Global Library

Your gateway to Knowledge
Global Library’s 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
Physical Space

- T-2 block 2\textsuperscript{nd} Floor with an approximately 1500 sq meter space
Lending Collection (South Wing)
Reference Library
Global Reading Room
How the Library Collection is organized

• **North Wing:** Global Reading Room, Computers
• **South Wing:** Politics, Economic, Law
• **West Wing:** Public Administration, Social Services & Problems, Business, Literature, History
• **East Wing:** *Philosophy, Psychology, Religion, Social Science,*
  – Library Administration Office
• **Central Hall:** Multimedia Resources, Reference & Research Collection
Resources

- 49000+ printed books
- 50+ print journals
- 500+ multimedia items
- Access to 15000+ e-journals
- Access to Over 2 lakh e-books
Arrangement of Collection

• By subject
  – Dewey Decimal Classification
    Examples
    300-399 Social Sciences
    – 330-339 Economics
    – 340-349 Law
    – 350-359 Public Administration
    – 360 Social Welfare
    – 380 Trade & Commerce

• 650-659 Management

• 800-899 Literature
  – 820 English Literature
  – 823 Fiction
Year wise Additions

PRINT COLLECTION

Total No. of Volumes : 45264
**Monthly Additions (April-13 to March-14)**

<table>
<thead>
<tr>
<th>Month</th>
<th>Volumes</th>
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</thead>
<tbody>
<tr>
<td>April-13</td>
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<td></td>
<td>194</td>
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<tr>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

**No. of Volumes: 2839**
Course Material

• Textbooks
  – Policy: Number, Price

• Essential Readings
  – Reserves, Short Loan,
  – Teacher originated material (printed, email, online at DSpace)

• Cases: Controlled Distribution

• Multimedia
E-Resources

• Library Website
  – http://www.jgu.edu.in/library
  – Access
    • Within the Campus IP Based
    • Off Campus: VPN
  – Regulations
  – Events and News
  – Reading Lists, New arrivals
  – Links to other Libraries
Library Services

• Lending Services
  – Very liberal loan policy
  – RFID based self check out system
  – On hold requests
  – Reserves
  – Library Regulations

• Reference & Research

• Reprography
  – For bulk & classroom related: Documentation cell
  – For single copy library material: library reprography services
Library Timings

- Mon-Sat: 9.00 am to 12 midnight
- Sunday and Public Holidays: 9.00 am to 5.30 pm
- During Examinations: Mon-Sun 9.00 am to 4.00 am
- During Vacations: 9 am to 5.30 pm (Mon-Fri)
LIBRARY MANAGEMENT SYSTEM

http://koha.jgu.edu.in

• Online Public Access Catalogue
• Account Management:
  – Checkout history, alert preferences, books recommendations, review
• Links to e-resources
• Public Lists
• Librarian’s Pick of the Week
• New acquisitions
How to check out/check in

• Photo ID card, registered in the Library
• Self-service Multipurpose kiosk
  – Check-in
  – Check-out
  – Reserve
  – Manage Account
  – Catalogue
  – Assistance
• Drop Box
• Staff assisted operations
Borrowing Rules

• **Borrowing Privileges (Faculty)**
  – 15 books from general collection (60 days)
  – 2 videos/multimedia (2 days) Overdue attracts fine.
  – 2 Reference books (same day return)
  – 2 bound journals, law reports (7 days)

• **Email alerts**: items checked out, items checked in, advance notice of items due, overdue notice

• Online account check through user id and password

• **Overdue Items**: No fines, but suspension of borrowing privileges after 3 months
Prohibited Items/activities

• Bags (except small purse or handbags)
• Mobile phone (switch off or silent mode)
• Eatables
• Smoking/tobacco chewing
• Discussion
  – Use designated places/rooms
Acquisition Process and Policy

Faculty have major role in collection development in their respective disciplines of teaching and research

1. Recommendations from Book exhibitions at JGU and Book Fairs
2. Recommendations from the Lists circulated by the Library periodically
3. From your own sources

How to place requests

- Online [www.koha.jgu.edu.in](http://www.koha.jgu.edu.in) Get automated email alerts on arrival etc.
- Email: acquisitionLL@jgu.edu.in (JGLS) acquisition2@jgu.edu.in (JGBS, JSIA, JSGP)
  - directorGL@jgu.edu.in
  - arrival information is sent by email manually
Requests for Course Material

- Should be requested well before start of the academic term.
- **Main textbook** should ideally be an Indian publication costing not more than Rs. 1000. Indian reprint of foreign publications can be explored for the large class size, if sufficient time is available.
- Customized **Learning Management Systems** are available for certain subjects from some publishers.
- **Multiple copies of the textbook**: Limited Number of copies only. Therefore, students should be encouraged to buy their own copy.
- Other **Reference books** in a reasonable quantity (1-5 copies depending upon the cost and size of the class).
- Teacher should ensure that relevant course material is requested to be put on Reserve Shelf for the semester/trimester.
Acquisition Process & Policy

Items Sourced through book trade is preferred
- Empanelled suppliers
- Economical (20%-45% discount) assured free hand delivery
- Chances of success 80-90%
- Average time to procure
  - US & Europe (Exc. UK) 6-8 weeks
  - UK Publications 4-6 weeks
  - Africa, Latin America, Pakistan 12-weeks
  - Indian Publications 10 days
  - Print on demand: additional 4-6 weeks
Acquisition Process & Policy

Online Book Stores (Books not available through trade channels)
- Out of print, out of stock, used copies
- Many small publishers
- E-books
- Movies
- Urgently needed items (with adequate justification)

• 30-40% more expensive due to shipping & Handling charges, and low discounts
• Chances of success 75-90%
• Average time:
  - Amazon (3-4 weeks, longer if non-Amzon seller)
  - FlipKart, Infibeam, Homeshop 18 etc. one week if in stock, 4 weeks imported

E-books: subscribed collections, PDA, Pick-and-chose
Acquisition Process and Policy

• Alternatives, if the book cannot be purchased
  – Inter-library loan for 2-4 weeks (Success 75%)
    Inter-library loan may also be opted for expensive books required only for short
duration although these might be available for purchase.
  – Freely downloadable and out-of-copyright titles. Digital/print copy.
    Chances of success 10%-20%
  – Old/antique books dealers: Chances of success less than 5%
  – Photocopied/scanned copy of copyrighted material in the library with
    publisher’s permission

• Expensive Items
  – Books costing over Rs. 5000 should have detailed justification
  – Request should be relevant to the subjects being taught or researched
  – Dean may be consulted before ordering expensive items
Acquisition Process & Policy
Journals, E-resources & Teaching Aids

- Reviewed each year by the Library Committee
- As per the allocation of school wise funds
- Current usage important criteria for renewals
- Electronic subscription preferred over Print.
- New subscriptions takes about 8 weeks to start after the payment is made. Trial access can be set up for new e-resources to assess the quantum of use.
- Concessional pricing through consortia also an important factor.
- Recommendations/requests for new subscriptions should be from at least two faculty and supported by the Dean concerned.
Teaching & Research Aids

- **DSpace** [http://dspace.jgu.edu.in:8080/jspui/](http://dspace.jgu.edu.in:8080/jspui/)
  - an open source software developed by MIT and HP Documents generated at the JGU can be uploaded
    - Class Resources
    - Dissertations and Theses

- **Anti-Plagiarism Service** [www.Turnitin.com](http://www.Turnitin.com)
  - Email Library Director for creating an instructor account
  - Do not allow student registered with NON JGU email id
  - Expire/delete class as soon as possible

- **Blue Book**
  - Online as well print copies. Password based accounts for classroom

- **HBS CASES**: Formatted request to Sanjay Jha

- **SPSS, STATA, STELLA** available online internet/intranet in the Computer Lab

- End Note
- Adobe Professional
Photocopy & Printing Services

• **Shared printers** on 2\textsuperscript{nd} floor and 3\textsuperscript{rd} floor: self-service accounts (Contact Library Service Desk for a new account)

• **Documentation Centre**: scanning, printing, copying, spiral binding, colour copying

• **Library**: Small jobs in when the Documentation Centre is closed
Printing & Photocopy Policy

• The University strongly advocates use of electronic media for distribution of learning material, and discourages printing copies of the material available electronically.

• As a matter of general concern for the environment, users are discouraged from printing or photocopying material which is available on the internet and can be accessed through their own laptops/computers.
Copyright Policy

• Instructors are responsible for compliance of copyright law while making copies and/or storage or distribution of material in electronic form using JGU infrastructure.

• Please check before you make copies, that
  – Material is in public domain, or available under an OGL, or
  – Copying is permitted under exception clauses of the Copyright Act, or
  – Otherwise permitted expressly by the rights owner,

• Else a prior license, or permission must be obtained.
Help/Feedback

• Help Desk Ext: 7850 suggestionsLL@jgu.edu.in
• Single point contact Assistant Librarians for each school
  – JGBS, JSIA, JSGP: Sanjay Jha skjha@jgu.edu.in ext 7849 8930110781
  – Scheduled Meetings with individual faculty
• Library Director directorGL@jgu.edu.in bpchauhan@jgu.edu.in Ext 7845, 8930110715
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Thank You