

Know Your Library

(Library Guide cum User Manual)

Central Library, Kazi NAZRUL UNIVERSITY

Library webpage: <https://www.knu.ac.in/get-page-details-sub-category-item/library/central-library/121>

The Central Library of Kazi Nazrul University was established in 2013 and is located at a convenient site on the ground floor of Vidya Charcha Bhaban. It is a well-stocked library equipped with state-of-the-art amenities. Books are classified according to the Dewey Decimal Classification (DDC) scheme, and all library materials are barcoded. The stack areas are spacious, well organized, and efficiently maintained. It houses an extensive and carefully curated collection designed to meet the diverse academic and research needs of students and faculty members.

The library is fully automated using the KOHA Integrated Library Management System (ILMS). By centralizing management and streamlining cataloguing and circulation, KOHA significantly elevates the quality of library services. The system provides real-time reporting and enhanced resource accessibility while supporting specialized tasks such as multilingual operations, serials control, and stock verification. This robust automation empowers staff to deliver a more responsive and efficient experience for all users.

The Central Library functions as the university's primary learning resource centre and occupies a vital role in its academic and research activities. It provides current, accurate, and authoritative information through both print and electronic resources, supported by modern technology to facilitate teaching, learning, and research.

Service / Facilities:

- 1. Integrated Library Management System (ILMS) KOHA:** for efficient circulation, centralized management, improved access, easy cataloguing, real-time reporting, multi-lingual support, interoperability, community support, and security, simple, quick book acquisition, cataloguing, serial control, binding, and stock verification.
- 2. Koha Web-OPAC:** Through OPAC (ONLINE PUBLIC ACCESS CATALOGUE) the users can search the collection of books by title, author, publisher, subject, keywords etc.

Koha OPAC: <http://13.234.159.126/>

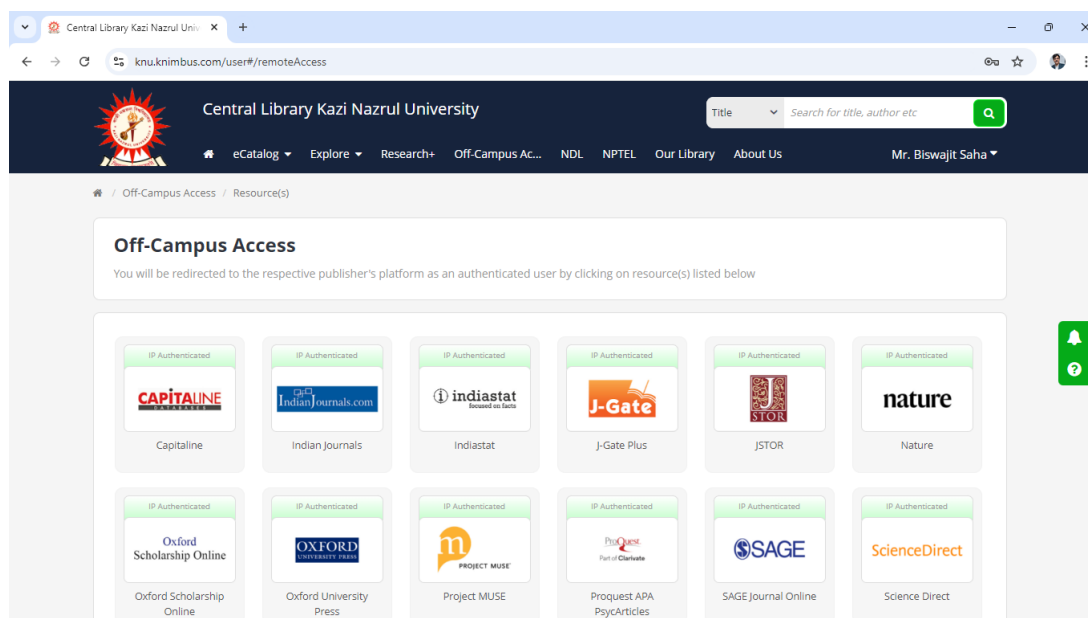
- 3. QR Code based OPAC Access:** QR Code for Library OPAC is available on the library webpage and inside the campus. Students and Teachers can access Library OPAC with their Cell Phone just scanning the code.



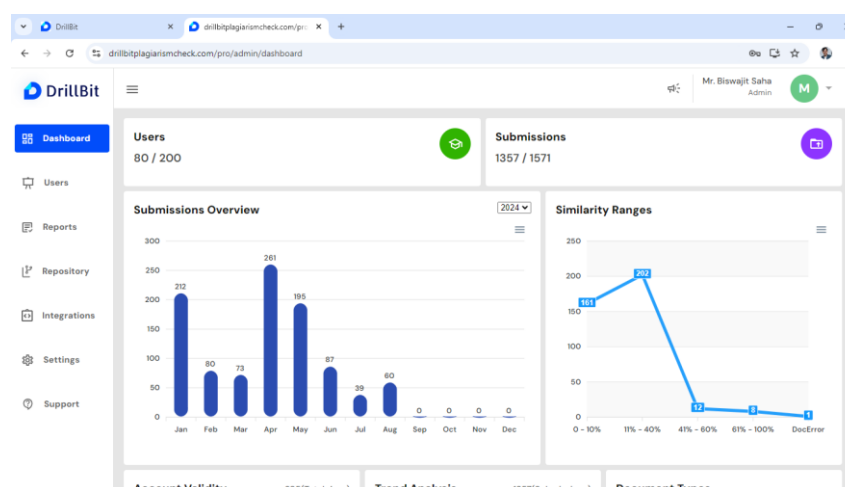
- 4. Computing, Internet, WI-FI:** The entire library is Wi-Fi enabled and provides high-speed internet access for users. The library is equipped with 18 computers for user access. Recently, an additional 12 computers were received under the MP LAD grant and have been installed in the “Digital Library” located in the main administrative building.
- 5. Reading Room:** The reading room is well furnished to accommodate students at a time and provides favourable environment for study. Faculty and Students' attendance register is maintained to count daily footfall in the library.



- 6. Circulation:** The Circulation Section is one of the key sections of the Central Library. The circulation desk serves as the primary service point, providing lending services and facilitating the return and renewal of loaned materials. All issue, return, and renewal transactions are carried out through the KOHA Integrated Library Management System (ILMS).
- 7. Off Campus Access:** Remote access to library resources from anywhere of the world through computer & Mobile app, 24/07/365. <https://knu.knimbus.com/user#/home>.

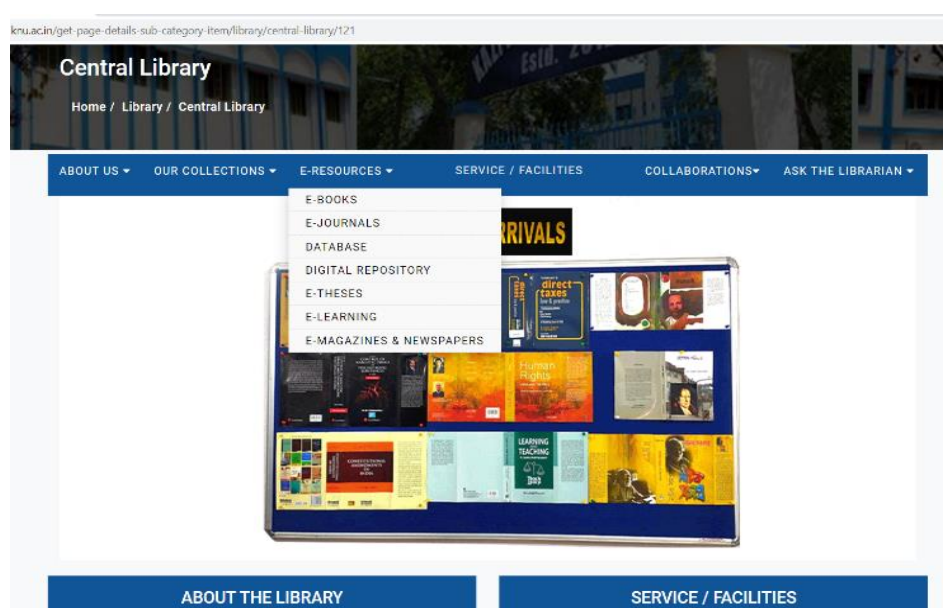


8. **Plagiarism Detection Software:** The library provides access to the plagiarism detection software **Drill-Bit**, supplied free of cost by INFLIBNET. All KNU faculty members, scholars can avail of this facility through the Librarian.



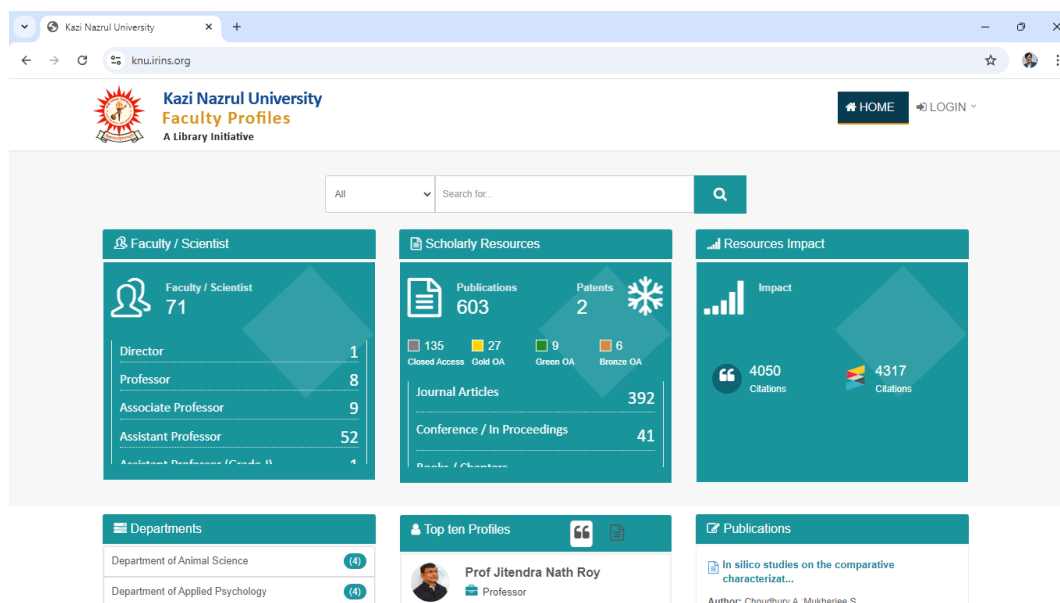
9. **MOU with Inflibnet:** KNU has signed MOU with Inflibnet and Member of E-Shodh Sindhu Consortium (now, subsumed to the One Nation One Subscription (ONOS) scheme), Shodh Ganga, Shodh Chakra and Shodh Gangotri, Access to South Asian Archive etc.
10. **One Nation One Subscription Project:** Central Library of KNU is a member of ONOS project. It is a one-stop digital library in India with institutional access to global research in various academic disciplines. It provides access to 13000 plus peer review journals of all leading publishers such as Sage, Elsevier Science Direct, Springer Nature, Wiley, Taylor & Francis, Emerald, Oxford University press, IEEE and may more. These are accessible within and outside the campus.
11. **Dual-Purpose Smart Card:** Students receive a single Smart Card that serves as both an official Identity Card and a Library Card.

12. **Hassle-Free Cashless Fine Payments:** To streamline administrative processes and eliminate the need for cash, all library overdue fines are collected via UPI, ensuring quick and seamless transactions.
13. **The library is equipped with document scanner, barcode scanners, and other related facilities.**
14. **The library is equipped with a Book digitization facility with Optical Character Recognition (OCR).**
15. **Closed Circuit TV:** Closed-circuit television cameras have been installed throughout the library to ensure strict surveillance and security.
16. **The library provides regular email alert services to all users for book issue, return, renewal, and overdue reminders.**
17. **Open-Source Resources:** Several thousand open-source resources have been added to our Library website with proper URLs and description. Please follow the Library webpage.



Library webpage

18. **New Arrival Alert:** Intimation on new books/resources added to the collection through library webpage.
19. **Membership of National Digital Library of India:** KNU holds club membership of the National Digital Library of India (NDLI), an initiative of IIT Kharagpur.
20. **The library provides regular email alert services to all users for book issue, return, renewal, and overdue reminders.**
21. Regular Mail alert for Webinar/Training/Workshop
22. Orientation for the students/ Teachers.
23. **IRINS (Indian Research Information Network System):**
The IRINS portal (<http://knu.irins.org>) is used to showcase and highlight the research output and impact of KNU faculty members.



KNU IRINS website

24. Software for Visually Impaired Students:

The Central Library is equipped with NVDA (Non-Visual Desktop Application) software to support visually impaired students.

How to avail Library Facilities:

For Students: Once the list of newly admitted students containing their names, registration numbers, departments, and sessions etc. is received, it is integrated into our library software to enable full borrowing privileges.

During the interim period before this integration is complete, students are welcome to use the library's facilities under the following conditions:

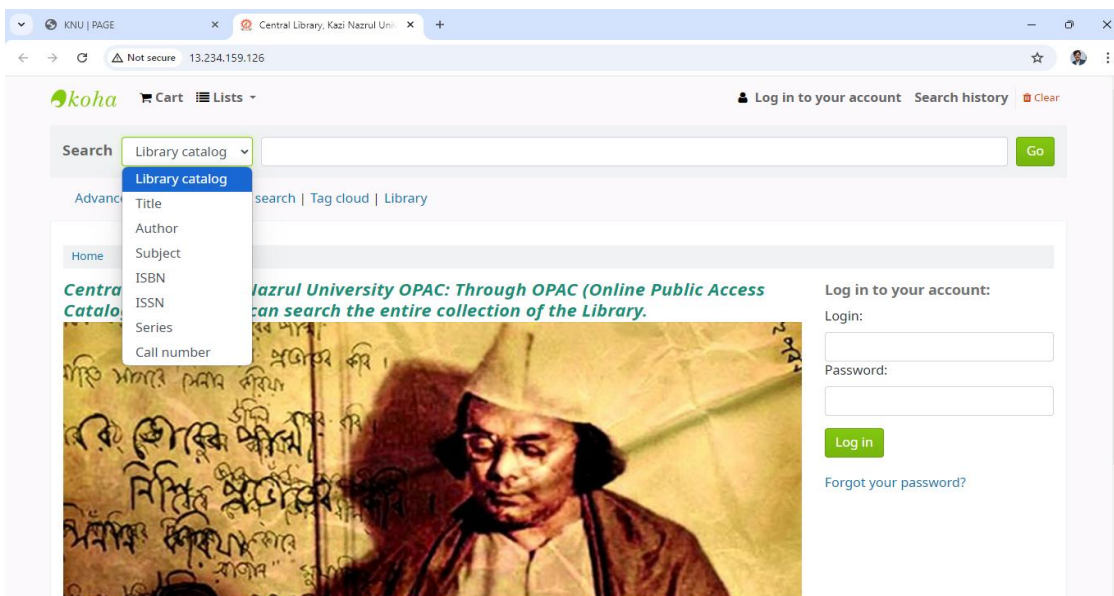
- **Reading Room Access:** Students may use the reading room for both individual and group study.
- **Computer & Internet Access:** Library computers are available for book searches and internet use.
- **Required Documentation:** To utilize these services before their accounts are fully activated, students must submit a permission letter addressed to the Librarian duly forwarded by the Head of the Department (HOD) of their respective faculty.

Teachers, Officers and Staff (regular): Only Employee ID and date of joining KNU is required.

For Remote Login Facility: Please contact the Librarian.

Central Library of KNU follows partially close access system. Students have to approach Library staff to get his/her choice of book/s. How to use Online Library Catalogue:

OPAC : URL: <http://13.234.159.126/>



Stack Area

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 soon.

Library Rules:

1. 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.2 per day for each holding.
- 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 is to be given to all enrolled students on campus.

2. No of Books to be issued:

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

3. The SMS/Email 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 book. In case of fine it will be mentioned in alert SMS.
- d) The final SMS notification would be about user's temporary blockage of his/her library account (only to those users who did not return the book within 30 days).

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

Print resources: Books, Journals, Newspapers, Magazines, Reference books, Theses, etc.

E-Resources: e-Books, e-Journals, Databases, e-Magazines, e-Newspapers, e-Reference books.

University Librarian:

Dr. Biswajit Saha: E-Mail: librarian@knu.ac.in

Library Staff:

Mrs. Nitu Ram	Library Attendant	8388959947	library.office4@knu.ac.in
Mrs. Krishna Roy	Junior Attendant	6294563105	library.office5@knu.ac.in
Mrs. Usha Dey	Library Attendant	9932500354	library.office3@knu.ac.in
Mr. Kousik Samanta	Library Assistant	9832800560	library.office6@knu.ac.in

Mr. Supriya Kazi

Group-D staff

97330 42773

Mr. Sushanta Bhowmik

Group-C staff

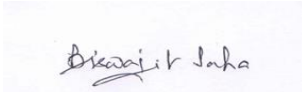
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Dos:

- Please return/renew book/s in time to avoid fines.
- Please stand on a queue to issue, return or renew your book or to collect fine advice slip.
- Please deposit your bag/s, umbrella etc. on the rack outside the library door.

Don'ts:

- 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.



(Dr. Biswajit Saha)

University Librarian