Global Library: Mission

• To provide effective and proactive support to JGU’s teaching, research and outreach programs

• To provide access to global resources and world class library and information services to practitioners and researchers in India and abroad.

• To make JGU’s intellectual outcome accessible to the Global Community
Library Plan

• T-2 block with an approximately 1500 sq meter space. 2\textsuperscript{nd} Floor.

• State-of-art, air-conditioned

• Provision for physically and visually challenged

• Drinking water and washroom
Library Timings

• Mon-Sat: 9.00 am to 12 midnight
• Sunday and Public Holidays: 9.00 am to 5.30 pm
• During Vacations: 9 am to 5.30 pm (Mon-Fri)
• Reading Rooms are open 24/7
What could you do at the Library

✓ Borrow (& return) Books
✓ Borrow Videos
✓ Read Library Books/Journals
✓ Read from own books
✓ Watch Library Videos
✓ Make print/copies
✓ Participate in Author Talks
✓ Access Computers for E resources
✓ Put Hold requests
✓ Ask for information
✓ Learn how to use
✓ Request for inter library loan
✓ Seek assistance in access to resources of other libraries
✓ Give your feedback
✓ Use learning tools
✓ Visit/organize books/art exhibitions in designated area
What you should NOT do at the library

- Talk/Discuss, make noise, and disturb others
- Socialize, use the library as a meeting place
- Eat, drink, or smoke or chew tobacco
- Sleep
- Steal Books
- Damage Library Material/tear pages/mark pages
- Damage Univ. Property
- Put up posters/bills without permission
- Post or store unacceptable material on library computers
- Use someone else’s card

all this amounts to misconduct and attracts disciplinary action
Book Loan

- Out of 49000+ printed books about 40000 are available for loan
- Most of these are available for 30 days checkout (Some may be for Short Term Loan for 2 days)
- 500+ multimedia items can also be borrowed for 2 days
Book Loan

• You should have your photo ID registered in the Library

• Should be able to locate the books that you wish to borrow
  – Familiarity with shelf arrangement
  – Using Online library catalogue to search library material
  – Seek assistance from the Help Desk

• Self-checkout system
Locating Relevant Subject Sequence

• Follow Directional Signs
• Library Collections
  – **East Wing**: Philosophy, Psychology, Religion, Social Science Collections
    • Administrative Office
  – **South Wing**: Politics, Economic, Law Collections
  – **West Wing**: Public Administration, Social Services & Problems, Business, Literature, History Collections
  – **Central Hall**: Multimedia Resources, Reference & Research Collection
View of South Wing
Reference Library
Examples of Shelf Arrangement

By subject Classification (Dewey Decimal Classification)

- 000-099 General Subjects
- 100-199 Philosophy & Psychology
- 200-299 Religion
- 300-399 Social Sciences
  - 320 Politics
  - 330 Economics
  - 340 Law
  - 350 Public Administration
  - 360 Social services
  - 370 Education
- 400-499 Languages
- 500-599 Sciences
- 600-629 Applied Sciences
- 650-650 Management
- 700-799 Arts
- 800-899 Literature
- 900-999 Geography & History
What Types of material can be borrowed

• General Loan Items and short loan items (shelved together)

• Multimedia

• You can not borrow Reference Books, Reserves or any other item labelled as NOT FOR LOAN, Print Journals (Shelved in Reference Books)
Using Library Catalogue

http://koha.jgu.edu.in
Self-Check Out

• Multiple books can be checked out in one go
• Follow on screen directions and messages
• Collect checkout slip, Keep note of due date
• Sign the slip and leave the same with the security guard
• Get Email/SMS Notifications
Borrowing Rules

- **Borrowing Privileges (Students)**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Books</th>
<th>Short Loan Items</th>
<th>Multimedia</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>30 days</td>
<td>2 days</td>
<td>7 days</td>
</tr>
<tr>
<td><strong>Fine</strong></td>
<td>Re 1/day</td>
<td>Rs. 5/Day</td>
<td>Rs. 5/Day</td>
</tr>
<tr>
<td><strong>Master Programs</strong></td>
<td>8</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Bachelor Programs</strong></td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

- **Email/SMS alerts**: items checked out, items checked in, advance notice of items due, overdue notice
- Online account check through user id and password
- **Overdue Items**: Suspension of borrowing privileges after 3 months
Your obligations

• Return books by the due date
  – Overdue notices are sent only as a matter of courtesy
  – Check-in slips/email/sms as proof of return
  – Extended Loan period and enhanced entitlement: must be requested at the time of check out.

• Carefully study the library regulations

• Pay fine on overdue items

• Pay for loss of books

• Keep borrowed items in good condition

• Do not lend your card to others
Course Material

• Textbooks: Library Policy
• Essential Readings
  – Reserves, Short Loan,
  – Teacher originated material-
    • printed,
    • digital circulated or online- (DSpace)
• Cases: Controlled Distribution
• Multimedia
# Teaching & Research Aids

<table>
<thead>
<tr>
<th>Blue Book</th>
<th>Legal Citations (10 licenses)</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBS Cases</td>
<td>Business cases for classroom use</td>
<td>By request</td>
</tr>
<tr>
<td>isee STELLA</td>
<td>Simulation and modeling tool</td>
<td>Lib/ Classroom</td>
</tr>
<tr>
<td>IBM SPSS Statistics Base</td>
<td>Statistical analysis and data management solution (25 perpetual licenses)</td>
<td>Intranet</td>
</tr>
<tr>
<td><strong>Turnit-in</strong></td>
<td><strong>Anti-Plagiarism tool (300 license)</strong></td>
<td>Request Lib for Instructor a/c</td>
</tr>
<tr>
<td>Survey Monkey</td>
<td>Online survey management and analysis</td>
<td>Password from Library</td>
</tr>
<tr>
<td><strong>STATA</strong></td>
<td><strong>Quantitative Analysis (25 perpetual Licenses)</strong></td>
<td>Computer Lab</td>
</tr>
<tr>
<td>EndNote</td>
<td>One user license</td>
<td>Library</td>
</tr>
<tr>
<td>Adobe Acrobat Professional</td>
<td>One user license</td>
<td>Library</td>
</tr>
</tbody>
</table>
Library Website & E-resources

http://www.jgu.edu.in/library

– Links to E-resources
– Library Information: Regulations etc
– Events and News
– Reading Lists, New arrivals
– Links to other Libraries
Turnitin www.turnitin.com

• Anti-Plagiarism System
• Create Students account-
  – when you need to join a Class.
  – use only JGU email ID only. A penalty of Rs 500 will be
  levied from all NON JGU student accounts. Instructor
  may also not consider submissions made through such
  accounts.
• Join the classes only when asked by the instructor
• Please approach the Instructor for any
  submission issues. Turnitin Administrator has no
  role in or access to student accounts
Printing & Copying Service

• Reprography
  – Please read the photocopying and printing policy in the Students Handbook
  – Pre-paid accounts for photocopying & Printing (in the Library & Hostels)
  – Account can be split on two machines
  – Keep your password/pin safe to prevent misuse
  – Download the printing software and install it on your laptop
  – In case of problem – seek assistance
  – Do not try to trouble-shoot yourself
  – Do not open machines or paper trays

• Staff operated services for premium jobs at the Library and Documentation Centre
Reading in the Library

- Global Reading Room (158 seats)
- Reference Library (Central Block) (80 seats)
- Seats within the general sections (60 seats)
- Student Housing Reading Rooms SH-1, 2, 3, 4, & SB
- Total silence zone
- Laptop charging
Virtual Classroom & Institutional Archives

• DSpace an open source software developed by MIT and HP Documents generated at the JGU can be uploaded

• Class Resources

• [http://dspace.jgu.edu.in:8080/jspui/](http://dspace.jgu.edu.in:8080/jspui/)
Additional Help in using the Library Resources

• 30-minutes Guided Tour of the Library
  – Starting July 30: at 11.15, 12.15, 1515, and 1615 hrs.

• Help Desk

• Library website: Users Guide, Resource Guides

• Information Literacy Workshops
Involvement with the Library

• Library Surveys
  – Service feedback

• E-resources on Trial

• Events: Display, talks etc.

• Part-time work opportunities
  – Routine Services
  – Resource Based Research
  – Either to fulfill Scholarship obligation or paid studentship
  – Minimum 10 hours/week
Keeping in Touch

• Approach the Help Desk for immediate assistance. Help Desk Ext: 7850, 7849

• Drop your suggestions/feedback in the Suggestion Box in the library. All the communications will be answered by email/phone within 3 days. Send your feedback by email at suggestionsLL@jgu.edu.in

• Single point contacts for each school
  – JGLS: Jayaram Gouda jgouda@jgu.edu.in ext. 7848 mob: 8930110708
  – JGBS, JSIA, JSGP, JSLH: Sanjay Jha skjha@jgu.edu.in ext 7848 Mob: 8930110781

• Library Director directorGL@jgu.edu.in bpchauhan@jgu.edu.in Ext 7845, 8930110715

• Facebook https://www.facebook.com/JGULIBRARY
Thank You

MAKE TRACKS TO YOUR LIBRARY!

THE MORE YOU GO, THE MORE YOU KNOW!