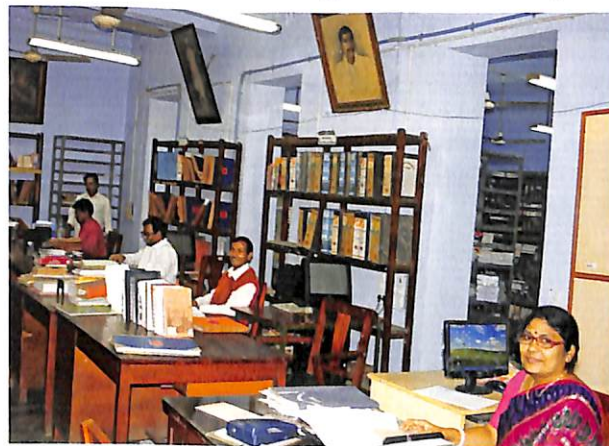
The Jadavpur University Library (as on 30.11.2012)

The University Library is proud of its own library system, which comprises the Central Library, Salt Lake Campus Library, Departmental Libraries, and also the Libraries attached with Schools and Centres having teaching program for studies in different disciplines.

The University Central Library is housed in a three-storied building on Jadavpur campus. Its shelving space and working space is total 36,000 sq. ft. (approx.) and is extended by new construction of four-storied Annex Building of space 22,000 sq. ft. There are more than 14 service Units/Sections in Central Library to run the total Library Systems. In the Old Building, floor-wise distribution of the sections: in ground floor 1) Membership Registration Section 2) Checking

Counter 3) Circulation Section 4) Book Dispatch Section 5) Gn. Reading Room Section 6) Bound Vol. Section (mezzanine floor); in first floor 7) BKSO Section 8) Serials Section 9) Old & Rare Collection Section 10) Xerox Section 11) Office of the Chief Librarian 12) Binding Section; in 2nd floor 13) Cataloguing Section 14) Reference Section and 15) Labeling Section respectively. Side by side, in the Annex Building, floor-wise distribution of the sections: in ground floor 16) Bound Volume Journals; in the first floor 17) Center for Digital Library and Documentation with Learning Resource Center 18) Document Delivery & Resource Center (UGC-Info-net); in 2nd floor 19) Bound Volume Journals; in 3rd floor 20) Thesis & Digital Archive Section, are housed. Presently, the service of Thesis Section is started partially. Central Library has eight reading rooms, 5 carrels, and one alcove for Bound Volumes of Journals by providing total sitting arrangement for the 800 readers at a time. There is a separate library building on the Second Campus at Salt Lake. As the part of University Library system, it is the Campus Central Library with separate set-up on the Salt Lake Campus of the University. All library functions are run through this library similar to central library of Jadavpur Campus. The library is housed in ground floor on the space of about 6940 sq. ft. (approx.) but there is an action plan to construct the 1st floor with & on same space in near future.

Under the potential for excellence programme of UGC, Centre for Digital Library has been established in November, 2003 in the first floor of the new Annex Building of the Central Library. The



Digital Library has a Learning Resource Centre (LRC) with 60 nodes and eight servers and a reading room. The Digital Library Management Soft-ware i.e. D-space has been installed and is in operation.

Most of the Departments are also well equipped with Departmental Libraries containing the text books most commonly needed by students of the subject. Reading and borrowing facilities as appropriate are given in the Departmental Libraries to the faculties, staff, students' members & research scholars of the Department.

The Central Library has been organized into 20 working units and service sections. The reprography unit has Photostat and microfilming apparatus, a microfilm reader and 2 photocopying machines.

Collections

At present, the Central Library has over 6,14,846 volumes of books on record (including those loaned to the 32 Departmental Libraries & Schools, Centers under teaching programs or projects), 80,000 bound volumes of journals, 4583 theses and 7000 dissertations, and 37,000 items of non-book materials such as reports pamphlets, maps and micro-forms. In addition, the Second Campus Library has over 26,749 volumes of books on record (including those loaned to Center for Mobile Computing & Communication and UGC Academic Staff College Library).



total, the University Library has access facilities to around 12,000 subscribed e-resources.

A considerable part of the Library's collections consists of gifts from individuals and the institutions; the largest number books donation having been from Sri Uday Kumar Das, Kumar S.C. Nandy of Cossimbazar, the British Council, USIS, Asia Foundation, the late A.K. Chanda, Sri M. N. Mitra, Sudhindranath Datta and



others. The gift collections contain a good number collection of old materials, valuable for research in the humanities and social sciences.

Lib-sys Web Version is installed for library automation. Databases of books, journals and awarded theses, etc., are being created and updated.

Those databases are also available at the address <http://203.197.118.95:8080/jopacv11/html/Search> Form. Facilities for searching Databases through OPAC in ground floor and Internet are also available to all users in Centre for Digital Library & Documentation in 1st floor of Central Library.

The work of the RFID tagging, confined to GN collections and holdings, is going on at Central Library and there is a plan to introduce it for Salt Lake Campus Library also.

Centre for Digital Library & Documentation

Under the potential for excellence programme of UGC, the development for the infrastructure of Digital Library was initiated in September 2003.

A Learning Resource Centre has been set-up with sixty nodes for Teachers, Students, Research Scholars and Academic Administrators for retrieving subscribed On-line Journals, e-Books, abstract of Ph. D thesis, full text of Master Degree thesis, old question papers from the repository and for internet browsing. LRC has also been set-up at Salt Lake Campus Library for 10 nodes. The hardware infrastructure for archival of rare texts has been installed; besides this, the users may search all subscribed On-line journals and databases from all the computers connected to the Jadavpur University Network (LAN). The Digital Library portal is:

http://www.jaduniv.edu.in/digital_library.php/http://jportal.jdvu.ac.in] and is shown below:



Digital Library Management System

The state of the art Digital Library Management Software D-space, developed by MIT, USA and Hewlett Packard has been installed. This open source software has been customized to suit with our requirements. D-space accepts all forms of the digital materials including text, images, video and audio files for future access as and when required by users following the web-portal:



Search D-Space D-Space at Jadavpur University >

Advance Search

⊕ Home

Browse

⊕ Communities & Collections

⊕ Issue Date

⊕ Author

⊕ Title

⊕ Subject

Sign on to:

⊕ Receive email updates

⊕ My D-Space authorized users

⊕ Edit Profile

⊕ Help

⊕ About D-Space

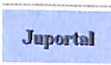
Jadavpur University
Welcome to Digital Repository of Jadavpur University

Search
Enter some text in the box below to search D-Space.

Communities in D-Space
Choose a community to browse its collections.

- Affiliated Institution [1740]
- Central Archive [97]
- Centre for Studies [33]
- Departments [17983]
- Institutions (courses affiliated) [283]
- Ph.D Course work [11]
- Schools [1127]
- Test Community [7]
- test_test infu [11]

Related Links



Some Important Journals and mode of availability

Name of Society/Publisher	No. of Journals	URL
ACM Digital Library	74	http://dl.acm.org
ASCE Journals	32	http://ascelibrary.org/journals
ASME Journals	24	http://asmedl.org/journals/doc/ASMEDL-home/jrnls
Bio-Med Central	181	http://biomedcentral.com
Blackwell-Wiley	999	http://onlinelibrary.wiley.com
Cambridge University Press	287	http://journals.cambridge.org
Elsevier	2243	http://www.sciencedirect.com
IET Digital Library		http://ieeexplore.iee.org/http://www.iecdl.org
IEEE Explore Digital Library	212	http://ieeexplore.ieee.org/http:digital-library.thiet.org
Institute of Physics	29	http://iopscience.iop.org/EJ
JSTOR	2213	http://www.jstor.org
Project Muse (Social Science & Humanities)	237	http://muse.jhu.edu
Pro-Quest Science	3	http://search.proquest.com
Science Direct		http://www.sciencedirect.com
Sci-finder Scholar	1	http://www.scifinder.cas.org
SCOPUS		http://www.scopus.com/home.url
Springer Link	270	http://link.springer.com
Taylor & Francis	1494	http://www.tandfonline.com

Example for searching:

Journals	Descriptions	Sites
Dynamics of Public Administration	Online only	http://indianjournals.com
IIMS Journal of Management Science	Online only	http://indianjournals.com
"Before I Forget...": Journal of the Poyntzpass and District Local History Society	Online only	http://www.jstor.org/action/showPublication?journalCode=befofogipoyndis
19th-Century Music	Online only	http://www.jstor.org
4 OR : Quarterly Journal of the Italian Operations Research Society	Online only	http://www.springerlink.com
4S Review	Online only	http://www.jstor.org
90 Minuit's	Print only	
A.A.V. Newsletter	Online only	http://www.jstor.org/action/showPublication?journalCode=aavnewsletter
AAPG Bulletin	Print only	
AAPS PharmSciTech	Online only	http://www.springerlink.com/openurl.asp?genre=journal&issn=1530-9932

Some Important e-books and mode of availability

Name of Society/Publisher	URL
Elsevier	http://www.sciencedirect.com
Oxford University Press	http://oxfordscholarship.com
Springer	http://www.springerlink.com
Wiley	http://onlinelibrary.wiley.com

Additional Services

With the introduction of digital library, a number of important services other than e-journals, e-books accessing has already been implemented, e.g.

- ✓ Archival of rare text documents.
- ✓ Archival of Ph. D theses abstracts.
- ✓ Question papers of JU since 2005.

JU Digital library beyond Campus

Beyond these above online facilities, another facility - Digital Library beyond campus has also been introduced to browse online subscribed journals for the registered faculty members and officers of the university. The all registered members can access the subscribed online journals through internet from anywhere following the instructions below:



JADAVPUR UNIVERSITY
Center for Digital Library & Documentation

Jadavpur University Single Sign-On:

Please enter your credentials to log in to E-Resources Subscribed by Jadavpur University

User Name : Enter User Name

Password : Enter Password

New Users? [Register Here](#)

"Please download the Declaration form" [From Here](#)

Library Hours

The Library Hours of the Central Library & Salt Lake Campus Library are as follows:

	Central Library	Salt Lake campus
Monday to Friday	: 10 a.m. to 8.30 p.m.	10 a.m. to 7.00 p.m.
Saturday	: 10 a.m. to 5.30 p.m.	10 a.m. to 5.30 p.m.
Sunday	: 11 a.m. to 6.00 p.m.	11 a.m. to 6.00 p.m.

The Central Library & Salt Lake Campus Library remains closed only on University holidays.

Library Membership

The total number of members is 10500. About 4000 students enroll and withdraw their names on "in & out" process as Library Member every year.

The membership of the University Library is open to the teachers, students, research scholars, officers, non-teaching employees, ex-employees, ex-students of the University; and even to the teachers of schools, colleges, universities and govt. employees outside the University. ***The reading facilities of Central Library are provided to outside scholars engaged in serious reading and research.***

Students should apply in a prescribed form for enrolment with passport size photographs (5 copies for U.G. and 6 copies for P.G. students). They will be issued two sets of cards, one set of cards for borrowing books and one card for reference use in the Reading Room as well as Digital Library network searching. They can borrow book (s) from Central library as well as the respective Departmental Libraries under allowed facilities and rules of the Jadavpur University Library. Other members of library can also enjoy the library facilities as per their category of membership following the table below:

All categories of members are requested to contact with Membership Registration Unit in the ground floor of the Central Library for details.

All newly enrolled members as Jadavpur University family are requested to register his/her name at Central Library or Salt Lake Campus Library as Library Membership to avoid the difficulties in future. In case of students, who join to a recognized course in any department or school/centre of the university for the period of minimum one calendar year, he/she is entitled to get library membership as per university library rules.

There is a plan to introduce SMART CARDS to all members very soon.

Borrowing Privileges of the Users

All categories of members except the short-term users (on temporary) are entitled to borrow books from the Central as well as the Departmental Library.

The registration for the library membership is done in the Central Library but the members registered in the Central Library can also use the Salt Lake Campus Library and the Departmental Library. The registration works of the library membership has also been started at Salt Lake Campus Library in the same manner since last few years and finally “no dues certificate” for Salt Lake Campus Library is issued only to them who have registered their name at Salt Lake Campus Library not referred from CL, JU.

All categories of members are to pay over-due charges for late return of the borrowed book (s) as per rules.

Category of Users	Number of titles to be borrowed from			
	Central Library	Departmental Library	Central & Departmental Library	Total
Under Graduate Students	2	2	-	4
Post Graduate Students	3	2	-	5
Ex-students/Ex-employee	3	-	-	3
University Teachers	5	10	-	15
Research Scholars	-	-	5	5
University Officers	10	-	-	10
Non-teaching Staff	2	1	-	3
Part-time Teachers	3	-	-	3
Professor emeritus	5	-	-	5
Non-Jadavpur University	2	-	-	2

Personal Belongings

There is a Janitor’s (Check) Counter at entrance in the ground floor. Personal Belongings i.e. bag; personal book, portfolio, cover files, etc. should be deposited at the Janitor’s (Check) Counter for which a token will be issued. Valuable belongings like cash, ornaments, etc. should not be kept in the counter. Facilities provided for depositing personal belongings at the Janitor’s (Check) Counter could be enjoyed only for the period of till the depositor is actually present in the library.



How to find books - Library Catalogue

There is author/title catalogue for books in European Languages, English. For Bengali, Hindi and other Indian languages there are similar catalogues. The main guide to locate a book in the library is the Author-title Catalogue. In the Author – title Catalogue, the cards [entries] are arranged under the names of the authors/editors/translators and title, for every book in the library. Corporate Bodies, Societies, Institutions, Government Bodies are regarded as the authors of the works published by them. All the cards [entries] (authors/editors/translators/title) in the Author Catalogue are arranged in alphabetical sequence as in a dictionary for easy identification of the requisite book on collection.

In the subject catalogue, the cards [entries] are arranged under the subject-headings in alphabetical sequence for each book on chosen subject heading.

The Universal Decimal Classification Scheme is used throughout. An outline of Universal Decimal Classification Scheme is given below:

- 0 Generalities...Knowledge. Organization. Information. Documentation. Librarianship. Institutions. Publications.
- 1 Philosophy. Psychology.
- 2 Religion. Theology.
- 3 Social Sciences. Statistics. Politics. Economics. Trade...Welfare...Education. Folklore.
- 5 Mathematics and Natural Sciences.
- 6 Applied Sciences. Medicine. Technology.
- 7 The Arts. Recreation. Entertainment. Sports.
- 8 Language. Linguistics. Literature.
- 9 Geography. Biography. History.

A book is located & identified by its Call Number [Class No. + Book No] that is printed on the top left hand corner of the catalogue card.

SPECIMEN
CATALOGUE CARD

512.8 Lang, S.
L271e2 Introduction to linear algebra/Serge Lang.-
2nd ed.-New York, Springer Verlag, 1986.
12 cops.
RR-1 Vii, 293p.
RS-1
Dept. M5 0-387-96205-0:DM 89.00

Information details of Catalogue Card

512.8 – Class Number	512.8 L271e2 – Call Number
L271 e2 – Book Number	
Lang, S.	Author (Surname – Lang)
Introduction to linear algebra	Title of the Book
Serge Lang	Full Name of Author (Serge–First Name, Lang–Surname)
2nd ed.	2nd edition.
New York	Place of Publication
Springer Verlag	Name of the Publisher
1986	Year of Publication
Vii	Preliminary Pages (Foreword/Preface/Contents etc.)
293 p.	Textual Pages
0-387-96205-0	ISBN of the Book
DM 89.00	Price of the Book
12 cops	There are 12 copies available in the library
RR – 1	Out of 12 Copies, 1 copy is available in the Reading Room
RS – 1	Out of 12 Copies, 1 copy is available in the Reference Section.
Dept. M5	5 copies are available in the departmental Library, Mathematics. 5 copies are available in the stack room of the Central Library.

RFID Library Management System particularly for circulation of books is being introduced. In the first phase about 42000 books out of 48,000 books have been tagged. The book tagging process in the second phase has started for 50,000 books including S L Campus Library.

Reading Rooms

There are 8 Reading Rooms in the Central Library. The main Reading Room is in the Ground Floor. In the first floor there is a reading room for the Current Journals. For reference books, students are advised to consult the reading room of the Reference Section which is in the Second Floor. For consulting, the Bound Volume Journals & Dissertations are in Mezzanine Floor; Bound Vol. Journals are in Ground Floor & Second Floor of the annex building and Thesis' are in 3rd Floor of the annex building of Central Library.



Books for Loan

To get a book for home use, entitled & willing users should write the name of the author, title of the book, Call Number (Class Number + Book Number), Accession Number etc. in a printed requisition slip available in the Circulation Section. The filled in requisition slip should be dropped in the specified drop box kept in the Circulation Counter for the purpose thereof. Lent book should be returned within the due date otherwise overdue fine will be charged as per library rules. All books in the Library are arranged in the classified order. Therefore, the correct call number will ensure quick location of the book (s) in the shelves.

Specimen of book requisition slip

Author Lang, S. (please write the Surname first)
Title Introduction to linear algebra
Class No. 512.8 Book No. L271 e2
Accession No. M4214
Card No. M142 Reserved for..... (give the date for which reserved)
Signature
Class P.G. 1st year Mathematics

Career Guidance Books

Books relating to different competitive examinations for career/service and journals on current information, general knowledge and other documents are separately available for consultation only in the Reading Room in the ground floor and 2nd floor of the Central Library.

Jadavpur University Information File

The convocation address, annual reports, newsletters, Statutes/Acts and other documents published by J.U. are recorded in this file. These are available for consultation only in Reference Section (2nd floor) at office hours from 10 a. m. to 5.30 p. m. on week days.

Xerox Services

All regular members are provided with the Xerox facilities of the relevant portion of the books and journals etc. available in the Central Library @ 50 p. per page as per rules against Xerox coupon (s) available from University Cash Section. A user can enjoy Xerox facility maximum 20 pages at a time per day from Central Library. Interested user can be submitted his/her requisite document in the 1st half of working hour showing requisite coupon (s) and he/she should collect his /her Xeroxed document in the 2nd half of working hour on the same day. Out-side Xerox facility is restricted for all users.

On-line Public Access Catalogue

Along with the traditional card catalogue, on-line public access catalogue (OPAC & Web-OPAC) of the library is operational.

The OPAC allows to search by author, title, subject and title keywords as well as through the other several access points. These facilities are available both on the following intranet at <http://juportal.jdvu.ac.in/> and through internet http://jaduniv.edu.in/digital_library.php

At the entrance point of the Central Library in the ground floor both the OPAC and Card Catalogue access facilities are available. Campus to Campus LAN connectivity has already been activated.



Off-line Database Search

CD-ROM databases like EI-Compindex, Information Science Abstract Plus, etc. are available for use. Other than these databases, a good number of CDs are also available on different fields. For use of these resources, users are advised to contact with the Reference Section & Digital Library.

Searching On-line Journals, Databases & Internet

These facilities are available in the different floors of the Central Library and particularly in the Centre for **Digital Library** and Documentation with 60 (sixty) nodes.
[J.U. Digital Library Portal: <http://juportal.jdvu.ac.in>]

JCCC-UGC Info-net Document Delivery Services

Inflib-net has identified, Jadavpur University Library as one of the 20 document Delivery Centres to fulfill the interlibrary lending requests from users all over the country. The University Library is providing this online service on a regular basis from June 2009. The academic community of Jadavpur University may avail this service through JCCC UGC Info-net.

Other Important Services

Inter library loan, indexing and abstracting, current awareness, reference and information service, book exhibitions etc. are provided to the users.

General Rules

1. Before getting books issued, any mutilation or marking should be pointed out immediately to the In-Charge of the circulation counter and his/her initials be obtained there, otherwise the member shall be responsible for mutilations and markings discovered afterwards.
2. All members/users shall maintain perfect order of library system and keep silence in the library.
3. On entering the library, every library member/user will be required to write legibly his/her name in full and his/her department/address (for out-side member), Card No., arrival & departure, etc. in the register specially provided for the purpose and kept at the Check Counter.
4. The cards are not transferable and Loan Card must be produced to borrow books. The Reference Card must be produced to use textbooks in the general Reading Room; current journals in Serials Section; reference books in the Reference Section and other Sections, etc. and also produced in the Centre for Digital Library and Documentation for network searching.
5. Loss of Library Cards, he/she should immediately be reported to the Membership Registration Section; For getting duplicate card against lost one, he/she should deposit @ Rs. 50/- per card at university cash counter and submits the cash receipt to the library Membership Registration Section as proof.
6. But in case of token lost, it should be reported to the Check Counter immediately and for the lost token an amount for compensation @ Rs. 50/- should be deposited at university cash counter and submits the cash receipt to the library Check Counter as proof.
7. No users are allowed to enter inside the Library premises carrying with his/her personal belongings i.e. bags, Xeroxed documents, laptop, portfolios, satchels, attaché cases, umbrellas, flat files or file covers, personal book, folders, etc., except purse; books borrowed from the University Library but not meant to be returned to the Library shall be deposited at the Check Counter against a numbered token.
8. Assembling in front of the Central Library as well as other libraries of the University, loudly speaking and gossiping, using mobile, smoking inside the Library premises is strictly prohibited.

9. Overdue fine is levied @ 0.30 p. per lent book per day but if the amount incurred in fraction then it would be rounded off or to next rupee for payment within 1st overdue period. Beyond the first overdue period the overdue fine will be levied @ 1.00 in the same manner.

10. For loss of lent book/s, borrower should inform to Circulation Section timely for necessary suggestions as per university library rules to avoid the complexity on this issue.

11. Any student member could issue (loan) his/her book for the 1st 15 (fifteen) days and can be renewed for maximum 2 (two) times at same duration if no demand is reserved by another member in the mean time for the same book.

12. Other than student member, all members could issue (loan) his/her book for the 1st 1 (one) month & can be renewed for maximum 2 (two) times at same duration if no demand is reserved by another member/user in the mean time for the same book.

13. All external e.g. ex-student, ex-faculty, member from other institute, etc., member should be renewed his/her membership periodically as per rules of the library membership, JU.

14. For getting library membership, the willing candidate is requested to contact with the Membership Registration Section personally at the Central Library or Salt Lake Campus Library, JU for details (i.e. required documents, etc.)

15. After receiving the “No dues Certificate”/”Clearance Certificate”, from Central Library or Salt Lake Campus Library, it should be preserved by his/her own safe custody to avoid any type of complexity in the future/for future use, if necessary.



Internal Telephone Numbers: Central Library

In the Ground Floor:

Janitor (Check) Counter (2537), Membership Registration (2605), Circulation & Binding (2476), Thesis and Dissertation (2376), Gn. Reading Room (2472), Chamber of Associate Librarian (2371) and Bound Volume Journals in Annex Building (2372).

In the First Floor:

Acquisition (2474), Current Journals & Newspapers (2470), Rare Books (2473), Computer, Photocopying, Chief Librarian's Office (2260), Chief Librarian (2522), Information Scientist (2602) & Centre for Digital Library & Documentation (2370), Document Delivery Centre (UGC Info-net) (2603) in Annex Building.

In the Second Floor:

Cataloguing (2471), Reference (2475, 2604) Librarian (2251) and Bound Volume Journals (2606) in Annex Building of the Central Library.

Henceforth, from our-side of the university all internal telephone number can be used as external telephone call preceded by four digits 2457 e.g. 2457 2471, etc.; further an arrangement is going to connect from main campus of JU to Salt Lake Campus so that all internal telephone numbers could call preceded by dialing 6 to internal number as the external telephone call, e.g. 6101, etc. and similarly from S L Campus to Jadavpur Campus could call over all internal telephone connections, e.g. 2225, etc. directly.

In the Third Floor (Annex Building):

Digital Archive & Thesis (will be operational very soon).

In the First Floor:

Acquisition (2474), Current Journals & Newspapers (2470), Rare Books (2473), Computer, Photocopying, Chief Librarian's Office (2260), Chief Librarian (2522), Information Scientist (2602) & Centre for Digital Library & Documentation (2370), Document Delivery Centre (UGC Info-net) (2603) in Annex Building.

Internal Telephone Numbers: Salt Lake Campus Library

Librarian (5109), BKSO & Cataloguing Section (5180), Circulation Section (5110), Serials Section (5182), Reading Room (5181).

External Telephone Number:

Central Library: 2414 6460/6866

Salt Lake Campus Library: 2335 6578

E-mail address:

Chief Librarian: chief_librarian@admin.jdvu.ac.in

Librarian (Salt Lake): mlmurmu@lib.jusl.ac.in

Librarian (Central): librarian_cl@admin.jdvu.ac.in

Inform. Scientist: information_scientist@admin.jdvu.ac.in

