

KNOW YOUR LIBRARY: A USER GUIDE MANUAL

Introduction

This manual entitled “Know your library” gives an overall view of the library facilities of Chandraketugarh Sahidullah Smriti Mahavidyalaya, Berachampa. Through this manual the users can get an overview about the services of the library.

Background

The college was established in the year 1997. At the beginning there was a small room for library with a small collection of books in the ground floor of the main building of the college. Now it is situated in the 1st floor of the new building of our college with two big rooms with more than 12000 collections.

Vision & Mission

- Assist the students with the text books, study materials and reference books.
- Build up the reading habit among the students.
- Make them ready for higher education.
- Make them acquainted with the use of e-resources.

Library Hours:

The library remains open from 11.00 A.M to 5.00 P.M

Borrowing Hours: 11.30 A.M to 4.30 P.M (Monday-Saturday).

Reading Hours: 11.30 A.M to 4.30 P.M (Monday-Saturday).

Members of the library

1. Student

2. Teachers

- ❖ Permanent
- ❖ Full time Contractual
- ❖ Part time
- ❖ Guest Lecturer

3. Non-teaching staff

Membership Process

Show the fee book/I-Card of the College to the library staff



Collect three Card from the library staff



Fill up the cards with pasting the stamp size photo



Give the filled up cards to the library staff



The staff will return you the lending and reading card.

Borrowing privileges of the members

Category of Members	Number of Books for Loan	Period for Loan
Students(H)	2	15 days
Students(P)	1	15 days
Faculty Members(Permanent)	4	1 month
Faculty Members(Full-Time Contractual)	4	1 month
Faculty Members(Part-Time)	4	15 days
Faculty Members(Guest)	4	15 days
Non-Teaching Staff	2	20 days

Library Clearance

All 1st year and 2nd year students have to return all books and collect clearance certificate before form fill up of university Examination (Part-I & Part-II). The 3rd year students have to submit their library cards before form fill up of university Examination(Part-III) and library clearance certificate should be collected accordingly.

Library awareness as well as orientation program

Student Orientation Programme: Every year after the admission of the students we organize an orientation programme for the new users of our college. In this programme we give them some information about our library collections and services and guide them how to use the library.

Staff Orientation Programme: we also organize staff orientation programme for the teaching and non-teaching staff of the library to make them aware about the new services offered by us.

Workshop for Skill Development of Library Staff: We arrange workshop for the skill development of the library staff for traditional services as well as technical services through KOHA library Automation Software. The library staff are given training to use e-resources to help the teachers and students for their required information.

Library Services

➤ Searching catalogue through OPAC

The students of 1st year and 2nd year are not permitted for accessing in the stack room. For the bibliographic details of the required books in the library they can search Koha OPAC through the terminals kept for them in central library. The process of searching is given below:

Double click on KOHA-OPAC icon on Desktop



Go to Search option



Select Title/Author/Subject/Accession No./Series/Call No. from the Drop Down menu



Write the title/Author/Subject/Call No. /Accession No. of the book

➤ Open Access Facility

Staff of the college and 3rd year students can browse the shelves for their required books.

➤ Lending Service

The required books are issued in Koha automated system by scanning the barcode of the books and the barcode of the member cards through barcode reader.

Search the OPAC for required books
 ↓
 Fill up the requisition slip kept in the circulation desk
 ↓
 Give the requisition slip to the library staff
 ↓
 Deposit lending card to take the book for home issue.



➤ **Reading Room**

There are two reading sections in the Central Library. One section is for Faculties of our college. The teachers can consult the text books, reference books, printed as well as e-journals in the reading room. Another is for students of our college. They can consult the text book, reference books, journals, career guidance books etc here. There are 3 daily and 3 weekly newspapers also. There are different collections like Tagore's Collection, Literary Collection, Biography Collection, Religious Books Collection and Career Guidance Books Collections.



➤ **New Arrivals Display**

There is a new arrivals display rack where the newly arrived books and non-book materials are displayed. A list of new books has also been given to the notice board in front of the Central Library.

➤ **Periodical Section**

In periodical section there are different types of journals on different subject related to our respective departments. The journals are not for loan or home issue. The members can read them sitting in the reading room.

➤ **Digital Section**

➤ **Reprographic Service:**

Reprographic facility of books, journals, question papers etc for students and staff are given from Central Library.

➤ **Newspaper Clippings Service:**

From three newspapers Anandabazar Patrika, Telegraph and Times of India the educational news of higher educational institutions like universities and colleges, government orders of ministry of education, new regulations about higher educational policies are scanned and saved as offline repositories electronically and in printed form also.

➤ **Question Bank:**

Central library collects and preserves the university questions and model questions of different subjects made by faculties both in print as well as in e-format.

General rules of the library:

- Library Card will have to be shown at the time of entering the library.
- Conversation, talking, sleeping, smoking, loitering and tiffin taking are not allowed within the library premises.
- Mobile phones are not allowed within the library premises.
- Without obtaining permission from the Librarian nobody except faculty members can enter the stack area.
- At the time of entering the library all personal belongings shall be deposited at the bag counter kept beside the library entrance. The library will not be liable for any loss/damage of the personal belongings.
- The library cards are not transferable.
- In case of loss/damage of library card Rs. 10/- per card must be taken to issue duplicate card.
- Any Student can reissue his/her home issued library books for maximum 3 times, if the book has not been on demand by other members of the library.
- Overdue charges for students will be Rs. 1/- per day.
- Every user is expected to examine the book carefully at the time of issuing, in case of mutilation, defacement or damage should immediately be brought to the notice of the concerned library staff at the issue counter. The person to whom the book was issued last will be held responsible for the condition of the book and he/she must compensate either by binding or repairing of the book.
- The user can read books, newspapers, journals in reading room. More than 2 books at a time will not be allowed for use in reading room.
- The reference books, rare books, periodicals, reports and the books marked as "Not to be lend out" are not to be issued outside the library.
- Person held responsible for loss/damage/mutilation of library book shall be liable to compensate the library by replacing with a new copy or paying the price of original book.
- It is mandatory for every library member to collect his/her library Clearance Certificate from the college library at the end of his/her study or service, by surrendering library cards, paying library dues if any. At the time of clearance, a student must bring all his/her library cards together with the third year fee book.

The library rules framed above are subject to change, amend or alter from time to time by college authority.

Future Plan

- Build an institutional repository for our college.
- SMS alert for overdue books.
- More terminals for students and teachers to use e-resources.