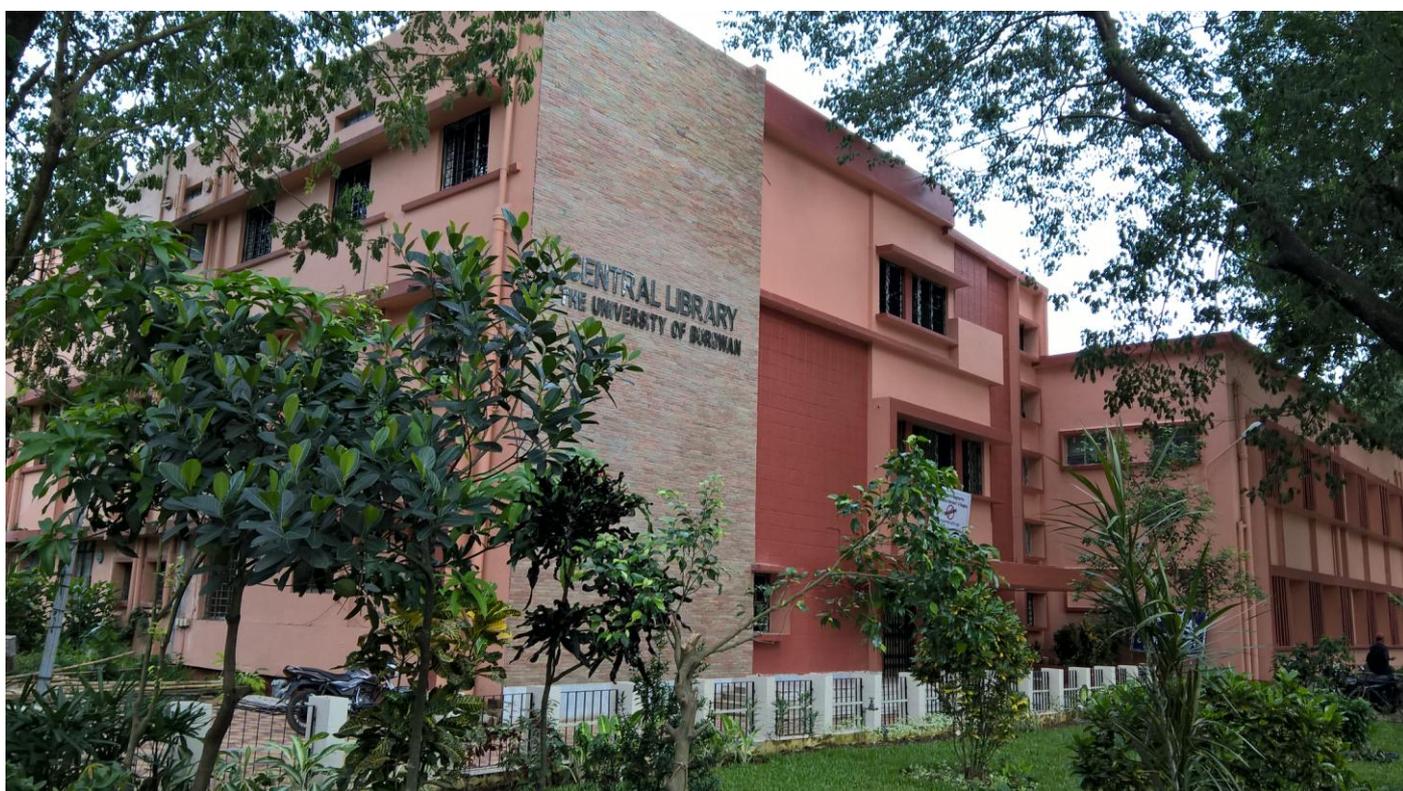


CENTRAL LIBRARY

GOLAPBAG, BURDWAN

KNOW YOUR LIBRARY



The University of Burdwan
Rajbati, Bardhaman - 713 104, West Bengal

<http://www.buruniv.ac.in/>

The Vision

- *Empowering the University's academic, research and learning community with deep expertise, innovative services and outstanding collections, strengthened with soft human touch;*
- *To become the model university library in the country;*
- *To incorporate the latest technology and adopt user friendly approach towards the esteemed users.*

Welcome to the Burdwan University Central Library

The Central Library is housed in a three-storied building. Being in the middle of the campus it is easily accessible from all departments of the University. It has a carpet area of about 34552 sq. ft. The library remains open from 8.00 a.m. to 7.00 p.m. from Monday to Friday and from 10.00 a.m. to 5.00 p.m. on Saturday. There are 19 departmental libraries in the Golapbag campus attached to the respective departments. The library provides consultation facilities to outside scholars, teachers of the affiliated colleges and students of other Universities as well as ex-students of Burdwan University following the library norms. The main thrust of the library continues to be the improvement of the quality of services and facilities, achieving higher degree of users' satisfaction and modernization of its activities and operations.

Library Membership

Burdwan University Library plays a vital role in providing Library and Information service to the members of the library. Membership of the University Central Library is open to different categories of users.

Library Rules and Regulations

[As amended from time to time by the Library Committee]

1. The library remains open on working days except University holidays and Sundays
2. **Library timing**

• Monday to Friday	08.00 A.M. to 7.00 P.M.
• Saturday	10.00 A.M. to 5.00 P.M.
• Issue and return of books	10.30 A.M. to 4.30 P.M.
• Break	1.30 P.M. to 2.00 P.M.

3. **Membership & Entitlement of borrowing facility of book(s)**

The membership of the University Central Library is open to:

Members of the Court/Executive Council /All staff members(Teaching & Non-teaching)/ Research Scholar/Research Assistant/ Project Fellow/ Regular Student of the University pursuing various courses of the studies directly/ Teachers of affiliated colleges/ex-students of our University/other University's PG level students/retired persons of our University/Other academicians from outside.

Library Cards/Pass book will be issued to the users after filing up the prescribed Registration form endorsed by the Head of the concerned department along with other necessary documents as required with a passport size photograph to be pasted on each of the cards/pass books etc. to be submitted by the applicant.

Readers and borrowers must register their permanent address at their membership card and pass book and always notify the office of any change of address in writing.

4. Rules for issue of books

- A) The issue of books ordinarily will commence quarter of an hour after the scheduled time of opening and will stop half an hour before the scheduled time of closing of the reading room.
- B) All library books, periodicals, etc are to be returned to the library counter at least 15 minutes earlier than the scheduled time of the closing of the Section.
- C) Every member shall be responsible for the safe custody of library book borrowed by him/her for study in the library or for use at home.
- D) Books/journals/theses issued for use in the library shall not be taken out of the library.
- E) The borrower shall be held responsible for the loss, mutilation or damage, if any, of a book issued in his/her name.
- F) At the time of borrowing a book either for use in the library or for use at home every borrower is expected to examine it carefully and bring to the notice of officer-in-charge of the issue counter cases of mutilation, defacement or damage which if detected subsequently will be attributed to the person to whom the book was issued last and he/she will be held responsible for such damage, defacement or mutilation.
- G) Persons held responsible for the loss, defacement, damage or mutilation of books shall be liable to punishment in such a way as may be determined by the Library Committee.
- H) In case of mutilation, damage, defacement or loss of library books, the Librarian may, pending the final decision of the Library Committee, wholly or partially suspend the library privileges otherwise available to the person who is held responsible for the offence.
- I) Ordinarily not more than 3 volumes at times will be allowed to be retained by a borrower for use in the library and such volumes are to be returned at the end of the day.
- J) Lending Card of students retaining books beyond a period of 10 days are liable to be suspended for double the number of days the books was retained by them.
- K) A book which is out on loan may be reserved for borrowing by other reader on filling in a reservation slip at the counter and steps will be taken to ensure the availability of the book with priority.
- L) Books issued out on loan to members can be recalled by the Librarian at any time.
- M) Manuscript, reference book, periodical, bound volume periodical, theses, rare and out of print books, books kept as confined copies are not issued on loan.

5. Circulation Rules (Please see Annexure – A)

6. Loss of Membership Card/Pass Book

- A) Library Cards are not transferable. Special care should be taken so that the membership card and book are not lost. All losses are to be reported immediately to the University Librarian.
- B) In case of loss of membership card/pass book a fine of Rs.30/- will be required for issue of duplicate card/pass book.
- C) Members while going on lien shall return the books to the library.

7. Termination of membership

- A) To terminate one's membership a member shall return to the library all the books borrowed as well as his/her membership card/pass book.
- B) Student-members should return the library book(s) borrowed by him/her along with library card before commencement of their final semester examination and their membership of the library and its facilities will cease thereafter.
- C) Research scholars/students (M.Phil/M.Tech) shall have to return books(s), if any, to the library before submitting thesis/dissertations.
- D) Admit card to the student will be issued only on submission of library clearance certificate from the Central Library.

8. Loss of Book(s)

- A) In case of loss of book(s) the borrower shall have to return the same copy if available in the market, otherwise he/she has to return xeroxed copy if available anywhere, failing which, cost will be realized as under:
 - (i) Indian Book: Cost price plus 100% of the cost price as fine.
 - (ii) Foreign Book: Cost price converted into Indian currency with current conversion rate plus 100% of the cost price as fine.

9. The following rules will have to be observed for controlling the wicket gates of the library

- A) At the time of entering the library all personal belongings such as bags, attaché cases, brief cases, umbrellas, private copies of books etc., books not belonging to the University Central Library and books though borrowed from the Central Library but not to be returned to the library on the day in question shall be kept at the baggage counter.
- B) All persons while in the library should maintain basic and elementary library ethics, obey the rules and procedures of the library and submit to the discipline enforced by the Librarian.
- C) Discussion, gossiping, sleeping, yawning, smoking, loitering etc. are not allowed in the library.
- D) No reader shall bring non-member friends in the library, nor shall he/she lend library books borrowed by him to others.
- E) Dogs and other animals shall not accompany any member or visitor inside the library.
- F) No body is allowed to enter into the stack room without obtaining special permission from the Librarian.
- G) Silence shall be strictly maintained in the library premises.

- H) Spitting, chewing pan/tobacco, eating food, snuff taking, smoking or sleeping are prohibited.
- D) No tracing on any map or manuscript should be done.
10. A) Persons detected to be acting in contravention of rules 9(a-i) shall be liable to be deprived of the library facilities temporarily or permanently.
- B) No reader who has thus been excluded from the library shall be allowed to use the Reading Room or to borrow books unless and until the Library Committee permits him/her to do so.
11. Inter-Library Loan' facility issue of separable books, other publications may be issued to other university research institute, educational institute etc.
12. Books shall be reissued to the same member after the expiry date if there is no recorded demand for it.
13. University provides on-line access over the Internet to scholarly literature in all areas of knowledge such as E-journals searching, database searching, e-mail and also off-line access to CD-ROMS and other electronic documents on electronic media to its users as per rules.
14. Photocopying service
- The reprographic unit of the library provides the photocopying services in the ground floor on payment whereas the users are responsible for complying with the Copyright Act.
15. Award for users
- Library gives Best Users Award to the student members every year.
16. A first time visitor to the library should contact the wicket gate and should produce a letter of introduction or an identity card for admittance to the library.
17. The Central Library arranges for Inter-Library loan as per rules.
18. The University Library provides online access over the internet to scholarly literature in all areas of knowledge and searching of electronic journal, email, database surfing etc. and also off-line access to CD-ROM and other documents on electronic media to its users as per rules.
19. The above mentioned library rules may from time to time be changed/alterd and amended or new rules may be added to by the Library Committee after they are approved and ratified by the Executive Council.
20. Complain and Suggestions Box is kept to enquire into the complaints and suggestions if any, and to take action on it.

Different Sections of the Library

Ground Floor

- *University Librarian's Room*
- *Deputy Librarian's & Assistant Librarian's Room*
- *Membership Registration Desk*
- *Property Counter*
- *Controlling Gate*
- *Circulation Section/Book Loan Counter*
- *OPAC search area*
- *New Arrival Display*
- *Main book stack area*
- *Wi-fi enabled S.R. Ranganathan Reading Hall*
- *Photocopy Section*
- *Manuscript Section*
- *Archival Cell/Raj Collection (Old & Rare Books Collection)*
- *Drinking water point*
- *Gents Toilet*
- *Ladies Toilet*

First Floor

- *Acquisition Section*
- *Newspaper Reading Area*
- *System/Server Room*
- *Technical Processing Section*
- *E-Resource Section/INFLIBNET Centre*
- *Reference Section (including Reading Room)*
- *Merge Section (Seminar Libraries of History, Mass Comm., Business Adm. Business Adm. (HR), Pol. Sc., Sociology, Sanskrit, Tourism Management) (including Reading Room)*
- *Periodical Section (including Reading Room)*
- *Back volume journals stack area*
- *Thesis Section (including Reading Room)*
- *Drinking water point*
- *Gents Toilet*
- *Ladies Toilet*

Second Floor

- *Report cum Study Centre*
- *Ladies Toilet*
- *Gents Toilet*

Library Collections:

Library has an impressive mixed collection of both print and electronic resources comprising of books, journals, reports, theses and other materials. It has adequate infrastructure to meet the requirements of the users.

Books	252285*
Purchased Books	199228*
Project Books	21002*
Gift Books	32055*
Print Journals (Bound Volumes)	29200
Theses (Print)	2283
Raj Collection (donated by the Raj Family of Mahatab, Burdwan)	10383
Manuscripts	2757
E-journals (Under UGC-Shodh Sudha Project) from 20 publishers	8500+ e-journals; e-books; e-database
E-books from Oxford Reference Collection	8
Digital Database	14

**As on 31st March' 2016*

Electronic Resource

E-journals; E-books and E-database

The Central Library is the member of UGC- Sodhganga Consortium. The users can access 8500+ e-journals from 20 publishers from any computer terminal of the University Campus. The e-resource centre of the Central Library provides 12 terminals with Internet connection for accessing and downloading e-journals and e-books subscribed under UGC-Shodhsindhu (UGC-Infor-net) and by the University

8500+ e-journals and e-books from 20 publishers can be accessed here

E-resources can also be accessed from any terminal of the Golapbag academic complex, as they are connected through Local Area Network (LAN) with high speed Internet connectivity

The URL: <http://buweb.buruniv.ac.in> (Please see Annexure – B for list of publishers)

The University also subscribes e-resources from 4 publishers (Please see Annexure – C)

E-these and dissertation Repository

Digitization of Ph.D. Theses of the University (first phase) have completed successfully under UGC- Shodhganga Project in our Electronic Theses and Dissertation (ETD) Lab. Total 1661 full-text Ph.D. Theses of the University have been digitized and uploaded in the UGC-Inflibnet Server. The full-text can be accessed and downloaded on-line. The e-theses of Burdwan University can also be accessed off-line at Theses Section

The URL of Burdwan University e-theses Repository:

<http://shodhganga.inflibnet.ac.in/handle/10603/20736>

Departmental/Seminar Libraries

The Library System of the Burdwan University is a decentralized one, with the Central Library and Departmental Libraries. There are 19 Departmental Libraries attached to the following departments:

- Bengali
- Biotechnology
- Botany
- Chemistry
- Commerce
- Computer Science
- Economics
- Education
- English
- Environmental Sc
- Geography
- Geo-spatial Sc.
- Mathematics
- Microbiology
- Law
- Philosophy
- Physics
- Statistics
- Zoology

Library Services:

The Central Library is a hybrid library providing both traditional library service as well as modern electronic service. The library gives emphasis on providing high quality service with human touch. The library provides the following services:

- Automated Circulation
- OPAC – on-line searching of library resources through KOHA. 24x7 Remote log-in through Web OPAC and MOPAC.
- New additions display
- Reading Room facility
- Wi-Fi facility
- Reference and referral
- Periodical (Print)

- Theses and Dissertation
- Newspaper
- LAN based Internet Service for searching e-resource
- E-journals and e-books under UGC-Sodhsindhu Project
- E-thesis and Dissertation under Shodhganga Project
- Report
- Reprographic service
- 24x7 DSpace based Digital Library Services [Question Papers of NET/SET and other competitive examinations, Some Old Journals, Paper]
- Question papers of University Examinations (Print +Online)
- Plagiarism checking through 'URKUND' software
- Inter-Library Loan
- Email alert

Computerization of library service

The Central Library lending service is fully automated following international protocol using KOHA- Open Source Software. The bibliographic data of all physical collections comprising of purchased books, project books, gift books, these, journals, Raj Collections are available in machine readable form and can be searched on-line even from remote place. We have OPAC, Web-OPAC and MOPAC facilities to search library database.

Library Extension Activities

Apart from the traditional library activities, the Central Library is also involved in providing library extension services for the benefit of the user community, namely, User Orientation Programme; Organizing Seminar, Workshop, Training; Assistance in searching e-journal; E-mail alert; Book Exhibition and many more.

Contact

*The University Librarian
The University of Burdwan
Golapbag Academic Complex
Pin- 713104
Burdwan
Phone: 0342 2657104
E-mail: librarian@buruniv.ac.in
Website: www.buruniv.ac.in
: buweb.buruniv.ac.in*

*Place: Burdwan, West Bengal, India
Date: October' 2016*

**Annexure – A
Circulation Rules**

Membership Category	Entitlement	Retention Period	Caution Deposit/Lib. Fee	Remarks
University Students PG/ PG Diploma/M.Phil./ M.Tech.	Reading Room 3 books at a time	To be returned on the same day	Rs. 200.00 (Non- refundable)	Against Reference card
	Overnight (1 reserved)	To be returned next day by 12 noon.		Against Reference card (See NB-1)
	Home Issue (2 books at a time) 3 books for M.Phil/M.Tech students	10 days		Against Lending/Seminar Library card (See NB-2)
	Seminar Library 1 book at a time	10 days		Against Lending Card
Ex-students & PG level students of other universities	Reading Room facility only (not exceeding 3 books at a time)	To be returned on the same day	Rs. 100.00 per year (Non- refundable)	Against Library Card
Research Scholars/Research Fellows/Research Assistants	10 books at a time	30 days	Rs. 500.00 (Refundable)	Against Pass book (See NB-3)
Project Fellows	2 books	30 days	Rs. 300.00 (Refundable)	Against Pass Book (See NB-3)
Participants of Refresher courses/orientation courses	1 book	Overnight	-	Against library Card (See NB-4)
Teacher – Fellows	10 books at a time	30 days	Rs. 1500.00 (Refundable)	Against Pass Book
Scholars (Non-stipend holders)	2 books at a time	30 days	Rs. 1000.00 (Refundable)	Against Pass Book
-Do-	Reading Room facility only	--	Rs. 100.00 (Refundable)	Against Membership card
University Teachers	30 books at a time	30 days	--	Against Pass Book (See NB-5 & 6)
Teachers/Librarians from affiliated colleges/University Ex-employees & other outsiders with the permission of the authority	2 books at a time [Total cost of books should not exceed Rs. 2000.00]	30 days	Rs. 2000.00 (See NB – 7) Rs. 1000.00	Against Pass Book (See NB-7)
Do	Reading Room Facility	--	Rs. 1000.00 (See NB-1)	Against Library Card (See NB-8)
Officers	10 books at a time	30 days	--	Against Pass Book
Library Technical Staff	5 books at a time	10 days	--	See NB 9
Ministerial Staff	2 books at a time	10 days	--	Against Pass Book
Members of the Court/Council	2 books at a time	30 days	--	See NB 10
District Administrators	Discretion of the University Librarian			
Inter Departmental Loan	10 books at a time	30 days	--	--
Inter-library Loan [Institutional Membership]	2 books at a time	15 days	--	See NB 11
Teaching/Non-teaching staff members on contractual basis	2 books at a time [Total cost of books should not exceed Rs. 2000.00]	10 days	--	Against Pass Book (See NB-12)

N.B.

- 1. In case of overdue, the lending card must be suspended for double the number of days the book was retained by the student.*
- 2. In case of overdue, the lending card must be suspended for double the number of days the book was retained by the student.*
- 3. Library Clearance must be obtained before submission of final report to Executive Council.*
- 4. Library Clearance must be obtained before end of the course*
- 5. In addition to his/her entitlement books purchased against specific research project entering them on a special issue register.*
- 6. Wholetime teacher of a department allowed to borrow maximum number of 5 books in addition to his/her normal entitlement in favour of them.*
- 7. Rs. 500.00 to be deducted as service charge during withdrawal of membership.*
- 8. Rs. 200.00 to be deducted as service charge during withdrawal of membership.*
- 9. Only from Central Library against Pass Book.*
- 10. No text book or reference book.*
- 11. For faculty members/research scholars/university officers only not exceeding 5 books in a year per member for use within the Central Library.*
- 12. Finance Officer would verify Library Clearance Certificate at the time of disbursement of last salary and renewal of contact.*

Annexure – B
E-Resource subscribed under UGC-Sodhsudha Consortium

Sl. No.	Resource Name	Resource URL	No. of Journals
1	American Chemical Society	http://pubs.acs.org	50
2	American Institute of Physics	http://journals.aip.org	18
3	American Physical Society	http://publish.aps.org/browse.php	13
4	Annual Reviews	http://arjournals.annualreviews.org	33
5	Cambridge University Press	http://journals.cambridge.org	224
6	Economic & Political Weekly	http://epw.in	1
7	Emerald	http://www.emeraldinsight.com	133
8	Institute of Physics	http://iopscience.iop.org/journals	46
9	ISID	http://isid.org.in	Database
10	JGate Plus (JCCC)	http://jgateplus.com	Database
11	JSTOR	http://www.jstor.org	2500+
12	Nature	http://www.nature.com	1
13	Oxford University Press	http://oxfordjournals.org	262
14	Project Muse	http://muse.jhu.edu/journals	500+
15	Royal Society of Chemistry	http://www.rsc.org	29+6Database
16	Springer Link	http://link.springer.com	1389+
17	Taylor & Francis	http://www.tandfonline.com	1079
18	Wiley-Blackwell	http://onlinelibrary.wiley.com	908
19	Web of Science	http://www.webofknowledge.com	Database
20	World E-book Library	http://community.worldlibrary.in	e-book

Annexure – C
E-Resource subscribed by the University

Sl. No.	Resource Name	Resource URL	No. of journals
1	EPWRF India Time Series	www.epwrfits.in	16 Modules
2	OXFORD Reference Library	www.oxfordreference.com	8 e-books (Perpetual Access)
3	EBSCO-Business Source Elite	search.ebscohost.com	Database
4	MathSciNet	www.ams.org/mathscinet	Database