

# Global Library

## Your Gateway to Knowledge

**Global Library** plays a proactive and important role in the teaching-learning, research and outreach programmes of the University. Spread over approx. 12000 square feet of area in T-2 Block of Academic Building, the Global Library is the state-of-the-art facility equipped with most modern technology to support access to electronic information and manage library services.

The main library is located on T-2 Academic Block on Level 3 (accessible by lift or stairs in T-1), Reference Library, and Abhigamya, the accessible library are located on the Ground Floor T-2. The main library on Level-3 has four wings and a central block. South and West wings of the Library, house the print collection, while North Wing, Central Block and East Wing have Reading rooms.

### Library Hours

The Library remains open throughout the year except National Holidays. During the academic terms, the Library remains open from 9:00 am to 5:30 pm, on Sunday, and 9:00 am to 12:00 midnight on other days. During the examination days the Library hours are extended up to 2:00 AM Monday-Saturday.

#### ***Covid-19 Changes***

*Due to ongoing pandemic, library timings may be curtailed. Please check library webpages for updates.*

### Resources

The Library has a collection of about 63,000 print volumes and plethora of electronic resources, including more than 223,772 e-books on various subjects including 42 Kindle books. The print collection includes books, monographs, research reports, law reports, and back volumes of periodicals etc. Besides academic reading books, the Library has a good collection of books on leisure reading as well as for soft skills development. The library has also developed a core collection of eight hundred and fifty-five media resources comprising of documentaries, training films, fiction, music etc.

Most of the books from the library are available for checkout, as per entitlement of different category of users. These may include professional texts, course related material, and monographs on all disciplines. Global Library also has a growing collection of multimedia resources, e-books on Kindle devices, current and back volumes of periodicals and teaching aids. Computer terminals with headphones are available for previewing videos, and using teaching & research tools within the library. West Wing and South Wing house the main lending collections of books. One can find their way to the requisite section by following the directional signs that have been put up all over the library. Access to electronic resources is available via campus wide Wi-Fi network. Laptop charging points are available in all sections of the Library.

**Reference Library** has a comprehensive collection of encyclopedias, dictionaries, directories, handbooks, Faculty Publication, New arrivals, Journals, current magazines and newspapers however, as per the policy for the material from reference library cannot be checked out.

## ***Covid-19 Support***

*The Library already has substantial part (80%) of its collection in digital format. We are further strengthening the digital collection by online e-books recommendation system on EBSCO and JSTOR platforms, replacing most sought after print resources with E-books, arranging digital course material to support the online/blended learning. The library has negotiated licenses for University wide as well as individual use of material from a number of commercial publishers, as well as course material providers such as Coursera, CALI, and MOOCS*

*Global Library also administers **JGU E-Learning** platform with advance features such as Enrolment, Attendance, Scheduling, assessment, student progress monitoring, integrated online synchronous and asynchronous education, integrated antiplagiarism tool and feedback, peer to peer communication, and sharing, etc.*

*If you plan to use **videos** for your class, the Library staff will help you locate a free or paid online link as per your requirement. If an online video resource is not available, library staff can remotely play the DVD that can be shared with the class using MS-Teams or through a Moodle LMS Class.*

**Course Material:** The library holds copies of main textbooks and course related supplementary readings placed as Course Reserves, on request of the faculty concerned

### **Recommending Library Resources**

As a faculty, you may recommend books related to the course that you would be teaching, or in the areas of research. We invite you and would appreciate your contribution in keeping the library collection up-to-date and relevant to JGU's needs.

The preferred method of making recommendation for library acquisition is by logging into your account on Library system at <http://koha.jgu.edu.in> (Please get credentials set up at the time of membership registration). Suggesting books online offers advantages of receiving automatic alerts at various

procurement stages you may also mail your recommendations to [librayacquisitions@jgu.edu.in](mailto:librayacquisitions@jgu.edu.in) while in most cases your recommendation is likely to be accepted, in exceptional cases, such as expensive titles you may be asked to justify your recommendation; or a review by respective school's dean may be sought.

It is important for the faculty to familiarize themselves with the Library's acquisitions policy. Generally, acquisition of certain type of material such as conference proceedings, spirally bound material, books printed on newsprint are not encouraged. Books required only for short term use are often sourced on Inter Library Loan. Students are expected to buy their personal copies of

### *Important Covid-19 Update*

*To fulfill requirements for online and blended education, we encourage faculty to use e-material that is already available under institutional licenses. However, should you have any new requirement, we will be happy to help in purchasing a license? In the beginning of the semester, the library will send out a short survey of your requirement, which will be handled by a dedicated staff from the library, which will ensure that you and the students of your class have access to the requisite material. We have embarked upon purchase of licenses for textbooks from major publishers that are available to students. However, all e-textbook such as Kindle edition, Vital source editions and Google e-books may not be available for institutional license, or even in e-book format, and thus have to be purchased by the students. Therefore, faculty should carefully select the course books, preferably from the licensed*

textbooks. Therefore, efforts should be made to prescribe textbooks which are affordable, and which can be purchased conveniently from the local or online book store. In some cases, it is possible to get the foreign textbooks reprinted in India at a reduced price. It is also important to keep in mind the time required for procurement of books. Import title, particularly takes 6-8 weeks to procure, therefore recommendations should be sent to the library well in time. Books are purchased from the most economical source. In exceptional cases, it may be possible to buy from online sources, if the title is not available through trade channel.

As an ongoing effort to keep the library collection up to date, recent publications relevant to JGU are added on regular basis. Library staff would compile lists of new books etc. on various subjects, and circulate the same to the faculty. Library also collects new books from the publishers/suppliers and displays them in the library on regular basis, so that faculty can have a look at these and recommend the suitable ones. We strongly recommend the faculty to go through such displays and the lists regularly, and contribute in strengthening the library collection. Should you need assistance in compilation of list of books on any particular topic for addition to the library, please do get in touch.

**Subscription of Periodicals & E-resources** is reviewed by the Library Committee, before the beginning of next calendar year, every year. Global Library initiates a wider consultation process with faculty as part of this review. Kindly do provide your inputs during such review. New resources might be added, and existing resources dropped after such review. Due to limitation of resources, it may not be possible to accept all recommendation. However, your study and research shall not be hampered by limitation of access, and we try to arrange required material from 6000+ libraries. .

**Business Cases:** Global Library subscribes to HBS Cases (for MBA-2) and Case Centre Cases for UG Classes. Certain databases such as EBSCO host also contain business cases that can be used by the instructors. Any request outside the subscribed sources must be approved by the Dean, and shall be booked to the respective School's funds allocation. A number of textbooks also contain business cases.

## Reading Rooms

Global Library provides vast reading spaces on level 3 as well as Ground Floor totaling about 400 seats. All reading rooms have Wi-Fi internet connectivity, and electricity points for laptops charging. All Reading rooms have easy accessibility to the 24X7 printing, and copying facilities.

Global Reading Room and Hall of International Flags, is the largest reading space in the library which also provides a majestic view of the campus, particularly the flag-side area, is located in the North Wing of the Library. With easy seating, students can study with their own books, or use digital library resources in the Global Reading Room. Global Reading Room can be accessed both from T-1 as well as T-3 side.

Two other reading rooms on Level-3, East Wing Reading Room has all reading cubicles, while Central Block reading room is equipped with both partitioned and open reading tables.

Some reading seats and easy seats have been provided in the stack areas for quick consultations. Reading space in the main library and Reference Library remains available during library hours, but provides additional advantage of easy access to the library collection. Generally, personal books are not allowed to be used in the main library.

The Reference Library on Ground Floor is an extension of main library for easy access to the Reference sources in Print format.

## Abhigamya: The Accessible Library

The University policy provides for equal opportunity and inclusive education to people with difficulties (PwDs). To support and assist PwDs an exclusive section, Abhigamya has been created within Reference Library on ground floor where workstations equipped with assistive technologies have been provided. Abhigamya also works in close coordination with other

### *Covid-19 Changes*

*There might be restrictions on entry to the reading rooms and stack areas as Covid-19 precautions. Only limited number of visitors will be allowed, use of self-checkout systems will be temporarily unavailable. Please seek help of the staff-on-duty for using the print collection. We have taken several steps to provide digital material in lieu of print books, and to support online education. Please check the Library webpages for updates.*

departments of the university and organizations engaged in similar work to provide reading material in accessible formats.

## **Library Membership and Lending Services**

Members of faculty 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 employee ID is also your library membership number. You may request for a password to access your account on Library Management System, which also allows availing premium services like suggesting books for purchase, creating reading lists, and rating a title. Borrowing books and other material are subject to the Library Rules. However, the borrowing privileges can be increased or decreased in specific situation by the Library Director. If you require more number of items or for longer period, please approach a senior library staff, explaining your requirement. 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. Kiosk 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. **Please ensure that you have received a Check-in notification for the books returned by you. Items will continue to be shown due in your account until the transaction is completed in the Library system.** It is extremely important to keep your email ID and mobile number up to date so that you can receive library system notifications. Although no overdue fine is charged form the faculty, we expect you to return books on or before due date for the benefit of other users. Long overdoes in your account for over six months will trigger a cost recovery process.

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

## Digital Library

A variety of resources available in electronic format such as journal articles, case studies, news, reviews; statutes, e-books, case law, treaties, news etc. are the backbone of research support. All e-resources are accessible to everyone throughout the campus, as well as off campus, using the links provided on E-resources page of the Library website. A number of computers have been provided within the Library premises for library users. For an up to date list, description and access to e-resources please check the E-resources link on the Library webpage where links to a large number of useful open access journals and other resources have also been provided, please visit E-resource page at <http://library.jgu.edu.in/content/e-journals-multi-format-resources>

Over 12,582 e-journals can be accessed through visiting the respective resource on the E-resource page. One can also search across all the resources through an integrated search interface powered by resource discovery tool J-Gate from any page of the Library website.

The Library maintains back volumes of important journals, law reports and other resources for the research purposes. For a list of print journals holdings, please visit the following link: [www.jgu.edu.in/library/content/print-resources](http://www.jgu.edu.in/library/content/print-resources)

In addition to print books collection, the library has impressive collection of 2,22,383 e-books. While most of the e-books can be found through Library's catalogue <http://koha.jgu.edu.in> links to several other resources comprehensive list of e-books resources is available on <http://library.jgu.edu.in/content/e-books>

### ***Remote access to E-resources***

*Accessing the JGU digital library is critical for online learning and research while you are not in the campus. As per the terms of the license of use, e-resources are available primarily for JGU community within the campus (IP based access). The library provides access to e-resources from outside the campus through EZproxy, as well as VPN only for the purpose of your JGU studies or research.*

*Remote access to e-resources is subject to JGU Copyright Compliance Policy, Terms of License, and copyright regulations.*

*More information on accessing e-resources off campus available at*

*<http://library.jgu.edu.in/node/73> where you can find a video tutorial also.*



## **Reprography and Printing Services**

Subject to copyright regulations, and Copyright Compliance Policy of JGU (<http://jgu.edu.in/library/pdf/JGUCopyright-Compliance-Policy.pdf> ) the library materials can be photocopied, printed or scanned. Faculty should contact Documentation Centre for official photocopying and printing, for personal use, a faculty can use Global Library's services on payment basis.

## **Inter-Library Loans and Document Supply Service**

Global Library is a member of Developing Library Network (DELNET), which offers access to over 6000 libraries in India and neighboring countries. DELNET Union Catalogue is available at <http://delnet.nic.in> If the title cannot be made available in the Global Library, the users can borrow books from other libraries on inter library loan on selective basis for research purpose. 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 Guides, Resource Guides and Information Literacy Workshops**

Library staff has prepared a number of user guides, which can help you use various library services and collections efficiently. A number of Research Guides on various subjects also have been developed by the library staff, outlining resources in the library, as well available elsewhere. Research Guides can be useful for in-depth research on the subject, particularly for Research Scholars. If you any suggestions for new Research Guides, please get in touch with a library staff.

In addition to intensive orientation programmes and guided tours in the beginning of new academic year, the Library also organizes training programmes (Information Literacy Workshops) on important e-resources, and teaching & research tools managed by the library from time to time. Additionally, library staff would be happy to come to your class to impart training on various databases and other e-resources.



## **Virtual Reference Service**

Global Library offers Virtual Reference Service, wherein the library users can communicate the library professionals and resolve their queries in the real time without being physically present in the library. Users are required to visit the library website to communicate with Virtual Reference Librarian.

## **Anti-plagiarism Services**

The University subscribes to the anti-plagiarism services from Turnitin ([www.turnitin.com](http://www.turnitin.com)) and Urkund which are administered through Global Library. Please check with School's Dean (Academic) or your instructor for school level or course level policy on plagiarism. Major part of responsibility of plagiarism detection and prevention lies with the concerned instructor. Students have generally submissions rights. You will be required to request an instructor account on Turnitin or Urkund by sending an email to the Library Director. You must complete the registration process to start availing the services. Help resources available on the respective resource websites, and detailed email sent by the Library Director will be handy in effective use of these services.

## **Research Publications**

Research is one of most important part of your professional responsibility. You will be requested by HR Department to provide details of your academic IDs and research publications profile at the time of joining JGU. Not only, publishing of research in high impact journals and other formats, is one of utmost importance to a faculty, but also being cited post publication. You can do so by emailing the papers to [publications@jgu.edu.in](mailto:publications@jgu.edu.in) all publications submitted in the JGU Digital Archive are harvested by Google Scholar, Academia and Research Gate, thereby increasing the visibility and citation of the article.

Global Library offers a number of services and assistance in your research and publishing:

***Where to publish/present*** -Selection of Journals for publications, and paper presentation opportunities in Conferences. Open access publishing

***How to write & publish:*** Writing and publishing workshops, Administration and training on Writing & Referencing Tools, such as Mendley, Zotero, and Endnote.

**Publishing Services:** Some of the Schools may have subscriptions to services such as Express-O, which helps you publish your papers in quality journals. At present, these services are not handled by the Global Library. Please enquire with Research Dean if any such service is available to you.

**Originality Checks (Turnitin/Urkund)** Scholars must use the Originality Checks facility through their instructor account before sending for publication.

**Registration and creation of academic IDs:** A scholar shall require creating academic IDs such as ORCID, Researcher IDs, as a pre-requisite for publishing in reputed journals. Also, academic IDs help tracking citations of the publications, and help the authors to improve visibility of their publications. Please checkout the following link for more information on academic IDs: <http://dspace.jgu.edu.in:8080/jspui/handle/10739/2495>

**JGU's IRINS Portal:** Faculty must manage their profile on JGU's Research Information Management System, which is managed by the Global Library. You will need at least one academic ID for this purpose. IRINS helps you track and manage all your publications and citations in real time and provides a variety of analytical tools.

**JGU's Digital Archives:** All research publications and popular articles are required to be uploaded on JGU Digital Archive. This information is harvested by several open archives to provide better visibility. Please go through the following resource for more information. How to submit Publications on JGU Digital Archives <http://dspace.jgu.edu.in:8080/jspui/handle/10739/2592>

**Collaboration for developing Research Guides, State-of-art reports, and Literature Reviews:** Research Scholars can join library teams in developing these resources in the areas of their expertise either as part of their Ph.D. work or as independent work.

## **Suggestions & Help**

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

Students' may request for books and other resources enrooted through a faculty member.

## **Useful Links**

Library Website <http://library.jgu.edu.in/>

Library Management System <http://koha.jgu.edu.in>

JGU Digital Archives <http://dspace.jgu.edu.in:8080/jspui/>

Indian Research Information Network System (IRINS): <http://jgu.irins.org/>

Library Regulations

<http://dspace.jgu.edu.in:8080/jspui/bitstream/123456789%2010739/77/1/JGU%20Library%20Regulations.pdf>

For any assistance in the Library, staff on duty at nearest help desk should be approached. If your problem is still unresolved or if you need assistance from outside the library please email [glus@jgu.edu.in](mailto:glus@jgu.edu.in) or use helpline numbers (4093) 1413, 1850, and 1849