



# Visva-Bharati

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

## Library e-Newsletter

2014: Volume 1, Issue 12: December

WebOPAC - Library  
Catalogues on the Web

User Study: Circulation  
Section

Some Recent Library  
Activities / Developments

New Arrivals

Conferences / Seminars /  
Workshops

New Arrivals (Books and  
Periodicals)

### Note

Visva-Bharati Library e-Newsletter  
is published monthly and uploaded  
on the Library website:

<http://172.16.2.132/library/index.php>  
(Intranet)

<http://14.139.211.2/index1.html>  
(Internet)

### Editorial Board

**Editor:**

**Dr V. K. Thomas, University  
Librarian**

**Associate Editors:**

**Dr. Nimai Chand Saha, Dy. Librarian  
Dr. Partha Pratim Ray, Dy. Librarian**

## WebOPAC


### (Web Online Public Access Catalogue) (Library Catalogues on the Web)

**To access:** Open the Library website  
(<http://172.16.2.132/library/index.php>) and click on 'WebOPAC'

#### Databases

- |                                |                      |
|--------------------------------|----------------------|
| I. Books                       | II. E-Books          |
| III. Digitized Books           | IV. CD-ROMs          |
| V. Theses & Dissertations      | VI. Article Database |
| VII. Journals & Bound Journals |                      |

#### I. Books (inclusive of Digitized Books):

Searchable by a) Browse, b) Simple Search, c) Advanced Search, d) Accession Number and e) ISBN [Digitized-books are distinguished by the Internet icon , clicking on which the books open up]

##### a. Browse

All books are listed alphabetically by fields like author, title etc

- Select 'Books' and/or 'E-Books' from 'Database'.
- Select the field (like author, title) from the 'Displaying' box, enter few initial alphabets of the title or author (as you the case be) at 'Starting with' box, and click 'go'. It retrieves the required info (catalogue).
- Click on the desired catalogue for full details that will be displayed on extreme right column (in two formats). If the book in question is not available (issued/in bindery etc), it will be so displayed at the RHS bottom. If issued to someone, the name and due date will be displayed. Accession numbers with 'Ref' attached would mean these are reference books and not issuable. **Prefixes like PV, VB etc are used to indicate in which library the book in question is stacked. However, books parked in Central Library will bear no prefix (For details see the Table below)**

- Note down the details especially 'Call No.' and locate the book at the rack. Provision for 'Download' is also provided at the bottom. Do it after having chosen 'Select' from the 'Mode' (i.e change the 'Mode' given on top from 'view' to 'select') drop down window at the top. It will help you in collating a bibliography of your study for use later.

For Bengali books turn on the Avro key layout and use Avro Mouse and type.

### **Result: 1) Browse:-**

Use browsing option to scan alphabetically arranged indices / catalogues for author, title, publisher, place of conference, subject, etc. Enter the initial character of the required word and click at 'Go' to position the catalogue on the display screen. One can find the location of the books, journals etc. from the display screen. Browse is the best option especially if a user does not have complete name of author, title, etc. The following catalogue / indices are available for browsing:

Author Catalogue

Title Catalogue

Classified Catalogue

Subject Catalogue

LIBSYS (the library automation software) would respond by displaying a page consisting brief list and detail list of the first ten entries starting with the specified subject-giving no. of titles under each subject. The list of titles under a particular subject can further be seen by clicking a particular entry on the brief list.

### **2) Search:-**

LibSys provides online facility to search the bibliographic databases extensively. While making a search, it is possible to see the complete bibliographic information of a specific title including the status of each copy indicating whether it is "Out on loan", or "On shelf" or "Lost" or "Missing" or "In bindery", etc.

#### **b) Simple Search**

- Select 'Books' from 'Database'.
- Select specific field like author, title etc or 'any filed' (*selection of 'any field' expands the search result*)
- Enter word(s) or phrase in the 'Search word(s)' box. If the search term contains more than one word, use AND, OR from the dropdown list called 'Connect word(s)'. (AND and OR function here as Boolean operators\*). In case the search term is a phrase select 'PHRASE' from the 'Connect word(s)' box.
- Specify year(s) of publication.
- Sort by... or unsorted
- Click 'Go'

**Result:** 1) Retrieves all records as per the search parameters set by you. 2) Full catalogue of selected title can be seen on RHS in various formats 3) Click on the 'Next' term at the bottom to see the subsequent pages (if any) (Every page contains 10 titles).

- Click on the desired catalogue for details that will be displayed on extreme right column (in two formats). If the book in question is not available (issued/in bindery etc), it will be so displayed at the RHS bottom. If issued to someone, the name and due date will be displayed (on clicking on the accession no.). Accession numbers with 'R' attached would mean these are reference books and not issuable.

- Note down the details especially ‘Call No.’ and locate the book at the rack. Provision for ‘Download’ is also provided at the bottom. Do it after having chosen ‘Select’ from the ‘Mode’ drop down window at the top.

### c) **Advanced Search**

Facilitates refining the search using a combination of search fields by applying Boolean search operators\*(AND, OR, NOT)

- Select ‘Books’ from ‘Database’.
- Select specific field for each search term like author, title etc or ‘any filed’ (selection of ‘any field’ expands the search result).
- Enter word(s) or phrase in ‘Search word(s)’ boxes. Select AND, OR, PHRASE from the ‘Connect words as’ box. (This acts on the immediately preceding ‘search keyword(s)’ box). Select Boolean search operators AND, OR, NOT. (It acts on the immediately preceding and following ‘search keyword(s)’ box).
- Specify year(s) of publication.
- Sort by... or unsorted.
- Click ‘Go’

*Result:* 1) Retrieves all records as per the search parameters set by you, 2) Books under process (which are not catalogued and not ready for issuing) can also be seen with a mark ‘[BS]’ or ‘Tec. Proc.’ (This is a way to inform the indenter that the book has arrived). 3) Full catalogue of selected title can be seen on RHS in various formats 4) Click on the ‘Next’ term at the bottom to see the subsequent pages (if any) (Every page contains 10 titles).

- Click on the desired catalogue for details that will be displayed on extreme right column (in two formats). If the book in question is not available (issued/in bindery etc), it will be so displayed at the RHS bottom. If issued to someone, the name and due date will be displayed. Accession numbers with ‘R’ attached would mean these are reference books and not issuable.
- Note down the details especially ‘Call No.’ and locate the book at the rack. Provision for ‘Download/Mail’ is also provided at the bottom. Do it after having chosen ‘Select’ from the ‘Mode’ drop down window at the top.

d) **Accession Number:** Enter Accession No. of the book concerned and make search.

e) **ISBN:** Enter ISBN (International Standard Book No.) of the book concerned and make search. (*Case of known books. Will indicate status of the book*)

## II. E-Books

Select the database by clicking (RHS)

Search *or* Browse like the books as given above. Click on the hyperlink of URL to open the book.

### III. CD- ROMs

Select the database by clicking (RHS)

Search *or* Browse. Browsing be done preferably by title.

### IV. Theses & Dissertations

Select the database by clicking (RHS)

Search *or* Browse.

### V. New Arrivals

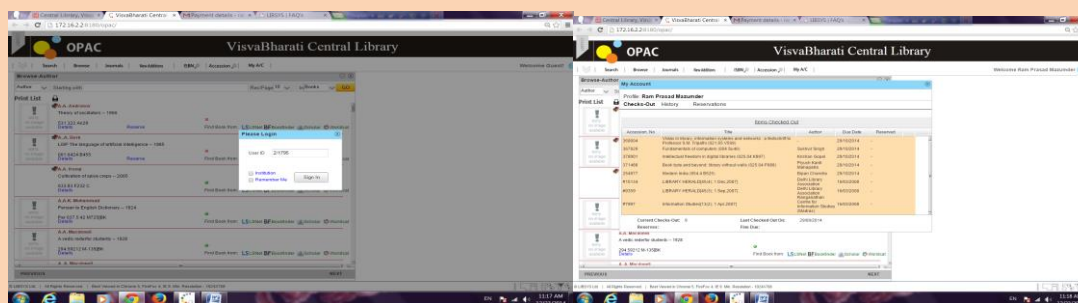
Provides a list of newly added books (last 30 days) at the Library

### VI. Journals Browse

Provides information about each journal, current and old, including availability of each issue. Click on the journal of your interest. First part will show the list of loose issues and the latter info. on bound volumes prefixed with 'BJ'

### VII. Check Out History

Click on the My A/C, enter the Library Card number and click on 'Sign in' to see your account viz., the checkout/checkin and reservation history.



\*Boolean Search Operators

**AND:** Narrows search and retrieves records containing *all* of the words it separates.

**OR:** Broadens search and retrieves records containing *any* of the words it separates.

**NOT:** Narrows search and retrieves records that *does not* contain the term following it.

### Sectional Library Codes/ prefixes (Accession Series)

Name of the Sectional Library	Accession Series	
	Purchased Books	Gifted Books
Cheena Bhavana	CB	CG
Hindi Bhavana	HB	HG
Kala Bhavana	KB	KG
Palli Samgathana Vibhag	PV	BG
Pally Siksha Bhavana	PB	AG
Rabindra Bhavana	RB	UG
Rathindra Pathagar	RP	RG
Samindra Sishnu Pathagar	SP	PG
Sangit Bhavana	MB	MG
Siksha Bhavana	SB	SG
Vinay Bhavana	VB	VG

These prefixes will indicate to which library a book belongs to

Visva-Bharati Library Network presents

# BOOK FAIR



**January 21-24, 2015**

**10 am - 8 pm**

## Venue

Central Library  
Visva-Bharati  
Santiniketan

*In Display*  
Academic, General  
and  
Childrens Books

**Entry Free**

Books for School, College and University Students from all over India  
Grab Visva-Bharati reserach publication at huge discounts

*Purchahse books for gift  
for this winter season.*

Don't miss the oppurtunity to have a look on various kinds of books  
under one umbrella.Be part of fun, feast, and reading at Santiniketan.

# USER STUDY AT CENTRAL LIBRARY: PART 3

## CIRCULATION SECTION

### 1. Introduction

Circulation Section of library is unit through which regular direct transactions of reading materials take place. The transaction includes issue/re-issue/return of library books, Membership registration, preparation of Overdue Notice, issue of final clearance, assistance in OPAC searching besides doubling up as library reception/help desk. In short, it's the point of public contact and, thus, good service and proper treatment of customers are vital.

The woks 7.00 am to 8.00 pm on all working days and 10.00am to 5.00pm on weekly holidays. The section comprises five staff including one Officer as In-charge. The operations are fully automated

#### Membership Registration and Issue of Card:

In Visva-Bharati Library Network, membership registration is done throughout the year. The peak season is August – October every year. The opinion of the users was sought on how efficient, prompt and hazzle -free the process of registration and membership card was. The output may be seen Table - 1.

*Table: 1 – Users Opinion on Membership Registration and Card Service*

Opinion	Number of Respondents	% age of respondents
Excellent	105	21.0
Good	236	47.2
Moderate	68	13.6
Complex	17	03.4
No comments	74	14.8
<b>Total</b>	<b>500</b>	<b>100</b>

From the table it is seen that 21% of the respondents rated the service as 'excellent' and 47.2% as 'good'. Around 3% of the respondents felt the present membership registration process as 'complex'.

It is concluded from the above that more than 80% of the respondents were satisfied with the library membership registration procedures.

#### ii. Sufficiency of the Staff in the Section:

As mentioned earlier the Section takes care of transactions, Registration, prepares of Overdue Notice, issue final clearance, assist in OPAC searching besides doubling up as library reception/help desk, prompt service supported by sufficient staff is paramount in avoiding delay and harassment of users. We looked at how the users felt about it.

Table: 2 -Users opinion on availability of the staff in the section

Opinion	Number of Respondents	% age of respondents
Excellent	239	47.8
Good	116	23.2
Moderate	65	13.0
Inadequate	32	06.4
No comments	48	09.6
<b>Total</b>	<b>500</b>	<b>100</b>

From the table above it is seen that, 47.8% of the respondents have passed the service as ‘excellent’, ,23.2% as ‘good’, 13% as ‘moderate’, 6.4% as ‘inadequate’.

In short, 83% of the users were satisfied with the availability factor of the staff.

### iii. Behaviour and Co-operation of the Staff

Behaviour of the staff at the contact point leaves the first impression in the minds of the users. To record this, study has collected the opinion of the users and is represented with the help of the table - 3.

Table: 3 - Users Opinion on Behavior of Staff

Opinion	Number of Respondents	% age of respondents
Excellent	198	39.6
Good	134	26.8
Moderate	43	08.6
Inadequate	106	21.2
No comments	19	03.8
<b>Total</b>	<b>500</b>	<b>100</b>

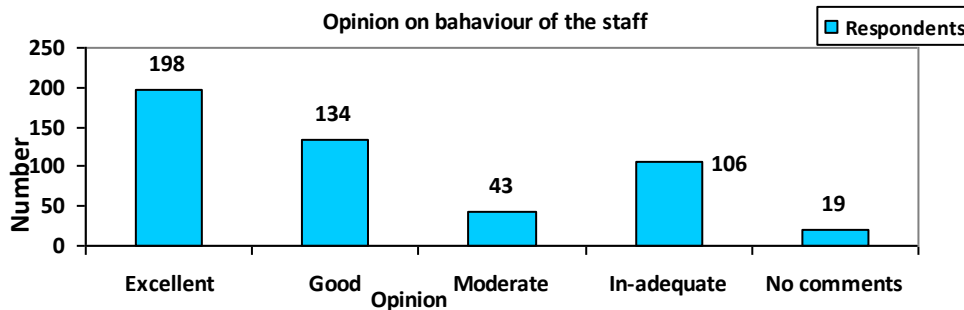


Figure: 1 – Opinion of the Users on Behaviour of the Staff

Table 3 and Figure 3 above show that 39.6% of the users rated behaviour and co-operation of staff at Circulation Section as 'excellent', 26.8% as 'good' and 08.6% opined as 'moderate'. But, 21.2% of the users opined that it was 'inadequate'. Thus a good number of the users were not satisfied with the behavior of the staff of the Section.

From the above, it is inferred that, while 75% of the users were satisfied with the behavior of the staff, 25% were not.

### **Conclusion**

Following is the ranking (combing 'excellent' and 'good') of various components of the Circulation Section in the Central Library (in descending order): Availability of staff in the Section (71%), Process of Library registration and issuance of membership card (68.2%), and satisfaction on behaviour of the staff (66.4 %). In short, much is desired in respect of staff strength and behaviour of the staff in Circulation Section.

Dr. Nimai Chand Saha  
*(to be continued)*

### **New Arrivals (Books and Periodicals)**

[Books](#) (click)

[Journals](#) (click)



## CONFERENCES/SEMINARS/WORKSHOPS IN LIBRARY & INFORMATION SCIENCE

- ❖ Bhai Gurdas Library, Guru Nanak Dev University, Amritsar (Punjab) is going to organize a two - day national seminar sponsored by ICSSR, on the theme Impact of Information Communication Technology on Social Science during 23- 24 January 2015. For details: [http://library.gndu.ac.in/ICSSR\\_Broachers\\_2015.pdf](http://library.gndu.ac.in/ICSSR_Broachers_2015.pdf).
- ❖ Two - Day National Workshop on Research Methodology and Academic Writing at INFLIBNET Centre, Gandhinagar, Gujarat. Workshop is scheduled on payment basis at INFLIBNET Centre during 29-30 January 2015. For more information about the workshop, please access following link: [http://www.inflibnet.ac.in/forthcoming/Research\\_Methodology\\_Nov-14-final.pdf](http://www.inflibnet.ac.in/forthcoming/Research_Methodology_Nov-14-final.pdf)
- ❖ Five - Day National Workshop on Open Source Software: Koha, DSpace and Joomla organised by Mahatma Gandhi Central Library, Indian Institute of Technology Roorkee, Roorkee-247667 during 2-6 February 2015. Brochure: [Brochure%20final\\_colour\\_15\\_12\\_14.pdf](#)  
Workshop: [Workshop%20Registration%20Form.pdf](#)
- ❖ Post Graduate Department of Library & Information Science, Sambalpur University (<http://suniv.ac.in/>) is conducting a two – day national seminar on Contemporary Issues and Challenges of Librarianship during 21- 22nd February 2015. Last date for submission of papers: 5 February 2015.
- ❖ Indian Institute of Advanced Study, Shimla ([www.ias.org](http://www.ias.org)) and Himachal Pradesh University, Shimla in collaboration with INFLIBNET Centre, Ahmedabad are organizing the 10th International Conference (CALIBER 2015) during 12-14 March 2015 at Indian Institute of Advanced Study, Shimla. Last date of receipt of full paper: 31 January 2015. For details: <http://www.inflibnet.ac.in/ca>.
- ❖ The Society for Library Professionals in association with Asian Chapter, Special Libraries Association, and Institute of Economic Growth & COLLNET is organizing the 11th International Conference on Webometrics, Informetrics and Scientometrics (WIS) & 16th COLLNET Meeting during November 26-28, 2015 at New Delhi. Last date of submission of full paper is 31 July 2015. e-mail: [pkjain1310@gmail.com](mailto:pkjain1310@gmail.com)

## RECENT LIBRARY ACTIVITIES / DEVELOPMENTS

### ➤ **Exhibition of Books and Celebration**

The Central Library organized special exhibitions of books and allied materials including quotations and photographs on the following personalities/events in the Reference Section:

- Nandalal Bose on 3 December 2014 on the occasion of his 133<sup>th</sup> birth anniversary.
- Khudiram Bose on 3 December 2014 on the occasion of his 126<sup>th</sup> birth anniversary.
- Library Day on 20 December.
- Atal Bihari Bajpayee on his 91<sup>st</sup> birthday anniversary celebration on 25 December 2014.

### ➤ **Felicitation programme**

Dr. Nimai Chand Saha, Dy. Librarian, Visva-Bhartai Library Network was felicitated by his colleagues at the Conference Hall of Central Library on 8 December 2014 for receiving the Indiragandhi Sadbhavna Gold Medal – 2014 awarded by the Global Economic Progress and Research Association (GEPR), New Delhi on 19 November 2014.

### ➤ **Visit to Sectional Libraries**

University Librarian Dr. V.K. Thomas and Deputy Librarian Dr. Nimai Chand Saha visited libraries of Darshan Sadan, Siksha Bhavana, Palli Siksha Bhavana and Vinay Bhavana on 11 December 2014. Patha Bhavana, Rabindra Bhavana, and Kala Bhavana Libraries were visited on 12 December 2014.

### ➤ **Celebration of Library Day**

The Library Day was celebrated on 20 December in the Conference Hall, Central Library at 5 pm with a lecture on *Quo vadis, bibliothecae* by Dr. V. K. Thomas, University Librarian. In his Lecture he traced the growth of library through centuries, and dealt with the quantum jump it took after World War-II, adoption of modern technology, its future and what the modern librarian should be.

### ➤ **Ph. D. Course Work**

Dr. Nimai Chand Saha, Deputy Librarian has been invited by the In-charge, CJMC and Head of the Dept. Physical Education, Visva-Bharati to take classes on Ph. D. Course Work twice (Monday & Saturday) a week for the candidates/scholars of Centre for Journalism and Mass Communication and Department of Physical Education.

### ➤ **Stall at Poush Mela 2014**

A Book Stall of Research Publication Unit was operated during Poush Mela, 2014 by the Visva-Bharati Library Network. The sales have been very encouraging.

### ➤ **Retirement of Md. Saidul Rahaman**

Md. Saidul Rahaman has retired from his service on 31 December 2014. He was given a warm send-off. The Visva-Bharati Library Network wishes him all the best in his retired life.



Book Stall of Research Publication Unit during Poush Mela: Hon'ble VC visits the Stall



Library Day on 20. 12. 14: Lecture by Dr. V. K. Thomas, University Librarian



Md. Saidul Rahaman: Farewell function organized on 30. 12. 14



Research Publication Stall at Poush Mela: A Happy Buyer!