Visva-Bharati

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

*Library Network **e-Newsletter***

News at a Glance

Zotero

Recent Library Activities / Developments

New Arrivals

Important Links

Photos

Zotero — Next-generation research tool

Zotero [zoh-TAIR-oh] is a free, easy to use tool to help you collect, organize, cite, and share your research sources. It lives right where you do your work—in the web browser itself. It is a tool that helps scholars to create and manage their lists of references for research work. Zotero identifies and extracts metadata from websites and databases that provide bibliographic information on books, journal articles, and other resources. It is available as an add-on / Connector for the web browsers Firefox, Chrome, and Safari.

Download & Install:

Before install Zotero, first need to install the Firefox web browser.

- Firefox: http://www.mozilla.com/en-US/firefox/
- Zotero: http://www.zotero.org

Note: Since both Firefox and Zotero are open source programs and linked to each others' programming, it is best to download Zotero from Firefox. Zotero will be installed after you restart Firefox.

Download & Install Zotero for Windows / macOS / Linux from the Zotero download page. Be sure to also install the Zotero Connector for your browser. After successful installation of Zotero & Zotero Connector, it will be available at the programme menu and at the top right corner of the Firefox / Chrome web browser.

Zotero – Initial View/Options

Click at Zotero ( ) Icon from your task bar / desktop or from programme menu, will open the Zotero window as shown in Fig: 1. The window has three columns that represent different levels of specificity for your references:
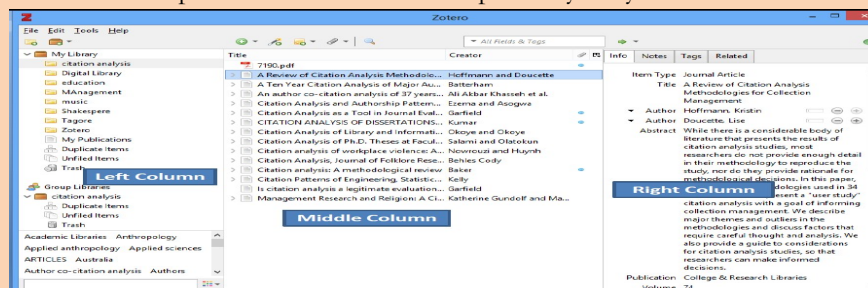

Fig. 1: Zotero – Initial View

- The left column shows your Zotero libraries and collections as well as 'tags' (keywords) underneath which is created by Tags option available in the extreme right column of Zotero. To undertake scientific research in the area of Information Science and Technology, create new systems in the field, apply the results of research and publish them;
- The middle column displays items contained within the selected library;
- The right column displays information about a selected item;
- Under the file main menu there is Import, Export facilities are available. Preference option is available under Edit main menu through which one can set difference preferences, font size, font style, citation and reference style, syncing with online Zotero account and many more features can be customized via the Zotero Preferences option.

Adding citations to Zotero

One can add citations to one's library in several ways:
- Manually enter citation information;
- Import citation information for a single item;
- Import citation information for multiple items;
- Automatically cite web pages;
- Add an item by identifier (ISBN, DOI or PMID).

To create a citation manually in Zotero, click on the New Item icon in the middle column. A drop-down menu will appear. Select the type of item you want to cite; here we select Journal Article. In the right column, you will find fields that are specific to the type of item you selected. Fill in those fields required for your item.

Zotero is not only compatible with many online databases likewise ACS, Emrald, J-Gate+, Jstore, Web of Science, PubMed, etc. But also to different search facilitators like Google Scholars, EBSCO Discovery Search.

Look at PubMed search results in the Fig: 2, if more than one results gets then you will find a folder like icon in the place of Z icone of Zotero and after that you click on this folder icon, another pop up window will appear showing pick and choose facilities to your search results. One can choose select all or pick and choose as per requirements, the citation information will be immediately added to your collection in Zotero.
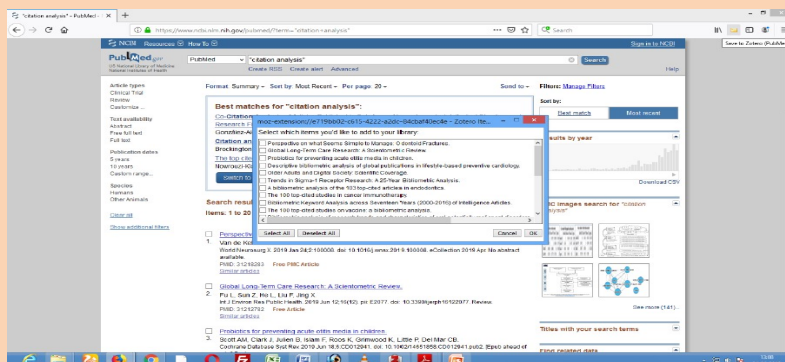

Fig. 2: PubMed search results

Note: *If you have not opened Zotero and opened the collection you want to use, then it will ask, citations will placed in which Library / Items collection.*

If you open an individual PubMed entry, you will see a Save to Zotero (PubMed) option in the drop down menu of the browser.

Click on the option, the saving to My Library... message will appear and save the record to the specific collection that has been opened or may be saved to other collections.

Fig. 3: PubMed individual result

For the references to be saved, check the select Items boxes and click on OK. Options also include Select All and Delete All.

Adding any item by identifier (i.e. by putting ISBN, DOI or PMID), is the another way to add a new item is by using the Add Item by Identifier option of Zotero. You will find this icon [   ] in the middle column. You can enter an ISBN, DOI or PMID. Zotero will look up the information and import it into your library/collection.

Attaching files to items

In Zotero, any type of file can be attached to an item. It may be the PDF of an article or images which can be opened in the web browser, while other file-types open in external programs. One can add attachments to items by clicking on the button in the middle column that looks like a paperclip [   ].
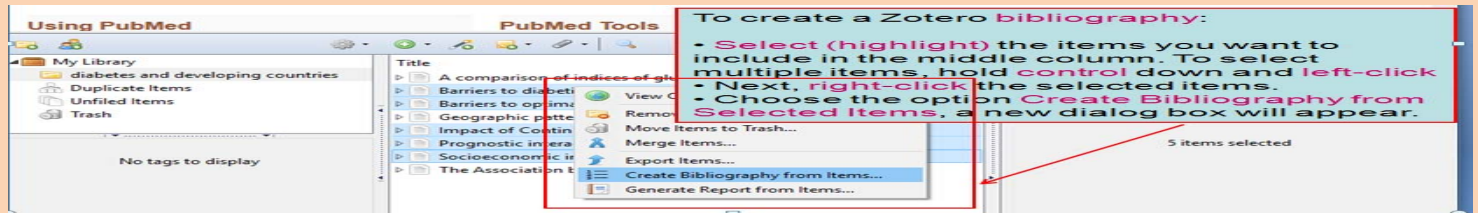
Creating bibliographies from Zotero

Fig. 4: Creating Bibliography

Then select a Citation Style for your bibliography and choose one of the following four Formats to create your bibliography:

- ♣ Save as RTF, allow you to save as a rich text file, which can be opened in Word;
- ♣ Save as HTML, allow you to save as a HTML file for viewing in a web browser;
- ♣ Save to Clipboard, allow you to save to your clipboard to paste into any text field; and
- ♣ Print will send your bibliography straight to an installed specified printer.

Word Processor Integration

- ♣ Zotero's Word and OpenOffice plugins allow users to insert citations directly from their word processing software.
- ♣ Open the Zotero installation folder (usually C:\Program Files (x86)\Zotero). In the installation folder, open extensions\zoteroWinWordIntegration@zotero.org\install, where you can find a copy of the file Zotero.dotm (for Word for Windows 2007 and higher) or Zotero.dot (for older versions of Word).
- ♣ After installing the plugin and clicking on Zotero, you should see this row of icons in your Microsoft Word toolbar:
- ♣ These five buttons as shown in Fig. 5, allow you to manage references and bibliographies in your Microsoft Word documents. To add a reference (footnote), click on the Zotero Add/Edit Citation icon. If this is the first citation to be added, the Document Preferences window will open. Choose the bibliographic format you want to use and click on OK – in this case Vancouver.
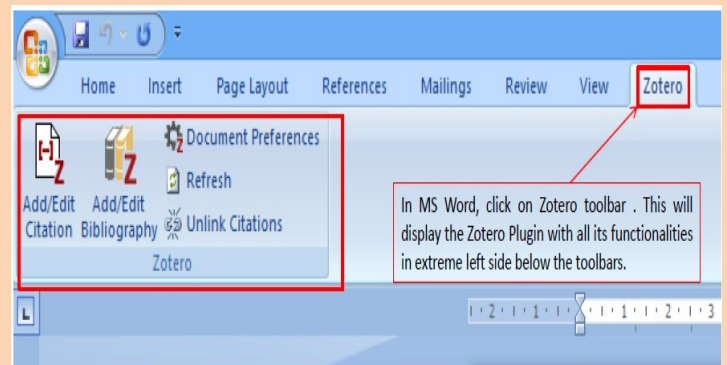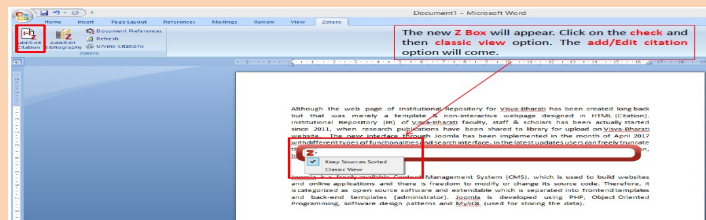

Fig. 5: Zotero interface in Microsoft Word

One can change the citation style at any point later by clicking the "Set Document Preferences" button.

To create a bibliography, click on the Zotero Insert Bibliography icon. This automatically adds the bibliography (in the Vancouver format) to the bottom of the document.

Fig. 6: In-text Citation in Microsoft Word via Zotero

Note: Do not use your word processor to edit citations. Any changes automatically will revert to the original as Zotero updates your document.

Register /Log in Zotero

One can register for a free account from Zotero website available on top right corner as depicted in Fig: 7. It's a free way to sync desktop version to online and vice versa and also access your library which anyone has created in Zotero from anywhere anytime, and it lets you join groups and back up all your attached files in Zotero.
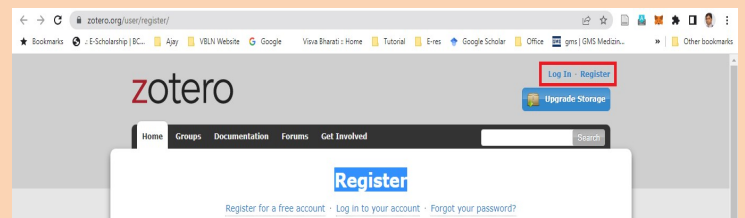

Fig. 7: Log in / Register

New Arrivals (Books and Periodicals)
Books(click)   Journals (click)

RECENT ACTIVITIES:

➢ **Book Exhibition on Sardar Vallabhbhai Patel:** On the occasion of National Unity Day (31 October 2022), a book exhibition on Sardar Vallabhbhai Patel has been arranged at the Central Library, Visva-Bharati during 31 October 2022 to 02 November 2022 to commemorate the 147th birth anniversary of Sardar Vallabhbhai Patel. The exhibition has inaugurated by Prof. Bidyut Chakrabarty, Hon'ble Vice-Chancellor, Visva-Bharati at 9.30am. Around hundred participants comprising of Faculty members, Officers, Library Professionals, Staff, Scholars, and Students were present.

➢ **Visitors:**
  a) Dr. Abhik Kumar Mukherjee, Assistant Professor, Department of Business Administration, University of Burdwan along with his wife and Dr. Siuli Mukherjee, Assistant Professor, Department of Political Science, Shree Shikshaytan College, Kolkata, visited Central Library on 14 October 2022 as part of their academic activities. After visiting the library they expressed their satisfaction and appreciate the endeavors taken by the library**.**

  b) Prof. Chakradhar Tripathi, Hon'ble Vice-Chancellor, Central University of Odisha (CUO) visited Central Library on 26 October 2022. During his visit, there was a fruitful discussion for the development of the University library of CUO, Koraput. After visiting the library he expressed his satisfaction and requested the Visva-Bharati University Librarian to extend necessary cooperations**.**

  c) Prof. (Dr.) Baren Chakraborty, Sr. Consultant, Cardiologist and Chief Medical Education & Research, Dhaka Medical College & Hospital, Bangladesh, along with his wife Prof. (Dr.) Shiksha Ganguly, Consultant Surgeon, Professor, Obs & Gynae Department, Dhaka Medical College & Hospital, Bangladesh and also other three family members those are also Medical Officers visited Central Library on 31 October 2022. During their visit, Prof. Chakraborty gifted few books written by him to the Central Library for the library users. After visiting they expressed their pleasure about the library.

➢ **Documents / Article Delivery Services:** During the month, 09 no. of soft copies of the articles have been collected and delivered through mail as requested by the academics/scholars.

➢ **Similarity Checking Through URKUND Software:** On request from the academics, 08 articles/Files have been checked through OURIGINAL (supported by Turnitin), and the report has been forwarded through the mail.

➢ **Send off:** Sri Uttam Kumar Mondal, Peon Cum Cleaner, Central Library, retired from Visva-Bharati Services on 31 October 2022 while he joined at Visva-Bharati in the permanent position on 14 December 1996. The Visva-Bharati Library Network wishes him all the best in the post-service life.

IMPORTANT LINKS:

❖ **OpenStudy (https://openstudy.club/):** OpenStudy is a social learning network where students ask questions, give help, and connect with other students studying the same things. Its mission is to make the world one large study group, regardless of school, location, or background.

❖ **Oxford Owl (https://www.oxfordowl.co.uk/):** Discover expert advice, educational resources and free eBooks to support children's learning at primary school and at home, from Oxford University Press.

CONFERENCES/SEMINARS/TRAINING PROGRAMME:

❖ ICAL-2022: 6th International Conference of Asian Libraries on "Information, Knowledge & Research: Changing Role of Libraries" Jointly Organized by Dept. of Library & Information Science, AMU, Aligarh, Maulana Azad Library, AMU & Asian Library Association (ASIALA), New Delhi at Aligarh Muslim University (AMU), Aligarh during November 24-26, 2022. For more information see brochure: https://api.amu.ac.in/storage/file/events/1661344650.pdf

❖ The Department of Library and Information Science, Alagappa University is organising a Ten-day Research Methodology Course from 7/12/2022 to 16/12/2022. Interested research scholars can apply to Course Director along with duly filled up Registration form on or before 10 November 2022. The candidates are required to send the soft copy of the complete Registration Form cum Recommendation, duly forwarded by the Head of the Department/Principal/Director, to aludlis2022@gmail.com Registration form can be downloaded from the university website http://www.alagappauniversity.ac.in there is no Registration Fee for participation in the Course.

Observation of National Unity Day

Prof. Chakradhar Tripathi, Hon'ble Vice-Chancellor,
Central University of Odisha, at the Central Library

Prof. (Dr.) Baren Chakraborty, Bangaladesh,
at the Central Library

Dr. Abhik Kumar Mukherjee, Department of Business Administration at the Central Library