

Know Your Library

Central Library, Kazi NAZRUL UNIVERSITY

The Central Library of Kazi Nazrul University was established in the year 2013. It is located at a convenient place at the ground floor of the Vidya Charcha Bhaban. It is a very well stocked library with state-of-the-art amenities. The collection of the library is of hybrid types: it has both traditional print resources as well as a growing number of electronic resources. The Books are classified according to the Dewey decimal classification scheme. All the books are barcoded. The stack areas are well organized and quite spacious. Presently, the library follows a closed access system.

The Library is Automated using Integrated Library Management System (ILMS) TCS-ION Digital Campus. This automation offers many opportunities to improve service to library users (staff, students and faculty members). It helps library staff to serve the users better by facilitating a multitude of tasks. We have, recently, introduced **KOHA** open-source integrated library system.

It acts as the learning resource center and occupies a unique place in academic and research activities of the University. It provides current, accurate and authoritative information from print and electronic resources using the state-of- the-art technology.

1. Service / Facilities:

OPAC: Through OPAC (ONLINE PUBLIC ACCESS CATALOGUE) the users can search the collection of books by title, author, publisher, subject, keywords etc. QR Code for Library OPAC is available inside and outside of the campus.

WI-FI: The entire Library is Wi-fi enabled with high-speed internet connections which allow the users to access the internet facility. The Library has 5 computers for the users.

Reading Room with Group Study Area: The reading room is well furnished to accommodate 70 students at a time and provides a favourable environment for study. Faculty and Students' attendance register is maintained to count daily footfall in the library. Separate areas are earmarked for teachers and scholars for group study.

Circulation: It is one of the key departments of the Central Library. Circulation desk is the main service point of the library. It provides lending services and facilitates for return/renewal of loaned items. Issue, return and renewal are being done through TCS-ION LMS.

QR Code based OPAC Access: QR Code for Library OPAC is available inside and outside of the campus. This QR code is also available in the library webpage. Students and Teachers can access Library OPAC with their Cell Phone just by scanning the code.

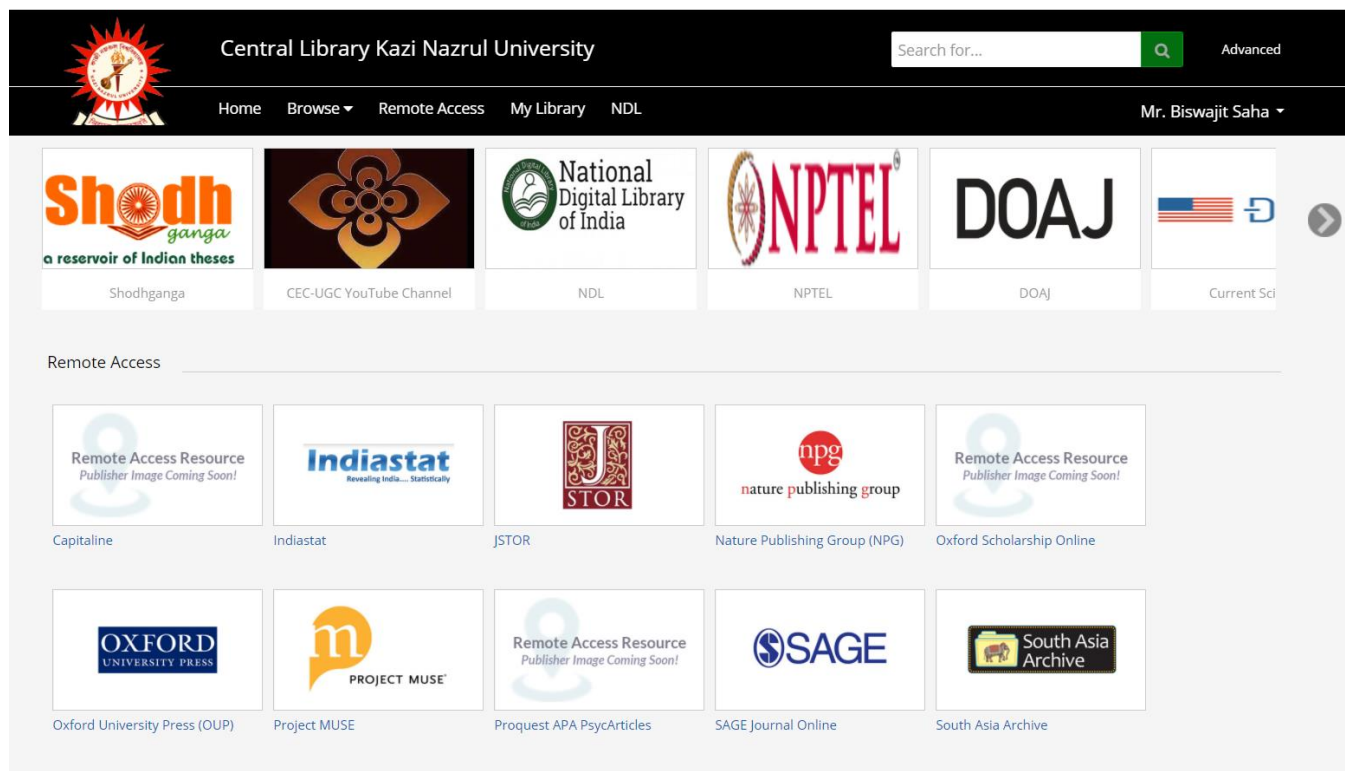
CCTV: Closed Circuit TV cameras are installed in the library for strict surveillance.

Remote access: All the users of KNU have access to library resources both onsite and offsite. Users can access e-resources outside the campus anytime and from anywhere of the World through Remote access facilities. At a time, multiple users can access the same resources. Resources can be accessed through computer & **Mobile app**.

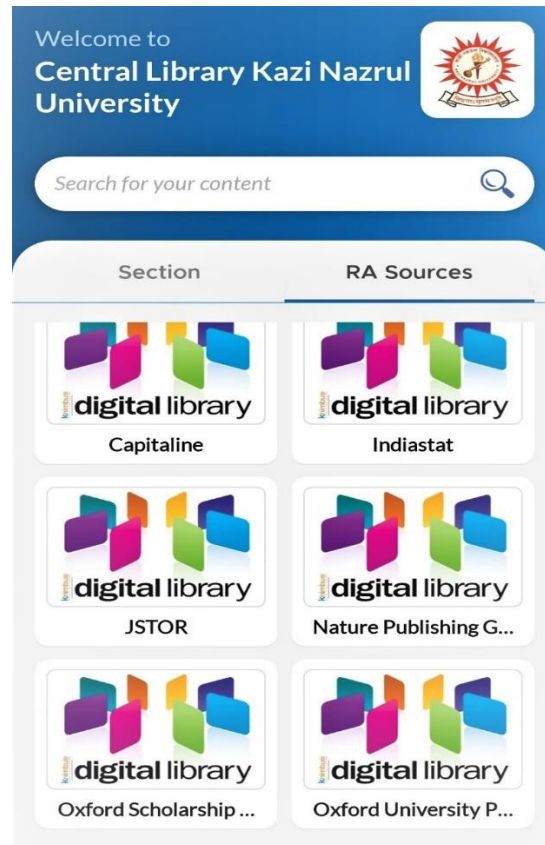
KNU IRINS website: This website showcases the research impact of KNU faculties. It's an initiative of the Central Library, KNU.

The Central Library also offers the following services:

- ❖ Photocopy and scanning facilities.
- ❖ Intimation on new books/resources added to the collection through the library website.
- ❖ Online reservation and renewal of books.
- ❖ Plagiarism Detection.
- ❖ Regular Mail alert for Webinar/Training/Workshop
- ❖ Regular Online orientations, workshops for the students and teachers.



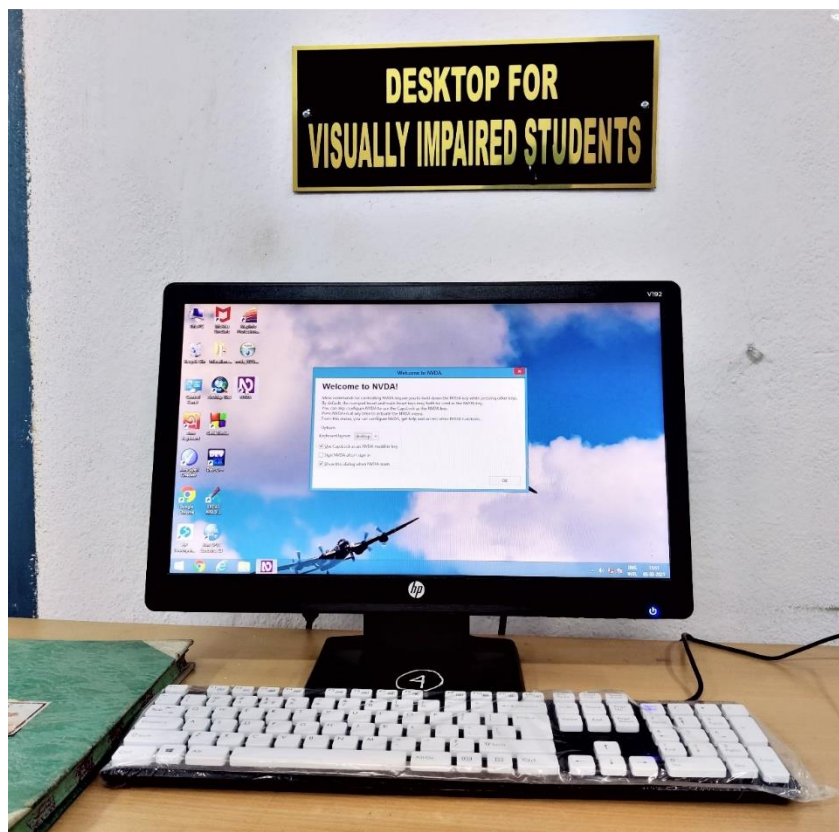
Remote Login User Interface



Mobile App User Interface

Software for Visually Impaired Students:

Central Library has the NVDA (Non-Visual Desktop Application) software for the visually Impaired Students.

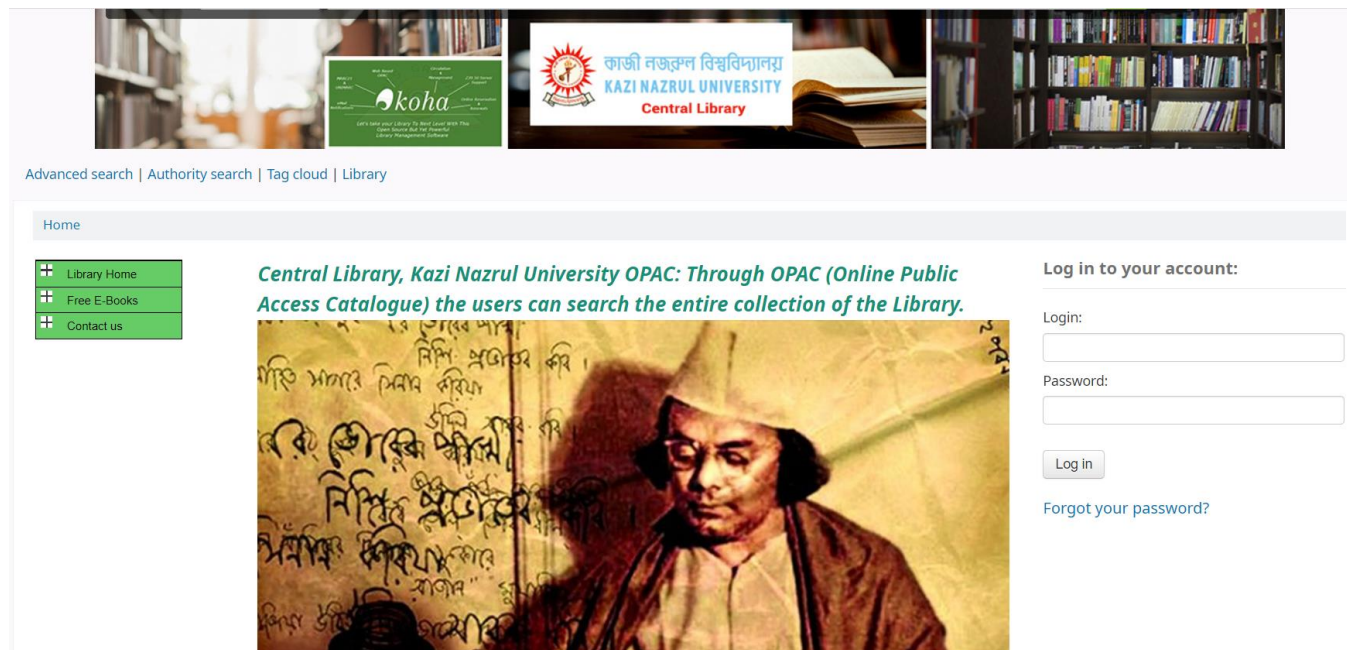


2. How to avail Library Facilities:

For Students: Students' Application Sequence No. is Library ID No. After getting confirmation regarding admission students can avail library facility. He/she has to produce the Application Sequence No. on Circulation Desk to issue, return or renew books. They can use the reading room to study individually or in a group and can use the computers to search books, internet.

The Central Library of KNU follows a close access system. Students have to approach Library staff to get his/her choice of book/s.

3. How to use Online Library Catalogue:



Advanced search | Authority search | Tag cloud | Library

Home

- Library Home
- Free E-Books
- Contact us

Central Library, Kazi Nazrul University OPAC: Through OPAC (Online Public Access Catalogue) the users can search the entire collection of the Library.

Log in to your account:

Login:

Password:

[Forgot your password?](#)

KOHA OPAC User Interface

KOHA OPAC URL: <http://34.73.169.241/>



QR Code of KOHA OPAC

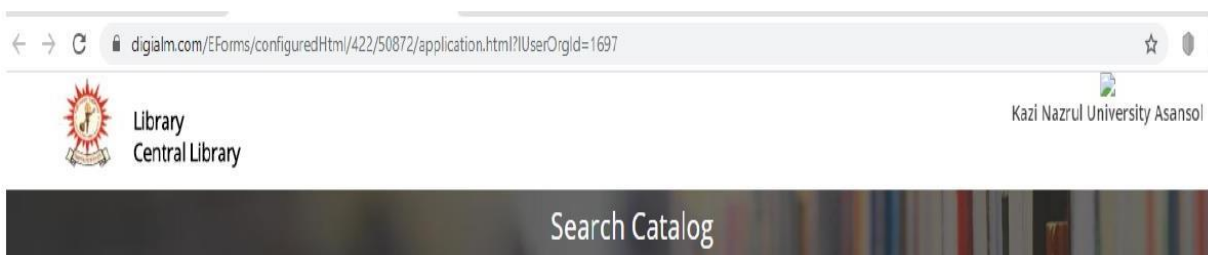
Koha facilitates the users with the Online Public Access Catalog which can be viewed 24/7/365 anytime, anywhere;

- It allows the OPAC users to search with the fields like Keyword, Subject, Title, Call no., Barcode, Author, Publisher, ISBN, Series etc;

- OPAC refines the searches made on Availability of the Resource, Authors, Libraries, Item Types, Location, Series, Topics and others;
- Allows the OPAC users who are logged in as members to reserve library items for future issue;
- Biblio basket: members can select the item and can add to the cart; and
- Allows us to add the tag and save to lists of the members.

OPAC: TCS-ION Digital Campus Library Module. How to use:

Step-1: Go to Central Library KNU Online Public Access Catalogue



Search ISBN New Arrivals

Enter the search word(s) Search In Match Item Type

Enter the search word(s) Anywhere All words Select One

Library

Select One Search Reset

Step2: Enter name of the item you want to search

Search ISBN New Arrivals

Enter the search word(s) Search In Match Item Type

Enter the search word(s) Anywhere All words Select One

Library
















Select One Search Reset

Enter name of the item you want to search

Step-3: Select the search in details from dropdown menu

The screenshot shows a search interface with the following elements:

- Search In** dropdown menu is open, listing options: Anywhere, Author, Title, Sub Title, Keywords, Series Title, Note, Abstract, Publisher, Subject, Classification, Division, and Section.
- Match** dropdown menu is set to "All words".
- Item Type** dropdown menu is set to "Select One".
- Library** dropdown menu is set to "Select One".
- Sort** dropdown menu is set to "Select One".
- Table** with columns: Catalog Code, Title Call No, Primary Author, Item Type, Holding Count, and Action.

Catalog Code	Title Call No	Primary Author	Item Type	Holding Count	Action
SbsSg5g20118929	011.39, SAG-f	Sage	Journal	1	  
CtlVdyVdy20118928	011, VID-C	Vidya Vihar	Journal	1	  
PrcCbsCbs20118927	011.39, CBS-f	CBS Publishers & Distributors	Journal	1	  
GrcCtlCbsCbs20118926	570, CBS-A	CBS Publishers & Distributors	Journal	1	  
NFINFVI-NFI20118925	020, INF-I	Inflibnet	Journal	1	  

Step-4: Match the entered words the way you want from the dropdown menu

The screenshot shows a search interface with the following elements:

- Match** dropdown menu is open, listing options: All words, Exact, Starting with, and Ending with.
- Search In** dropdown menu is set to "Anywhere".
- Item Type** dropdown menu is set to "Select One".
- Library** dropdown menu is set to "Select One".
- Search** button is highlighted in green.
- Reset** button is visible.
- Sort** dropdown menu is set to "Select One".

Step-5: Select the item type you want to search from dropdown menu

Search Catalog

Search ISBN New Arrivals

Enter the search word(s) Search In Match Item Type

Enter the search word(s) Anywhere All words Select One

Library

Select One Search Reset 🔍

Select the item type you want to search from dropdown menu

Catalog Code	Title Call No	Title Name	Primary Author	Item Type
SbsSgSg20118929	011.39, SAG-5	Subscribe To High-Quality Global Research In Humanities & Social Sciences	Sage	Journal

Item Type dropdown menu options: Select One, Select One, Book, Journal, Bengali News Paper, Hindi News Paper, English News Paper, Magazines, Employment News

Step-6: Select KNU Central Library from dropdown menu

Search Catalog

Search ISBN New Arrivals

Enter the search word(s) Search In Match Item Type

Enter the search word(s) Anywhere All words Select One

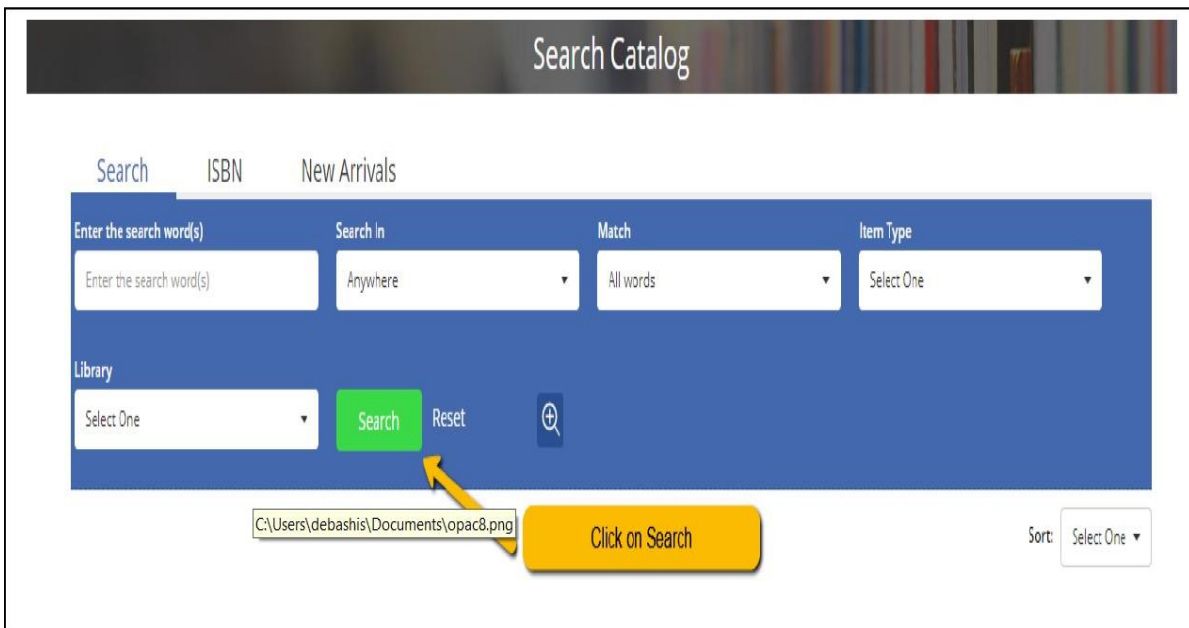
Library

Select One Search Reset 🔍

Select KNU Central Library from dropdown menu

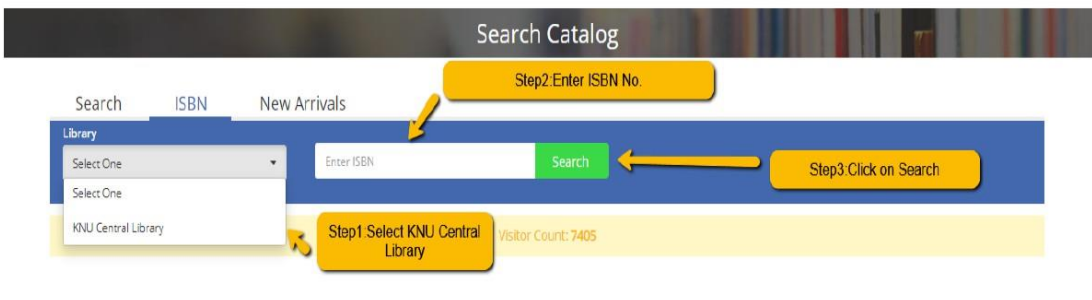
Sort: Select One

Step-7: Click on Search



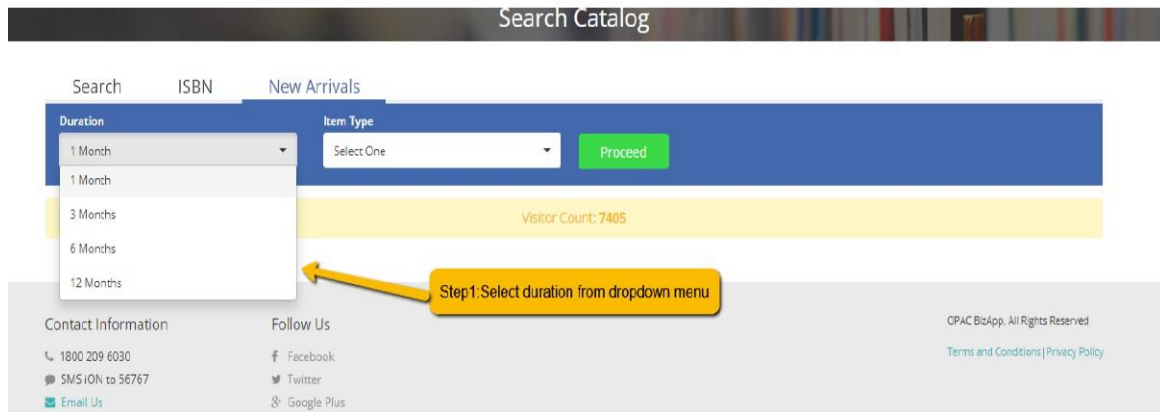
Type2: Search by ISBN No.

Step1: Select KNU Central Library \implies Step2: Enter ISBN No. \implies Step3: Click on Search

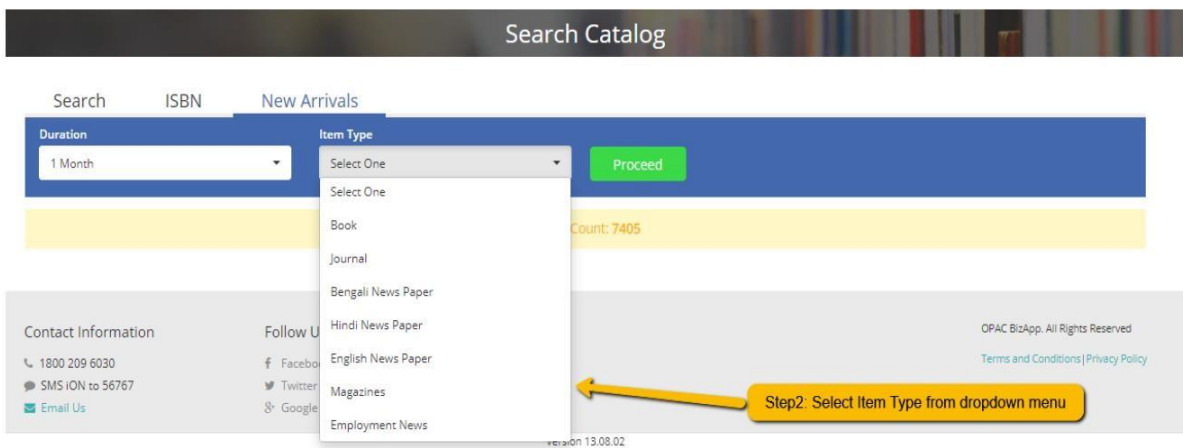


Type3: Search New Arrivals

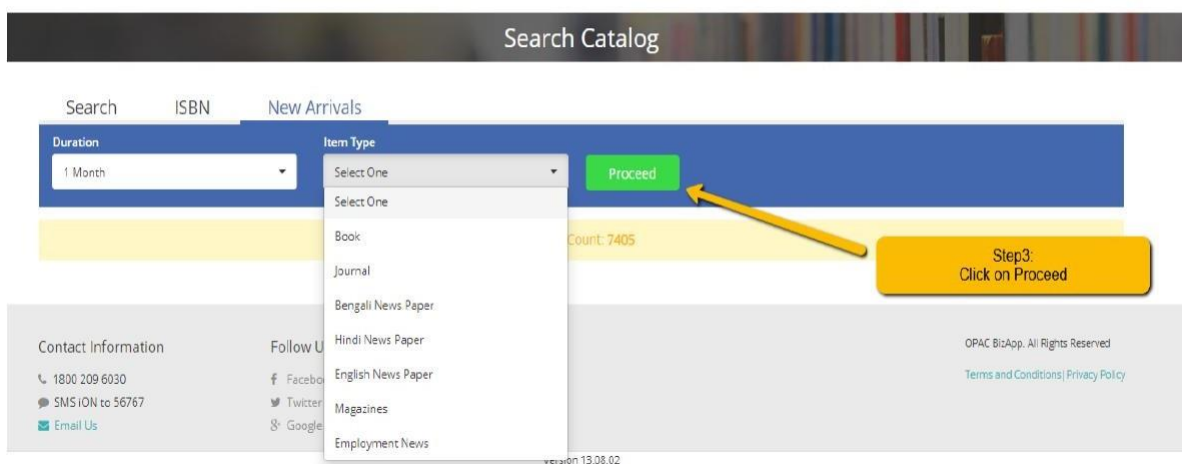
Step1: Select duration from dropdown menu



Step2: Select Item Type from dropdown menu



Step3: Click on Proceed



OPAC

<https://www.digialm.com/EForms/configuredHtml/422/50872/application.html?lUserOrgId=1697>

URL:

4. Timing and Access:

Monday to Friday: 10.30 P.M. to 5.30 P.M. (except Saturday, Sunday and other holidays). We have plan to extend the Library hours.

5. Library Rules:

i. Rules for issue-return process are as follows:

- a) Duration of issuing books: 21 days.
- b) Late Fine after 21 days at a price of Rs. 8 per day for each holding.
N.B.: Fine to be calculated including Holiday.
- c) Temporary Blockage: After completion of 30 days.
- d) In case of loss of Book: Book replacement + Late Fine from the date of issue of books.
N.B.: In case of loss of book, if the user returns the book within 21 days, only book price and after 21 days, (book price + fine of days beyond 21 days) should be deposited as fine.
- e) Library facility to be given to all enrolled students on campus.

ii. No of Books to be issued:

- a. a) Teachers: 6
- b. b) PHD scholar/M.Phil. /Diploma/Officer: 4
- c. c) U.G/P. G/Non-Teaching staff: 2

iii. SMS alert system:

- a) First alert on the day of book issuance.
- b) Second alert would be on the day before expiry.
- c) Third alert would be the submission report on the day the user returns the book. In case of fine it will be mentioned in alert SMS.
- d) The final SMS notification would be about the user's temporary blockage of his/her library account (only to those users who did not return the book within 30 days).

6. Our Collections: (For more details please follow Library website and contact Librarian)

Our Collections: (For more details please follow Library website or contact Librarian)

- **Print resources:** Books, Journals, Newspapers, Magazines, Reference books, Theses etc.
- **E-Resources:** e-Books, e-Journals, Online Databases, e-Magazines, e-Newspapers, e-Reference books, e-Learning, e-Theses, CDs, DVDs, USB Flash Drives.

Books: KNU Library has more than 22,000 print books. The Books are classified according to Dewey decimal classification. The collection of books includes documents covering a wide range of subjects from English literature, Bengali literature, pure sciences, arts, history and social sciences, languages etc.

Apart from the printed books the library is having access to e-Books such as Oxford Scholarship Online and other open-source e-Books.

Journals: The Library has subscription to some print journals and has access to several hundred e-journals including University's own subscription as well as several thousand open-source online journals. The library subscribes to some popular magazines and daily newspapers. The newspapers and magazines are displayed in the Reading Hall on the ground floor. E-magazines and E-newspapers are accessible through library webpage.

- 27 Print plus Online Journals from Sage Publications, 15 Print Journals (including law), 10 Print Magazines, 09 Daily Newspapers (Print).
- 111 Sage Indian E-journals (on trial)
- 262 e-Journals: OUP ESS journal package.
- Also have access to 1700+ Springer e-Journals (on trial).
- Case laws in USB Flash Drives, CDs, DVDs.
- Library also has access to several thousand Open-Source e-journals, e-Databases, Digital Repositories from renowned publishers such as Sage, Oxford, Springer Nature, Wiley, Elsevier etc. which have been integrated with the Library Website.

Online Databases:

- a. **JSTOR:** Provides access to more than 12 million academic journal articles, books, and primary sources in 75 disciplines.
- b. **Project Muse:** Provides access over 700 scholarly journals from 125 publishers.
- c. **Indiastat.com:** Most comprehensive e-resource of socio-economic statistical information/data of India, district wise.
- d. **Psyc-Articles:** Core collection in the social and behavioural sciences providing access to 119 journals
- e. **Westlaw India:** Online legal information resource combining both Indian and International law.
- f. **Capitaline AWS:** Provides highest quality market data and financial information on securities, derivatives and commodities traded on Indian stock markets.
- g. **World Steel Association Database:** Global steel statistics per country, including the main top steel-producing countries, China, Japan, India, and USA.

Newspapers and Magazines: Some national dailies and popular Indian magazines are displayed inside the Library Reading room. These will be read within the library only.

6. Contact Us:

Mr. Biswajit Saha, University Librarian: Contact: 9231675070(M); E-Mail: librarian@knu.ac.in

For contact details of Staff please visit the library webpage.

7. Dos & Don'ts:

- Please return/renew book/s in time to avoid fines.
- Please stand in a queue to issue, return or renew your book or to collect a fine advice slip.
- Please deposit your bag/s, umbrella etc. on the rack outside the library door.
- Do not smoke inside the library premises. The Library is no smoking zone;
- Do not damage any library materials;
- Do not talk loudly inside the library;
- Do not leave plastic cups, bottles in any place of the library;
- Do not bring any food or drinks (hot/cold) inside the library.

Biswajit Saha

(University Librarian)