



Visva-Bharati

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

Library e-Newsletter

2015: Volume 2, Issue 4: April

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KNOW YOUR LIBRARY / FAQs

Part I

GENERAL INFORMATION

Why do you call the Visva-Bharati libraries a 'library network' and what are its constitutions?

Networking of libraries means sharing of databases, resources, hardware and software by constituent libraries and switching them interconnected with communication channels. The libraries at Visva-Bharati, though located at various places in the two campuses, function virtually as a single unit using a single software, single catalogue database (WebOPAC), single server and share all resources channeled through the single location (server) at Central Library.

The constituents of the Network are the Central Library, 12 Sectional (Bhavana) Libraries and 30 Seminar Libraries.

Note

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

<http://172.16.2.2/index1.html>

(Intranet)

<http://14.139.211.2/index1.html>

(Internet)

Editorial Board

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Where do I get details about library services, facilities and developments?

Library website site (<http://172.16.2.132/library/index.php>) is the gateway to everything about the library network. Through the site you have access to resources and services (with links), the Library E-newsletter, brochure, manuals, site map, links to other libraries, contact and all.

What are the various facilities / sections of direct relevance to me as a user in the Central Library?

(Pl go through the Floor Plan at the Entrance)

1. **Circulation, Property/Personal Effects Counter** (Entrance)
2. **Reference Section** - (Air-conditioned) (Entrance, left side/ deals with membership, Library Card, Inter-library loan etc)
3. **Periodical Section** - (Air-conditioned) (Bound journals, current issues of journals / magazines, theses, newspapers, VB Research publications (sale & reference) and digital libraries / browsing centre) [*A list of theses and Research Publications is provided in hard copy form in the Section*]
4. **Stacks** (in 3 floors) (books, bound journals) – Bay Guides and Subject-wise Bay Guides are provided.
5. **Braille Library**
6. **Rare Books Collection**
7. **Reading Room & Career Corner** (1st Floor) (Air-conditioned) [*A list of text books is provided in hard copy form in the Room*]
8. **Tagore Displays** (mini-museum- open to all) (1st Floor)
9. **Conference Hall** (Air-conditioned) (1st Floor)
10. **Cafeteria** (Quadrangle)
11. **Gitanjali Net**
12. **Photocopying** (Photocopying, printing, lamination, spiral binding) - backside from cycle stand.

Is there any reserved desk for the Research Scholars or faculty?

Yes, eight seats in the Reading Room (Air-conditioned) are reserved for faculty / research scholars.

What are the Library timings?

Central Library

All days except weekly holidays : 7 am - 8 pm
(Wednesdays & Sundays)
Wednesdays and Sundays : 10 am - 5 pm

The Central Library is open all days of the year except three closed holiday's viz., Republic Day, Independence Day and Gandhi Jayanti

Sectional Libraries

Cheena Bhavana Library	: 9.30 am – 6 pm (Closed: Wed & Sun)
Kala Bhavana Library	: 9.30 am – 6 pm (Closed: Wed & Thurs)
Rabindra Bhavana Library	: 10 am – 5 pm (Closed: Wed)
Hindi- Bhavana Library	: 9.30 am – 6 pm (Closed: Wed & Sun)
Sangeet Bhavana Library	: 9.30 am – 6 pm (Closed: Wed & Thurs)
Patha Bhavana Library	: 6.30 am – 1.30 pm (summer) & 7 am -1 pm (winter) (Closed: Wed & Thurs)
Siksha Bhavana Library	: 9.30 am – 6 pm (Closed: Wed & Sun)
Philosophy & Religion Library	: 9.30 am – 6 pm (Closed: Wed & Sun)
Vinaya Bhavana Library	: 9.30 am – 6 pm (Closed: Wed & Sun)
Siksha Satra Library	: 9.30 am – 6 pm & 6.30 am -1.30 pm (Summer vacation) (Closed: Wed & Sun)
Palli Siksha Bhavana Library	: 9.30 am – 6 pm (Closed: Wed & Sun)
Palli Sangathan Vibhaga Library	: 9.30 am – 6 pm (Closed: Wed & Sun)

Transactions

Same as 'Library Timing'

Library Membership, Access

Membership is open to: (a) Members of the Visva-Bharati Academic & Non-Academic Staff attached to the Institutions at Santiniketan, and Sriniketan, (b) Members of the Samsad (Court), (c) Members of the Karma-Samiti (Executive Council), (d) Members of the Siksha-Samiti (Academic Council), (e) Members of the Artha-Samiti (Finance Committee), (f) Students of the University, (g) Visva-Bharati pensioners (who have served the institution at least five years) residing in the area of Visva-Bharati.

[For Application Form click here: <http://172.16.2.132/library/index.php>

Access to Library is provided to any one on request.

Temporary Membership:

Provision is also made for temporary membership, on filling up the appropriate form (Available in the Reference Section or <http://172.16.2.132/library/index.php>). Applicants are allowed to use Reading Room, Reference Section and Periodical Section. Photocopying and access to online resources are extended to them. They can seek transfer of books from stack to Reference Section for study but borrowing and home lending is not provided for.

Library Card

Eligible individual may fill up the Application Form (<http://172.16.2.132/library/index.php>) along with the required documents, and submit at the Central Library. Collect the Library card on spot. (Photos will be removed at the Library Counter). NB: The Library card needs to be carried with you while visiting the Library and also for transactions of all sorts.

What shall I do, if I lose my Library Card? How do I obtain a duplicate Library Card?

- Submit an application for lost library card at the Office, Central Library and collect a proforma 'No Dues Certificate' and cash voucher.
- The applicant collects 'No – Dues Certificate' based on the proforma from Central Library & all Sectional Libraries and submit to Office, Central Library. Also remit Rs. 50 at the cash counter, Accounts Office on the cash voucher.
- The applicant has to return all the books issued to him / her.
- After showing paid voucher a duplicate Library Card is issued to the applicant.

May I use the library card of my friend on his / her behalf?

No, this is strictly prohibited.

Any visual displays on Rabindranath Tagore?

‘Tagore Displays’ consisting of around 80 displays depicting the life and works of Gurudev Rabindranath has been set up in Room No. 13 (first floor, Central Library). It will remain open to all, VB fraternity and visitors, on all days.

Any arrangement for refreshment in Central Library?

The Cafeteria, situated in the open-air quadrangle of the Central Library, serves as an additional facility to the library users. Operated by an authorized vendor of M/s Hindustan Unilever Ltd, it serves 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).

What are the Rules & Regulations of the Library?

Follow the link to: ‘Rules & Regulations’ in the Library website: <http://172.16.2.132/library/index.php> OR see at Unit 4 of the User Manual.



DISCOVERY SERVICE (EDS)

(Single window Search Engine)

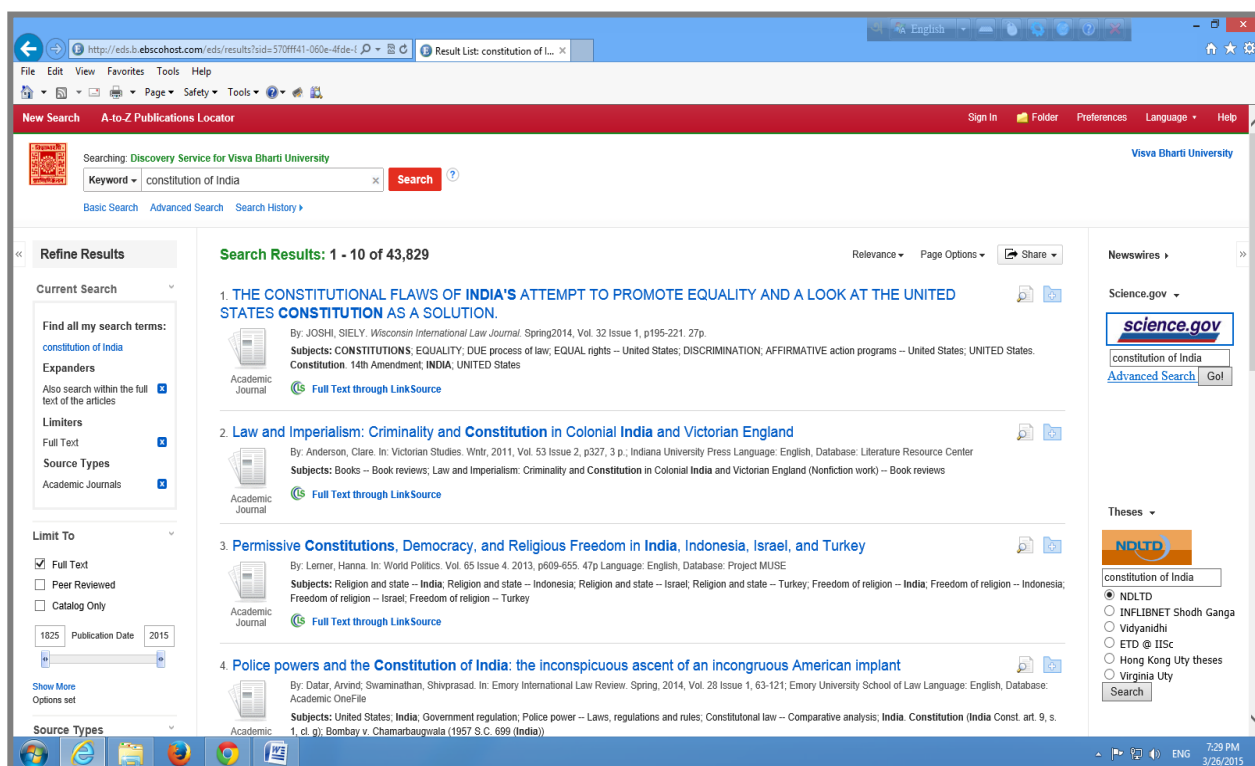
<http://search.ebscohost.com>

Discovery Service (EDS) is an online research tool that “crawls” through almost all of the library resources and explores each using a single search box (single window search). It aids in retrieval of information from **thousands of online journals** (including free/open journals), **databases** and **e-books** at one go. EDS is like the Library’s version of Google.

[NB: Though the EDS is expected to search everything online in a library, the version we have subscribed to is limited to searching journals, e-books and databases alone. For book catalogues, digitized books, digital theses and information on current journals, bound journals etc one needs to use WebOPAC: <http://14.139.211.2:8080/jopacgwt/GwtOPAC/GwtOPAC.html>. In fact, between these two search engines every bit of information can be searched and retrieved.]

How to search

Click on <http://search.ebscohost.com> and find search options (‘Basic’ and ‘Advanced Search’), type your search term(s) and ‘Enter’. It will take you to a page with 3 columns. First two columns (from LHS) do the real search function. Like Google, it may return a large number of results (articles, e-book, reports, news etc) and you need to bring them down to your specific requirements by playing on the parameters given in the 1st column.



The parameters* are in large number and you may broaden/ narrow down your search by ticking or unticking each. In short, you DISCOVER information by ticking-unticking the parameters! You could browse/ download the required documents in full text from whatever VB Library network has subscribed to or it has access through INFLIBNET, and all those resources which are open access.

Other features are: Individual databases / titles can be accessed using the A-Z List link, Translation facility etc. Lot more too.

The widgets (small applications with limited functionality) on the 3rd column take you to various open access materials including digital theses. [Note: The same search term you have deployed is automatically applied in the widgets too.]

*Parameters

- Full Text / Peer Reviewed / Category only
- Publication Date
- All Results / News / Academic Journals / Magazines / Books / E-Books
- Subject / Publisher / Publication / Language / Geography / Collection / Content Provider

New Arrivals (Books and Periodicals)

Books : <http://14.139.211.2:8080/jopacgwt/GwtOPAC/GwtOPAC.html>

Journals : <http://14.139.211.2:8080/jopacgwt/GwtOPAC/GwtOPAC.html>

Some Recent Library Activities / Developments

- **NAAC Visit:** The National Assessment and Accreditation Council Peer Review Team visited the Central Library from 11.15 am to 12.20 pm on 27 April 2015, as scheduled. The Team was consisted of 16 members including the Chairperson. After a powerpoint presentation of 15 minutes' duration made by Dr V. K. Thomas, University Librarian, the members of the Team visited various sections and facilities like the Tagore Displays, Stacks, Reference Section, Journal Section, Acquisition & Technical Processing Section, Reading Room, Circulation Desk and Braille Unit. The visit was concluded after a discussion over tea at the Cafeteria - cum- Open Reading Area.

The Committee visited various Sectional Libraries as given under:

Palli Sangathana Vibhaga	: 28 th at 3.30 pm	Palli Siksha Bhavana	: 28 th at 12 pm
Kala Bhavana	: 28 th at 1.15 pm	Rabindra Bhavana	: 27 th at 1 pm
Cheena Bhavana	: 28 th at 10.45 am	Vinaya Bhavana	: 28 th at 10.15 am
Hindi Bhavana	: 27 th at 6 pm	Darshan Sadana	: 28 th at 9 am
Siksha Bhavana	: 28 th at 9 am		

➤ Meetings

Library Committee: The meeting of the Visva-Bharati Library Committee was held at the Conference Hall, Central Library on 23 April 2015 at 4.00 pm to discuss agenda like preparation for NAAC visit, amendment to Rules, and Budget proposals. The meeting was chaired by the Hon'ble Upacharya, VB and Chairperson of the VB Library Committee. Forty one (41) members and invitees attended the meeting.

Library Development Advisory Committee: The 2nd meeting of the Library Development Advisory Committee was held at the Conference Hall, Central Library on 23 April 2015 at 5.00 pm. The meeting was chaired by the Hon'ble Upacharya, VB and Chairperson of the Committee. All the members of the Committee attended the meeting which discussed preparation for NAAC visit, amendment to Rules, Budget proposals etc.

Staff: A meeting was organized with the staff of the Central Library on 20 April 2015 to discuss the preparedness and responsibilities of the staff during the visit of the NAAC peer team. The meeting was chaired by the University Librarian Dr. V. K. Thomas, and 24 staff members attended the meeting.

- **Outreach and Awareness Materials:** The Library Network has published and circulated materials like Reference Manual, Users' Manual, brochure (revised), poster and bookmarks to inform and keep abreast the academics on library resources and services. The materials have been made available in all Sectional Libraries and departments for reference and consultation.

➤ Orientation Programmes

Three orientation programmes were organized in the month of April for the following groups:

- a) Staff** – 16th at 4 pm: Focus was on preparation for NAAC Team visit on 27 April including recent developments in the library network. Thirty two (32) library professionals attended the programme.
- b) Faculty** – 17th at 11 am: Highlight was on new IT-enabled services like Discovery Service, OpenAthens (Remote Access), iThenticate, JGate Plus, besides Outreach & Awareness Materials. Thirty three (33) faculty members took part in the programme.
- c) Scholars & Students** – 17th at 4 pm: Imparting information on NAAC visit, its significance and preparation besides presentation of resources and services were the themes of the programme. Fifty three (53) candidates participated in the programme.

- **Speech:** Dr. Partha Sarathi Mukhopadhyay, Associate Professor and Head, Dept. of Library and Information Science, Kalyani University, Nadia, delivered a speech titled *Future is Open: Towards Open Library System* for the benefit of library professionals at the Conference Hall, Central Library on 11 April. Twenty five (25) library professionals attended the programme.

Dr. Mukhopadhyay also lent assistance in some technical matters related to transfer of library website to Linux operating system.

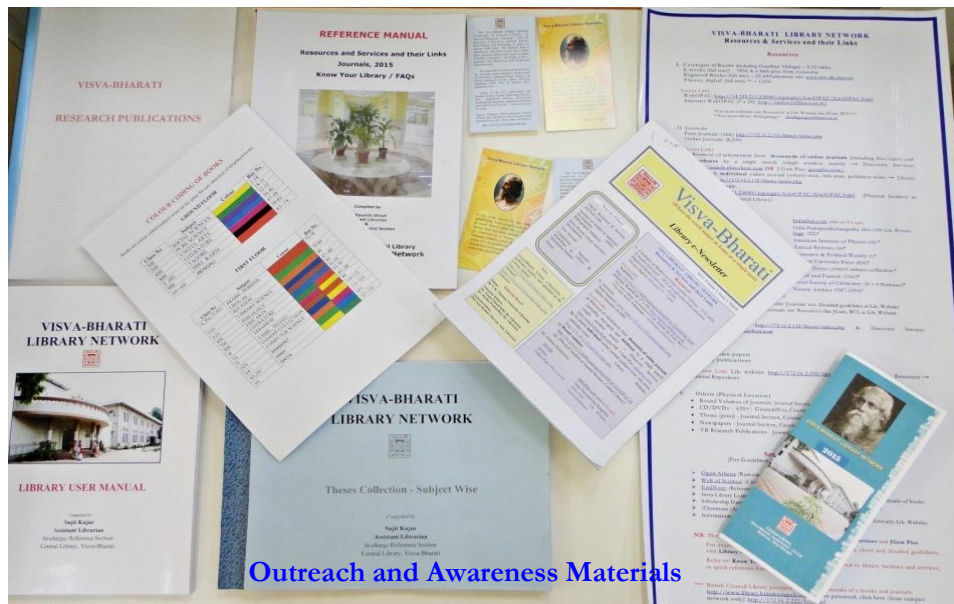
- **PSB Library:** Palli Siksha Bhavana Library has been renovated out of special grant of Rs. 15 lakhs sanctioned by Indian Council of Agricultural Research to PSB Library. The renovation included new seating arrangement and provision of controlled temperature and humidity in the Reading Room.
- **Cheena Bhavana Library:** Cheena Bhavana Library has added one computer for OPAC searching. It has also started the New Arrivals Service.
- **Hindi Bhavana Library:** Hindi Bhavana Library has started New Arrivals Service from April 2015.
- **Exhibition of Books and Celebration - B. R. Ambedkar:** The Central Library organized a special exhibition, in the Reference Section, of books and allied materials including quotations by and photographs of B. R. Ambedkar on 14 April 2015 on the occasion of his birth anniversary.
- **Staff Deployment:** a) Ms Sabahat Nausheen, Asst. Librarian has been assigned the duty of In-charge, Palli Samgathana Vibhaga Library (effective 29 April 2015) in addition to her current normal assignment at Central Library, b) Sri Sougata Samanta, Professional Asst. and Rupam Sinha Roy, Semi-professional Asst. have been placed at CJMC and Cheena Bhavana respectively from 9 April 2015.



NAAC Peer Team Visit: PowerPoint Presentation, Central Library, 27 April 2015

Conferences/Seminars/Workshops in Library & Information Science

- National Conference on Innovative Librarianship in the Knowledge Society Enhancing Teaching, Learning and Research (NCILKS 2015) will be organized by Sri Krishna College of Engineering and Technology, Coimbatore in association with Indian Academic Library Association during 14 - 16 May 2015. For details visit website: <http://www.skcet.ac.in/>
- A [Workshop on Modernization of Digital Library for managing e-Resources using DSpace and Digi-MAT](#) is being organized by Bannari Amman Institute of Technology, Sathyamangalam, Dist.-Erode,Tamilnadu on 16 May 2015. Email:gkomarasamy@gamil.com
- Three-Day National Level Workshop on NewGenLib: Open Source Library Management Software will be organised by Sasi Institute of Technology and Engineering, Kadakatla, Tadepalligudem – 534101, West Godavari District – Andhra Pradesh during 18 - 20 May 2015.Visit : <https://sitecentrallibrary.wordpress.com/>
- UGC - sponsored National Conference on Computerization and Automation in Library will be held at Yogeshwari Mahavidyalaya, Ambajogai, Dist- Beed, Maharastra during 12-13 June 2015. For more details <http://yogeshwari.org.in/yma/component/content/article/1-latest-news/189-national-conference-in-library-science-june-2015.html>.
- Three days International Conference on Information Unbounded: The Past, The Present, and The Future of Information Sciences will be organized by Department of Library and Information Science, University of Mysore during 18-20 June 2015. For further details: <http://milan-mysore.org/summit/>
- NISCAIR's Short Term Training Programme on Bibliometric Tools and Techniques for Measurement and Evaluation of Research Output during 22-26 June 2015.Contact address: Head, Education and Training Division, NISCAIR, 14-Satsang Vihar Marg, New Delhi-110067. Email: training@niscair.res.in



Outreach and Awareness Materials



NAAC Peer Team at Circulation Desk, CL, 27 April 2015



Speech: Dr. Partha Sarathi Mukhopadhyay,
Central Library – 11.4.15



Meeting of Library Committee: Central Library on 23
April 2015