

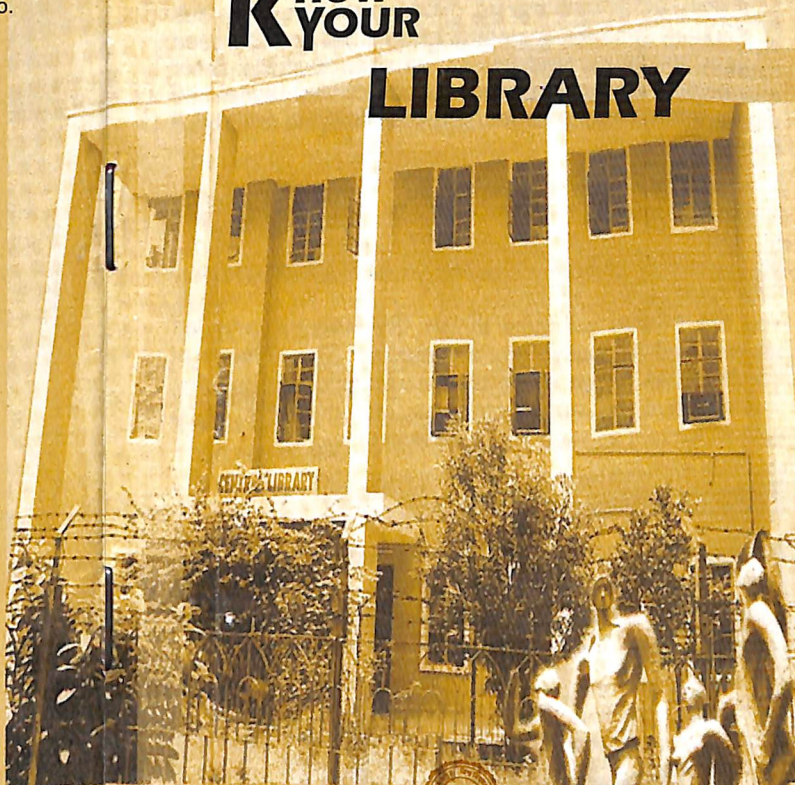
# KNOW YOUR LIBRARY

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# KNOW YOUR

# LIBRARY



**Jadavpur University**  
Kolkata-700 032,India

## INTRODUCTION

This guide entitled 'Know your Library' gives an overall view of the library facilities in Jadavpur University. With, a long tradition of combined efforts of all the staff members of the library, we have been striving hard to meet the pressing demands of the users by rendering various services to all users both through manual and IT based system. We are progressing steadily towards fuller automation through the provision of both non-digital and digital information sources, but definitely not without a human touch.

30.11.2010

Sd/  
(Dr.B. B. Das)  
Chief Librarian

## LIBRARY ORIENTATION: WHAT AND WHY

You are heartily welcome to the University Library and we are glad to receive you amongst us. The purpose of this guide as a part of the library orientation programme is to acquaint you with the University Library System along with its various services being catered to you.

## KNOWING YOUR UNIVERSITY:

Before becoming the member of the Jadavpur University library, you have 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 University.



During the closing decades of the nineteenth century the idea of national education was taking 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 came the partition of Bengal 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.

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 - Literary, Scientific and Technical - on national lines and under national control. The Council was registered on June 1, 1906 and its foundation day 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 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 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, from the very beginning, has distinguished itself by developing trans-disciplinary programme of teaching and research.

At present, in two sprawling campuses of 60 acres in Jadavpur and the newer 20 acres campus in Salt Lake, Jadavpur University has been offering its students quality education in humanities, science, engineering and technology. J.U. is supposed to extend its activities in another two Campuses.

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

Jadavpur University is the first Indian university recognized by the Nippon Foundation as SYLFF (Sasakawa Young Leaders Fellowship Fund) institute to promote research by young leaders in social sciences and humanities.



It is also recognised by the UGC as one of the top five universities in the country with potentials to develop into a Centre for Excellence.

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 industry, 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 functioning.

"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. ... Mr. Arabinda Ghose 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 as on the 31<sup>st</sup> December, 1906 is about Rs. 10,000. 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 31<sup>st</sup> December, 1911 the number of volumes in the library of the Council was 6606 and they are of the estimated value of Rs.12245. Some of these are loaned books. A regular catalogue of the books is being prepared...some notable additions were made to the

library in year 1929. On the 31<sup>st</sup> December 1929 the number of the volumes in the library came upto 9300 and are of the estimated value of Rs.24775. A catalogue with card indices is nearly complete. There is a well-equipped reading-room attached to the library, which is used by the students as well as by the teaching staff. Advanced students are allowed access to books and periodicals for reference and study free of charge." (The National Council of Education, Bengal. Report, 1908-30)

#### **LIBRARY SERVICES IN JADAVPUR UNIVERSITY IN 1955-56**

The volumes of books in the Library increased from 14,502 in 1955-56 to 18,077 and bound periodicals from 5170 in 1955 to 5498. The library issued altogether 70,000 volumes during the period under report. The total staff of 8 in the library consisted of 2 professional staff, 3 clerical, 2 student assistants (part-time and one duftry). Books grants amounting to Rs 80,000 were received from the University Grants Commission." Niranjan Maitra, Librarian was the in-charge of the library at that time. The former Chief Librarians are Ajit Kumar Mukherjee, Dr. Aditya Kumar Ohdedar, Dr. Ajit Ranjan Chakraborty, Krishna Dutta and Ramkrishna Saha.

#### **THE JADAVPUR UNIVERSITY LIBRARY (AS ON 31.03.2008)**

The University is proud of its library system, which comprises the Central Library, Salt lake Campus Library, Departmental Libraries, and also the Libraries attached with Schools and Centres for studies.

The University Central Library is housed in a three-storied building on 'the campus. Its shelf space and working space total 36,000 sq. ft. [approx] and is being extended by new



construction of Annex Building (each floor 5500 sq. ft).. In the ground floor of Annex Building the Bound Volume Journals are housed, in the first floor, the Learning Resource Centre is operational, in the 2<sup>nd</sup> floor the bound Volume journals (Mainly Science & Technology) would be shifted and in the 3<sup>rd</sup> floor there is plan for establishing Digital Archives and theses collection. Eight reading rooms, carrels, and an alcove for bound volumes of journals provide sitting accommodation for 800 readers. There is a separate library building on the Second Campus at Salt Lake.

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 8 servers and a reading room. The Digital library management software Dspace has been installed and is in operation.

All the Departments are also equipped with Departmental Libraries containing the books most commonly needed by students of the subject. Reading and borrowing facilities as appropriate are given in the Departmental Libraries to the staff and students of the Department.

The Central Library has been organized into 14 working units. The reprography unit has Photostat and microfilming apparatus, a microfilm reader and 4 photocopying machines.

## COLLECTIONS

At present, the Central Library has over 574714 volumes of books on record (including those loaned to Departmental Libraries), 80,000 bound volumes of journals, 8000 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 23880 volumes.

The library subscribes to about 1193 print and 2919 online journals 3593 e-books, both Indian and Foreign. The University also has access to around 6000 online resources more through INFLIBNET and INDESTConsortia. In total, the University Library has access to around 12,000 ie-resources.

A considerable part of the Library's collection consists of gifts from individuals and institutions, the largest book 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 stock of old materials valuable for research in the Humanities and Social Sciences.

The total number of members is about 10,354. Libsys Web Version is utilised in library automation. Databases of books, journals and theses etc. are created and being updated. Those databases are also available in Internet [<http://203.197.118.95.8080/webopac/html/searchfrom>]. Facilities for searching Databases and Internet are also available to all users in the different floors of Central Library.

## CENTRE FOR DIGITAL LIBRARY & DOCUMENTATION

Under the potential for excellence programme of UGC, the development for the infrastructure of Digital Library has been initiated in September 2003. Prof. Kalyankumar Datta as Co-ordinator and Prof. Rajib Bandyopadhyay and Dr. Krishnapada Majumder and Dr. B. B. Das, Chief Librarian as joint Co-ordinators have been involved in this programme with their expertise. Ms. S. Ghosh and Mr. M. Murmu, Librarians of the campuses provide administrative support. Mr. Samit Pahari,

Information Scientist is providing the infrastructure support services for the Digital Library. A Learning Resource Centre has been set-up with sixty nodes for Teachers, Students, Research Scholars and Academic Administrators for retrieving On-line journals/books and for internet browsing. The Hardware infrastructure for archival of rare texts has been installed. Besides this, the users may search all On-line journals and databases from all the computers connected to the Jadavpur University Network. Digital Library may be accessed through:

[Jadavpur University portal: <http://203.197.118.96:8080/juportal>]

## DIGITAL LIBRARY MANAGEMENT SYSTEM

The state of the art Digital Library Management Software Dspace, developed by MIT, USA and Hewlett Packard has been installed. It is an open source software and has been customized to suit our requirements. Dspace accepts all forms of digital materials including text, images, video and audio files. The infrastructure at the Digital Library now permits storage of the following (Facultywise & Department wise):

- ✓ Lecture notes in Pdf, Doc, ppt or html format
- ✓ Articles, preprints & technical reports
- ✓ Working papers
- ✓ Proceedings of conferences organized by J.U.
- ✓ PhD and PG theses
- ✓ Datasets: statistical, geospatial mat lab
- ✓ Audio files
- ✓ Video files
- ✓ Images
- ✓ Learning objects
- ✓ Reformatted digital
- ✓ library collections.



## Some Important Journals and Mode of Availability

Name of Society/Publisher	No of Journals
1. ACM Digital Library	31
2. ASCEJournals	30
3. ASME Journals	18
4. BioMed Central	109
5. Blackwell	512
6. Cambridge University Press	229
7. Elsevier Science (Life Science)	34
8. IEE Proceedings	13
9. IEEE Journals	118
10. Institute of Physics	36
11. JSTOR	745
12. Project Muse (Social Science& Humanities)	222
13. Pro Quest Science	339
14. Science Direct	840
15. Scifinder Scholar	1
16. SCOPUS	1
17. Springer & Kluwer Link	600
18. Taylor & Francis	1166

## URL

<http://portal.acm.org>  
<http://portal.acm.org/portal.cfm>  
<http://www.pubs.asce.org/pubs/journals/jrms.html>  
<http://www.asme.org/pubs/journals>  
<http://biomedcentral.com>  
<http://www.blackwellpublishing.com>  
<http://www.blackwell-synergy.com>  
<http://journals.Cambdgc.org>

<http://ioj.iee.org.uk/system>  
<http://www.ieeexplore.ieee.org>  
<http://www.ieeexplore.ieee.org>  
<http://www.iop.org/EJ>  
<http://www.jstor.org>  
<http://musejhu.edu/journals>  
<http://www.il.proquest.com/pqdauto>  
<http://www.sciencedirect.com>  
<http://www.cas.org>  
<http://www.scopus.com>  
<Http://springerlink.com>  
<http://kluweronline.com>  
<Http://journalsonline.tandf.co.uk>

## 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.

- Listing of the reference websites for different disciplines.
- Archival of rare text documents.
- Archival of Ph.D theses abstracts.
- Question papers of JU since 2005 available in Library.

## LIBRARY HOURS

The Library Hours of the Central Library are as follows:

	Central Library:	Salt Lake
		Campus Library:
Monday to Friday	10a.m. to 8.30 p.m.:	10 a.m. to 6.30 p.m.
Saturday	10a.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 remain closed on only University holidays.

## 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 Library are provided to outside scholars engaged in serious reading and research.

The total number of members is 10,354.

Students should apply in a prescribed form for enrolment with passport size photographs (5 copies for U.G. and 6 copies for PG. students). They will be issued two sets of cards, one set of cards for borrowing and one card for reference use in the Reading Room. They can borrow books from the Central library as well as the respective departmental libraries.

The cards are not transferable and must be produced to borrow books or to use text books, journals, reference books etc. in the Reading Room, Serial Section and the Reference Section.

Loss of Library Cards should immediately be reported to the Membership Registration Section.

## REGISTRATION:

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

## BORROWING PRIVILEGES OF THE USERS.

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

The work of registration of library members is being 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.

All categories of members are to pay over-due charges for late return of the books; and to submit the replacement copy or to deposit the replacement cost of the book in case of loss of book.

### ENTITLED TO BORROW FROM

Sl. No. Category of Users

	Central Library	Departmental Library	Central+ Departmental Library	Total
1. Under Graduate Students	2	2		4
2. Post Graduate Students	3	2		5
3. Ex-students/Ex-employee	3			3
4. University Teachers	5	10		15
5. Research Scholars			5	5
6. University Officers	10			10
7. Non-teaching Staff	2	1		3
8. Part-time Teachers	3			3
9. Professor Emeritus	5			5
10. Non-Jadavpur University	2			2

## PERSONAL BELONGINGS

There is Janitor's counter on the ground floor. Personal Belongings e.g. bag, personal book, portfolio etc. should be deposited at the Janitor's counter for which a token will be issued. Valuable belongings like cash, ornaments etc. should not be kept. Facilities provided for depositing personal belongings at the Janitor's counter can be enjoyed only for the period 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 book is 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, Govt. bodies are regarded as 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.

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



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

0	Generalities. . . Knowledge. Organisation. 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 by its Call Number [Class no. + Book no.] printed on the top left hand corner of the catalogue card.

### Specimen Catalogue Card

512.8 Lang, S.  
L271 e2 Introduction to linear algebra/Serge Lang. -  
2nd ed.-New York, Springer Verlag, 1986.  
12 cops.  
RR-I Vii. 293p.  
RS-I  
Depts. M5 0-387-96205-0:DM 89.00





5 1 2.8 -Class Number  
L271 e2 - Book Number  
Lang, S.  
Introduction to linear algebra  
Serge Lang

2nd ed.  
New York  
Springer Verlag  
1986  
Vii

293 p.  
0-387-96205-0  
DM 89.00  
12 cops

RR-1  
RS-1  
Depts. M5

512.8L271e2 – Call Number  
Author (Surname - Lang)  
Title of the Book  
Full Name of Author  
(Serge-First Name, Lang-Surname)  
2nd edition.  
Place of Publication  
Name of the Publisher  
Year of Publication  
Preliminary Pages  
(Foreword/Preface/Contents etc.)  
Textual Pages  
ISBN of the Book  
Price of the Book  
There are 12 copies available  
in the library  
Out of 12 Copies, 1 copy is  
available in the Reading Room  
Out of 12 Copies, 1 copy is  
available in the Reference Section.  
5 copies are available in the  
departmental Library, Mathematics.  
5 copies are available in the stack  
room of the Central Library.

### READING ROOMS:

There are eight reading rooms in the Central Library. The main reading room is on the ground floor. On 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 volumes of journal, thesis and dissertation, there are separate reading rooms.

15  
16

RFID Library Management System particularly for circulation of books is going to be introduced phase by phase.

### BOOKS FOR LOAN:

To get a book for home reading, students 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. All books in the Library are arranged in the classified order. Therefore, the correct call number will ensure quick location of the books in the shelves.

## SPECIMEN REQUISITION SLIP

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

## XEROX SERVICE

All members are provided with the Xerox facilities of the relevant portion of the books and journals etc. available in the library @ 50 paisa per page as per rules.

## ON-LINE PUBLIC ACCESS CATALOGUE:

Along with the traditional card catalogue, a computerized on-line public access catalogue (OPAC) of the library is operational. The OPAC allows search by author, title, subject and title keywords as well as through several other access points. These facilities are available both on intranet through Library OPAC under Digital library portal <https://203.197.118.96:8080/juportal> and internet [through Web Opac link under library under [www.jadavpur.edu.in](http://www.jadavpur.edu.in)

## OFF-LINE DATABASE SEARCH:

CD-ROM databases like EI compendex, Information Science Abstract Plus, etc. are available for use. A good number of CDs are also available.

For use of these resources, students are advised to contact the Reference Section.

## SEARCHING ON-LINE JOURNALS, DATABASES AND INTERNET:

These facilities are available in the different floors of the Central Library and particularly in the Centre for Digital Library and Documentation with sixty nodes. [Jadavpur University Digital Library Portal:<http://203.197.118.96:8080/juportal>]

## JCCC-UGC INFONET DOCUMENT-DELIVERY SERVICES

Inflibnet has identified Jadavpur University Library as one of the 20 Document Delivery Centres to fulfil the Inter Library 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 JU may avail this service through JCCC UGC Infonet.

## JU DIGILIB BEYOND CAMPUS

Faculty members and officers may access online resources of Jadavpur University from any corner of the world through 'JU digilib beyond Campus.'

## OTHER IMPORTANT SERVICES:

Inter library loan, indexing and abstracting, current awareness, reference and information service, book exhibitions etc.



## **GENERAL RULES:**

1. Before getting books issued, any mutilation or marking should be pointed out immediately to the in-charge of the issue-counter and his/her initials be obtained there. Otherwise, the member shall be responsible for mutilations and markings found afterwards.
2. Students shall maintain perfect order and silence in the library.
3. On entering the library, every student shall be required to write legibly his name and his/her department in the register specially provided for the purpose.

## **SECTION ON THE GROUND FLOOR WITH INTERNAL TELEPHONE NOS:**

Janitor counter (2537), Membership Registration (2605), Binding, Lending, Thesis and Dissertation(2376), Reading Room [2472], Associate Librarian's Office (2371). And Bound Volume Journals in Annex Building (2372), Circulation(2476).

## **SECTION ON THE FIRST FLOOR WITH INTERNAL TELEPHONE NOS:**

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

## **SECTION ON THE SECOND FLOOR WITH INTERNAL TELEPHONE NOS:**

Cataloguing (2471), Reference (2475, 2604), Librarian's Room (2251) and Bound Volume Journal in Annex Building (2606).

Telephone No. (External): 2414-6460/6866; 2414-6666 (Extn.2522/2260)  
E-mail: chief\_library@admin.jdvu.ac.in  
librarian\_cl@admin.jdvu.ac.in  
information\_scientist@admin.jdvu.ac.in  
Salt Lake Campus Library: 2335-6578

## **Notes**

