



# Visva-Bharati

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



VBLN

## Library Network e-Newsletter

2024: Volume-11, Issue-10, October

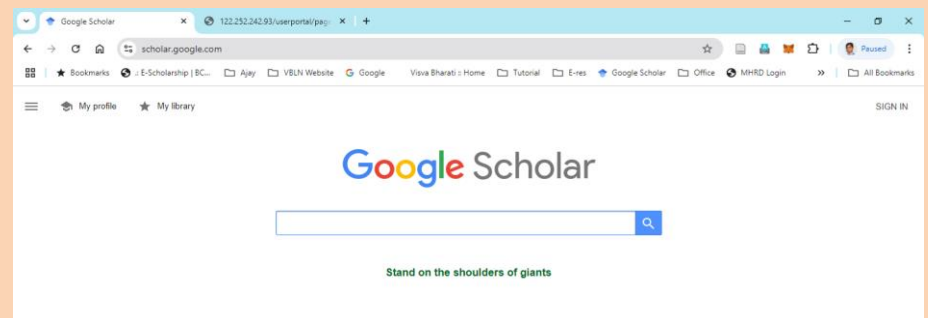
### News at a Glance

#### Google Scholar: A step-by-step guide



#### Google Scholar: A step-by-step guide

Google Scholar is a free search engine provided by Google that specifically indexes scholarly articles, theses, books, conference papers, patents, and court opinions from a wide range of academic disciplines. It allows researchers, students, and academics to find peer-reviewed literature, scientific papers, and citations across different sources. The goal is to make academic research easily accessible and searchable for everyone.



- 1. Creating a Google Scholar Account:** Google Scholar enables researchers to create their own profile and share their researchers freely to the academic community.

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Library website: <http://visva-bharati-library.in>

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

<https://www.youtube.com/@visvabharatilibrarynetwork9081/videos>

Please submit feedback on VBLN:

### Announcement:

A Two-day International Seminar will be held on “The Role of Libraries in Unveiling the Indian Knowledge Systems in Digital Era” (ROLUINKSDE) which will be jointly organized by Visva-Bharati Library Network (VBLN, Santiniketan and Universal Briefing, Kolkata on 21-22 February 2025 at the Lipika Auditorium, Visva-Bharati, Santiniketan. Stakeholders are requested to block the date to attend the event safely and properly. The brochure of the seminar will be published soon and will be made available through the VBLN website <http://visva-bharati-library.in>. Please browse the VBLN webpage regularly to have the updated information about the event. Cooperation from one and all is highly appreciated to arrange the event successfully.

### Step 1: Go to Google Scholar

- i. Open your web browser with web address <https://scholar.google.com/> or click to [Google Scholar](#).
- ii. At the top-right corner of the page, click on the "Sign in" button.

### Step 2: Sign in or Create a Google Account

If you already have a Google Account:

- i. Enter your Google email and password, and then sign in.

If you don't have a Google Account:

- i. Click on "Create account" and follow the instructions to set up a new Google Account.

### Step 3: Set Up Your Scholar Profile

- i. Once logged in, click on "My Profile" at the top left of the Google Scholar homepage.
- ii. You will be prompted to fill in your name, affiliation, and email address (preferably an institutional or academic one).

The screenshot shows the Google Scholar profile setup page. The browser address bar shows 'scholar.google.com/citations?view\_op=new\_profile&hl=en'. The page has a sidebar with 'Profile', 'Articles', and 'Settings'. The main content area has the following fields:

- Name:** Full name as it appears on your articles. Input field with a placeholder and a '+ Add another name' link.
- Affiliation:** E.g., Professor of Physics, Princeton University. Input field.
- Email for verification:** E.g., einstein@princeton.edu. Input field.
- Areas of Interest:** E.g., general relativity, unified field theory. Input field.
- Homepage (optional):** E.g., http://www.princeton.edu/~einstein. Input field.

A 'NEXT' button is located at the bottom left. An 'Activate Windows' watermark is visible at the bottom right.

- i. Add your area of research, which will help Google Scholar suggest relevant publications.
- ii. Click on "Next" to proceed.

2. **Updating / Indexing Publications in Google Scholar:** Google Scholar allows for the indexing of a wide range of sources, including academic journals, conference proceedings, books, theses, and even preprints. This means that researchers can search for relevant literature from multiple disciplines and sources, all in one place.

### Step I: Adding Publications Manually

The screenshot shows the Google Scholar profile for Ajay Kum Sharma, affiliated with Visva-Bharati University, Santiniketan, West Bengal. The profile includes a 'FOLLOWING' button and a list of publications. A context menu is open over the first publication, showing options: 'Add article groups', 'Add articles', 'Add article manually', and 'Configure article updates'.

TITLE	CITED BY	YEAR
INDIGE... AK Sharm Internatio	19	2014
Digitizat Library TK Das, A	14	2010
Institutional repositories and skills requirements, a new horizon to preserve the intellectual output: An Indian perspective NC Saha, AK Sharma, K Meichieo INFLIBNET Centre	14	2008

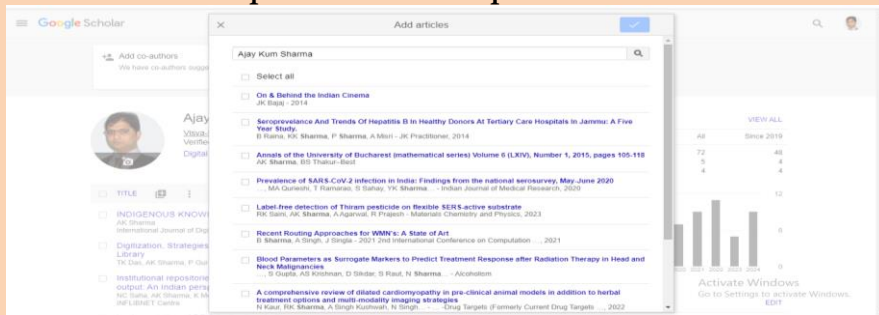
- i. Once your profile is created, you will see a button labeled "+" next to "Publications" in your profile.
- ii. Click on this "+" button to add your papers manually.
- iii. You can search for your articles in the Google Scholar database or add them by entering details manually (like title, authors, year, journal, etc.).

The screenshot shows the 'Add new work' form in Google Scholar. The form has tabs for 'Journal', 'Conference', 'Chapter', 'Book', 'Thesis', 'Patent', 'Court case', and 'Other'. The 'Journal' tab is selected. The form fields are:

- Title:** Input field.
- Authors:** Input field with a note: 'For example: Patterson, David; Lampori, Leslie'.
- Publication date:** Input field with a note: 'For example: 2008, 2008/12 or 2008/12/31'.
- Journal:** Input field.
- Volume:** Input field.
- Issue:** Input field.
- Pages:** Input field.
- Publisher:** Input field.

At the bottom, there is a 'Co-authors' section with a bar chart and a 'VIEW ALL' button. An 'Activate Windows' watermark is visible at the bottom right.

## Step II: Automatic Update of Publications

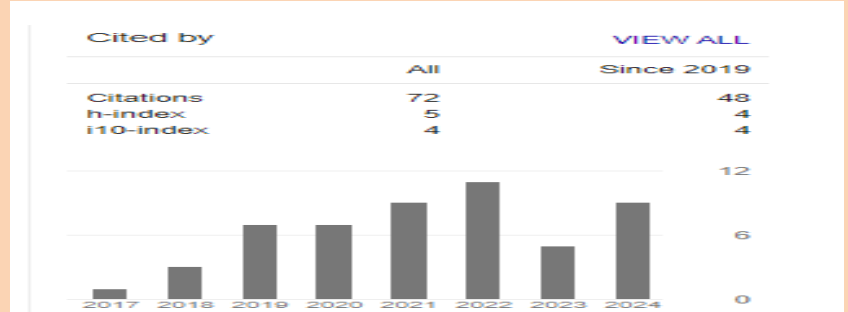


- Google Scholar might automatically suggest papers that it detects are authored by you.
- To approve these, go to your profile and look for the section labeled "Pending".
- Review the suggested papers and approve or reject them.

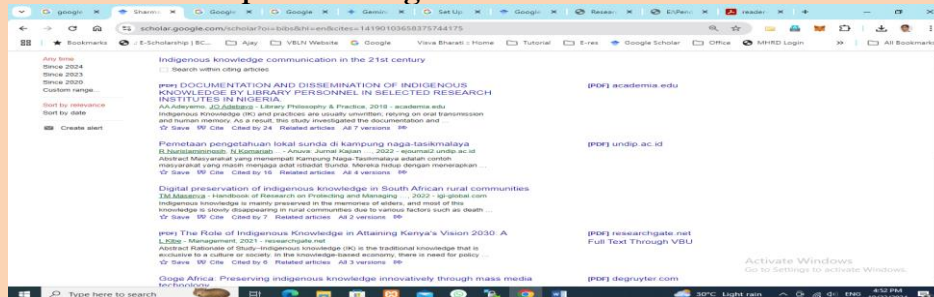
3. **Tracking Citations on Google Scholar:** Researchers may easily keep track of citations to their articles using Google Scholar citations. A researcher can look up who is citing the works, plot their frequency over time, and calculate other citation metrics. Google Scholar provides year-wise citation metrics, which allow researchers to analyze the impact of a particular article or author over time. These metrics show the number of times an article has been cited in other publications, broken down by year.

## Step I: Citation Count in Your Profile

- Go to your profile by clicking "My profile" at the top left of the Google Scholar homepage.
- You'll see a summary of your citations, h-index, and i10-index at the top of your profile.
- Google Scholar will automatically track how often your work is cited in other scholarly papers.



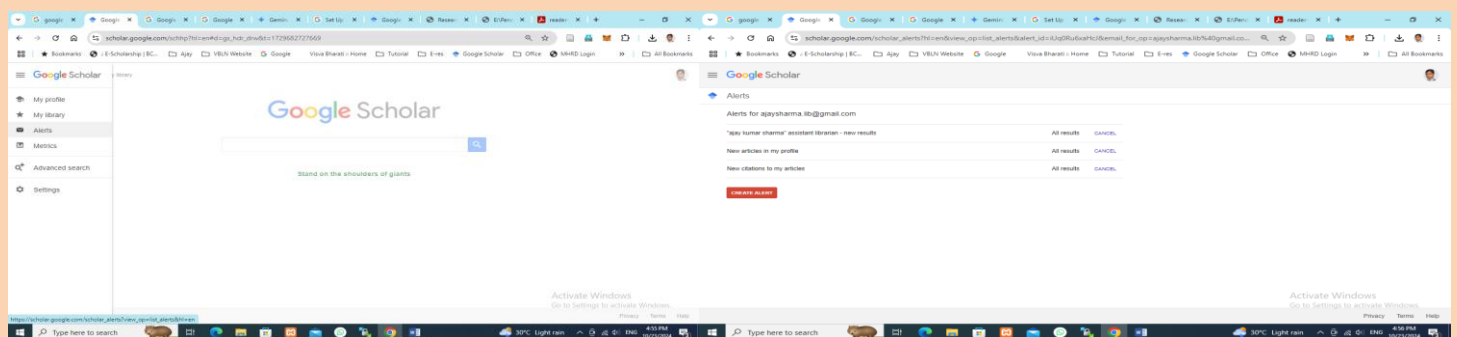
## Step II: Viewing Citation Details



- To see which papers are citing your work, click on the citation count next to the article in your profile.
- This will display a list of papers that have cited your work.

## Step III: Setting Up Citation Alerts

Google Scholar provides an alert system that allows researchers to stay up-to-date with the latest research in their field. This system sends email alerts to users when new articles or papers are published that match their specified search criteria.



- To receive alerts when your papers are cited, click on the "Alerts" tab in the Google Scholar main menu.
- Select "Create alert" and enter the necessary details, such as your name or specific topics.
- Google Scholar will notify you by email when there are new citations of your work.

*To be Continued in the next Issue...*

**Accessibility of Grammarly:** Continued from the earlier next issue

**B. Having No VB domain mail ID or for other than VB domain mail ID (As part of news letter of last month, i.e. August)**

The faculty members / officers/ scholar of Visva-Bharati those who have not VisvBharati domain mail ID, it is preferred to have VB mail ID as soon as possible from the VB Computer Center.

- a) At Present, to have grammarly access they are requested to send one mail to ncsaha.72@gmail.com or librarian@visva-bharati.ac.in with their Name, Designation including Department & Bhavana, Mail ID, VB Library Card No. etc.
- b) On request through mail as at above, one will receive an invitation email for the Grammarly access.
- c) Imp Note: then check email inbox/spam/junk/promotions and other folders for Grammarly access invitation.
- d) Click on “Join Now” and it will redirect to Grammarly Page.
- e) Do not click on Continue with Google.
- f) Enter the new Password and Click on create account and join.
- g) Click on Join the Team
- h) Email-ID will be treated as ‘User ID’

**How to Use Grammarly:** Any one may consult the tutorial available through the link: <https://support.grammarly.com/hc/en-us/articles/36000347473>

### Recent activities:

- **Documents / Article Delivery Services:** During the month 12 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: Similarity Checking through DrillBit Software:** Total 243 units or 71 (total 2580 from 01 October 2023 to 31 October 2024) Documents/Files/ Theses/ Articles/ have been checked through DrillBit during the month and on requirement, library has extended necessary assistance.
- **Exhibition and Celebration of Important Days at Reference Section, Central Library:** Organized special exhibitions of books and allied materials including quotations and photographs to celebrate;
  - a) 156<sup>th</sup> Birth anniversary of Mahatma Gandhi on 2 October 2024.
  - b) 149<sup>th</sup> Birth anniversary of Sardar Vallabhbhai Paetl on 31 October 2024 (exhibition was for three day 30 Oct – 01 Nov)
- **New Additions (Books) during the Month**
  - Central Library: Number of Books received as Purchased: 06 (Acc. No. 443451 – 443456)
  - Central Library: Number of Books received as Gift: 5 (Acc. No. G11314 – G11318)
- **Send off:** Smt. Jyotsna Chatterjee, Superintendent (Archives), Central Library, has retired from Visva-Bharati Services on 31 October 2024 while he joined at Visva-Bharati in the permanent position on 27 March 1997. Before joining in the permanent position, she has served in temporary capacity from 16 March 1987. Therefore, during her long i.e. more than thirty-seven years service period, she has discharged her service at the Archives, Rabindra Bhavana and served at the Central Library from 17 March 2020. The Visva-Bharati Library Network has arranged one meet in honour of her last working day where all the staff members recollected their past experience with Smt. Chatterjee. Visva-Bharati Library Network wishes him all the best in the post-service life.



### New Arrivals (Books and Periodicals)

- ✚ [Books \(click\)](#)
- ✚ [Journals \(click\)](#)

### IMPORTANT LINKS:

- **AIU eLibrary (<https://aiu.refread.com/#/home>):** The AIU Information Resource Centre, established in 1964 and renamed in 2019, serves as a reference library and knowledge base for higher education, offering over 21,000 documents and 150 periodicals. It holds a wide range of resources, including reports, policy documents, and Supreme Court judgments. Key services include reference, circulation, press clipping, and indexing. The Centre also publishes doctoral dissertation bibliographies and monthly theses updates in University News.
- **OpenAlex (<https://openalex.org/>):** OpenAlex is a bibliographic catalogue of scientific papers, authors and institutions accessible in open access mode, named after the Library of Alexandria. It started operating in January 2022 by OurResearch.

### CONFERENCES/SEMINARS/TRAINING PROGRAMME:

- Five Days National Workshop on Cloud Technology for Educational Institutions will be organized by The Information and Library Network (INFLIBNET) Centre, Gandhinagar during 18th - 22nd November, 2024. For details, please visit: [https://hrd.inflibnet.ac.in/docs/Cloud\\_Technology\\_2024.pdf](https://hrd.inflibnet.ac.in/docs/Cloud_Technology_2024.pdf)
- International Conference on Digital Landscape in Library 4.0 (DLL 4.0) will be organized by Department of Library and Information Science, Babasaheb Dr. B R Ambedkar Central Library during 2 to 4 December 2024. For details please visit : [https://bangaloreuniversity.karnataka.gov.in/uploads/media\\_to\\_upload1728385281.pdf](https://bangaloreuniversity.karnataka.gov.in/uploads/media_to_upload1728385281.pdf)



Moment of meeting on the occasion of last working day of Smt. Jyotsna Chatterjee