

KNOW YOUR LIBRARY AT A GLANCE

Library User Manual : 2017

Central Library

SAROJINI NAIDU COLLEGE FOR WOMEN
30, Jessore Road, Dum Dum, Kolkata - 700028



Five Laws of Library Science by Dr. S.R. Ranganathan

Books are for use.
Every reader his or her book.
Every book its reader.
Save the time of the reader.
Library is a growing Organism.



KNOW YOUR LIBRARY: A USER GUIDE MANUAL

Introduction: This manual entitled “Know your library at a Glance : Library user Manual 2017” gives an overall view of the library facilities and services of Central Library, Sarojini Naidu College for Women, Dumdum, Kolkata 700028.

About the Library: The Central Library of Sarojini Naidu College for Women is situated in the Ground floor of the Library building just behind the main building of this college. It has near about 39000 books in various disciplines and Journals to its credit. Over the years its infrastructure has been developed and expanded to keep up with the demands of the new requirement. It is one of the very few colleges in Kolkata which houses its library in a separate building. A neat, splendid two-store building with long balconies amidst lush green surrounding stands tall as one eaten the college. There is a reading room for teachers and students both in the Central Library. Users can access the library by using OPAC (Online Public Access Catalogue) from Central Library and department during the college time. The Library is partially automated. Koha had been introduced here in 2015 as a local hosting basis. Nowadays there is a number of sites for reading free open source e-journals and e-books. All are listed here so that users can search them from a single interface. The Central Library has taken membership from N-LIST, British Council Library to facilitate its user. The Central Library provides the facility of e-Library to its users. Computers are provided for both the teachers and the students as per their requirement. Users’ orientation programme has been done for the users so that they can feel free to access various resources from the library.

Library Hours:

The library remains open from:

Monday to Friday: 10:00 A.M to 4:30 P.M & Saturday: 10 A.M to 2.30 P.M

Borrowing Hours: 11.00 A.M to 4.00 P.M (Monday-Friday).

Reading Hours: 10.30 A.M to 4.30 P.M (Monday- Friday).

Membership Process:

Please show your Identity card to our staff. Your Identity card will be treated as your Library card.

Borrowing privileges of the members:

Category of Members	Number of books for home issue	Number of books for day issue	Period for Loan
Hons Student	2	1	7 days
General Student	1	1	7 days

Library awareness as well as orientation program:

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

Library Services:

A. Searching catalogue through OPAC

The students of any semester can search Koha OPAC from Central library terminals or from their department within the Library premises. Our library service is local hosting service. Some terminals are kept into our library for users. The process of searching is given below:

- A.1. Go to Google Chrome
- A.2. Type the given address in search Bar
- A.3. Click on the “Central Library”
- A.4. Select Title/Author/Subject/Accession No./Series/Call No. from the Drop Down menu.
- A.5. Fill up requisition forms (Pink for home issue and white for Day issue) and submits the same to the circulation section.

B. Lending Service

The required books are issued in Koha automated system by scanning the barcode of the books and the Barcode of the Identity card/ Library card cards through barcode reader.

1. Search the OPAC for required books
2. Fill up the ‘**Requisition Slip**’ (with Call No.) kept in the circulation desk.
3. Give the requisition slip to the library staff
4. After 1.00 P.M, take the book for home issue.

C. Reading Room: There is one reading room for our teachers and students. Users can consult the text books, reference books, printed as well as e-journals, career guidance book, newspapers, and collections present in the reading room.

D. 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 Koha OPAC of the Central Library.

E. Periodical Section: From here users can consult different types of journals on different subjects.

F. Our college has taken membership of the NLIST Consortia of INFLIBNET and JSTOR to access e-resources.

G. Reference Service:

There is a rich collection of reference sources useful for students as well as faculties also. There are a good collection of general reference books as well as subject specific reference books like handbook, dictionary on specific subjects.

General rules of the library:

1. All students must make use of the library facility to enrich their academic excellence.
2. College ID card will be used as their Library card for lending the books.
3. Students may use the link (written in the terminals) to search their books.
4. Absolute silence must be maintained in and around the Library.
5. After admission, students are allowed to enter the college library on the strength of a valid Identity Card, which must be produced when demanded by the library staff or college teaching staff. Only enrolled students are allowed to take books for the home issue.
6. Depending upon the situation, both close access and open access facilities are feasible in the Library.
7. In case of any difficulty, readers can approach/consult the Librarian.
8. Any cases of the violation of rules will be reported to the Principal for suitable action.
9. Cooperation of the users is earnestly solicited.

10. The reference books, rare books, periodicals, reports, Newspapers and the books marked as “Not to be lend out” are not to be issued outside the library.
11. 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.
12. The library rules framed above are subject to change, amend or alter from time to time by college authority.

Future Plan of action :

Introducing cloud hosting library service.

More terminals for students and teachers to use e-resources.

Ankita Sanjal

Signature of the Librarian

Librarian
S. N. College for Women
30, Jessor Road, Kol-28

Uemila Ukil

Signature of the Principal

Principal
Sarojini Naidu College
for Women
Govt. Sponsored



