

# Visva-Bharati

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



## Library Network e-Newsletter

2016: Volume 3, Issue 3 March

### News at a Glance

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Library website:

<http://172.16.2.2/index1.html>

(Intranet)

<http://14.139.211.2/library/index.php>

(Internet)



<https://www.facebook.com/vbllibnet>



<http://14.139.211.2/mediawiki/index.php>

### BOOK STACKING: TOWARDS A MORE USER-FRIENDLY ARRANGEMENT

Central Library of Visva-Bharati Library Network provides Open Access to all its collections. In the open access system, users can go around the stacks and pick up documents at their own.

The documents in the stacks (building where books are kept) are arranged according to the DDC\* number except in case of Bengali and Sanskrit.

Ground and first floors are being used to keep all issuable books, whereas second floor is earmarked for parking special collections, collections of old books, print version of digitized books and old reference books.

The collection is quite large spread over three floors (approx. 3,000 sq. ft.) containing 198 book racks (74 in ground floor, 71 in first floor and 53 in the second floor).

Normally first-time users are spell-bound by the enormity of the stack and will be at a loss to locate books of their requirement. Hence, it was felt that the stacks should be made more user-friendly to dislodge the initial fear in the minds of the users. Following were the steps that were initiated over a period of one year:

### Announcement

#### Change in Library Website Links

- <http://14.139.211.2/library/index.php> or <http://172.16.2.132/library/> (intranet)
- WebOPAC: <http://14.139.211.2:8380/opac/>

#### EMERALD E-RESOURCES

INFLIBNET has granted access to 133 journals (besides e-books) this year to VB. The link: <http://www.emeraldinsight.com/>  
E-resources INFLIBNET for VB:  
<http://www.inflibnet.ac.in/ess/eres.php?memID=100>

1. **The ambiance:** The first step was making the entrance to the stack *inviting*. The wooden doors were replaced by full glass doors, and the entry made clean and open by removing unnecessary furniture and fixtures. The illumination has been improved, so too the flooring. Paramount importance has been assigned to regular cleaning and dusting of the stacks and books. One needn't be reluctant to take out a book for fear of dust or of soiling one's hands.

## 2. Locating a Book

a) **Bay Guide:** Bay Guide is a list of subjects of the books a bay contains. Every book rack/shelf/bay is provided with a Bay Guide, of course, in the order of DDC\* numbers according to which they are arranged. In order to make the list easily-comprehensible, the hierarchical order of subjects is distinguished by colour, font size and spacing (*vide* Figure 1 below). Bay Guides are inserted in pockets provided on both sides of the racks. (*vide* Figure 2).

<b>Bay 1</b>
<b>300: SOCIAL SCIENCE</b>
<b>300.72: Research Methods in Soc. Science</b>
<b>301: Sociology and Anthropology</b>
<b>301.1: Social Psychology</b>
<b>301.2: Social Anthropology</b>
<b>301.243: Science and Society</b>
<b>301.245: Social Progress</b>
<b>301.35: Rural Sociology</b>
<b>301.4: Social Problem</b>
<b>301.412: Women and Islam</b>
<b>301.42: Marriage and Family</b>
<b>302: Social Interactions</b>
<b>303: Social Processes</b>
<b>303.4: Social Change</b>
<b>303.48: Social Movement</b>
<b>304: Factors affecting Social Behaviour</b>

Figure-1: Bay Guide (sample)

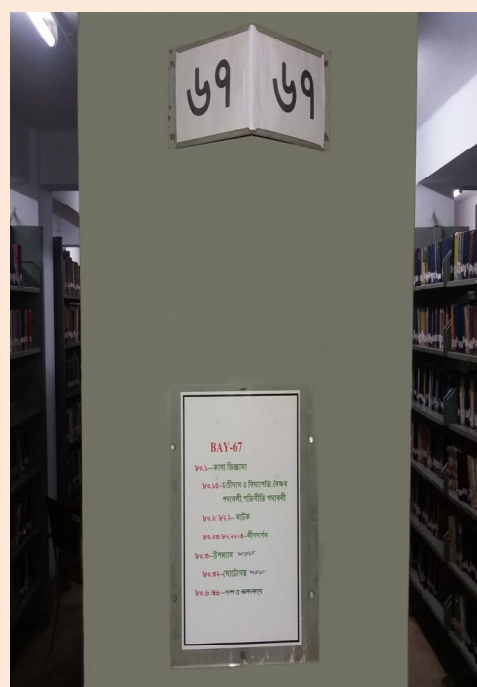


Figure-2: Bay Guide on Racks

b) **Subject Guide:** While the Bay Guide is arranged by the DDC\* order (subject-wise as per the classification rules), the Subject Guide is entirely an alphabetical list of subjects and indicates the Bay Number(s) where books pertaining to that specific subject are stacked. A sample may be seen at Figure-3. It also mentions the Call Number. The Subject Guide Panel containing all important subjects is placed at **entrance of the Stack** (*vide* Figure-4)

c) **The Linking:** As you enter the stack, refer to the Subject Guide Panel, note down the Bay (including the Class No.) where books of your interest are arranged, go the concerned bay/rack (in ground or first floor as the case be) and find the exact location of the books.

BAY ARRANGEMENT (Subject-wise)		
SUBJECT	Class No.	Bay No.
Agriculture	630	34
Anthropology	300	1
Associations, Organizations & Museums	060	15
Astronomy	520	22
Biography & Genealogy	920	52
Biology & Life Sciences	570	28-29
Botany	580	30
Chemistry	540	25
Commerce, Communications & Transportation	380	16
Customs, Etiquette & Folklore	390	17

Figure-3: Subject Guide (sample)



Figure-4: Subject Guide Panel

**Colour Coding:** Books are colour coded (subject-wise) on the spine for easy detection when misplaced. While great efforts are made to stack books back on racks immediately on return, one often comes across the painful cases of misplaced books, by accident or by intent. A misplaced book is deemed to be a book lost. To locate a misplaced book in a different floor or a stack 50 meters away or even on the same rack is quite a task in any library, let alone a large one like Central Library. (Remember never replace books in shelves but leave them on tables)

A solution, which helps restoration to a great extent, is colour coding of books. Books belonging to a subject are assigned a distinct colour. For instance, all books in Social Sciences will bear a yellow code on their spines (*vide* Figure 5 below). The odd books out (with a different colour from the rest in a rack) are easily distinguished visually and re-shelved.

Ground Floor			
Class No	Subject	Colour	Bay No.
300	Social Science	Yellow	1-18
500	Pure Science	Green	18-31
600	Useful-Arts	Purple	32-35
800	Literature	Blue	36-46
T,081	Tagore	Magenta	47-48
900	Hist.& Geo.	Black	50-62
00-৯৯	Bengali	Red	63-74

Figure-5: Colour Coding of Books

First Floor			
Class No	Subject	Colour	Bay No.
A, Per, U-011	Arabic, Persian, Urdu etc.	Orange	75-78
200	Religion	Light Green	79-84
020	Library Science	Light Orange	86
400	Philology	Blue	87--89
700	Fine Arts	Brown	90
800	Literature	Blue	91-93
অ	Assamese	Green	93-94
Ta	Tamil, Telugu	Magenta	95--98
G	Gandhi Collection	Brown	99
005	Computer Science	Blue	110-112
04-	Sanskrit	Light Orange	113-120
90.261	Hindi	Light Green	120
95	Oriya	Yellow	121-131

3. **Man & Machine:** Computers and Staff are available to guide users in the searching of books from the WebOPAC (<http://14.139.211.2:8380/opac>) as well as to locate books in the stack.
4. **'Recently returned':** *Separate racks for recently returned books:* Books returned recently to the Library are considered to be the ones in more demand and are expected to be reissued. In order to facilitate this process, these books are shelved separately at the entrance of the stack (Ground floor) earmarked as 'Recently Returned (Last 7 days)'

(Sabahat Nausheen)

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\* The Library uses the Dewey Decimal Classification (DDC) Scheme to arrange books on the shelves so that they may be easily retrieved. DDC is an hierarchical number system that organizes all human knowledge into ten main categories. Each main category is then divided into ten sub-categories and each of these topics are further divided into more specific subject areas.

## Conferences/Seminars/Workshops in Library & Information Science

1. INFLIBNET Centre, Gandhinagar, Gujarat is conducting a *National Workshop on Metadata Standards: Retrospective Conversion, Preservation and Migration* during 16-18 May 2016. Only few theoretical lectures to understand basics of metadata standards will be taken and all practical aspects of retrospective conversion will be demonstrated. For more details about workshop and registration click on the link: [http://inlibnet.ac.in/forthcoming/Metadata\\_bro.pdf](http://inlibnet.ac.in/forthcoming/Metadata_bro.pdf)
2. The Central Library, IIT Kharagpur organizes a *National Workshop on Open Source Software for Library Management (OSSLM 2016)* during 13-18 June 2016. Contact Details: (91)03222-282432 Email: [bsutra@library.iitkgp.ernet.in](mailto:bsutra@library.iitkgp.ernet.in) Website: <http://www.library.iitkgp.ernet.in/>
3. ISKCOM 2016 - International Symposium on Knowledge and Communication - is jointly organized by Narsee Monjee Institute of Management Studies (NMIMS), Mumbai and Information and Communication Department, Faculty of Humanities and Social Sciences, Khon Kaen University, Thailand during 10-11 June 2016 at Shirpur Campus, Dist- Dhule (Maharashtra). The theme is: *Future Librarianship: Innovative, Embedded, Sustainable and Emerging Trends*. Website: <http://iskcom.nmims.edu/>
4. The Hong Kong University of Science and Technology (HKUST) Library and the Chinese University of Hong Kong (CUHK) Library will jointly host a two-day conference during 2-3 June 2016 entitled *Academic Librarian 4 - Sustainable Academic Libraries: Now and Beyond*. Contact details: Website: <http://www.conferencelodge.hk/> E-mail: [AL4@ust.hk](mailto:AL4@ust.hk); Phone NO. (852) 3983 0325

## New Arrivals (Books and Periodicals)

[Books](#) (click)

[Journals](#) (click)

# QR CODES: CARRY LIBRARY IN YOUR POCKET



Know your Library (FAQs)



WebOPAC



IT-Enabled Services  
(Urkund, OpenAthens, Discovery, WoS, Endnote,  
ILL& WebOPAC )



Library Website



Online Databases  
(JSTOR, Indiatat, EPW, ISID,  
Artstor, JGate, ACS, IOP, Nature,  
CUP, AIP....)



Information Services



Resources and Services (With Links)



List of Theses



List of e-Journals (Alphabetical  
Order)



List of Current Journals



List of Bound Volume  
Journals



Reading Room: Book List



Reference Room: Book List

## QR (Quick Response) Codes

1. Download and install 'QR Code Reader' (free, from Google 'Play Store') in your smartphone,
2. Scan the codes with the 'Reader' (Scanner), and
3. Save the content/ information in the desired folder in your phone

## Some Recent Library Activities / Developments

- **Gandhi Punyaha:** Gandhi Punyaha was observed on 10 March 2016 in various libraries of the Network in memory of the visit of Mahatma Gandhi and the inmates of (his) Phoenix Ashram (Durban, South Africa) to Santiniketan wherein the residents of Bramacharya Vidhyalaya resolved, on 10 March 1915, to follow the self-reliant activities of the guests, during their stay, by indulging in cooking, washing of utensils, cleaning of rooms, carrying of water etc.

The observation at Central Library had two parts, first a discussion on significance of the Day and various shades of cleanliness including non-wastage of resources, which was followed by cleaning of premises and interiors.

- **Sangit Bhavana Library:** A meeting of Sangit Bhavana Library Committee was held on 26 March 2016 to consider the Stock Verification Report submitted by Sarkar Gurumurthy & Associates, Kolkata and various issues related to library development. It was chaired by Dr. Madhabi Ghosh (Ruj), Principal, Sangit Bhavana.

- **New Additions (Books) during March 2016**

### ***Central Library***

Number of books purchased: 796 (Acc. Nos. 4250906-4250111)

Number of books received as gift: 19 (Acc. Nos. 9070 - 9088)

### ***Sangit Bhavana Library***

Number of books purchased: 260 (Acc. Nos. MB35569 - MB35828)

### ***PSB Library***

Number of books purchased: 493 (Acc. Nos. PB49267-PB49759)

### ***PSV Library***

Number of books purchased: 51 (Acc. Nos. PV36760 - PV36810)

### ***Cheena Bhavana Library***

Number of books purchased: 16 (Acc. Nos. CB40978 - CB40993)

Number of books received as gift: 01 (Acc. No. CG4453)

### ***Hindi Bhavana Library***

Number of books purchased: 98 (Acc. Nos. HB35423 - 35520)

- **Send off:** Shri Asis Kumar Hazra, In-Charge, Rabindra Bhavana Library, retired from service on 31 March 2016. He was given a warm send off at the Central Library. The Visva-Bharati Library Network wishes him all the best in his post-service life. (photo in the last page)

### **Staff publication:**

Atanu Kumar Sinha, *Digital preservation initiatives at Rabindra Bhavana Library, Visva-Bharati: Skills requirement and challenging role to preserve past records for the future users* in Sustainability of Library and Information Services, edited by Dr. Swapna Banerjee and Dr. Arabinda Maity; published by DLIS, University of Calcutta, 2016; pp. 349-355; ISBN 978-81-92531-37-3.



**Gandhi Punnyah: Discussion on Significance of the Day & Various Shades of Cleanliness**



**Gandhi Punnyah, 10 March 2016: Central Library Staff engaged in the Cleaning of the Premise**



Send off to Shri Asis Kr. Hazra at Central Library on 31. 3. 2016



Vasantotsav revelers passing by Central Library: 23. 3. 2016