

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

Reading Rooms

Global Library provides vast reading spaces on level 3 as well as Ground Floor totalling about 400 seats. All reading rooms have wi-fi internet connectivity, and most seats are equipped with electrical connections for laptop charging. All Reading rooms also 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.

Covid-19 Precautions:

Due to ongoing pandemic, wearing a mask, hand hygiene, and social distancing are mandatory for entry and use of reading rooms, and the library in general. There might be restrictions of maximum numbers of users, and duration of use. All seats may not be available for use due to social distancing requirement. Please check the notification on the notice board, announcement by email or library website, or ask a staff on duty

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. Almost all hostels also provide reading rooms for their respective residents. Hostel Reading Rooms are managed by the hostel administration.

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

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 12:00 midnight; and from 9:00 am to 5:30 pm on Sunday. During the examination days the Library hours are extended up to 2:00 am on week days (Monday-Saturday).

Covid-19 Precautions

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 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. Students may often be required to consult treatises, commentaries, reviews and collection of short articles for in-depth study of a topic, and 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-book.

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.

Course Material: The library holds copies of main textbooks and course related supplementary readings placed as Course Reserves on request of the faculty concerned legislations; subordinate legislation, case law digests and multi-volume treatises on specialized subjects. Central Block houses multimedia resources, Kindle, 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. 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

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 commercial publishers, as well course material providers such as Coursera, CALI, and MOOCS

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 searching through online catalogue at <http://koha.jgu.edu.in/> or from the link provided on the [Library webpage](#)

Search the catalogue by author/title or key terms, to display 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 shelves, arranged subject wise according to Dewey Decimal Classification (DDC) Scheme.

In case the titles required by you which already have been checked out by another member, an on-hold request can be placed for such titles. 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.

In this prevailing situation access to Electronic resources has been provided through Off campus access and details can be accessed on the Library Webpage

Library Membership and Lending Services

Students 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 is your library membership number also. You may, optionally, ask for a User ID and password which enable you to login to Library system and offer additional privileges such as suggesting books for purchase. 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. Overdue books attract a fine, and your borrowing privileges are liable to be suspended if you have library dues.

Please do not allow others to use your card.

This not only is against the rules, but also may land you in trouble, if the items are not returned. 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 the e-resources are accessible to everyone throughout the campus, as well as off campus, using the links provided in the 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.

Covid-19 Precautions

There might be restrictions on entry to the 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 updated information.

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

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>) of the University, library materials can be photocopied, printed or scanned. 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 Rs.300, which entitles printing of 450 A-4 size prints. Several photocopiers/ printers have been made available in printing and photocopying rooms on 3rd floor (just outside the library) and on 4th Floor. 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.

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 in 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. Please check the Library website or contact the Library Service Desk for the next schedule of training programmes. On regular basis Library staff gives the presentation on Database and research and teaching tools subscribed by the Global Library in the classroom on faculty request.

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.

Student Research Publications

Whether you are a student of research based programme or a taught course, the University encourages to participate in various research opportunities that are available in the University, either as part of, or independent of the programme that you are registered in. You are also encouraged to publish your research in journals etc. You should submit a copy of your published works to the JGU's Digital Archive Digital Archive (<http://dspace.jgu.edu.in:8080/jspui/>), which is managed by the Global Library team. You can do so by emailing the papers to publications@jgu.edu.in. All the 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.

Anti-plagiarism

The University subscribes to the anti-plagiarism service Turnitin (www.turnitin.com) which is managed by the Library. Please check with School's Dean (Academic) or your instructor for school level or course level policy on plagiarism. As a student, you will have access to this service only through your respective instructor's account, who will check your assignments using Turnitin, either through an online submission process or manual checking. You should register yourself on the above site, only when you are asked by your instructor to do so. You must use JGU Email ID only. You may submit assignments for more than courses using the same account. Please note that creating more than one student account on Turnitin will attract penalty, and unauthorized accounts will be removed without any notice. Students are able to see the plagiarism check result prior to final submission only at the discretion of the concerned instructor. If you are writing to publish a research paper in reputed journal, as part of your studies or otherwise, you may like to get it checked by emailing the item to turnitin@jgu.edu.in

Work Opportunities in the Library

Those who are interested in working in the library, towards their obligation under financial aid or fee concession awarded by JGU, the Library offers twin benefit of working and learning. Working in the library not only will help you to get familiarize with the books and other resources, but also help in sharpen your research skills. You should be able to spare at least 10 hours per week, so as to avail this opportunity.

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

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 or use helpline numbers (4093) 1413, 1850, 1849

Resources for Research Scholars

As Research Scholars' needs may be specialized in nature, we work closely with them and concerned supervisors to fulfill their requirement for reading and research material in an appropriate manner.

Journals and Reference Databases: While the Global Library, prioritises its acquisitions of the resources on the basis of long-term and wider use, subject to availability of funds, all recommendations for new journals and databases, from all segments of users, including research scholars are considered liberally. As it is not possible to provide every material in-house, we employ alternative means such as Inter-Library Loan arrangements with over 6000 libraries in India and abroad. We would encourage research scholars to avail Inter-library loan facility for books and articles not available in the Global Library,

Recommendation letters for visiting other libraries for collection of research material. If a research scholar wishes to use other libraries in India and abroad, we will be happy to provide a letter of introduction for the purpose. Subject to rules of the host library, a scholar will be able to use the resources within the library, including electronic resources

Research Publications: Not only, publishing of research in high impact journals and other formats, is one of utmost importance to a scholar, but also being cited post publication. Global Library provides supports each stage of research publishing, in the following area:

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 respective guides. Global Library cannot create student account on Turnitin

Registration and creation of academic IDs: A scholar shall require to create 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 helps the authors improve visibility of their publications. Please check out the following link for more information on academic IDs:

<http://dspace.jgu.edu.in:8080/jspui/handle/10739/2495>

Profile on JGU's IRINS portal: Research Scholars are eligible to create their account on JGU's research information management system, administered by 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 your publications, including theses 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.

<http://dspace.iaq.edu.in:8080/ispui/handle/10739/2592>