

CENTRE FOR DIGITAL LIBRARY AND DOCUMENTATION



**KNOW YOUR
LIBRARY**

CENTRAL LIBRARY
CENTRE FOR DIGITAL LIBRARY
AND DOCUMENTATION
LEARNING RESOURCE CENTRE,
CENTRAL LIBRARY, JADAVPUR UNIVERSITY
KOLKATA - 700 032



Central Library
Jadavpur University
Kolkata 700 032
2023

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Introduction (by Chief Librarian)

The booklet “Know your Library” guides a user to have an overview of the library facilities of Jadavpur University. The library is striving hard to meet the growing demands of the users with the efforts of all the staff members by rendering various services through manual and ICT based system. We are progressing steadily towards fuller automation, but definitely not without a human touch.

February 2023

Sd-

Dr. Shrabana Ghosh
Chief Librarian (Off.)

Jadavpur University Library Structure

CENTRAL LIBRARY AT MAIN CAMPUS :

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

Under Faculty of Arts: 13 Departments

(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) Physical Education (12) Sanskrit (13) Sociology.

Under Faculty of Engg & Tech.: 16 Departments

(1) Architecture Engg. (2) Chemical Engg. (3) Civil Engg. (4) Computer Science & Engg. (5) Electrical Engg. (6) Electronics & Telecom. Engg. (7) Food Technology & Bio-Chem. Engg. (8) Mechanical Engg. (9) Metallurgical & Material Engg. (10)

Pharmaceutical Tech. (11) Production Engg. (12) Construction Engineering (13) Information Technology (14) Instrumentation & Electronics Engg. (15) Power Engg. (16) Printing Engg.

(SL No.12 to 16 are on Salt Lake Campus and solely attached with the Salt Lake Campus Library).

Under Faculty of Science: 7 Departments

(1) Chemistry (2) Geology (3) Mathematics (4) Physics (5) Instrumentation Science (6) LifeSc. & Bio-Tech. (7) Geography.

Under Faculty of Interdisciplinary Studies, Law and Management:

There are 21 Schools and one Department under this Faculty

CENTRAL LIBRARY AT SALT LAKE CAMPUS

No Department Library on Salt Lake Campus except for Centre for Mobile Computing and Communication and UGC-Human Resource Development Centre (HRDC) Library.

This HRDC (situated on Salt Lake Campus) Library is under SLC Library. UGC-HRDC is established 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 Salt Lake Campus Library

and we are glad to receive you amongst us. The 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 online journals subscribed by the University.

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's foundation day was March 11, 1906 and it was registered on June 1, 1906.

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 and Dr.

Triguna Sen was appointed to exercise the powers and perform the duties of the Rector and from 24th December, 1955.

At present, there are two sprawling campuses of 60 acres at Jadavpur and the newer 21.3 acres campus at Salt Lake City (Bidhannagar) 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 more 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 A grade with a CGPA credit of 3.68 out of 4.00 for its sustained excellence in the field of teaching, research & academic administration and infrastructure facilities in 2014. Referring this, UGC has brought the University as one of the India Nation's Universities under the ambit of Scheme of Universities with Potential of Excellence.



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 duftury. Books grant amounting to Rs.80,000 were received from the University Grants Commission.” Niranjana Maitra was the first Librarian and the In-Charge of the University Library at that time.

Trians of Jadavpur University (as on Oct. 2016)

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

The Jadavpur University Library

The University Library is proud of its own library system, which comprises the General Library, Salt Lake Campus Library, Departmental Libraries, and

also the Libraries attached with Schools and Centres having teaching program for studies in different disciplines.

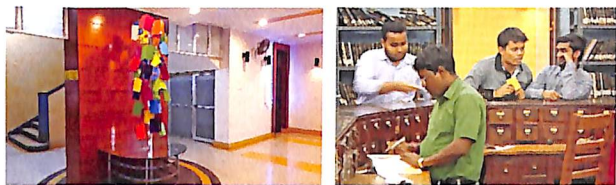
The University Central Library is housed in a three-storied building on Jadavpur campus. Its shelving space and working space is total 36,000 sq. ft. (approx.) and is extended by new construction of four-storied Annex Building of space 22,000 sq. ft. There are more than 15 service Units/Sections in Central 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) Accessible Library 7) Bound Volume Section

In the first floor : 8) BKSO Section 9) Serial Section 10) Old & Rare Collection Section 11) Photocopy Section 12) Office of the Chief Librarian 13) Binding Section;

In second floor : 14) Cataloguing Section 15) Reference Section and 16) Labelling Section respectively. Side by side, in the Annex Building, floor-wise distribution of the sections: in ground floor 17) Bound Volume Section ; in the first floor 18) Center for Digital Library and Documentation with Learning Resource Center 19) Document Delivery & Resource Center (UGC-Info-net); in 2nd floor 20) Bound Volume Journals; in 3rd floor 21) Thesis & Digital Archive Section, are housed.

Central Library has eight reading rooms, 5 alcoves, 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.) and the 1st floor of Salt Lake Campus Library has recently completed its construction with & on same space.



Library Collection on March 2022

	Main Campus (approx.)	Salt Lake Campus (approx.)
Books	6,92,905	35796
Print Journals	197	
Online Journals	10354	14
E-Databases	23	1
E-Journals from e-SodhSindhu(INFLIBNET)	7109	
Hardcopy Bound Volume Journals	82154	
Hardcopy Theses	9107	
Hardcopy Dissertations	6978	
Theses uploaded in Sodhganga	2728	



Centre for Digital Library and Documentation

The Centre for Digital Library and Documentation was established in November 2003 under the Potential for Excellence Program-I of UGC. It has a Learning Resource Centre (LRC) with 60 Nos. of terminals.

All the facilities of Digital Library are available on the Salt Lake Campus Library. The Salt Lake Campus Library has 16 terminals for Learning Resource Centre for students.

All the e-resources of the University can be accessed through Digital Library.



Institutional Repository on DSpace: (IR@ J U)

The main objective of the Institutional Repository of Jadavpur University is to create and develop an archive of the University's own documents for sustainable use. In order to build the Repository (named as **IR@JU**) the DSpace software 6.3 version has been used. The DSpace is maintained remotely in the cloud server. All the users of Jadavpur University have access to the Institutional Repository. Any user of the Accessible Library resources on IR@JU need to have username and password to have access to the content.

The DSpace community has been categorized into four **Faculties, Accessible Library** and a separate section for **Archives**. The Faculties are further subdivided into different Departments. Each Department has its own collection of Syllabus, Question Papers, Master Dissertations, Ph.D. theses, Lecture Notes etc. The Accessible Library has a collection of audio books and .pdf documents. The Archives contains Rare Documents, Convocation Addresses, Occasional Papers, and Periodical Repository etc.

Digital Library beyond Campus Service through RemoteXs

All the e-resources of the University may be accessed through RemoteXs. This service is available to the Faculty members, Research Scholars and to the 2nd year Post Graduate students.

Some important online journals and their URLs

Name of the Society/Publisher	URL
ACM Digital Library	https://dl.acm.org/
Annual Reviews	https://www.annualreviews.org/
ASCE Journals	https://ascelibrary.org/

ASME Journals	http://asmedigitalcollection.asme.org/
Bentham Science Publishers	https://benthamscience.com/
Brill Humanities & Social Sciences Journal Collection	https://brill.com/
Cambridge University Press Journals	https://www.cambridge.org/core/#
Elsevier Science Direct Journals	https://www.sciencedirect.com/
Emerald Journals	https://www.emerald.com/insight/
Geo Science World	https://pubs.geoscienceworld.org/
ICE : Current Engineering Journals Collection	https://www.icevirtuallibrary.com/
IEEE Xplore Digital Library	https://ieeexplore.ieee.org/Xplore/home.jsp
Indian Journals.Com	https://www.indianjournals.com/ijor.aspx
Institute Of Physics Journals	https://iopscience.iop.org/
I-Scholar : Engineering + Basic & Applied Sciences	www.i-scholar.in
Oxford University Press Journals	https://academic.oup.com/journals
Project Euclid Journals	https://projecteuclid.org/
Project Muse	https://muse.jhu.edu/
Royal Society of Chemistry Journals	https://pubs.rsc.org/en/
Sage Journals	https://journals.sagepub.com/
Springer Link	https://link.springer.com/
Taylor And Francis	https://www.tandfonline.com/
Wiley Journals	https://onlinelibrary.wiley.com/

Some Important Database and their URLs

Title	URL
British Humanities Index	https://www.uwe.ac.uk/study/library/databases/a-z/british-humanities-index
Bureau of Indian Standards	https://standards.bsb.co.in/home.aspx
Early English Books Online	https://www.proquest.com/eebo
Ebrary	https://ebookcentral.proquest.com/lib/jadavpur-ebooks/home.action
EPWRF India Time Series	https://epwrfits.in/
India Raj & Empire	https://www.indiaraj.amdigital.co.uk/
J-Gate	https://jgateplus.com/search/

Library and Information Science(LISA)	http://search.proquest.com/lisa
Literature Online	https://www.proquest.com/lion
Mathscinet	https://mathscinet.ams.org/mathscinet/
Oxford English Dictionary (OED)	https://www.oed.com/
Oxford Reference Online	http://www.oxfordreference.com/
Proquest Dissertation And Thesis Global	https://search.proquest.com/pqdtglobal
SciFinder	https://scifinder.cas.org/scifinder/login
Scopus	https://www.scopus.com/
RNIB Bookshare	https://www.nibbookshare.org/cms/
Ulrich's Periodical Directory	https://ulrichsweb.serialssolutions.com
World Shakespeare Bibliography	https://www.worldshakesbib.org/homepage?oup_auth=1

EBSCO Discovery Service

EBSCO Discovery Service is a single point of entry into a library's collection. It enables to search multiple databases, including catalogue data, subscribed journals, full text articles, Institutional Repository of the University in a single search. The search box is being displayed on the library home page on the left side.

The result page will display all the possible results from catalogue, journal articles and e-books, theses etc. These may further limited by some parameters, like, publication date, source types, publication, publisher, language, geography, location and databases.

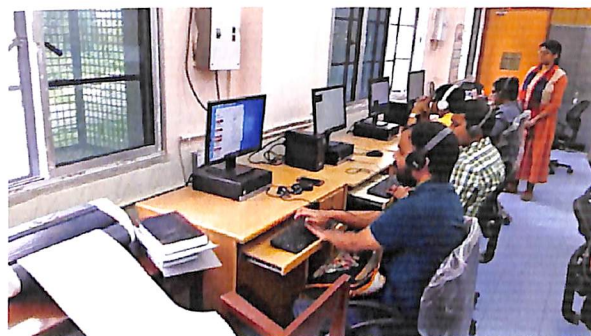
Accessible Library

The **Accessible Library for Persons with Disabilities** was inaugurated on 5th September 2018 at the ground floor of the Jadavpur University Central Library. The

Accessible Library has five staff members and the number of users is about 45.

The Accessible Library for Persons with Disabilities has 2294 audio books, 1284 Braille books, 199 pdf documents and 79 accessible e-books/e-texts. The users also access e- books from Sugam Pustakalaya, Bookshare, Jstor, Project Muse and RNIB Bookshare.

The Accessible Library uses Jaws Professional, NVDA, MAGIC 14, OPEN BOOK 9, Read Braille softwares to access the e-resources.



Library Hours

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

	Main Campus	Salt Lake Campus
Monday to Friday	10:00 am to 8:30 pm	10:00 am to 7:00 pm
Saturday	10:00 am to 5:30 pm	10:00 am to 5:30 pm
Sunday	11:00 am to 6:00 pm	11:00 am to 6:00 pm

Both the Libraries remain closed on University holidays.

Library Membership

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 Literary are provided to outside scholars engaged in serious reading and research.*

Students should apply **online** in a prescribed format for enrolment.

Koha New Library Card Registration URL:

<https://tinyurl.com/ymxbh8f3>

Please fill up the form in block letters

Then with passport size photographs (6 copies for U.G. and 7 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:

Category of Users	Number of titles to be borrowed from		
	Central Library	Departmental Library	Total
Under Graduate Student	2	3	5
Post Graduate Student	2	3	6

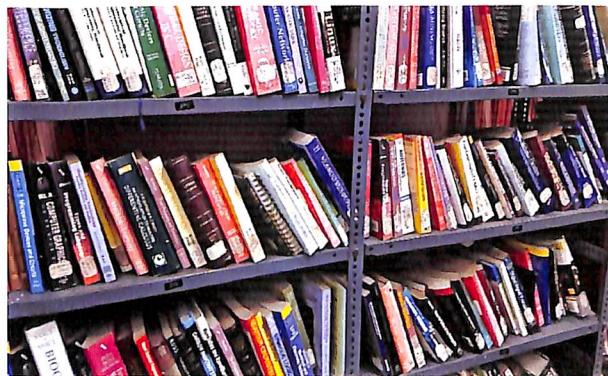
Ex-student/Ex-employee	3		3
University Teacher	5	10	15
Research Scholars	3	2	5
University Officer	10		10
Non-teaching staff	2	1	3
Part-time Teacher	3		3
Professor Emeritus	5		5
Non-Jadavpur University	2		2

All categories of members are requested to contact with Membership Registration Unit in the ground floor of the Central Library for details.(membership. regju@gmail.com or phone 033-2457 2605 on working days)

Non-members of the library will fill up the form online for getting Clearance Certificate on the following URL:

<https://tinyurl.com/bdhubzeb9>

Please remember to bring the PDF certificate obtained through mail and the original money receipt of 1st and 2nd year.



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

Personal Belongings :

There is a Janitor's (Check) Counter at entrance in the ground floor. Personal Belongings i.e. bag, personal book, portfolio, coverfiles, etc. should be deposited at the Janitor's (Check) Counter for which a token will be issued. Valuable belongings like cash, ornaments, mobile 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.

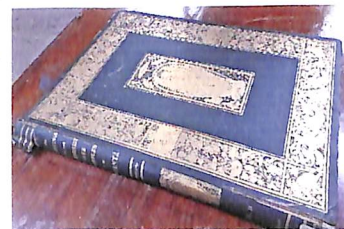
Reading Rooms:

There are several Reading Rooms in the Central Library. The main Reading Room is in the ground floor where students can find textbooks. In the first floor there is a Reading Room for printed current journals



and news papers. For reference books, career guidance books etc students can use the Reference Reading Room in the second floor.

For consulting back volumes of bound journals there are two Reading Rooms in the ground floor and in the second floor. For consultation of thesis one has to seek prior permission from the Chief Librarian in writing and use the Reading Room of the 3rd floor.



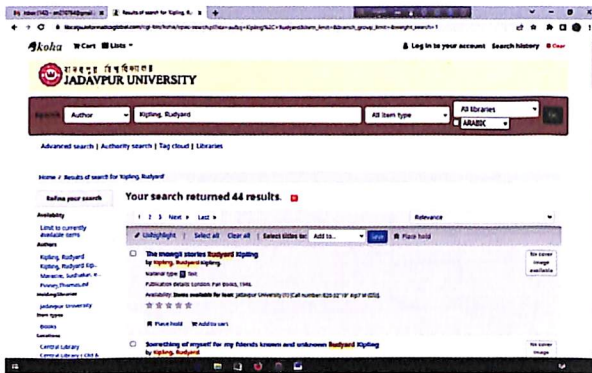
Reprography Services:

All regular members can avail photocopy of books and journals @50 p. per exposure as per rules against the photocopy coupon(s) available from the University Cash Section. Outside reprography facility is restricted for all users.

How to Find Books Through KOHA OPAC

The library has recently launched the KOHA OPAC for library management software (<http://libcatju.informaticsglobal.com/>)

Please follow the below mentioned steps to locate your book on KOHA OPAC

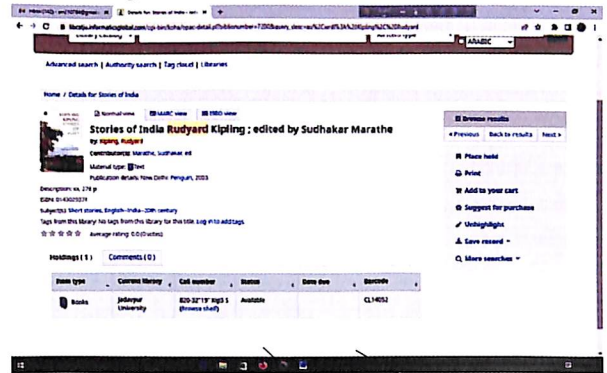


Result after searching by the author

Simple search for English book:

1. Select Author in the first box if you know the author's name. You can also search by Title, Subject etc.

2. In the second box type the surname of the author first (eg. Kipling, Rudyard)
3. For the English language book, Arabic is the default setting, and press Go
4. If you are looking for the displayed book (Stories of India by Kipling) click on the title and get the holding result



Location

Call no.

Available for loan

Accession number

5. Note down the location and the call no of the book 'Stories of Inida' which is available for loan, fill up the requisition slip and get the book from the Circulation section for issuing

Searching for Bengali book:

1. Change the language to 'Bengali' and press F12 for typing in Bengali. Select the Item Type 'Bengali Books'
2. For Bengali books type the Forename first (e.g. রবীন্দ্রনাথ ঠাকুর) and follow the same steps

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 @ 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, photocopied documents, 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. However, members may use laptops within library premises for purely academic purposes after obtaining permission from the Chief Librarian in writing.
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 over due period. Beyond the first overdue

period the overdue fine will be levied @.50 p. 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.
11. Any student member could issue (loan) his/her book for the 1st to 15 days and the same can be renewed for maximum 2 times at same duration if no demand is reserved by another member for the same book.
12. Other members of different categories may issue a book in the same manner.
13. All external, e.g. ex-student, ex-faculty etc member should renew his/her membership periodically as per rules of the library membership.
14. The willing candidate for membership may please contact the Membership registration Section for necessary formalities.
15. After receiving the “**No dues certificate/ Clearance Certificate**” from the central Library or Salt Lake Library, it should be preserved carefully to avoid any type of complexity in the future.

Internal Phone Numbers: Central Library

Ground Floor	Section	Phone Nos
	Janitor(Check) Counter	2537
	Membership Registration	2605
	Circulation	2476
	Thesis and Dissertation	2376
	Reading Room	2472
	Bound Volume Journal(Annexe Building)	2372
	Despatch	3017
First Floor	Acquisition	2474
	Current Journals and Newspapers	2470
	Rare Books	2473
	Chief Librarian	2522
	Chief Librarian's Office	2260

	Information Scientist	2370
	Digital Library	2370
Second Floor	Cataloguing	2471
	Reference	2475,2604
	Bound Volume Journals(Annexe building)	2606
Third Floor	Thesis	2990

Please use 2457 preceding the internal number for external calling, e.g. 2457-2522 for Chief Librarian

Internal Phone Numbers: Salt Lake Library

Librarian	6109
Book Selection and Cataloguing	6180
Circulation	6110
Serial	6182
Reading Room	6181

For any further assistance please contact:

CHIEF LIBRARIAN

Jadavpur University, West Bengal

Phone: 033 24146460/6866 Email: chiefibrarian@jadavpuruniversity.in

INFORMATION SCIENTIST

Jadavpur University, West Bengal

Phone: 033 24146460/6866 Email: informationscientist@jadavpuruniversity.in

Newly Launched Website of The Library

<http://libcatju.informaticsglobal.com/>

