

CU/PB/LIB/GEN/0001

Date 01st April, 2024

Circular

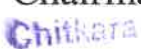
Reference to the library meeting held in Chitkara University Punjab Campus, this is for information for one and all that new library rules and SOP for Chitkara University Library has been formulated in the leadership of Registrar which are attached herewith. These rules will be applicable with immediate effect.


Dr. S C Sharma


Registrar

Chitkara University, Punjab - India

Chairman, Advisory Committee for the Library

 Chitkara University,


Mr. Jaswinder Pal Singh


Librarian

Chitkara University, Punjab - India

CHITKARA LEARNING RESOURCE CENTRE

RULES AND SOP

VISION

To serve as the knowledge hub of the University while incorporating all the latest library related tools for its users.

MISSION

The mission of our library services is to facilitate the creation of new knowledge through the acquisition, organization and dissemination of exciting knowledge resources.

ABOUT THE LIBRARY

The library services are the cornerstone of the education system at Chitkara University, India. The mission of our library services is to facilitate the creation of new knowledge through acquisition, organization, and dissemination of knowledge resources.

The University Libraries offer a wide range of materials in a variety of formats—from traditional books and serials to films, and multimedia and networked information from around the world. Highly skilled staff assists students to use the local collections and find information on specific topics. Our libraries are not only learning space where students are inspired to explore research and create but places to think and an informal work area where students gather to collaborate.

Learning Resource Centre's at Chitkara University comprise the central library and eleven departmental libraries. The Library committee has put up policy and budget in place so that the same is adequately stocked at all times for use by the students and faculty.

All libraries are Wi-Fi enabled and have state-of-the-art computerized machines and digital tablets to provide easy access to our online resources. Critical functions of the library viz., registration of visitors, issue/return of books, accession records of all hard copy resources, and Online Public Access Catalog (OPAC), are fully automated by bar-coding of all the books and

easy scan bar code readers. Need-based reprography services viz. printing, photocopying, and scanning are also available in the library.

Library Automation Software: "KOHA" used for automating all the services of the library is the most advanced open-source Integrated Library Management System (ILMS). KOHA is a web-based ILMS, with a SQL database (MySQL) backend, with cataloging data stored in MARC and accessible via the Z39.50 server. The user interface is easily configurable, adaptable, and has been translated into many languages..

Regular subscription to databases and services like IEEE Xplore Digital Library, Knowledge Hub, DELNET, EBSCO, ProQuest ABI/INFORM Global, Bentham Science, Science Direct, Animal Simulator, Lexicomp, e-ShodhSindhu, Shodhganga membership, NPTEL, etc., enrich the overall knowledge bank of the library. Access to services like Science Direct, ProQuest, IEEE Xplore, and Bentham Sciences, etc., enable our staff and students to update on the subject of their interests. Extensive use of course contents developed by NPTEL by the students led the University to win the best New Local Chapter award.

The library has installed DSpace for maintaining a regular repository of important documents like old question papers, Ph.D. Theses, Masters Theses, and Open access articles, etc. University subscribes to plagiarism check software Turnitin, services of which are also provided to end-users through the library.

LIBRARY HOURS

The Library remains open throughout the year except on holidays. The reading area of Central Library at ground floor Fleming block is open from 8:00 AM to 10:00 PM (Monday -Saturday) and 7:00 AM to 7:00 PM (Sunday). Circulation service at all libraries is available from 9.00 AM to 4.00 PM (Monday -Saturday). Reprography facility is also available in selected libraries from 9.00 AM to 4.00 PM (Monday -Saturday).

ENTRANCE INSIDE LIBRARY

All members have to show their library cards before entering the library. A membership card is mandatory for use of library services.

Members have to scan their ID Cards at the entrance. The scanning of the ID card shall ensure that the person concerned agrees to abide by the rules and regulations of the library. The security personnel at the entrance of the library examine everything that passes in to or goes out of the library.





LIBRARY MEMBERSHIP AND CIRCULATION: POLICIES AND GUIDELINES

All students, faculty, and employees of the Institute are entitled to membership of the Library. The following categories of persons are eligible to enroll as members of the Library.

Category	Eligible Groups
Research Scholars/Ph.D	Registered Research Scholars/Ph.D students of Chitkara University
Post Graduate	Registered postgraduate students of Chitkara University
Undergraduate	Registered Undergraduate students of Chitkara University
Faculty	The regular Teaching staff of the Chitkara University (including visiting faculty) of the rank of lecturer and above, Principal, Director and Vice-Chancellor
Associates	Teaching and Research staff at Chitkara University of the rank of lecturer or its equivalent and above, Non-teaching the staff of Chitkara University the rank of Assistant Registrar and above.
Junior Associates	Teaching Assistants, Demonstrators, Laboratory Superintendents, Assistant Engineers and equivalent posts at Chitkara University
Staff	Administrative and Technical staff of Chitkara University and above, not covered under the Faculty, Associate, and Junior Associate categories

Chitkara University,

Registrar



For enrolment as a member faculty, associates, junior associates, and staff members have to fill library membership form available in all the libraries. They have to submit the form with a sign from their Dean/Head along with one passport size photograph.

Membership Card issued to the members is property of the Chitkara University and the Members are required to surrender the same to the Registrar Office at the time of leaving the Chitkara University or conclusion of the program at the Chitkara University.

Member must carry his membership card on every visit to the Library and produce it whenever demanded by the Library staff.

Member should keep his membership card safely. He is liable for any use/misuse of his card by others. In the event of loss or theft of the membership card, the member should immediately inform the help desk. His card will be disabled and a duplicate card shall be issued if he so requires on payment of a requisite fee.

Unauthorized use of other member's Membership cards for using the library services is illegal and liable for disciplinary action.

Non-members can visit the library only with special permission of the Librarian and Assistant the librarian shall act in the absence of the librarian. A recommendation from a Head of Department of the Chitkara University or parent organization may be required for obtaining such permission.

Book Loans

Only Registered members are entitled to borrow books from the library. The following table provides borrowing privileges for various categories of members and various types of collections.

Entitlement for Number of Books to be Borrowed and Loan Period

	Collection Type
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Category	General Books		Text Books	
	Entitlement	Duration	Entitlement	Duration
Research Scholars /Ph.D	02	90 Days	06	90 Days
Postgraduate	01	25 Days	06	25 Days
Undergraduate	01	25 Days	05	25 Days
Faculty	02	One Semester	08	One Semester
Associates	02	90 Days	04	90 Days
Junior Associates	02	90 Days	02	90 Days
Staff	01	90 Days	01	90 Days
	CDs		Journals	
Research Scholars /Ph.D	01	02 Days	01	02 Days
Postgraduate	01	01 Days	01	02 Days
Undergraduate	01	01 Days	01	02 Days
Faculty	02	02 Days	02	02 Days
Associates, Junior Associates, Staff	01	02 Days	01	02 Days

For issuing of the book, members have to fill issue slip available on issue counter.

Librarian at his discretion may allow more books or extend the duration of the loan in case of a genuine requirement of the member.

A member shall be required to produce a Membership card to borrow books. In case of library card loss, the member should report immediately to the librarian. The duplicate ID card can be re-issued from the Registrar office.

- Books once issued should not be brought inside, unless it is to be returned.
- Books cannot be returned on the same day when these are issued.
- There will be no renewing of books.
- Members cannot issue more than one book of the same author, with the same title books and edition at one time.
- Members cannot sign the issue slip on the behalf of other members.
- A Member has to be present in the library to get the books issued.

Gate pass

A gate pass slip will be issued by the circulation counter for each book issued to a member. The gate pass slip along with the issued book will be handed over by the member to the Security Personal on duty for verification. After verifying the particulars, the Security personal will deliver the books to the borrower keeping the gate pass slip for the record.

Books not available for Loan

The following collections are available only for consultation within the library and can be borrowed for a short duration, with the special permission of the Librarian only in case of extraordinary circumstances:

Reference books, reference textbooks, standards, current issues of journals, institutional archive material.

Due-date for return of books and consequences of delay in the return

All books borrowed from the library must be returned within the stipulated due date. The Librarian, however, may recall any book before the due date.

Members who are moving out of the station on leave, project work, training, or any other work should make arrangements to return books borrowed by them.

Failure to return books in time will attract the following punitive actions:-

A. A fine of Rs. 2 per day will be charged for the overdue book only from undergraduate and postgraduate students and there will be no fine on Research Scholars /Ph.D., Faculty, Associates, Junior Associates, and Staff members.

b. All the fines will be uploaded on Chalkpad. No library staff member can take a fine in cash. Payment for printout and scanning will also be uploaded on Chalkpad.

c. If the borrower leaves Chitkara University Campus / Hostel and is not expected to return before the due date for returning borrowed material, he should return or renew such material before leaving the city. A borrower going on leave with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed material before leaving Chitkara University Campus / Hostel.

Cost Recovery of Books Lost by the Library Members

The lost book should be replaced by a new book with overdue charges if any. If the book is unavailable in the market then the price of the book as shown in the Accession Register + overdue fine should be recovered.

In case the price of the book is not available in the accession register, list price of the latest edition in-print or the last edition of out-of-print books will be treated as the price of the book for the purpose.

In case, price of a book received as gratis and its cost is not known, it will be determined by the Librarian.

Loss or damage of books borrowed from the Library by the member

In case of loss of books borrowed by the member, the member should immediately inform the Library. He shall be required to pay the cost of the books. The cost will be calculated as per the rules.

Members are required to keep the books borrowed from the library in the good physical condition and not to mark or damage the books. Members should carefully check the books before borrowing for any deficiency and damage and get the same verified by the staff on duty. Members are liable for marking in the books or damage to the books borrowed by them.

Books borrowed from the library are for personal study and should not be used for any direct commercial purpose. Copying from library books is subject to copyright restriction.

If a member is suffering from a communicable disease that can spread through books, such members should not visit the library and use the library books. In a case such member unknowingly has been handling the books; he should promptly inform the Librarian who would make arrangements for disinfection of the books before re-circulating the same.

BOOK RECOMMENDATION

For Students

Any Students can give direct requirements for new books to the librarian by filling the form which is available online on KOHA or hardcopy available in the library.

Student can also download the form from the library website <http://dspace.chitkara.edu.in/jspui/bitstream/123456789/887/1/Book%20Recommendation%20Form.pdf>

For faculty and staff

Faculty members have to fill book requisition form, get signed form HOD in written and submit it to the library staff. All the HODs of the departments are communicated to raise their requisitions for books, journals, and any other material based on the curriculum. Depending on the requisitions raised, vendors are selected. Quotations are asked from different vendors which are compared and evaluated for the best price.

After Receiving the quotation PO will be made and send to the library committee chairman/chairperson's office for approval. Once the library committee chairman/chairperson office approves the PO, the order will be sent.


Chitkara University
Librarian



Books and journals are procured and entry is done in the accession register. The books are stamped with library stamps for identification as library property. After the stock entry, the books are placed in the respective departmental racks and then circulated through circulation desks. The e-resources received from the supplier are uploaded on the website and ensured that they are accessible to the users.

GENERAL RULES: DISCIPLINE, SECURITY, AND PRIVACY

1. All personal belongings should be kept outside the Library at the designated place.
2. Personal reading material cannot be brought inside the library, except small notebooks for taking notes.
3. Books from one section should not be taken to another section without permission of the Library staff. For example, books from the textbook section should not be taken to the reading hall or periodicals section.
4. Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose.
5. Please remember that a book misplaced is a book lost.
6. Computer terminals provided in the Library for searching the Online Public Access catalogs, databases, or retrieving any other online information are made available through Library systems. Use of these terminals for any unauthorized purpose, accessing Chitkara University or external networks, changing or damaging the hardware/software settings, data, or any other illegal activity will be liable for punitive action.
7. Using computers for social media is prohibited. (Computers are only used for education projects, E-resources, study material, etc). If any student misuses the internet, Inter-disciplinary action will be taken against him or her.
8. Silence and order must at all times be maintained in and around the Library. Smoking is not allowed inside the Library. Visitors are expected to maintain decent and civilized behavior and mannerism.
9. Mobile phone in vibration mode only is permissible.
10. Library staffs have a right to ask any person whose presence in their opinion has violated the rule or whose presence in their opinion will be detrimental to decorum and


Librarian



environment conducive to reading, to leave the library premises. Repeated incidence of such behavior will attract punitive action.

11. All visitors to the library, including members, may be subjected to frisking and bag checks, if required. This is necessary to prevent the theft of library material.

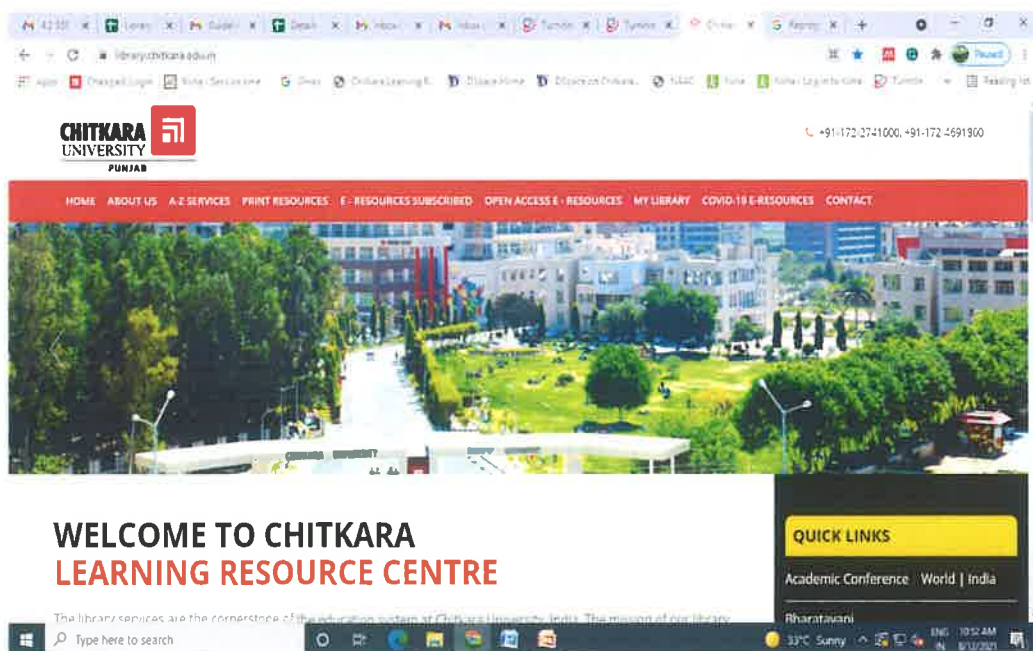
12. Theft and mutilation of the library material, damage or defacing of the library property, and indulging in unlawful activities, indecent or socially unacceptable behavior will be considered as serious misconduct and people indulging in, encouraging, or abating such activities and in possession of unauthorized library books are liable for punitive action by the Institute authorities as well as criminal proceedings.

13. The librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff, or behaving in an indecent manner.

14. The librarian may recall any book from the member at any time or suspend his/her services without explaining.

LIBRARY SERVICES AND FACILITIES

Home Page of the Library, Chitkara University, Punjab - <https://library.chitkara.edu.in/>



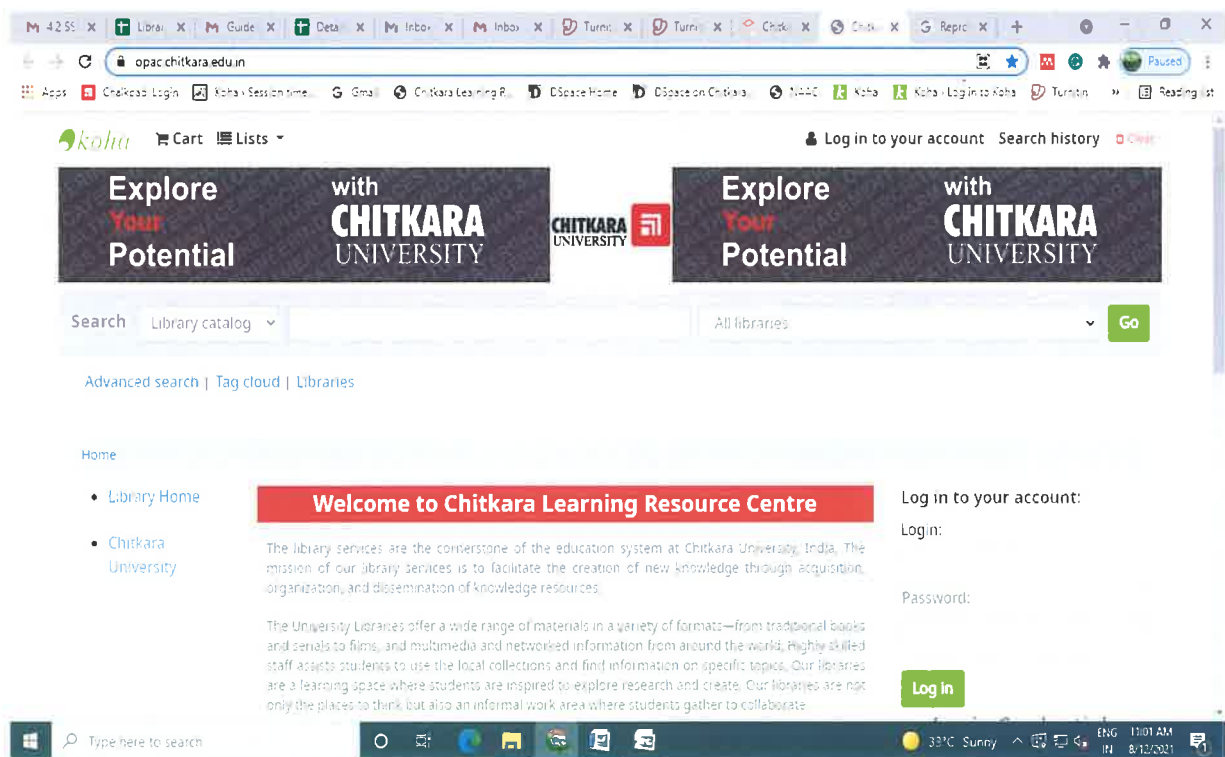
Chitkara University
LIBRARIAN



The Library hosts a comprehensive and Dynamic Home Page as a part of the university website. The Library Home page serves as an integrated interface for all computer and web-based services available through the Central Library. The interface, available at <https://library.chitkara.edu.in/> offers a number of web-based services.

OPAC (Online Public Access Catalogue)

The Library's Online Public Access Catalogue (OPAC) can be accessed on the Internet to search all the records available in the Library database through a web-based search interface. The OPAC can be searched by author, title, subject, keywords, classified number, publisher, etc. The OPAC also provides information about new arrivals of journals/books, etc. in the Library. The WebOPAC can be accessed at <https://opac.chitkara.edu.in/> or through <https://library.chitkara.edu.in/>



Reader Assistance

The Library assists its users ranging from the location of a book to finding the specific information required by a user.

Photocopying, Printing and Scanning

The Library provides photocopying facility within the premises of the Library through an external vendor on payment basis. The rates for photocopying and other services are as follows:

S.	Service Details	Rates
1	Photocopy (Black & White)	1.00
2	Print (Black & White)	1.00
3	Scanning	5.00

S No.	Service	Library
1	Photocopying	Central Library Pharmacy Health Science Education Media
2	Printout	Central Library
3	Scanning	Central Library & Pharmacy

GUIDELINES FOR FAIR USE OF REPROGRAPHY SERVICES

The University strongly advocates the use of electronic media for reading and as a matter of general concern for the environment, students are discouraged from printing or photocopying material which is available in the library and on the internet and can be accessed through their own laptops/computers and should also, help in saving paper cause which is promoted globally. Reproduction of print resources: Library may reproduce or allow its patrons to reproduce a copy of an article or a small part of any copyright-protected work, only for the teaching, learning,


Librarian



research, scholarship, or for private use. However, it is not practicable to monitor the actual use of such reproductions by the library patrons. It is understood that while availing reprographic service of the library or elsewhere in the Chitkara University Campus, the patrons have agreed to comply with the copyright regulations.

Scope of Photocopy

Only Library members of the Central Library, Chitkara University, Punjab, and other college/school libraries can get the photocopy of text from books, newspapers, journals, and periodicals that belong to Chitkara University Punjab. Occasional and guest users need to take permission from the competent authority. Old documents, brittle books, oversize/thick/heavy books, and books with unstable binding will not be allowed for photocopy. Personal books, papers, journals, periodicals, etc. are also not allowed for photocopy. The title page of the book is not entitled to photocopy. Same books are not entitled to photocopy against a card for several times.

Limitations

Number of pages:-Readers or users are allowed to photocopy 5% of the total pages of the book but not exceeding 30 pages of the book. In the case of books from reference collection- the limitation is up to 40 pages. Readers are allowed to photocopy only 2(two) articles from one issue of a journal /periodical. Service may be delayed if any machinery or power default occurs. The competent authority reserves the right to relax the rules as and when deemed necessary. The payment of photocopy, printing and scanning of documents will be through chalk pad only. No library staff members will receive payment for the above services from the users in cash.

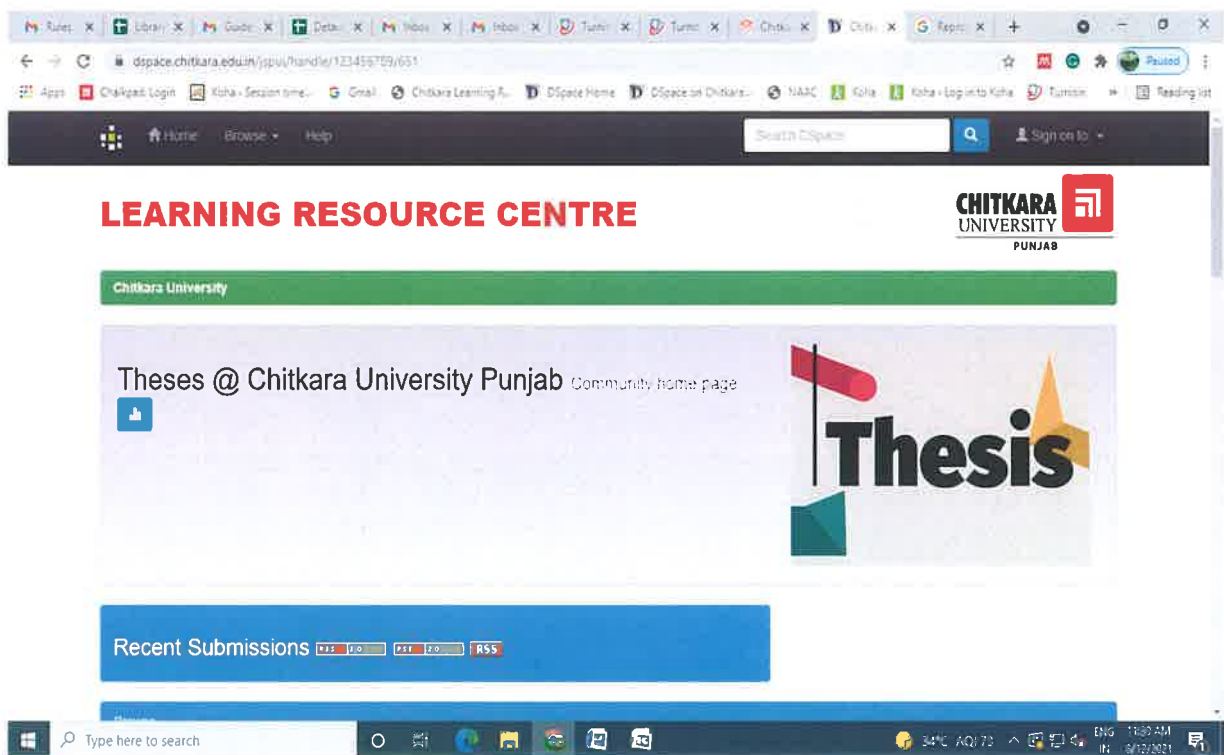
Text Book and Book Bank Facility

The Library maintains a separate collection of textbooks that are recommended by the concerned departments/centers for different courses offered at the Chitkara University. Textbooks can be consulted within the Library premises on the deposition of Identity Card. Textbooks can also be issued for 25 days. An overdue charge of Rs.2 per day per volume is charged for the late return of textbooks.

Chitkara University libraries provide Book Bank facilities to their students. The main aim of this service is to help the needy meritorious students. The Books from the Book banks are issued for the whole semester and every semester. Student members can borrow books for a whole semester and are issued books as per circulation rules.

Theses Consultation Facility

The Central Library receives all the Ph.D. theses awarded by Chitkara University, Punjab. Print copies of theses are housed in the reading areas section located on the ground floor of the library for consultation purposes only. The full text of theses is made available through the library institutional repository.



[-http://dspace.chitkara.edu.in/jspui/](http://dspace.chitkara.edu.in/jspui/)

List of New Addition Services

The Library provides the list of new additions on a periodic basis on its website. This service is very helpful for the users to get to know the newly added books and theses in the library.

Librarian



Computer and networking facilities in the library

The Library has its sub-LAN which is connected to the Campus LAN. It has a Computer Lab for the users of the Library as well. All the libraries are fully Wi-Fi and this facility is available to all it user-free. All libraries are Wi-Fi enabled and have state-of-the-art computerized machines and digital tablets to provide easy access to our online resources.



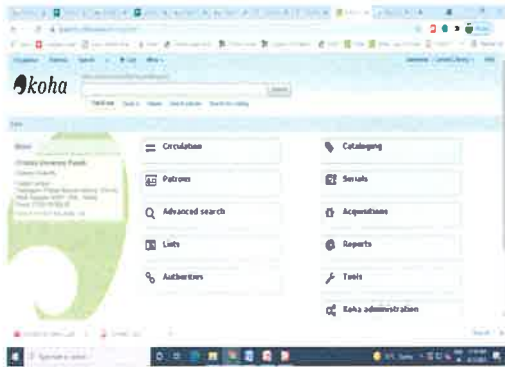
Computerization of In-house Activities

All in-house activities of the Library including Collection Development, Cataloging, Circulation, Electronic Resources Management, etc. are fully computerized using Koha, Chalkpad, and DSpace Software Packages. The editing and updating activities of library records and databases are done regularly. Besides, the Library has two in-house databases for specialized collections. These databases include the Database of Ph.D. theses submitted to the Chitkara University Punjab and Database of research articles by the faculty and researchers of the University.

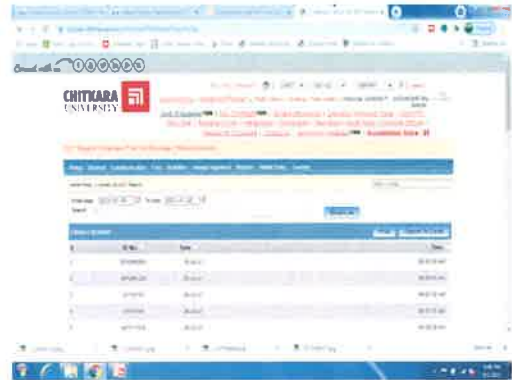
The Library uses bar-code technology for the computerized circulation system. Every document in the Library (except bound volumes of journals) bears a bar-code label that facilitates the identification of documents and the borrower in the circulation process. Similarly, all categories of users have a bar-coded patron card. The Library has developed an in-house facility for tagging and barcoding of books and patron cards. At Chitkara University Punjab all libraries use online software to keep the record of the visitors.


Librarian

KOHA HOME PAGE



LIBRARY IN OUT ENTRY PAGE



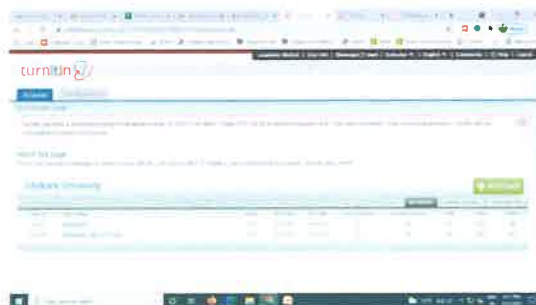
Plagiarism and Grammar Check

Chitkara University provides plagiarism checking service with the help of Turnitin and Urkund tool for its Faculty members while strictly following guidelines issued under 'Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018' issued by University Grants Commission.

Turnitin <https://www.turnitin.com/>

The library at Chitkara University, Punjab provides Grammarly check facilities with the use of the following software Turnitin ETS e-rater <https://www.turnitin.com/>

Turnitin



Chitkara University
Librarian



Previous Year Question Papers

Hard Copy – Available in all the libraries
Soft Copy - library.chitkara.edu.in/questions.php

Reference Management Tools Training

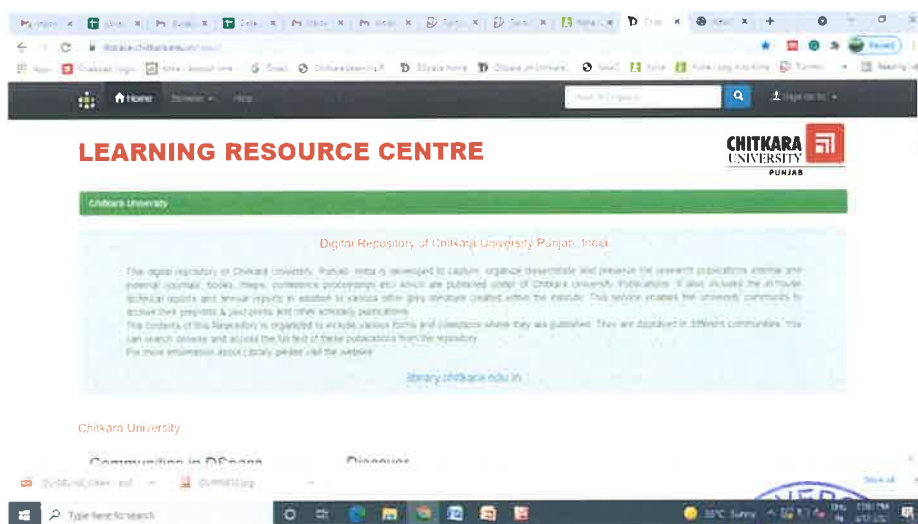
Reference management tools help you keep track of the books, book chapters, journal articles or any other material you use in your research. Library Provides training on Mendeley and Endnote.

Orientation to Faculty/ Students

Library time to time gives library orientation to all the faculty and students. The library conducts faculty orientation programs on annual basis.

Digital Repository of Chitkara University Punjab, India

This digital repository of Chitkara University, Punjab, India is developed to capture, organize, disseminate and preserve the research publications internal and external (journals, books, thesis, conference proceedings, etc) which are published under Chitkara University Publications. It also includes the in-house technical reports and annual reports in addition to various other grey literature created within the institute. This service enables the university community to archive their pre-prints & post-prints and other scholarly publications. The contents of this Repository are organized to include various forms and collections where they are published. They are displayed in different communities. You can search, browse and access the full text of these publications from the repository.



**GUIDELINES FOR FAIR USE OF E-RESOURCES AT CHITKARA UNIVERSITY
PUNJAB**

Usage Policy

- Electronic resources such as e-journals, e-databases, e-books etc. made available by the Central Library, Chitkara University Punjab are for academic and research use.
- These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.
- Use of robots, spiders or intelligent agents to access, search, or systematically download from these resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the Institute.
- Please, be aware that systematic downloading will cause the publisher to block access to the entire community of users @ Chitkara University, Punjab from accessing these resources.

The Library subscribes to thousands of electronic journals, books, and databases for its authorized users. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. Licenses vary from publisher to publisher; however, the general principles are as follows:

Chitkara
↓
Library



Permitted	Not Permitted
<ul style="list-style-type: none"> • Viewing, downloading, copying, printing and saving a copy of search results. • Viewing, downloading, copying, printing and saving individual articles. • Using e-resources for scholarly, educational or scientific research, teaching, private study, and clinical purposes. 	<ul style="list-style-type: none"> • Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted • Systematic downloading or printing of entire journal issues or volumes or large portions of other e-resources is not permitted • Using e-resources for commercial gain is
<ul style="list-style-type: none"> • Sending a copy of an article to another authorized user (i.e., current faculty, students or staff). • Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access). 	<ul style="list-style-type: none"> • Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e., sending to mailing lists or electronic bulletin boards) is not permitted • Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article

Breaches of the license agreement with publishers could result in the suspension of access to the resources for the member institutions.

TUTORIAL ON LIBRARY'S ONLINE CATALOGUE: WEB OPAC

Library's OPAC/ Web OPAC (Online Public Access Catalogue) facilitates search and browsing of the documents/ books/ resources available in the library, Chitkara University, Punjab. The Web OPAC of the library can be accessed at <https://opac.chitkara.edu.in/> on the Internet or Intranet. The same may also be accessed through the Central Library website landing page library.chitkara.edu.in by clicking OPAC.



Searching Web OPAC

During searching, it displays the complete bibliographic information of the documents including copy status indication whether it is “Check Out”, or “On the shelf” or “In bindery” or any other department/Centre/School, etc. while searching the books. One can limit the databases while searching online, like Books, Conferences, Theses, or combined database and also select the library.

The database holds catalogs for the following:

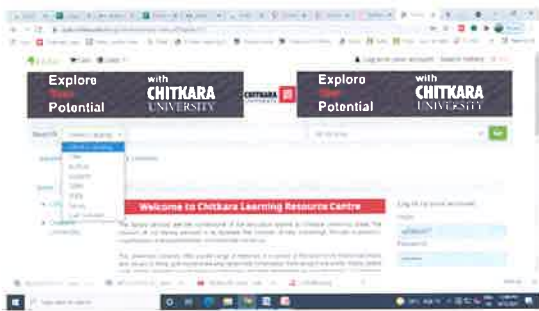
- Title: Arranged alphabetically by title and series.
- Author: Arranged alphabetically by personal and corporate author name.
- Classified: Organized list of class numbers as per the Classification Scheme (DDC). Positioning can be done more precisely by entering the first three characters of the author’s name.

Chitkara University,
Librarian

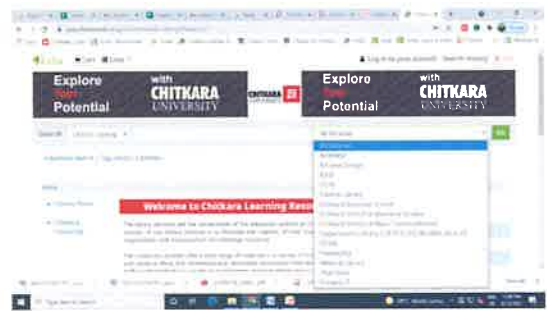
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- Subject: Alphabetic list of subject headings along with the number of titles available under each heading. The titles under a particular subject heading can be seen on further selection.

These catalogs can be positioned anywhere by entering as many characters of the corresponding information as known.



Search by Type



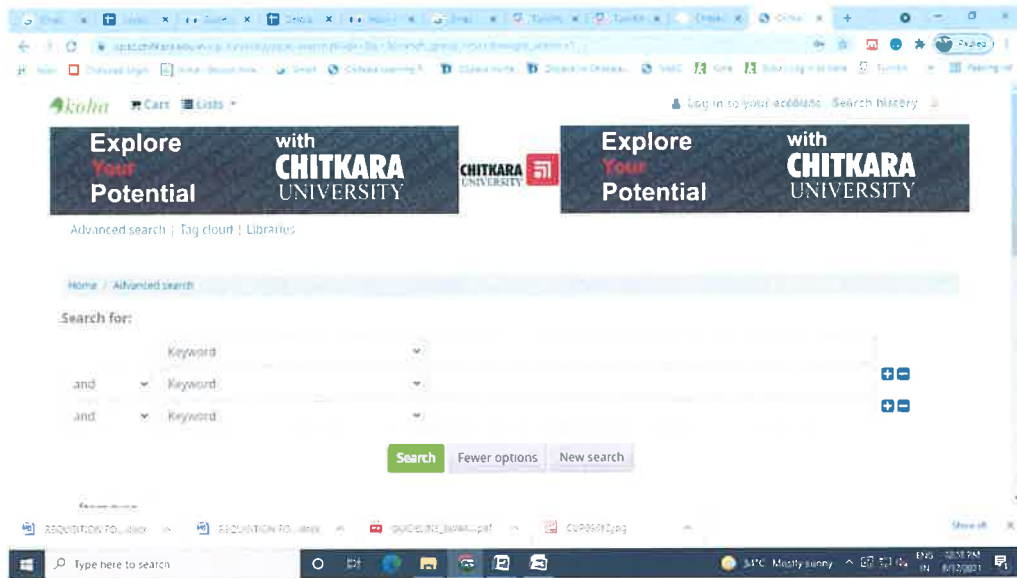
Search by Library

Search

OPAC facilitates different types of searching to retrieve the bibliographic details. Following important options are available in OPAC Search:

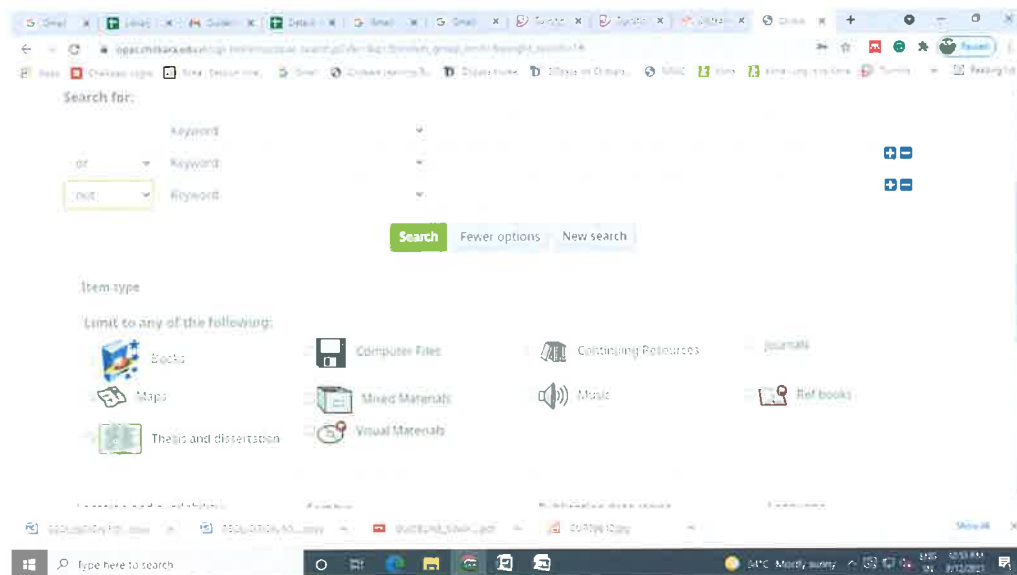
Basic Search

The OPAC approach provides greater ease because you can search by any word from the title or author or subject or any field. It ensures a sure success of information retrieval. The restrictions of the traditional catalog disappear because the order of words becomes immaterial in a computer environment. The simple search option prompts the user to enter words to be searched. Search can be made in several fields.



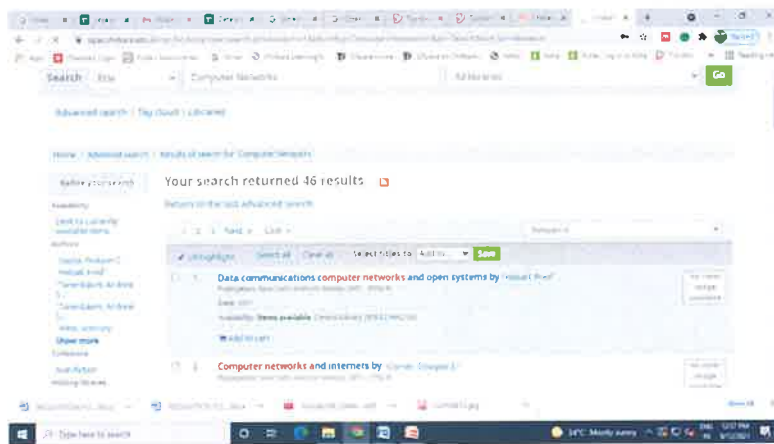
Advanced Search

This interface allows the development of complex search strategies. Boolean operators 'And', 'Or' and 'Not' are used in perfecting the searches. For making an advance search, select the Database type (Books, etc., Articles) and search restricted to a specific field with the option to form a "phrase" or choosing "OR", "AND" operators from the combo box.



Search Results and Display of Records

The search results are displayed in a list of titles with author, publication year, and Call no. for a selected title, complete details along with the call number and status of copies are displayed. Searches may be narrowed by specifying a period of publication and restricting them to a particular type of documents. When the user clicks on any of these Search options; s/he is prompted to enter words to be searched, and as soon as the user performs any of the searches, it displays the list and provides the user with some more options in the form of buttons at the bottom of the list.

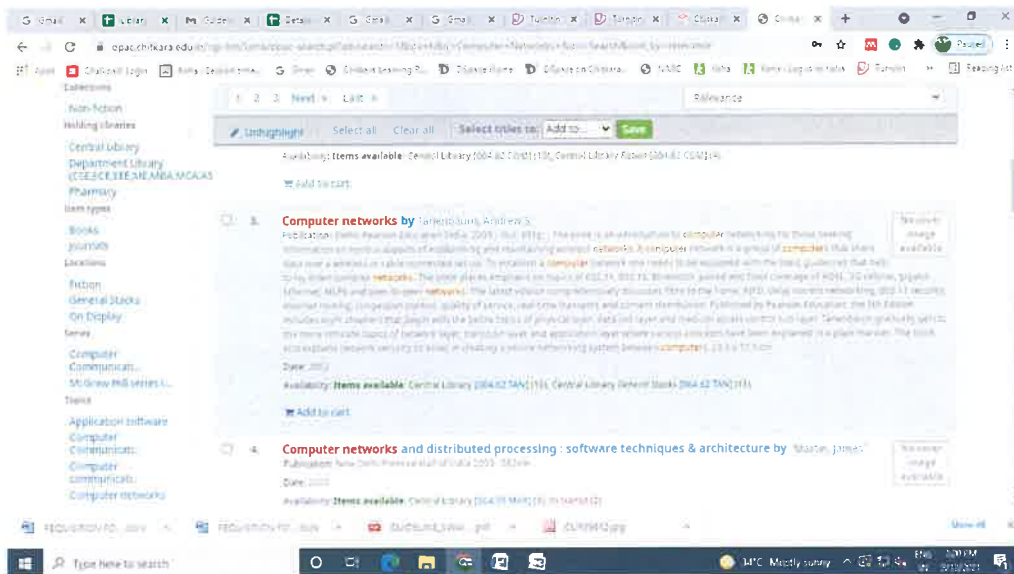


Call Librarian



Physical Location of Book(s)

Books are arranged by their Call Numbers in the Library. However, besides General Collection, the books are also kept in other collections like Text Book, Book Bank, Reference Section, etc. Moreover, some books are also transferred to the Departmental Libraries of various Departments/Centre. To find the location and status of books, click on “Copies” from the full Bibliographic Records of a book. Depending upon the physical location of copy(ies) of the book(s) in various collections of the Library



By using Koha web OPAC users can check how many numbers of books from the same title and author are issued and how many are available and the due date of issued books as well?



My Account

My account module gives details for a particular member of the library as soon as the user login into their account on the right side of the main page. The software prompts the user to enter a member ID (Employee Code/ Registration Number). If Employee Code/ Registration Number is correct; it shows the details of the member and enables the following buttons of the toolbar:



After login into their account user can check the following details:

<ul style="list-style-type: none"> Items Checkouts Your Charges Your Personal Details Your Tags Change your Password Your Search History Your Checkout History Your Purchase Suggestion Your List 	 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Title</th> <th>Author</th> </tr> </thead> <tbody> <tr> <td>Non-conventional machining</td> <td>"Mishra, P.K."</td> </tr> <tr> <td>Engineering mathematics-I</td> <td>"S.K. NIG & Paul, Ush"</td> </tr> </tbody> </table>	Title	Author	Non-conventional machining	"Mishra, P.K."	Engineering mathematics-I	"S.K. NIG & Paul, Ush"
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