

The Global Library aims to play a proactive and important role in the teaching learning process. Approximately 10000 square feet of area has been provided for development of the Library in T-2 Block of Academic Building.

## Resources

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The Library has a collection of about 45000 print volumes and an array of electronic resources. The print collection includes books, monographs, research reports, law reports, and back volumes of periodicals etc. The Library provides, in addition to the professional reading, a good amount of leisure reading and books for soft skills development. All subjects related to the University's academic and research programmes have been included in the collection.

Print Resources of the Library have been divided into General Collection, and Reference Collection. The library is also developing a core collection of media resources comprising of documentaries, training films, fiction, music etc.

**General Collection** Books from this collection can be checked out by the members as per their entitlement. General Collection includes professional texts, course related books and monographs on all disciplines. Students may often be required to consult treatises, commentaries, reviews and collection of short articles for in depth study of the topic, and as also as a supplementary reading. The Library, as a matter of policy, stocks only limited number of copies of main textbooks for each course. Most of these will be available either only for reference or short term loan. Therefore, students are advised to buy their own personal copies of the text books. Some other books in this collection such as Bare Acts may also be available only for short term loan.

**Reference Collection** comprises a comprehensive collection of encyclopedias, dictionaries, directories, handbooks, legislations; subordinate Legislation, case law digests multi-volume treatises on specialized subjects. You may also find a few copies of main textbooks and course related supplementary readings are placed as reserved on the request of the faculty concerned. Material from reference library cannot be checked out.

## Periodicals, Law reports, E-Resources and Teaching & Research Aids

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The Library subscribes to over 12000+ journals and law reports in electronic format. Access to e-journals is available throughout the university campus 24/7.

**E-journals** can be accessed through this link <http://jgu.edu.in/library/content/e-journals-multi-format-resources>

**Print Journals and Magazines & Law Reports** Global library also subscribes to about 50 plus important print journals and magazines. The Library maintains back volumes of important journals, law reports and other continuing resources for the research purposes. For a list of print journals holdings, please visit the following link <http://www.jgu.edu.in/library/content/print-resources>

**Electronic Resources** cover a variety of e-contents such as journal articles, case studies, news, reviews, statutes, e-books, case law, treaties, news etc. All the e-resources are accessible to everyone through campus wide network. A few computer terminals have been provided within the Library premises for library users. Library's subscription list includes the following electronic information products:

LexisNexis Academic

Taylor & Francis E-journals

HeinOnline

Duke University Press E-journals

SCC Online

Cambridge University Press E-journals

Westlaw India	Oxford University Press E-journals
Manupatra Online	Encyclopedia Britannica
EBSCOHOST Academic eBooks	JSTOR
World Trade Law.net	ABI Inform
World Trade Law Online	IndiaStat
International New York Times	Ace Analyser
Wall Street Journal	BBC Monitoring Library
IMF eLibrary	

Requests for **Case Studies** should be placed through your teacher. For an up to date list, description and access to e-resources please check the E-resources link on the Library webpage <http://jgu.edu.in/library/content/e-journals-multi-format-resources> where links to a large numbers of useful open access journals and other resources have also been provided.

**Teaching & Research Aids** includes a variety of laboratory, online tools and statistical database. All the teaching & research aids are accessible to everyone through campus wide network or laboratory access or login access. A few computer terminals have been provided within the Library premises and Language Center Lab for library users. Teaching & Research Aids list includes the following tools and software:

Bluebook Online 20th ed.	Isee STELLA Systems 9.1
Dspace	Stata 12 and 14
Survey Monkey.com	Adobe Acrobat X Pro
Turnitin	Indiastat.com
Endnote 7	IMF eLibrary
IBM SPSS Statistics Base 19	

Short training programmes on each of the above products are arranged by the Library from time to time. Please check the Library website <http://www.jgu.edu.in/library/content/events> or contact the Library Service Desk for the next schedule of training programmes.

**Accessing E-resources from outside the campus** As per the terms of the license of use, the e-resources can be used within the JGU Campus. However, in exceptional cases, access can be arranged from outside the campus for a limited period through a VPN account <http://www.jgu.edu.in/library/node/73> . Students should approach IT Department for creating a VPN account.

### Library Layout and Organization

Main entrance to the Library is from T-1 Block on second floor. It has four wings and a central block. General Collection is organized in East and West Wings. Recently renovated Global Reading Room and Hall of International Flags occupies the North Wing of the Library, and provides a majestic view of the Campus. Open 24/7, and equipped with computers, reading tables and easy seating, students can spend long hours of comfortable study with your own books or digital library resources. Please note that maintaining complete silence, and prohibition of eatables and drinks are some of the essential

conditions for using the Global Reading Room. Central Block houses reference collection, multimedia resources, current and back volumes of periodicals and teaching aids. Computer terminal with headphones are available for previewing media resources, and using teacher and research software resources. East Wing, West Wing and South Wing house the main lending collection of books. One can find their way to the requisite section by following the directional signs displayed properly within the library. The Library provides comfortable seating in all the sections apart from the main reading hall. Access to electronic resources is available via campus wide Wi-Fi network. Laptop charging points are available in all sections of the Library.

### How to locate material in the Library

The best way to find the book that you are looking for is through online public access catalogue of the library at <http://koha/jgu.edu.in> or from the link provided on the Library's website <http://jgu.edu.in/library/>.

Search the catalogue by author/title or key terms, and see what is available. Follow the call number sequence of the relevant item on the library shelves. Most learning resources in the Library are available on open access, arranged subject wise according to Dewey Decimal Classification (DDC) Scheme. Some important DDC numbers are:

<b>100</b> Philosophy	<b>346.2</b> Contract Law
<b>320</b> Political Science	<b>346.3</b> Torts Law
<b>330</b> Economics	<b>658.1</b> Financial Management
<b>327</b> International Relations	<b>658.3</b> Human Resources Management
<b>340</b> Law	<b>658.4</b> Executive Management, Strategic Planning
<b>341</b> International Law	<b>658.8</b> Marketing Management
<b>345</b> Criminal Law & Procedure	<b>823</b> Fiction
<b>346</b> Private Law	<b>900</b> History

Some books may have been borrowed by another member. Such books can be reserved. In case of difficulty please contact service staff on duty. Registered users can also place on-hold requests and suggest new items for acquisition online at the above site.

Current journals are displayed alphabetically, so are the back volumes.

### Library Membership and Lending Services

Students, faculty and staff of JGU automatically become eligible for library membership. However, a formal registration step is required, by producing your photo identification cards issued by the University, at the Library Service Desk, and completing a registration form. Your enrolment number or employee code is your library membership number also. Faculty and Research Scholars may ask for a User ID and password which enable you to login to Library system and offer additional privileges.



Borrowing books and other material are subject to the Library Rules. Books can be checked out using the self-check-out kiosks placed in the library. You will need your photo identity card duly registered in the Library for checking out books. You can also check your account at the Kiosk. System will generate a check out slip once the transaction is successful. The check-out slip is required to be signed and deposited with the security staff while leaving the Library. Books can be returned by using the electronic kiosk within the Library. If required, Service Desk can be approached for returning books and other help. Please do not forget to collect your Check-in slip as a proof of return of books. Library System also sends email notifications for check-in and check-out transactions and reminders for books due. Therefore, it is important to



provide a valid email ID at the time of registration. Please do not ignore email notifications sent out by the Library System. Overdue books attract a fine, and such books should be return to the staff at the Service Desk.

**\* Please do not allow others to use your card. You are responsible for the items checked out on your card. In case you of loss of the card, please inform the Library staff who will disable your lost card to prevent any misuse.**

### **Hostel Reference Library and Reading Room**

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Separate reference libraries and reading rooms have been provided in the SH-1, SH-3 and SH-4 for the respective resident students. These facilities are managed by the student volunteers. Reference books can be consulted during prescribed hours.

### **Reprography and Printing Services**

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Subject to copyright regulations, Library material can be photocopied on payment basis. The Library offers black & white and colour photocopying and printing up to A-3 size. Students are advised to buy a prepaid reprographic account for self-service photocopy and printing at 25% discount.

A pre-paid account can be purchased with as little as rupees 150 and multiple thereof. Several photocopier/printers have been made available in two printing and photocopying rooms just outside the library in T-1 and T-3 blocks respectively. You can operate your prepaid account from your own computer, in which case a library staff will install the requisite software on it, or by using the computers available in the library or printing rooms.

### **Access to other Libraries' Resources**

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Your Library is a member of Developing Library Network (DELNET) which offers access to over 4000 libraries in India and neighboring countries. DELNET Union Catalogue is available at <http://delnet.nic.in>

It is possible to borrow books from other libraries on inter library loan on selective basis for research purpose, if the title cannot be made available in the Global Library for any reason. Similarly, photocopy/prints from the journals not subscribed by the Library can be requested from other Libraries. DELNET levies a nominal charge towards photocopying and postage for each request.

### **Library Hours**

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Global Library remains open throughout the year except National Holidays. During the academic terms, the Library remains open from 0900 to 2400 from Monday to Saturday; and from 0900 to 1730 on Sunday. Global Reading Room and Hall of International Flags remains open 24/7.

During the examinations days the Library hours are extended up to 2:00 am (Monday-Saturday) and 12:00 midnight (Sunday). During vacations the Library hours are Monday to Friday 0900 to 1730.

Entry to certain sections may be restricted after 1730. Staff operated services will stop at 2330 on weekdays and 1700 on Sundays.

## Suggestions

If you have any suggestions on general library services, please contact to the library staff at the service desk in the first instance. You may also email to [suggestionsll@jgu.edu.in](mailto:suggestionsll@jgu.edu.in)

Faculty can suggest books online by logging to Library system at <http://koha.jgu.edu.in>. Students' procurement requests should be supported by a member of faculty.

For more details please check the library website [www.jgu.edu.in/library](http://www.jgu.edu.in/library) Library rules are available at the Library Service Desk or online at <http://dspace.jgu.edu.in:8080/jspui/handle/123456789%2010739/77>

## Important Contacts in the Library

Library Service Desk: 0130-305- 1849, 1850

For important contacts, visit <http://www.jgu.edu.in/library/content/important-contacts>



*Come, and take choice of all my Library,  
And so beguile thy sorrow.*

**–William Shakespeare**

O.P. Jindal Global University  
A Private University Promoting Public Service