

Know Your Library

Central Library, Kazi Nazrul University

Library website: <https://knu.ac.in/knudynamicpagedo.aspx?pageid=206>

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 the state-of-the-art amenities. The Books are classified according to Dewey decimal classification scheme. All the books are barcoded. The stack areas are well organized and quite spacious. Presently, the library follows 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.

It acts as the learning resource centre 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.

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 15 computers for the users.
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.

Circulation: It is one of the key departments of Central Library. Circulation desk is the main service point of the library. It provides lending services and facilitates for return/renew 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 on the notice board of all departments. Students and Teachers can access Library OPAC with their Cell Phone just scanning the code.

Software for Visually Impaired Students:

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

How to avail Library Facilities:

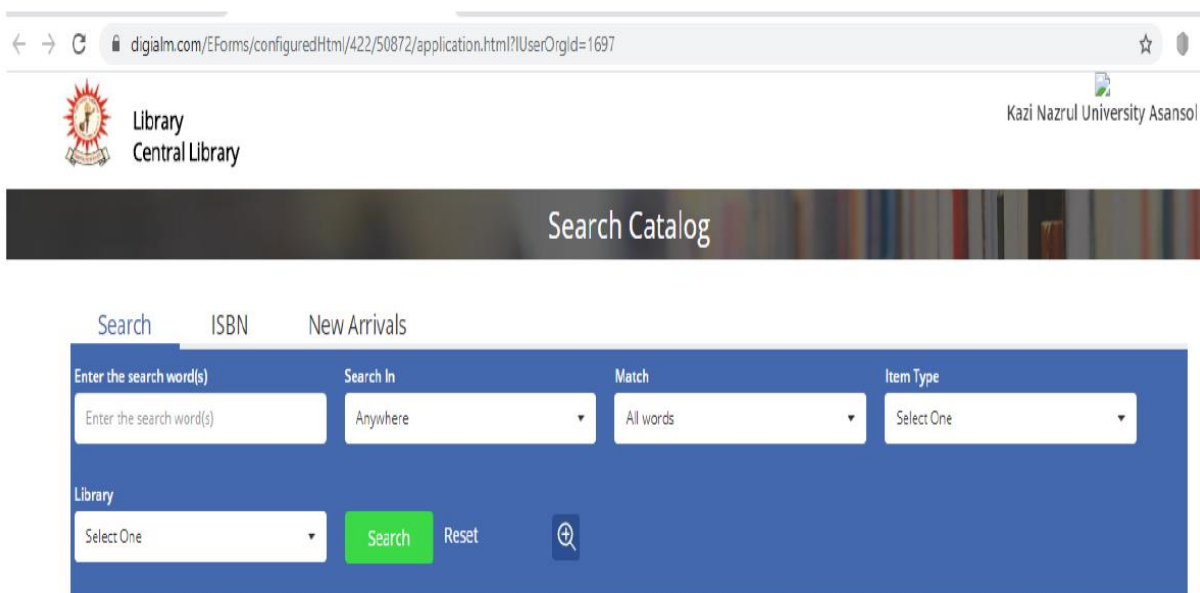
For Students: Students' Application Sequence No. is Library ID No. After getting confirmation regarding admission students can avail library facility. He/she has to produce the Application Sequence No. on Circulation Desk to issue, return or renew books. They can use reading room to study individually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

Central Library of KNU follows 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:

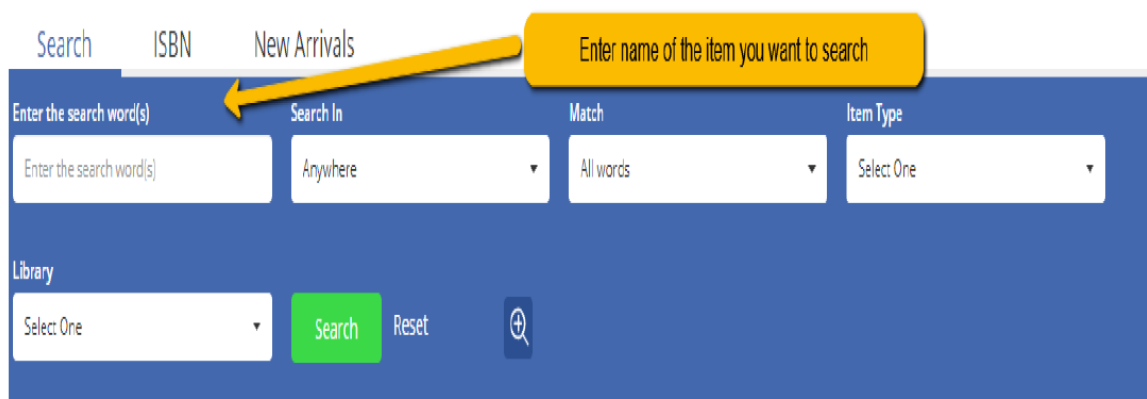
<https://www.digialm.com/EForms/configuredHtml/422/50872/application.html?lUserOrgId=1697>

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



The screenshot shows a web browser window with the URL <https://www.digialm.com/EForms/configuredHtml/422/50872/application.html?lUserOrgId=1697>. The page header includes the KNU logo and 'Library Central Library' on the left, and 'Kazi Nazrul University Asansol' on the right. The main heading is 'Search Catalog'. Below this, there are three tabs: 'Search', 'ISBN', and 'New Arrivals'. The 'Search' tab is active. The search interface includes a text input field labeled 'Enter the search word(s)', a 'Search In' dropdown menu set to 'Anywhere', a 'Match' dropdown menu set to 'All words', and an 'Item Type' dropdown menu set to 'Select One'. Below these fields is a 'Library' dropdown menu set to 'Select One', a green 'Search' button, a 'Reset' button, and a magnifying glass icon.

Step2: Enter name of the item you want to search



This screenshot is identical to the one above, but with a yellow callout box containing the text 'Enter name of the item you want to search'. A yellow arrow points from this callout box to the search input field.

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

The screenshot shows a search interface with the following elements:

- Search In:** A dropdown menu is open, listing search criteria: Anywhere, Author, Title, Sub Title, Keywords, Series Title, Note, Abstract, Publisher, Subject, Classification, Division, and Section.
- Match:** A dropdown menu set to 'All words'.
- Item Type:** A dropdown menu set to 'Select One'.
- Library:** A dropdown menu set to 'Select One'.
- Search Buttons:** 'Search' (green) and 'Reset' (blue) buttons.
- Results Table:** A table with columns: Catalog Code, Title Call No., Primary Author, Item Type, Holding Count, and Action. The table contains five rows of search results.

Catalog Code	Title Call No.	Primary Author	Item Type	Holding Count	Action
SbsSg5g20118929	011.39, SAG-S	Sage	Journal	1	[Eye] [Info] [Print]
CtlVdyVdy20118928	011, VID-C	Vidya Vihar	Journal	1	[Eye] [Info] [Print]
PrcCbsCbs20118927	011.39, CBS-P	CBS Publishers & Distributors	Journal	1	[Eye] [Info] [Print]
GrcCtCbsCbs20118926	570, CBS-A	CBS Publishers & Distributors	Journal	1	[Eye] [Info] [Print]
NfINfVI-NfI20118925	020, INF-I	Inflibnet	Journal	1	[Eye] [Info] [Print]

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

The screenshot shows the search interface with the 'Match' dropdown menu open, displaying the following options:

- All words
- Exact
- Starting with
- Ending with

A yellow callout box with the text "Match the entered words the way you want from dropdown menu" points to the 'Match' dropdown menu.

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: Anywhere Match: All words Item Type: 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

- 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: Anywhere Match: All words Item Type: Select One

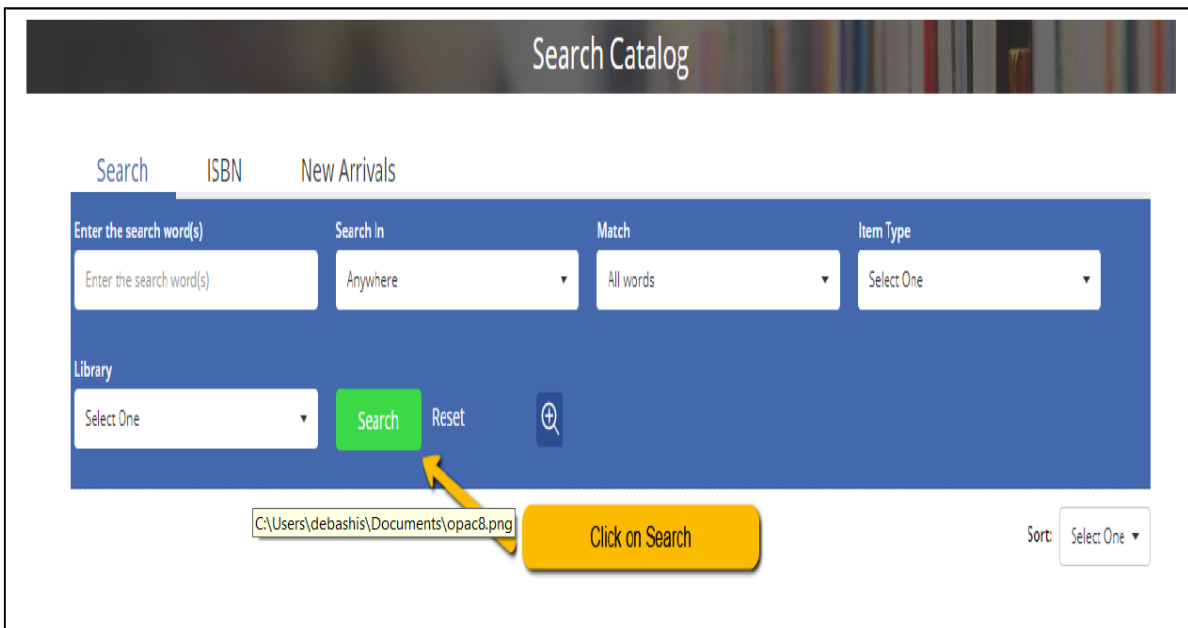
Library: Select One Search Reset

Select KNU Central Library from dropdown menu

- Select One
- Select One
- KNU Central Library

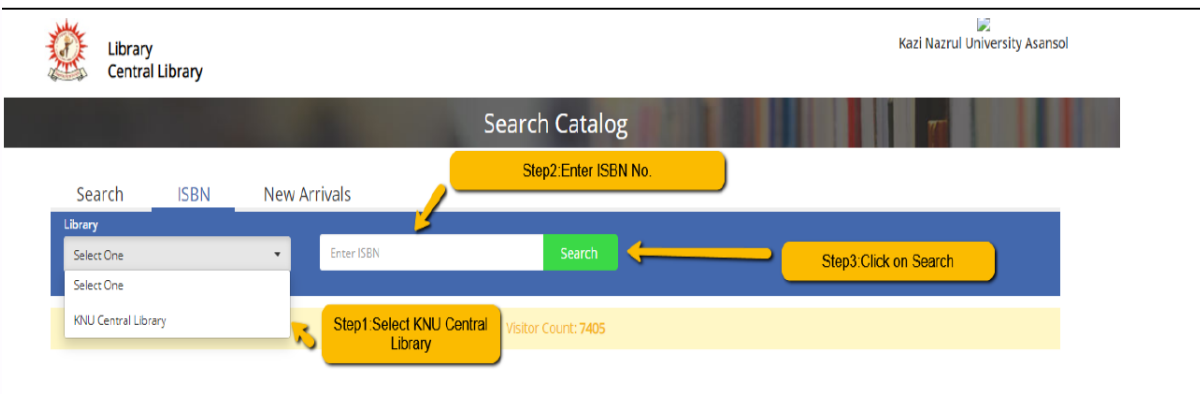
Sort: Select One

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

The screenshot shows the 'Search Catalog' header with navigation tabs for 'Search', 'ISBN', and 'New Arrivals'. The 'New Arrivals' tab is active. Below the tabs is a search bar with a 'Duration' dropdown menu set to '1 Month' and an 'Item Type' dropdown menu set to 'Select One'. A green 'Proceed' button is visible. A yellow callout box with an arrow points to the 'Duration' dropdown menu, containing the text 'Step1: Select duration from dropdown menu'. The page also displays 'Visitor Count: 7405' and contact information for OPAC BizApp.

Step2: Select Item Type from dropdown menu

The screenshot shows the 'Search Catalog' header with navigation tabs for 'Search', 'ISBN', and 'New Arrivals'. The 'New Arrivals' tab is active. Below the tabs is a search bar with a 'Duration' dropdown menu set to '1 Month' and an 'Item Type' dropdown menu open, showing options like 'Book', 'Journal', 'Bengali News Paper', etc. A green 'Proceed' button is visible. A yellow callout box with an arrow points to the 'Item Type' dropdown menu, containing the text 'Step2: Select Item Type from dropdown menu'. The page also displays 'Count: 7405' and contact information for OPAC BizApp.

Step3: Click on Proceed

The screenshot shows the 'Search Catalog' header with navigation tabs for 'Search', 'ISBN', and 'New Arrivals'. The 'New Arrivals' tab is active. Below the tabs is a search bar with a 'Duration' dropdown menu set to '1 Month' and an 'Item Type' dropdown menu open. A green 'Proceed' button is visible. A yellow callout box with an arrow points to the 'Proceed' button, containing the text 'Step3: Click on Proceed'. The page also displays 'Count: 7405' and contact information for OPAC BizApp.

Timing and Access:

Monday to Friday: 10.30 P.M. to 5.30 P.M. (except Saturday, Sunday and other holidays).

Service Units

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

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.

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. 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.

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 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.

Books: KNU Library has more than 21000 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.

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 open sources of renowned publishers such as Sage, Oxford, Springer Nature, Wiley, Elsevier etc. The library subscribes to a large number of magazines and newspapers. The newspapers and magazines are displayed in the Reading Hall in the ground floor.

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.

University Librarian:

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

Library Staff:

Name	Designation	Contact (M)	E-mail
Mr. Bibekananda Banerjee	Junior Assistant	9614888956	vivekbanerjee.23@gmail.com
Mr. Debasish Bandyopadhyay	Data Entry Operator (Junior)	8967901523	mailtodebasishbanerjee@gmail.com
Mr. Ganesh Ruidas	Junior Assistant	7908696966	ganeshruidas29@gmail.com
Mrs. Nitu Ram	Library Attendant	8388959947	Nituram76@gmail.com

Dos:

- Please request Library staff to bring your book. Don't go inside the stack to search book.
- 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.

Biswajit Saha

(University Librarian)