

Global Library

Library website Link: <http://jgu.edu.in/library/>

Library catalogue link: <http://koha.jgu.edu.in/>

Infrastructure & Resources

The state-of-art Global Library signifies a proactive approach for aiding the teaching-learning process at JGU. Spread over an area of approximately 20,000 square feet in the T-2 block of the academic building in the campus, the library has a collection of over 52,000 print volumes and an array of electronic resources, containing over 9000 journals, 2.5 lakh e-books, newspapers, court judgements, legislations, case studies, course material, videos, databanks etc. There also is a small but growing collection of video material for education and general purpose. The print collection includes books, monographs, research reports, law reports, and back volumes of periodicals, among other study material. In addition to professional reading material, the library offers a large collection of leisure reading and books for the development of soft skills. All the subjects related to the University's academic and research programs have been included in the collection. However, your research need not be limited to the resources available in the Global Library only. The Library has made reciprocal arrangements with over 5000 libraries in the country for inter lending. In exceptional cases where a visit to another library is necessitated, the Library will issue a recommendation letter.

Reading Rooms: Global Reading Room is a large facility which remains open 24x7. In addition to this, main library has plenty of seating within lending collections and in the Reference Library. There are reading rooms in the individual student hostels for use by the students.

Flexi-spaces: Some areas in the library can be used for other academic activities like organizing Author's talks, display of students work etc. We continue to work to add more space for similar purposes in the library.

Access to e-resources

Library has obtained campus wide IP based access using any internet enabled device to most of the electronic resources subscribed by the library which enables access without requirement of a user id and password. You can find a list of available e-resource at this link: <http://jgu.edu.in/library/content/e-journals-multi-format-resources>

As a member of faculty you can also access e-resources off campus. This can be done by using a VPN account or a proprietary service EZ proxy. Please check the e-resources page on Library website for more details.

Recommending Library Resources

As a faculty, you will be required to recommend books related to the course that you would be teaching. The recommendations can be made online by logging into your account on Library system at koha.jgu.edu.in or by sending email to AcquisitionsLL@jgu.edu.in (for Law School) and Acquisitions2@jgu.edu.in The Library will accept your recommendations in most cases. Suggesting books online offers advantages of receiving automatic alerts at various procurement stages. Wherever required, opinion of the concerned dean is sought, particularly in case of expensive titles.

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 is not encouraged. Books required only for short term use are often sourced on inter library loan. Library, as matter of policy keeps limited number of copies of textbooks, mainly for reference or short loan. Therefore, efforts should be made to prescribe textbooks which are affordable, and can be purchased conveniently from the local market by the students. 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 lists regularly, and contribute in strengthening the library collection. Should you need assistance in compiling list of books on any particular topic for addition to the library, please do get in touch.

Subscription of Periodicals & E-resources are 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 the recommendation. However your study and research should not be hampered limitation to the resources available in the Global Library. Required material can be arranged from other libraries economically, as and when required.

Services

Lending Services: Library provides almost all its services in self-service mode. You are automatically eligible to avail library services. To activate your library membership you need to register your university photo ID card with the Library, which takes about 3 minutes. You may also request an account on KOHA . This will enable you to track your usage, readings, facilitates online books suggestions, sharing the reading list and many more things. Checkout and check-in of books can be done using one of the self-checkout kiosks in the library. Self-checkout system is further supported by SMS and email alerts of transactions and reminders.

Library loans are subject to the Library Regulations, which outlines your entitlement and other conditions. However, should you require more books or wish to extend loan duration please discuss the same with the staff-on-duty who will consider your request most favorably.

Most library books are issued for 60 days to the faculty, and most material. It is important that borrowed material is returned to the library on or before due date. Library system sends out automatic reminders for overdue items. Books overdue for 6 months or more are subject to cost recovery.

Printing, photocopying and scanning: In the course of teaching and research you might require printing, photocopying or scanning of library material. JGU encourages use of electronic communication for sharing reading and research material in order to save paper. Therefore, printing and photocopying should be kept to minimum. There may be limitation on the amount of printing that is allowed in each semester. It is also mandatory for the faculty to comply with the copyright and other relevant regulations. The Library can facilitate obtaining of permissions or license to reproduce copyrighted material from the right owners. Please familiarize yourself with the JGU's Copyright Compliance Policy. All official printing, photocopying and scanning work is executed by the Documentation Centre located at T-3 on 3rd floor. Global Library's reprographic services can be availed for personal (paid) or official jobs involving library material any time during the library hours. Pre-paid self-service facility is available 24x7.

Teaching and Research Tools: The Library administers subscription and service of a number of teaching and research tools. List of such tools is available on the Library website. While some of these may be accessible online, for others you may have to visit the library or request a user account.

Turnitin: One of the most widely used tool is anti-plagiarism service called Turnitin. Although there are many free plagiarism checking services available in public domain, Turnitin has been found to be widely acceptable due to its coverage of proprietary & commercial full-text databases of scholarly communications. Please check with your Dean or School's Administrative Office about the plagiarism policy vis-s-vis student's assignments. The service that we subscribe is primarily meant for originality check of student's work, although faculty research papers can also be checked. Should you wish to use Turnitin for originality check of students' assignments in your class, you should request for an Instructor Account from the JGU Turnitin Administrator at turnitin@jgu.edu.in. You must follow the instructions given to you by the Turnitin Administrator while operating your account. For example, and importantly you should use the online assignments submission only for large classes, by creating a "Class" on Turnitin. Your Turnitin "Class" should remain active only for a short period, and should expire immediately after the assignments have been submitted.

Publishing: The Library though does not manage publishing of research directly, it can facilitate by helping you identify relevant journals having good impact factors, tracking impact of faculty research, helping with literature search and organizing sessions with the publishers, on how to publish. Library can also assist you in obtaining copyright permissions whenever required. University offers substantially financial support for publishing faculty research, which may include engaging with professional publishing services like Express-O. Please check with your respective School for more details.

User Assistance & Reference Work: Most of the library services and resources are directly accessible to the end-use user. However, in case you need any assistance with regard to locating material in the library; accessing material which is not available in the library; designing a library based assignment for the student; identifying an online course or MOOCs relevant to your interest; or locating a case law or statute, you may approach the library help desk or write to the library@jgu.edu.in

Information Literacy Workshop: Global Library organizes a series of information literacy workshops every year. These may be related to general research skills, or specific information product or service. Please do encourage your students to participate in such workshops in order to make their studies smooth. If you have included some element of library research skills in the curriculum of your course, and need help from the library staff, please do get in touch with the Library Director who will assign a competent staff to talk to your class.

Useful Library Contacts:

Library Director: bpchauhan@jgu.edu.in

Library Contact for JGLS resources: AcquisitionsLL@jgu.edu.in

Library contact for all schools except JGLS: Acquisitions2@jgu.edu.in

Membership & Circulation Service: circulation@jgu.edu.in

Suggestions & Complaints: SuggestionsLL@jgu.edu.in

Library help desk: 0130-4091849-50, Global Library Outlook group email: library@jgu.edu.in

Global Library Facebook page: <https://m.facebook.com/JGULIBRARY/>