Visva-Bharati

(Where the world makes its home in a single nest)

Library e-Newsletter

2015: Volume 2, Issue 2: February

EndNote: Citation and Bibliography Management

EndNote is a software package that allows you to collect and manage citation information and to generate formatted bibliographies in a range of styles (including classic styles like Harvard & Vancouver). VB users are provided with free access to EndNote. It can be downloaded to your computer.

Why use EndNote?

➢ Create a customized library of all your references.
➢ Insert those references in Microsoft® Word, Wolfram Mathematica 8, or Apple® Pages, and EndNote will automatically create citations and a bibliography matching the requirements of your selected journal or style manual; it has over 6,000 bibliographic styles from which to choose.
➢ Attach PDFs, sound files, videos, or any other kind of file to your references – up to 45 files per record.
➢ Read and annotate attached PDFs.
➢ Organize your library using groups to categorize references by project, subject, or anything else you choose; the same reference can be in as many groups as you want.
➢ Sync your EndNote references and groups across multiple computers, share references with others, and access your references from almost anywhere with any Internet browser by logging into your EndNote online account at: *my.endnote.com*

CREATE YOUR ENDNOTE ACCOUNT

Go to Web of Science page link: https://apps.webofknowledge.com
● If you are a Web of Science user, sign into the Web of Science, and click the EndNote link to open your EndNote library.
● If you do not have access to Web of Science, go to: **https://www.myendnoteweb.com** and sign in to a free account.
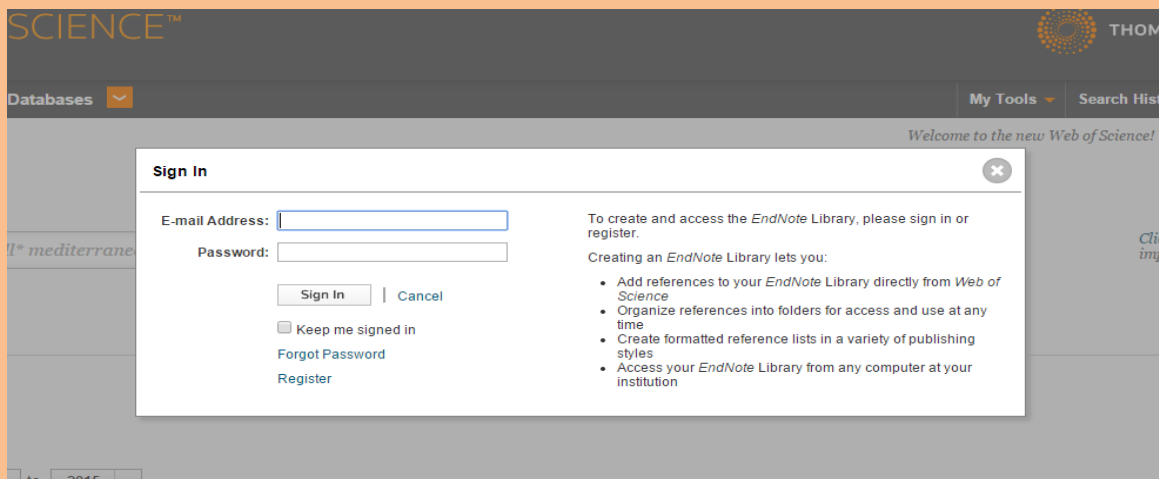
The first time you sign in to your EndNote account, you will see the "Getting Started" Guide, which offers links to help you collect, organize, and format your references.

INSTALL PLUG-INS

To access more of EndNote's features, you can install two types of plug-ins: one for capturing references from your browser window and another for linking your online library to Microsoft Word. To get started, go to the Options tab, and select Download Installers. Here, you will see all available plug-ins.

- To automatically import references into your EndNote library, you can use the **Capture Reference** button, as well as Endnote Capture to toolbars for internet explorer (windows only) or Firefox (Windows or Macintosh).
- Download the **Cite While You Write** plug-in to insert references, and format citations and bibliographies automatically while you write your papers in word.
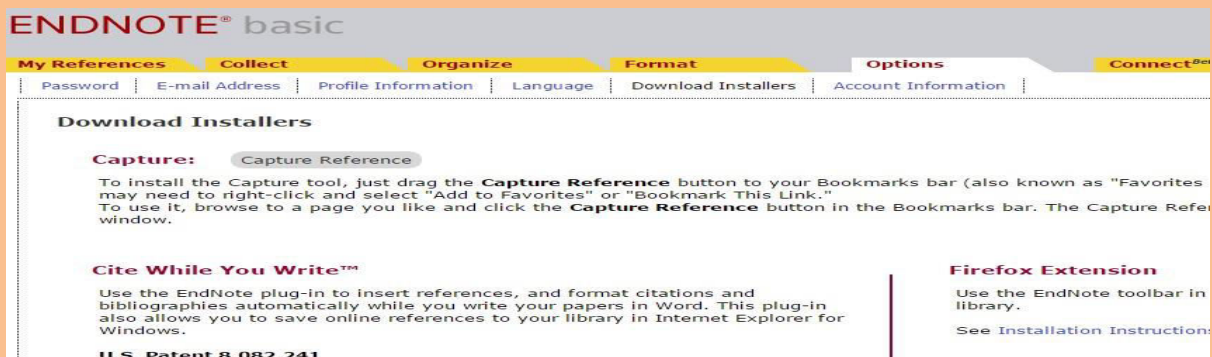

ADD REFERENCES TO YOUR LIBRARY

In some online resources, such as the Web of Science, you can save search results directly to your EndNote library by selecting Save to EndNote online from the drop down menu. References will be automatically placed in the Unfiled group.

- You can use the Capture Reference feature for online resources that do not have buttons for direct export. Capture Reference scans the bibliographic information presented on a web page and creates a reference for you to save to a new or existing group.
- Click on the download installer's link at the bottom of the page in EndNote online, and drag and drop the capture reference button to your browser's bookmark bar.
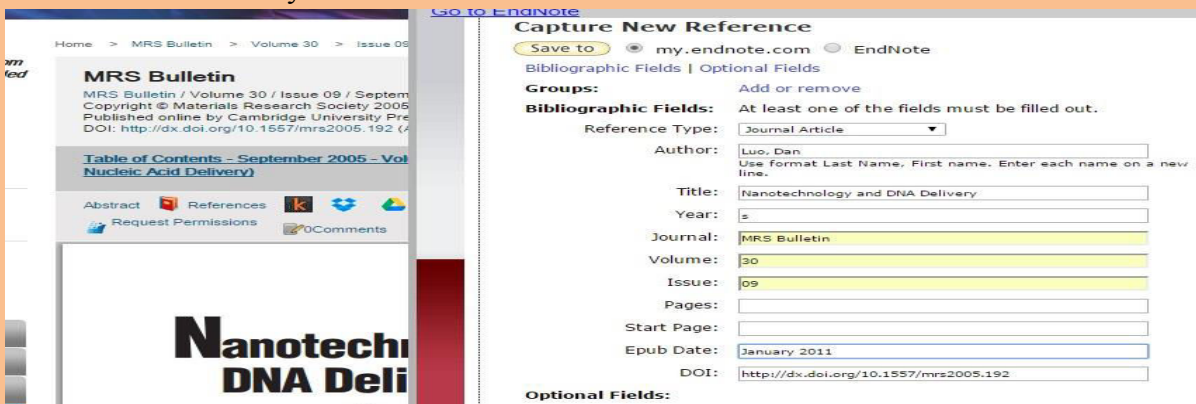
ONLINE SEARCH
You can search many library catalogues and databases through the EndNote interface.
- Click the Collect tab, and then click Online Search.
- Select a resource you are entitled to access (some are proprietary).
- Perform your search.
- Mark desired references, and use the drop-down menu to add them to your library.

IMPORT TEXT FILE
To import references in a plain text file, data in the file must be tagged in machine-readable format.
- Click Import References under the Collect tab.
- Browse to select the text file.
- Select the import filter that matches the database where you created the file.
- Click the Import button.

MANUAL ENTRY
To enter a reference manually:
- Click New Reference under the Collect tab.
- Select the appropriate reference type.
- Enter data into the desired fields. Fields commonly used by major style guides will appear first.

ORGANIZE & SHARE YOUR REFERENCES, CREATE GROUPS

By default, EndNote places references into the unfiled folder. You can create up to 5,000 groups to organize your references in whatever way best supports your work habits.
- Click Manage My Groups under the Organize tab.
- Click the New Group button.
- Name the new group.

Note: You can place a reference in multiple groups. To see which group(s) a given reference is currently in, click the Folder icon.

ELIMINATE DUPLICATE REFERENCES
It is possible to have duplicate records in your library. To identify and delete them, use the Find Duplicates link under the Organize tab. EndNote compares the Author, Year, Title, and Reference Type fields when identifying duplicates.

SHARE REFERENCES WITH OTHER ENDNOTE USERS
Click the Manage Sharing button next to the group you'd like to share.
- Enter the email addresses of the people you'd like to share with.
  Note: Any individual you share your group with MUST have an EndNote account in order to view references. Enter the email address they use to access EndNote.
- Choose whether to give your colleagues read-only access, or read & write access.
  - Read & write access allows designated users to add and delete references in this group.
  - Read-only access allows designated users to view references only.
- Click Apply.

USE CITE WHILE YOU WRITE
Using the Cite While You Write plug-in installed in Step 2, you can easily insert references and format citations and bibliographies instantly while you write your papers in Word.
- FIND & SELECT CITATIONS and insert them into your manuscript.
- REFORMAT YOUR ENTIRE PAPER and bibliography with one click. Choose from thousands of available styles.
- EDIT CITATIONS to add information such as page number, or group multiple references in one citation.
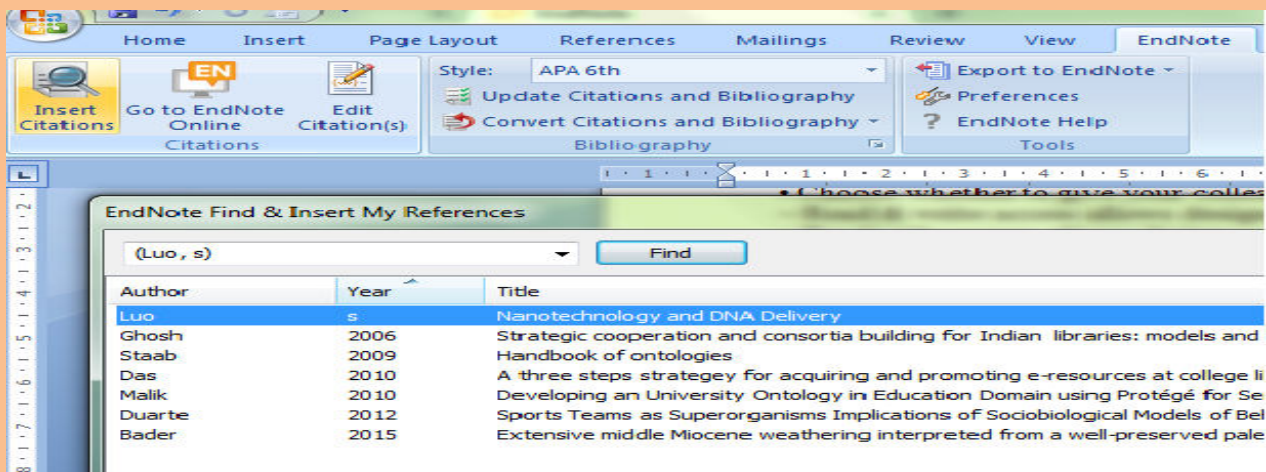
CITE REFERENCES FROM BOTH ONLINE AND DESKTOP

Cite While You Write is compatible with EndNote both online and desktop. Start a document using your library in one product, then switch to the other under Preferences.

USER STUDY AT CENTRAL LIBRARY: PART 5
PERIODICAL SECTION & E-RESOURCE BROWSING FACILITIES

Introduction

Periodicals/journals carry the primary information and are naturally the most sought after resources.   Central Library, Visva-Bharati, has its journal section situated at the newly-constructed annex building   The Section holds very valuable journals, in form of current issues (easily accessible since those are shelved in the open Journal Display Racks along with the reading provision), and back issues in bound form. The bound journals (alongwith theses) are shelved in compactors which are properly indexed for easy access.

This Section is also catering to Current Awareness Service (fortnightly), Newspaper Clipping Service (fortnightly) and New Arrival Alert Service (fortnightly), Scan Yourself Service, newspaper reading etc. Another attraction of the Section is that the E-resource Browsing Unit with wi-fi facilities is housed here. In addition to limited number (08) of computers provided here, the library users are allowed to carry their own laptop for browsing e-resources. It is run by five staff including one Officer In-charge.

The Section is open from 7.00 am to 8.00 pm on all working days and 10.00 am to 5.00 pm on weekly holidays.

1.   Collections

Periodical Section holds valuable collections of current issue of journals, back issues in bound volumes, theses, newspapers etc. Academics, researchers and outsiders (temporary members)   consult the print as well as e-resources from the Section. The usage of the sections is largely influenced by its collection.

Table: 1   Collections of the Print Resources in the Journal Sections and E-resources

Opinion	Print Periodical /Journal Collection		E-resource Collection	
	Number of Respondents	%age of Respondents	Number of Respondents	%age of Respondents
Excellent	148	29.6	98	19.6
Good	106	21.2	126	25.2
Moderate	89	17.8	82	16.4
Inadequate	34	06.8	64	12.8
No comments	123	24.6	130	26.0
Total	500	100	500	100

From Table 1, it is seen that users gauge print collection in the Section as comparatively better than of the E-resources. While 29.6% of the respondents rated   print collection as 'excellent', only 19.5% felt so in respect of e-resources.

2.   Arrangement of Periodicals (current issues), Bound Journals, Theses and News Papers

Arranging/shelving of collections in a systematic manner is vital to locating documents   easily and quickly. Hence the usage rate depends upon the proper arrangements of the collection [periodicals (current issues), bound journals, theses and news papers] in the shelves. The present study has collected opinion of the respondents on their views on this matter.

Table: 2 Arrangement of the of Current Issues, Bound Journals, Theses and Newspapers

Opinion	Number of Respondents	% age of Respondents
Excellent	156	31.2
Good	96	19.2
Moderate	48	09.6
Inadequate	64	12.8
No comments	136	27.2
Total	500	100

From Table 2 above, it is seen that 156 (31.2%) respondents opined the arrangement of documents as 'excellent'. However, 12.8% were not happy as they felt the arrangement was 'inadequate'.

3. Reading Provisions including Lighting, Furniture, Drinking Water, Cleanliness etc.

It is true that the environment of the Section has an important role towards maximum use of the available resources. Keeping this view, study has collected opinion on basic amenities like seating arrangement, lighting, furniture, drinking water, cleanliness, etc.

Table: 3 Opinion on Basic Amenities in Periodical Section

Opinion	Number of Respondents	% of Respondents
Excellent	210	42.0
Good	221	44.2
Moderate	33	06.6
Inadequate	25	05.0
No comments	11	02.2
Total	500	100

From Table 3 above it is observed that most of the users were satisfied with the basic amenities available in the Section. Around 86% (total % of the option of 'excellent' and 'good') of the respondents were happy. But in the suggestion, they have noted that furniture (reading chairs & tables) of the Section needed to be increased to offer maximum sitting provision. Hence, increasing of furniture at Periodical Section might be prioritized.

4. Availability of the Staff in the Section

The Section requires sufficient staff with special competency to offer proper services and necessary assistance in surfing e-resources with the help of technology. We looked at how the users felt about it.

Table: 4 Opinions on Availability of the Staff in the Section

| Opinion	Number of Respondents	%age of Respondents
Excellent	103	20.6
Good	192	38.4
Moderate	77	15.4
Inadequate	46	09.2
No comments	82	16.4
Total	500	100

It is seen that 59% of respondents (total % of the option of 'excellent' and 'good') were satisfied with the availability of the staff in the Section.

5.   Behaviour and Co-operation of the Staff

It fact, mere availability of the staff does not ensure proper service of any section in a library. Rather, it depends upon the skill, service mentality and behaviour of the staff as well as the users. Let us see, how users were looking at it.

Table: 5 Opinions on Behavior of the Staff

Opinion	Number of Respondents	% of Respondents
Excellent	142	28.4
Good	169	33.8
Moderate	101	20.2
Inadequate	56	11.2
No comments	32	06.4
Total	500	100
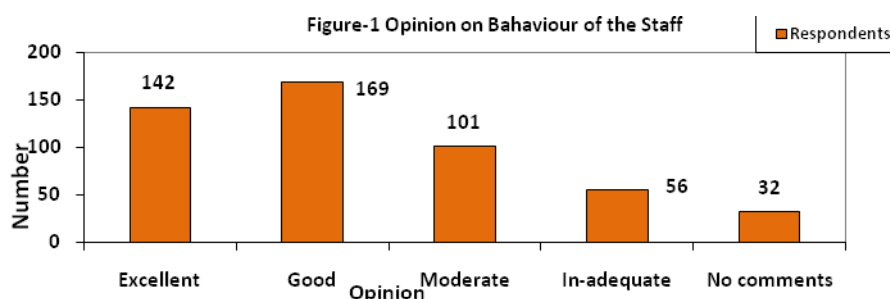
From the Table 5 of the above it is clear that more than 62% of the users were satisfied with the behaviour of the staff while 20% of them opined it as 'moderate'.

6.   E-resource and Browsing Facility

To ensure the proper utilization of the e-resources some basic technological amenities are to be offered in sufficient measure and quality (like number of computers, network connectivity & speed, etc). The study has collected the views of the users over this issue.

Table: 6 Opinions on Browsing Facility

Opinion	Number of Computers		Network Connectivity & Speed	
	Number of Respondents	% age of Respondents	Number of Respondents	% age of Respondents
Excellent	32	06.4	182	36.4
Good	68	13.6	149	29.8
Moderate	86	17.2	111	22.2
Inadequate	260	52.0	24	04.8
No comments	54	10.8	34	06.8
Total	500	100	500	100

It is shown that the users were not satisfied with the number of computers provided while their opinion is comparative satisfactory in the case of network connectivity and speed. Therefore, authority has to prioritize the issue and provide more computers for the users to accelerate their study.

7.   Awareness on E-resources, Library Webpage, Institutional Repository etc.

The usage of library resources is largely depending upon the awareness level of the users. Now, let us see the users' opinion on the issue.

Table: 7 Opinion on Awareness on E-resources, Library Webpage, Institutional Repository etc.

Opinion	Number of Respondents	%age of Respondents
Yes	122	24.4
No	159	31.8
No comments	219	43.8
Total	**500**	**100**

From the Table -7, above it is seen that only 24.4% of the users were aware on the facilities while 31.8% of them were blank and a large percentage of the users (43.8%) remained silent to on the issues. From this, it may be inferred that, additional ways to be explored to create awareness of the e-resources.

8.   Main Problems at the Library

Respondents were given the option to note the problems they faced while using the library resources. Below is the list of ten major problems as identified by the users, arranged on the basis of number of respondents.

Sl. No	Problems	No. of Respondents
1	Insufficient number of computers for e-resource browsing and OPAC access	286
2	Shortage of syllabus oriented books in the main stacks	204
3	Text books is not sufficient in the Reading Room	173
4	Inconsistent network connectivity	146
5	Data available in the catalogue but physically books are not available in the stack	111
6	Furniture and exposure in all sections should be as good as in Annex building	92
7	Behaviour of some staff in some sections is in unexpected lines	79
8	Cleaning of toilets and amenities in the toilets are not up-to the mark	61
9	Most of the services and resources are unknown to us	49
10	No Help Desk	36

Authority may consider the problems in the order of preference and take necessary measures towards achieving the users' satisfaction.

Dr. Nimai Chand Saha
(Concluded)

Recent Library Activities / Developments

➢ **Visit by Pro - Vice Chancellor:** Prof. Swapan Kumar Datta, Pro- Vice Chancellor visited Central Library on 16 February 2015. During his visit he interacted with the library professionals and students, and shared some ideas on the development of library services.

➢ **Uploading of Digitized Rare Books in the Library WebOPAC:** The digital version of 9927 digitized rare books has been uploaded. Library users may browse/download the same through library WebOPAC [http://14.139.211.2:8080/jopacgwt/GwtOPAC/GwtOPAC.html]. While searching on WebOPAC, if you find a link given to a book catalogue, it will be either a digitized book or e-book. Click on the link to download/browse the whole book.

➢ **E-Mail Intimation:** The new arrangement for e-mail intimation on overdue books to borrowers has been activated. Henceforth, all will receive information on overdue books by e-mail. In this context, the Library Network is in the process of incorporating e-mail IDs of everyone in the membership database.

➢ **Anti-plagiarism Software:** INFLIBNET has chosen to provide access to iThenticate alone (in place of two Turnitin and iThenticate) to all universities. Hence, from 01 April 2015, only iThenticate will be available to the VB. Those who had accounts made on Turnitin may now opt for iThenticate through e-mail request to the University Librarian (vkthoma@gmail.com).

➢ **Extended Photocopying Services:** In addition to existing photocopy services, four more services like printing, scanning, lamination and spiral binding have been added. These will be pressed into service from 10 March 2015 in the same location (on payment basis). Rate chart will be displayed outside the counter

➢ **Standing Committee Meeting:** The 2nd meeting of the Standing Committee on withdrawal and writing off of books was held on 26 February 2015 under the chairmanship of Prof. Prashanta Ghosh.

➢ **Physical Verification of Books:** The massive exercise of physical verification (through an external agency) of all documents across all libraries (Central Library, Sectional Libraries and Seminar Libraries) in the Visva-Bharati Library Network has been launched on 23 February 2015.They will undertake the job in each library with prior intimation.

➢ **Demonstration Programme: A** demonstration programme on Discovery Services and Remote Access was jointly organized by Central Library with EBSCO on 17 February 2015 to orient the library professionals on the services being introduced.

➢ **Cafeteria:** A cafeteria has been opened on and from 21 February   2015 in the open-air quadrangle of the Central Library (which will eventually be developed into a Garden Reading Area) as an additional facility to the library users. Operated by an authorized vendor of M/s Hindustan Unilever Ltd, it will serve branded food and beverages, and will remain open from 7.30 am to 7.30 pm on all normal library working days and 10.30 am to 4.30 pm on weekly holidays (Sundays, Wednesdays and other holidays).

➢ **Visit to Sectional Libraries:** University Librarian Dr. V. K. Thomas and Deputy Librarian, Dr. Nimai Chand Saha visited Patha Bhavana, Cheena Bhavana and Hindi Bhavana Libraries on 13 February.

> **Stall at Sriniketan Mela 2015:** A book stall of Research Publication Unit was operated during Sriniketan Mela, 2015 by the Visva-Bharati Library Network. The sales have been very encouraging.

> **Special Exhibitions:** The Central Library has organized special exhibitions comprising of books and allied materials including quotations and photographs, in the Reference Section, on the following personalities in February 2015:

- 12 Feb: Swami Dayananda Saraswati
- 13 Feb: Sarojani Naidu (Nightingale of India)
- 26 Feb: Victor Hugo (Poet, play writer, author)

New Arrivals (Books and Periodicals)

Books : http://14.139.211.2:8080/jopacgwt/GwtOPAC/GwtOPAC.html (click)
Journals : http://14.139.211.2:8080/jopacgwt/GwtOPAC/GwtOPAC.html (click)

Conferences/Seminars/Workshops in Library & Information Science

1. ISI-CODATA International Seminar on Data Science, 19 - 20 March 2015, organized by Indian Statistical Institute (ISI), Bangalore & International Council for Science: Committee on Data for Science and Technology (CODATA), Paris. Venue: Indian Statistical Institute, Bangalore Centre. International Seminar on Data Science (http://drtc1.isibang.ac.in/datascience)

2. A two-day UGC National Conference on *Emerging Trends in Scholarly Communication in the Information Literate Society* is being organised by Department of Library and Information Science, Dravidian University, Srinivasavanam, Kuppam-517426, Dist. - Chittoor , Andhra Pradesh shortly . For more details: www.dravidianuniversity.ac.in, http://www.ncetsc2015.blogspot.in.

3. A National Seminar on *Application of Information and Communication Technology for Library Sustainability in Digital World* is being organized by the Central Library of Baddi University on 3 April 2015. The seminar aims to bring library professionals, researchers and knowledge managers together at single platform to discuss cutting edge technologies being used in libraries.

   Deadline for submitting quality papers/articles is 15 March 2015 and papers will be submitted by sending attachment to: librarian@baddiuniv.ac.in Mobile: 09872842292, 9816239150. http://www.baddiuniv.ac.in/downloads/files/n54a962c8b0cda.pdf for further information.

Library Visit by Pro - Vice Chancellor

Recently launched Cafeteria at Central Library

Extended Photocopying Services at Centre Library