



Visva-Bharati

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Library Network e-Newsletter



VBLN

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News at a Glance

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Zotero: An Open Source Reference Management Software



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 recognizes bibliographic information on books, journal articles, and other resources from websites and databases and extracts metadata from these sources. It is available as an add-on for the Firefox / Chrome / Safari web browser.

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 other's programming, it is best to download Zotero from Firefox. **Zotero will be installed after you restart Firefox.**

After successful installation, Zotero is available at top right corner of the Firefox / Chrome web browser

Zotero – Initial View/Options

Click at Zotero (Z) 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:

- 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.
- The middle column displays items contained within the selected library;

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Sri Pradip Hembram, Asst. Librarian
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Library website:

<http://172.16.2.132/library/index.php> (Intranet)
<http://14.139.211.2/library/index.php> (Internet)

<https://www.facebook.com/vbllibnet>
<http://14.139.211.2/mediawiki/index.php>

Announcement:

Twelve E-resources demonstration program: different vendors will demonstrate on their e-resources collections, accessibility and terms & conditions on 11-22 June and 21-22 June 2019. Timing will be 11.15am onwards.

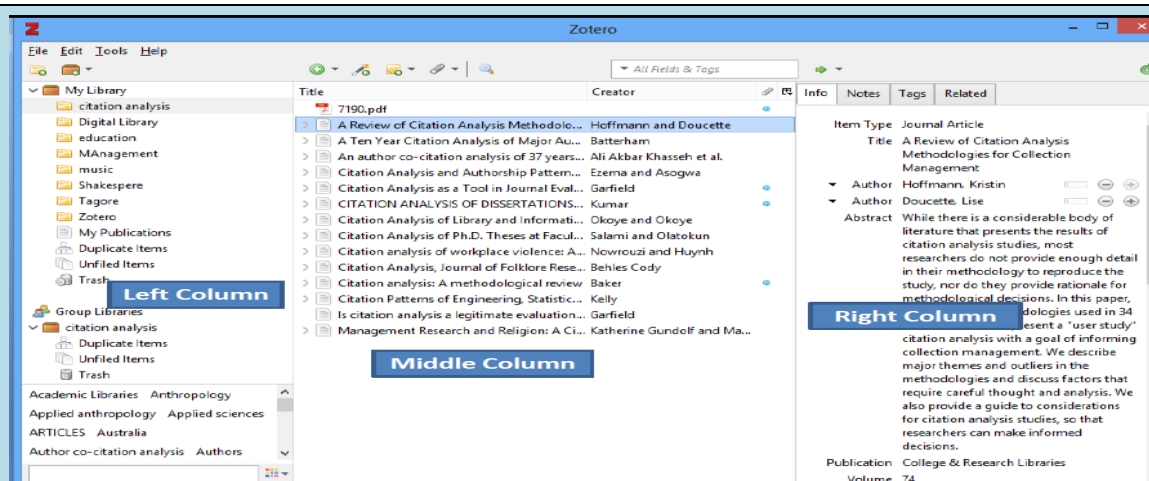


Fig. 1: Zotero – Initial View

- The right column displays information about a selected item;
- Under the file main menu there are 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, Emerald, J-Gate+, Jstore, Web of Science, PubMed, etc. But also to different search facilitators like Google Scholars, EBSCO Discovery Search.

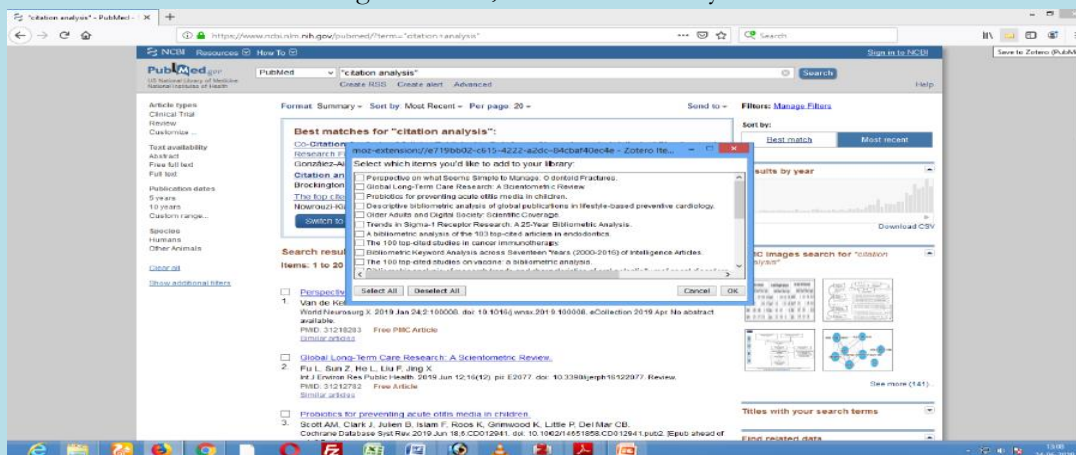



Fig. 2: PubMed search results

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 icon 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.

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


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.

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

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.

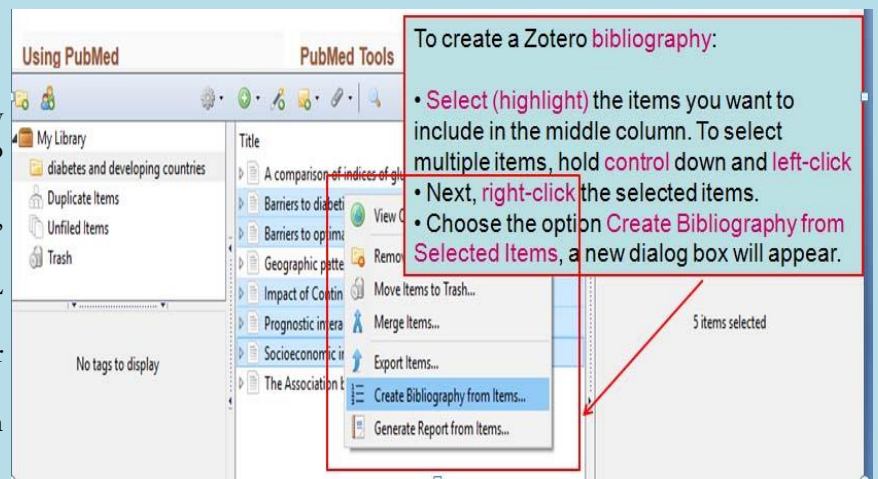
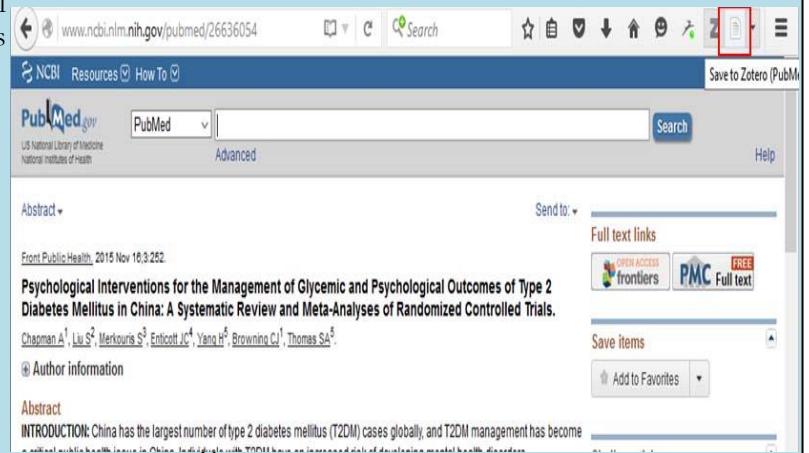


Fig. 4: Creating Bibliography

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.

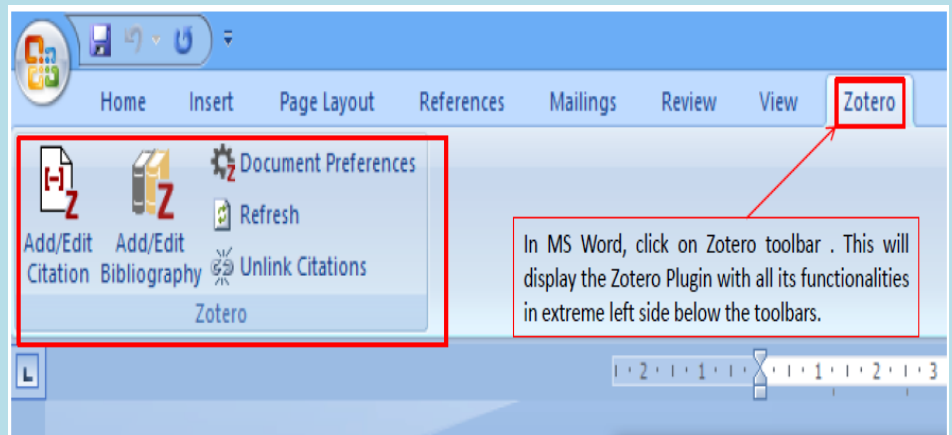


Fig. 5: Zotero interface in Microsoft Word

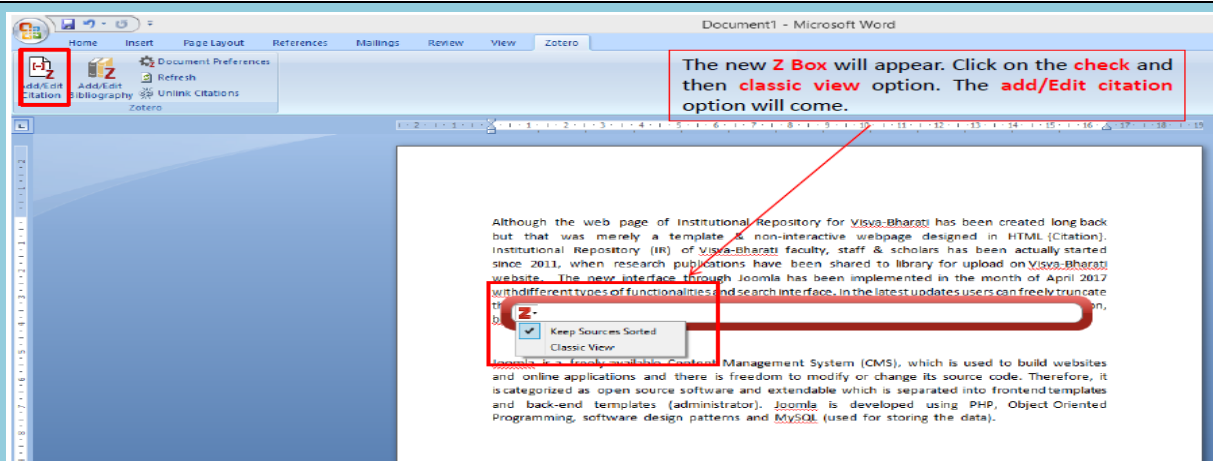


Fig. 6: In-text Citation in Microsoft Word via Zotero

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.

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

(Sri Ajay Kumar Sharma)

SOME RECENT ACTIVITIES:

- **Book Exhibition-2019:** VBLN Organized one four-day Book Exhibition-2019 from June 28 to July 01, 2019. There were 33 publishers and book sellers participated in this Exhibition from all over India. Smt. Kalpana Dashupta, formerly Librarian, National Library Kolkata has inaugurated the event in presence of Hon’ble Vice-Chancellor Prof. Bidyut Chakraborty, as president of inaugural session of the exhibition on 28 June 2019 at 12.00pm. (the details report of the same will be circulated in the next issue)
- **Special session on ZOTERO:** As requested by the Scholars and Faculty members of Visva- a special session on Zotero (An Open Access Reference Management Software) was organized on 16 June 2019 at Central Library and total 08 scholars and 03 faculty members has attended the session.
- **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) World Environment Day on 05 June 2019.
 - b) International Yoga Day 21 June 2019
- **Article Delivery Services:** During the month 13no. of soft copies of the articles have been collected and delivered through mail as requested by the academics/scholars.
- **Visitors:**
 - Md. Rafiqul Islam, from Dhaka Government College, Bangladesh has visited Central Library on 14 & 15 June 2019
 - Mobaswer Hossain, from Dhaka, Bangladesh visited Hindi Bhavana Library on 11 June 2019.
 - Sri Sitaran Sonar, from Koderma, Jharkhand visited Hindi Bhavana Library on 17 June 2019.
- **CAS Promotion of the six library Officers**

Three libraries officer’s Sri Sujit Kujur, Dr. Koushik Ghosh and Dr. Sanat Bhattacharya have been promoted from Assistant Librarian, stage – I to stage – II; vide memo no. Est./E-1/CAS/2019-20, dated 17 June 2019. Another three officers Dr. Nimai Chand Saha from Deputy Librarian to Librarian stage – V; Dr. Partha Pratim Ray, Deputy Librarian stage III to Deputy Librarian stage – IV and Sri Keshab Chandra Sinha Assistant Librarian stage – III to Assistant Librarian stage – IV have also been promoted vide memo no. vide memo no. Est./E-1/CAS/2019-20, dated 25 June 2019.

➤ New Additions (Books) during the Month

- **Central Library**
Number of Books Purchased : 52 (Acc. No. 434032 - 434083)
- **Hindi Bhavana Library**
Number of Books received as gift : 10 (HG262 & HG271)

IMPORTANT LINKS

UGC- MOOCs - A VERTICAL OF SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. <https://ugcmoocs.inflibnet.ac.in/>

e-PG Pathshala: A Gateway to all Post Graduate Courses

e-PG Pathshala is an initiative of the MHRD under its National Mission on Education through ICT (NME-ICT) being executed by the UGC. The content and its quality being the key component of education system, high quality, curriculum-based, interactive e-content in 70 subjects across all disciplines of social sciences, arts, fine arts and humanities, natural & mathematical sciences, linguistics and languages have been developed by the subject experts working in Indian universities and other R & D institutes across the country. Every subject had a team of principal investigator, paper coordinators, content writers, content reviewers, Language editors and multimedia team. <https://epgp.inflibnet.ac.in/>

CONFERENCES/SEMINARS

- Website development, Training course on Website Development. Date(s) of the Event: July22-27, 2019.Last date of application July 15 2019. Website: <http://www.niscair.res.in>
- Social Media communication, Date(s) of the Event: September 2-6 2019. Last date 26.8.19. Website: <http://www.niscair.res.in>.
- I-KOAL-2019 International Conference on Knowledge Organisation in Academic Libraries. Date(s) of the Event: September 12-13 2019.Venue: M.P Patel Auditorium, Sardar Patel University,Vallabh Vidyanagar, Anand (Gujrat. <http://www.lpaidia.in>
- Library Automation and Digitization. Date(s) of the Event: August 5-9 2019, Last date: July29 2019.Venue: New Delhi.Website: <http://www.niscair.res.in>



Inauguration : Book Exhibition-2019 on 28 June 2019