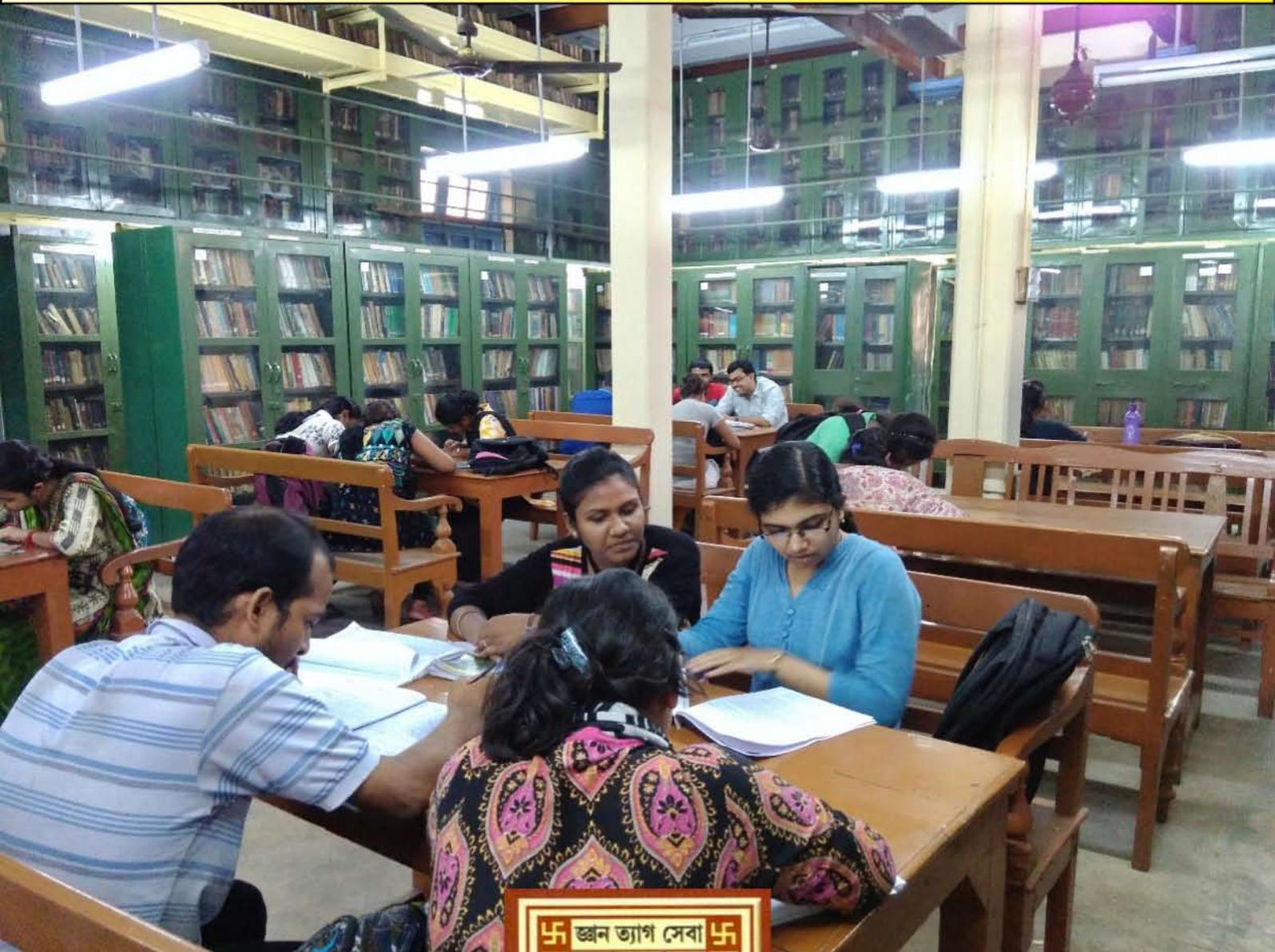


Guide to the Library



Vidyasagar College Central Library

39 Sankar Ghosh Lane, Kolkata- 700 006



Born: September 26, 1820, Ghatal

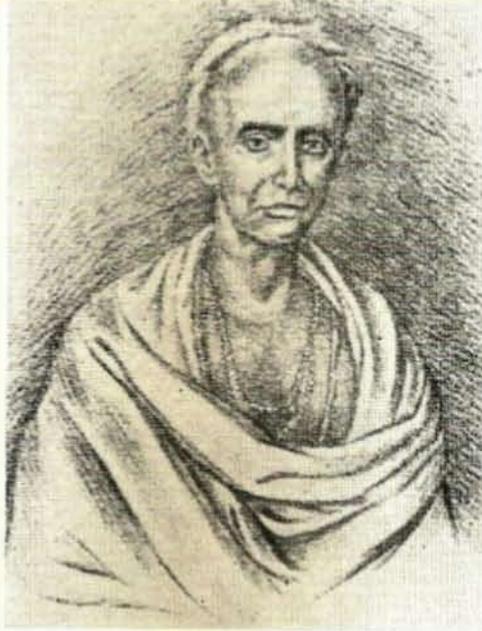
Died: July 29, 1891, Kolkata

Education: Sanskrit College (1829–1839)

Books: Unpublished Letters of Vidyasagar, Hindu Widow Marriage, Marriage of Hindu widows

Parents: Thakurdas Bandyopadhyay, Bhagavati Devi

Parents



পিতা ঠাকুরদাস বন্দ্যোপাধ্যায়



মাতা ভগবতী দেবী



ঈশ্বরচন্দ্র বিদ্যাসাগর



পত্নী দীনময়ী দেবী

Wife: Dinamayee Devi

This booklet entitled “Know your Library” gives an overview of the Library facilities in Vidyasagar College. With a long tradition of remarkable combined efforts of all the staff members of the library, the library is striving hard to meet the pressing demands of the users by rendering various services both through manual and IT based system. We are progressing steadily towards fuller automation using both the non-digital and digital information sources, but definitely not without a human touch.

I wish this briefly informative booklet can help to fulfil the users’ primary awareness.

July, 2016

Sd/
Raja Biswas
Librarian-in-Charge

Vidyasagar College Library Structure

- a) Central Library
- b) Departmental Libraries
CEMA: BOTA: 32 ZOOA: 40 BCMA: 37 ENGA: 82 PHIA: 66 PLSA: 126 JORA: 86 CMSA: 106 MTMA: 151 ELTA: 96 GEOA: PSYA: 102 FNTA: 68 HISA: 52 SANA: 106 ECOA: 131
- c) Post Graduate Library

Library Awareness as well as Orientation: What and Why

You are earnestly welcome to Vidyasagar College Central Library and we are glad to receive you amongst us. The aesthetic purpose of this booklet as a part of the library awareness as well as orientation programme is to acquaint you with the College Library System along with its various services. The important information given in the booklet definitely help you a lot while your visit and day to day use.

Know your College & the Library

Vidyasagar College has been a unique institute of higher education, conceived, established and managed by Indians only during the height of British rule in India. Its object was to impart higher education to Indian students, and inculcate in theme of patriotic outlook. It also sought to make higher education affordable to the economically weaker students. Because of these noble objectives, Vidyasagar College became the cradle of the national freedom movement. A galaxy of eminent sons of India was associated with this institute either as committee members or teachers or as students. It is a matter of unique distinction for Vidyasagar College that four undergraduate colleges, namely, Seuri Vidyasagar college, Nabadwip Vidyasagar college, Vidyasagar college for Women and Vidyasagar Evening college have taken their origin from this college. It is also worth mentioning that the Dawn Society, which was established in 1902, from which The Jadavpur University developed subsequently, operated from this college building.

Genesis

- a) 1872 Vidyasagar College Library was established. It started functioning in the main building which is at present our Geography Department at 39 Sankar Ghosh Lane Campus.
- b) 1926 After construction of Vidyasagar Hall (Hostel Building at 8, Cornwallis Street; at present 17, BidhanSarani Campus) library & common room was shifted to its first floor. The library & common room used to remain open from 10-45 A.M. to 9 P.M. on all working days. At that time there was almost 80 seating capacity in the reading room.
- c) 1872 Metropolitan Institute got affiliation to the C.U for First Arts (F.A.)
- d) 1879 Metropolitan Institute got affiliation to the C.U for Graduation
- e) 1882 Metropolitan Institute got affiliation to the C.U for B.L. Course
- f) 1917 Metropolitan Institute was renamed as Vidyasagar College.

Library Services in Vidyasagar College Central Library

Collections

- 1) Total Collection: 43,567 (as on 31.3.2016)
 - 2) Total Text Books: 39,005
 - 3) Total Reference Books: 4562
 - 4) Back volume of journals/ periodicals: 13,625
 - 5) News Papers: 02 (1 Bengali & 1 English)
 - 6) Archive (Bhagabati Devi Archive)
 - 7) Library Blog & OPAC (Online Public Access Catalogue)
 - 8) Carpet Area: More than 3000 sq. ft.
 - 9) CD / DVD: 200 (accompanied material with book)
- Vidyasagar College have a huge collection of rare books in its possession. We allow the research scholars and students to visit and use it but under our supervision.

Library Hours

Normal College hours, but we are trying to implement the extended library hours.

Library Membership

Criteria: All regular students of this College are eligible for the membership. Library facility is absolutely free. We don't charge a single rupee for library service. Research scholars are also permitted to use this library on production of valid identity.

How to be a member: Regular students have to visit the Central Library along with the acknowledgement card to get their Library cards. On production of the acknowledgement card along with money receipt at the library counter (within 11-30 a.m. to 1-30 p.m.) on all working days except Saturday you will get blank card. These card(s) should be returned to the counter again on the same day after fill up the relevant portion. You will get the signed card on the same day or next day.

Duration of membership: Your membership will be valid for a session only. Students must renew/ acquire their library cards for the next academic session, as they have to surrender their cards & borrowed books at the time of form fill up prior to University Exam (i.e. Library Clearance is mandatory).

Borrowing Privileges of the Users

- Every honours student may borrow 3 books at a time
- Pass/ General Students may borrow 2 books at a time
- For both cases they may retain the books for maximum 30 days
- Overdue charges beyond the stipulated time period may be imposed according the library rules.
- Books are issued against requisition slip, duly filled in by the students themselves between 11-30 a.m. and 1-30 p.m. & they have to borrow it on the same day between 3 p.m. and 4-45 p.m.

How to find your book(s)

- First of all you are requested to search it in the Library Management Software (**please find the detailed instructions in Appendix- A**) and if available you are advised to check it yourself in the almirah to confirm its availability. If you are in a hurry then please write alternative books in the requisition slip and submit it to the counter. Books will be issued at the same time if the staff is free or he/ she will inform you the borrowing time.
- Students are allowed to go near the closed almirah for the purpose of book selection.
- Please check the content of the borrowed document and condition before leaving the counter. You will be responsible for any damage found while returning the book
- Students are allowed to choose any documents for their reference work, but they must retain it for minimum 45 minutes.
- Reference books are not allowed to borrow or students are not allowed to leave the reference desk with these books in any case.
- Students are bound to replace the book in case of loss or damage.
- Some rare marked books (specially the costly books/ multi-volume books/ dictionary/ encyclopaedia, etc.) are there in the almirah & these are meant for reference purpose only.
- Any damage of set ups in the library and tearing or mutilation of a book will attract a handsome penalty.

Specimen of book requisition slip

Date.....		Sl. No.....	
Vidyasagar College Library			
(Student Home-Issue Slip for Pass)			
Sl. No.	Author	Title of Books	(For office use) Book No.
* 1.			
* 2.			
Signature (in full)			
Year & Sec.....		Roll Code & Roll No.....	
* Write Author & Title of the book according to preference.			

Please fill in this requisition slip as follows:

1. Date
2. Author Name
3. Title of the Book you like to borrow (in serial number 1)
4. Alternative Book details (in serial number 2)
5. Signature in full (not the initial or in capital)
5. Year (1st year/ 2nd year/ 3rd year) and Section (A / B /C / D / E / F)
6. Roll Code & Roll Number (e.g. Bot/ 02: Botany, Roll No.- 2)

Properly filled in slip to be submitted in the counter. Please bring your library card while borrowing.

Personal Belongings

You are requested to keep your belongings in your own custody. Property counter is under renovation and so we are not able to extend our help to deposit it in that counter.

Reading Room Service

Reference books & text books

Career Guidance

Books on Vidyasagar

Back volume of the journals

News paper

Reference books, Atlas, etc.

Online Journals, Question Paper, Syllabus, etc.

Current Awareness Service

Career Guidance

Entry into service Guidance

Awareness of Spoken Tutorial (IIT Bombay)
& its guidance

Dictionary and Encyclopaedia

Xerox, Printing and Scanning Services

Services are provided depending on your requirement and keeping in mind the copyright act of our country. You are requested to contact the Librarian to avail these facilities. Rare books are not permitted to scan or Xerox. Only photographs are allowed (without flash) but in presence of the Library Staff.

Other Important Services

Purchase of books based on the lists suggested / prepared by the students and /or faculty members, processing, database preparation, current awareness services, reference and information services, book exhibitions etc.

Feedback of the students are being collected to measure their satisfaction ...

Rules, Regulations & Services

- Library kept open from Monday to Friday from 11 am to 5 pm and 11 am to 2 pm on Saturday. The Library has the Reading Room facility for the students. More than 40 students can use the reading room at a time.
- There is separate reading space for the teachers.
- Honours' students are allowed to borrow 3 books from the central library and 1 book from their departmental library. While pass students can borrow 2 books from central library at a time.
- Lending service beyond clearance is given against a caution deposit of Rs.50/- only.
- Reference service and referral services are available for the user.
- Library management software has been in use for long time; this provides OPAC facility and locates transaction records easily.
- Online Public Access Catalogue (OPAC) through intranet (from within the Central Library only) is very helpful for finding the required books
- Old question papers are available and you may access these through the Library Management Software. You are entitled to copy the file too.
- Online journals and e-books through N-List are accessible to all users.
- The library provides computer access for Internet surfing/ journal download and for searching library contents
- Reprographic services are available on demand within the limit of copyright act.
- Scanning service is provided to users on demand.
- Departmental Libraries have already been implemented in most of the departments.
- Literature related to the User Education Program is available in the website and in the Library. You may also find the detailed Rules and Regulations along with detailed instruction (how to use the Library) are available in the Library Management Software.
- The library provides personal care to those users who are preparing for any projects / seminars / examination.
- The library provides support and career oriented guidance for those preparing for the NET, SET or competitive examinations.
- The library also subscribes to hard copy of the journals which are related to competitive examinations. It also provides job information to the 3rd year students or to any interested student.
- The library blog is being maintained for the last 5 years and users are allowed to post their demand lists for new books or journals.
- Services provided through the library blog contain various domains. You are requested to visit it regularly.
- Student's grievances are solved by the librarian.
- The detailed library web page helps a lot to know your library.
- The digital repository of the library contains previous year question papers and syllabus.
- As recommended by the concerned departmental teachers & by the users library purchase new books out of available funds.

- It provides reading lists to the users as prescribed by the teachers.
- It provides maintenance of an archive (Bhagabati Devi Archive) which contains valuable history of our past.
- It updates library rules & regulations that help the library to run without any hindrance.
- The constitution of the library is the foundation of this well maintained library.
- The Library Committee comprising the Principal, Teachers, Coordinator, IQAC, Students' Representative and Librarians who help to make the library relevant to its patron and ensure that the library must be an important part of the student's college life and ensures its overall progress.
- Research scholars are permitted to use the library.

Earn while you learn

Following the western concept of making the students economically independent, Vidyasagar College Central Library motivates the students to adopt its programme titled "Earn While You Learn". The initiative is having a pronged impact. Students may earn some extra pocket money while on the other, they may able to acquire work experience and hands-on training while studying, something that is missing in our education system. This also helps the students to gain a firsthand experience of the job environment and thereby develop their self confidence and personality. Accordingly, the students are encouraged to take up part-time jobs after completing their regular classes or during holidays which would enhance their personal rating at the time of final placements.

Access

NewGenLib version 3 is installed for Library Automation. Databases of books and question papers are being created and updated. Issue-return of the documents are maintained through this software. There is huge subscription of online journals (full access with download facilities) and e-books. Please go through the Appendix- B for its proper use.

How to access

Library Catalogue (please find the Appendix- A for detailed instructions)

Online-journals & e-books (please find the Appendix- B for detailed instructions)

Free journals (please visit <http://vclibrary.wordpress.com>)

Open course ware & MOOC (please visit <http://vclibrary.wordpress.com>)

Tools for researchers (please visit <http://vclibrary.wordpress.com>)

Useful external links (please visit <http://vclibrary.wordpress.com>)

Dictionary and many more (please visit <http://vclibrary.wordpress.com>)

NPTEL E-learning through online Web and Video courses in Engineering, Science and humanities streams (<http://mhrd.gov.in/e-contents>)

Spoken Tutorial (<http://www.spoken-tutorial.org>)

Spoken Tutorial program is an initiative of MHRD, Govt of India and the best MOOC program in the world, awarded by Google. Through this program they are providing training on various software/ IT skills and promoting the learning and usage of Free & Open Source Software (FOSS), via Audio-Video teaching tool, viz, 'Spoken Tutorial' www.spoken-tutorial.org. Let me give you a brief about the project below.

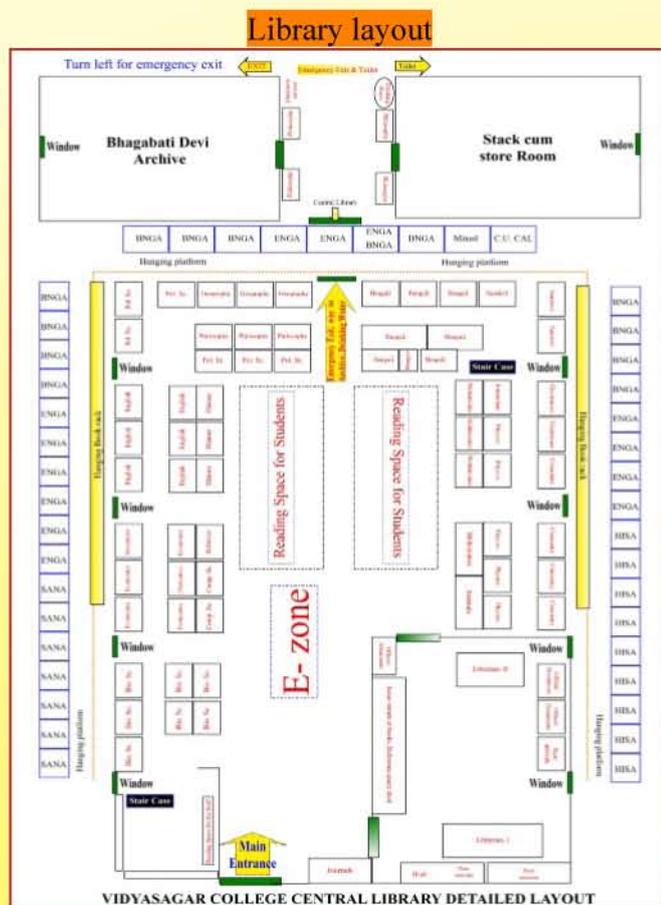
The tutorials can be considered as an e-resource or e-guide to help students learn and master a variety of software on their own without needing the help of expert teachers.

The method is distance learning and offline learning is possible within the campus. As a one-time exercise once the content is downloaded from the website and installed in the system, Learning can be off line, so Internet is not needed.

The software include skill oriented and curriculum oriented courses, so very useful for both job prospects & academics.

All these come with Certificates from Spoken Tutorial, IIT Bombay completely FREE OF COST.

The courses are useful for students from all the streams and departments (Arts/ Comm/ Science etc). Sample Software tutorials are as follows: **Basic IT skills, LibreOffice Suite (substitute for MS Office), Linux - Ubuntu, C, C++, Java, GIMP, Blender (animation), Scilab, PHPMySQL, LaTeX, GChempaint and so many more...**



Appendix- A

Searching Vidyasagar College Central Library Catalogue: Open available browser (Firefox/ Opera/ Chrome/ Internet Explorer and type: <http://192.168.1.100:8080/newgenlibtxt/> and press enter...

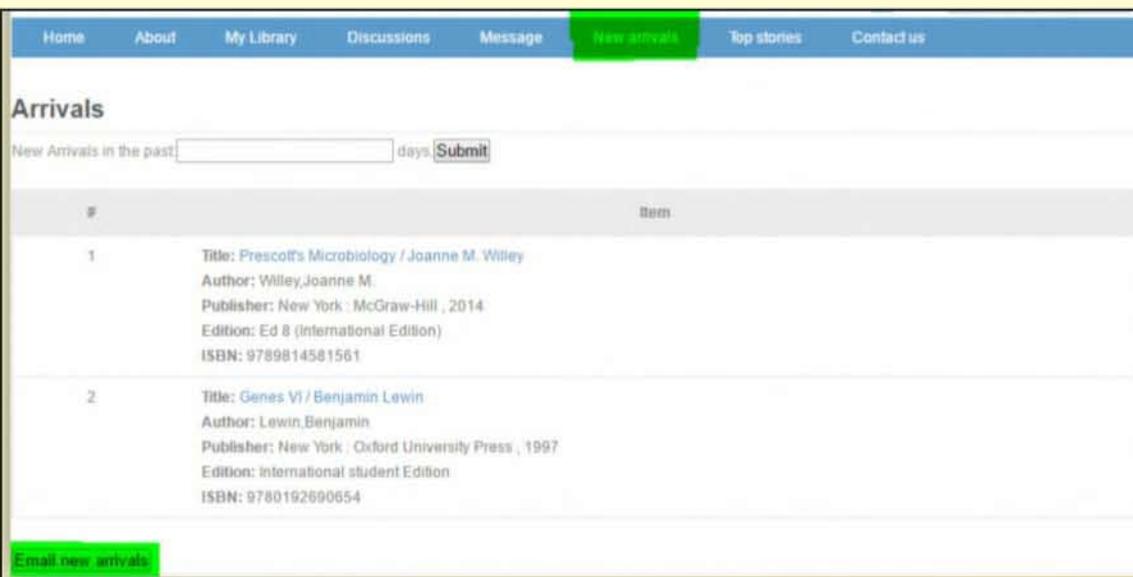
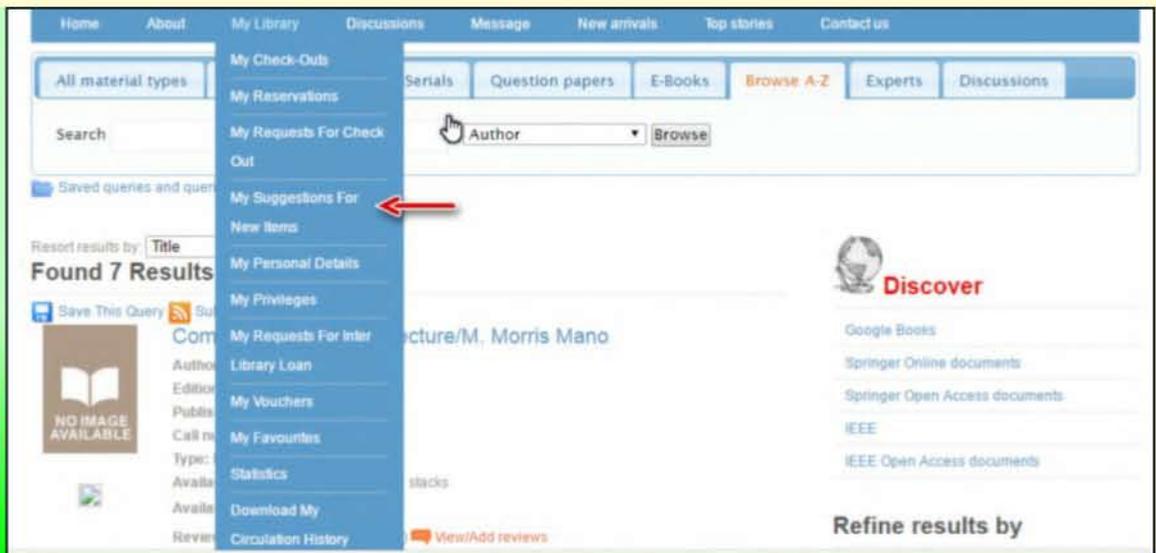
The screenshot shows the homepage of the Vidyasagar College Central Library. At the top left is the library's logo. To its right, the text reads "Vidyasagar College Central Library". A green callout box contains the text: "This home page will appear where you will able to search your document; whether available or not...". Below the header is a navigation menu with links: Home, About, My Library, Discussions, Message, New arrivals, Top stories, Contact us. A secondary menu lists "All material types" with sub-categories: Books, Journals and Serials, Question papers, E-Books, Browse A-Z, Experts, Discussions. A search bar is present with a dropdown menu set to "Title" and a "+" sign. Below the search bar, there are sections for "Library timings", "About the library", "About the organization", and "Your library on your mobile".

Search technique: It may be simple or boolean. This searching is very flexible to meet your needs...

This screenshot is similar to the first one but includes several green callout boxes with arrows pointing to search-related elements. One box says "select Title or Author or Subject or anyterm based on your search term" and points to the dropdown menu. Another box says "type the book you want.. (search term)" and points to the search input field. A third box says "click this + sign for advance searching" and points to the "+" icon next to the dropdown menu.

The screenshot shows the search results page. The search bar contains "computer system architecture" and the dropdown menu is set to "Title". Below the search bar, the "AND" operator is selected, and the search term "mano" is entered in the "Author" field. A pink callout box says "click here to execute your search..". The results section shows "Found 7 Results" and lists the first result: "Computer system architecture" by M. Morris Mano, Ed 3, published in 2002. A large, bold, black text overlay reads: "searching technique with title and author... you may add subject or keyword too by clicking + or reduce it by clicking -".

There are various options and information available in the software. You are requested to browse each and every section of it and if you feel any difficulty please feel free to ask any library member. We are always ready to

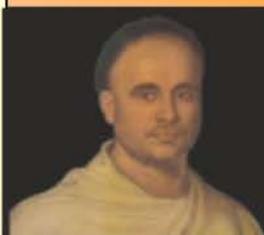


You will find the new arrivals, rules and regulations etc. within the available menu.

Please let us know your requirements and suggestions.

You are also requested to fill in the suggestion form, available in the counter.

Please visit Library Blog
(www.vclibrary.wordpress.com) for more & detailed information.



Vidyasagar College

39 Sankar Ghosh Lane, Kolkata- 700 006
West Bengal, India



An Educational Institute: Founded by Pandit Ishwar Chandra Vidyasagar

College Website:

www.vidyasagarcollege.edu.in

Appendix- B

E-Journals and e-book access (through N-LIST initiatives of MHRD)

N-LIST
National Library and Information Services
Infrastructure For Scholarly Content
extending access to e-resources to colleges in India

Home About Members E-Resources How to Join?

Available e-books & journals

List of E-resources under N-LIST Programme

Click on the resource to get FullText Access

- American Institute of Physics (13 titles and 19 years backfile access)
- Annual Reviews (23 titles and 19 years rolling backfile access)
- Cambridge University Press (224 titles and 19 years backfile access)
- Cambridge Core (234 titles with 19 yrs backfile)
- Elsevier of Physics (48 titles and access from '14)
- Oxford University Press (208 titles and 19 years backfile access)
- Royal Society of Chemistry (29 titles and 19 years backfile access)
- Economics and Political Weekly (1 title and access from 1946)
- Science Journals (209+ titles and access from 2007)
- SCOPUS (200+ titles)
- SCICORBIT (W Wiley and JAI Library) (200+ and 3M titles)
- Cambridge Books Online (300 titles)
- Oxford Scholarship ebooks (180+ titles)
- EBL Library McGraw Hill ebooks (114 titles)
- Hindustan Book Agency - ebooks (89 titles)
- Institutes of South East Asia Studies (ISEAS) Books (31+ titles)
- Springer ebooks (200-2011) (330 titles)
- Key Knowledge ebooks (300 titles)
- Taylor and Francis - ebooks (200 titles) see platform
- Search Asia Archive
- Elibrary -ebooks (125000+ titles)
- World -ebooks Library 30000000+ titles)

If you are a library user who is having problems accessing these resources

N-LIST
National Library and Information Services
Infrastructure For Scholarly Content
extending access to e-resources to colleges in India

Home About Members E-Resources How to Join? Operation UserGuide/help Register College Status Search Download

Welcome to N-LIST Website

An Initiative of Ministry of Human Resource Development (MHRD) under the NPE-ICT now funded by UGC, as college component under UGC-INFONET Digital Library Consortium

N-LIST Winner of The eSouth Asia 2010 Award under e-LEARNING Category
Watch Video

As an authorised user from colleges registered under NLIST programme, you will have access for the e-resources (6,000+ e-journals and 30,00,000+ ebooks)

College Admin Login

Total No of users: 935534
No of users added in November: 7716

Registered Member's login
to get access to e-resources

Click here to Login >>

Important email contacts
For payments related, paymentInfo@inlibnet.ac.in
For access problem etc college@inlibnet.ac.in

Print Fee Receipt/Invoice Quotation[2016-17]

How to access journals & e-books: Please search nlist in Google or visit nlist.inlibnet.ac.in website

Google nlist

type nlist and press enter or search in google

All Books News Videos More Settings Tools

About 3,24,000 results (0.28 seconds)

N-LIST: National Library and Information Services Infrastructure for ...
nlist.inlibnet.ac.in

NOTE: Non-Aided Colleges (except Agriculture, Engineering, Management, Medical, Pharmacy, Dentistry and Nursing) may join NLIST on payment of Annual ...

College Admin Login
Welcome to College Admin System
college administrator

E-Resources
About Members E-Resources
How to Join? ... E-Resources ...

Members
Members Beneficiary Colleges. All college covered under section ...
More results from inlibnet.ac.in

N-LIST
National Library and Information Services
Infrastructure For Scholarly Content
extending access to e-resources to colleges in India

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College Admin Login

Total No of users: 935534
No of users added in November: 7716

Registered Member's login
to get access to e-resources

Click here to Login >>

Important email contacts
For payments related, paymentInfo@inlibnet.ac.in
For access problem etc college@inlibnet.ac.in

Print Fee Receipt/Invoice Quotation[2016-17]

N-LIST
National Library and Information Services
Infrastructure For Scholarly Content
extending access to e-resources to colleges in India

Home About Members E-Resources How to Join? Operation UserGuide/help Register College Status Search Download

Registered Member's login
to get access to e-resources

type user id...

Username:

Password:

type passw...k login

Shibboleth Login

If your college is not registered for the National Library and Information Services Infrastructure for Scholarly Content (N-LIST) programme, ask your college authorities to get registered and obtain login ID and password.

If already Registered Check Status

Further Help/query ?

e-mail: college[at]inlibnet.ac.in

Write your comment(s)

N-LIST
National Library and Information Services
Infrastructure For Scholarly Content
extending access to e-resources to colleges in India

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- Cambridge Core (234 titles with 19 yrs backfile)
- Elsevier of Physics (48 titles and access from '14)
- Oxford University Press (208 titles and 19 years backfile access)
- Royal Society of Chemistry (29 titles and 19 years backfile access)
- Economics and Political Weekly (1 title and access from 1946)

Click on the resources to get access...



At your service

Raja Biswas, Librarian-in-Charge

Arpita Dutta (Dey), Librarian

Subimal Chakraborty, Library Staff

Monojit Hazra, Library Staff

Teklal Rabidas, Library Staff