Library User Manual

Library:

KKCE library is the soul of the college, buzzing with activity throughout the day with teachers, students, and researchers seeking specialized knowledge. It is spacious and very well-equipped with books, periodicals, newspapers, and an exhaustive CD-ROM collection. It is enriched periodically with the latest publications in the field of education and allied subjects. Our digitized library includes a Digital Repository in LMS-MOODLE, Digitized old Theses and Dissertations, subscribed e-journals, e-books through N-List, INFLIBNET, library services through Moodle, a library blog, and a library website. The library extends its services not only to our current batch of students but also to the educational fraternity such as alumni, retired teachers, in-service teachers principals, researchers, and faculty from other institutions.

Objectives

- To inspire teacher professionals to become efficient uses of library and develop a passion for learning.
- To make the library a place to learn and grow
- To provide a library service with a rich set of specialized information sources.
- To integrate technology into the library to disseminate information efficiently.
- To act as a pedagogical liaison with academic developments and inform faculty of the services that library has to offer them.

Library Timings:

The timings of the library's reading room are as follows.

- **On Regular Days:** Monday to Saturday: 07.30 am to 04.00 pm

- **On Days of Examination:** Monday to Saturday: 07.00 am to 04.00 pm

<u>Membership</u>

<u>Library membership is open to....</u>

. B.Ed. Students
. Staff
. Past Students
. Retired staff

<u>Paid membership is available to student's pursuing</u>

. M.A. (Education)
. M.Phil (Education)
. Research
. Faculty & Students from Other Institution
. Guest Membership

<u>Borrowing entitlements:</u>

Clearly define the number of items that and user is eligible to borrow:

Sr. No.	Category of Users	No. of Books for Current reading or Home issue	Issue Period
1	B.ed	2 Books	7 days
2	M.A. (Education)	2 Books	7 days
3	M.phil	2 Books	8 days
4	Ph.d	2 Books	15 days
5	Past Students	1 Book	7 days
6	Retired staff	1 Book	7 days
7	Faculty & student from other institution	1 Book	7 days
8	Visiting member	1 Book	1 Day membership

<u>Library Sections:</u>

- Circulation counter
- Property counter
- OPAC counter
- Reading room – B.ed.
- Reading room – Staff and Research scholars
- Reference section
- Periodical Section
- Photocopy counter
- Home lending section (stack room)
- Newspaper section
- Library notice board

- Ph.D. centre
- IT section
- Book Display corner
- New arrival section
- Librarian Desk

Library Rules & Regulations:

1. Silence must be observed strictly in the Library.
2. All users are requested to keep their **mobiles switched off or in silent mode** in the Library.
3. Consumption of food and drinks is not permitted in the Library.
4. Utmost care must be taken by all to keep the library clean.
5. Do not sleep in the Library.
6. Library materials borrowed must be returned on or before the due date.
7. Bags are to be kept in the baggage counter.
8. Smoking is not permitted in the Library.
9. Students should keep required books and files with them.
10. Reservation of seats is not permitted.
11. Exchange of I-Card or Library card is not allowed.
12. Students are advised not to issue Books to others on their names
13. The Library will not accept responsibility for the loss or misplacement of personal belongings.
14. Library books or library materials may be brought out of the Library without the permission of library staff.
15. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. If discussion is necessary, the common room should be utilized for the same
16. Unauthorized removal of library materials & Damaging, defacing, or misusing any Library materials or property is regarded as a very serious offence.
17. Borrowers will be held responsible for books borrowed. If the book is lost, a borrower is allowed to either replace the book lost or damaged by purchasing it himself /herself. All books replaced must be of the latest edition.

18. The newspaper(s) should be folded properly after reading and kept back in the designated place

19. A late fee of Rs.5/- per day per book shall be charged for those who fail to return the books on the due date.

20. No photograph of the Library shall be taken without the prior permission of the Librarian.

21. required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.

22. Demand slips are available at the circulation desk for your use.

23. Do Not Connect Your Pen drive & Mobile to Computer.

Library Collection:

Books & reference books	18880
Periodicals	45
Theses & Dissertation	244
Audio/Visuals	310
Newspapers	5
E-Database	N-List
E-Journals	+7000 titles
E-Books	+1 lakh
Bound Volumes	380
Question Papers	2006 onwards
Digitized Books	100 & 11 Thesis

Library Software

▶ **Name of the ILMS software:** SLIM21

▶ **Nature of automation**: Fully Automated

▶ **Version**: 3.6.0.31681

▶ **Year of Automation**: 2016 to till date

Book Bank Service

- Each Student is allowed to borrow book bank books after depositing Rs. 150/- each book.

- Students can keep Book bank books throughout the year & they should return to the library within 2 days after university examination.

E-Resources- N-List INFLIBNET

- The Project entitled "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the UGC-INFONET Digital Library Consortium

- The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre.

- The authorized users from colleges can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre.

- Full-text electronic resources contain complete articles along with their bibliographic details.

- The N-LIST programme subscribes to full-text e-resources from academic societies, commercial publishers and aggregators like

E-Resources Link: http://nlist.inflibnet.ac.in

E-Journals (Fulltext)
American Institute of Physics [18 titles]
Annual Reviews [33 titles]
Economic and Political Weekly (EPW) [1 title]
Indian Journals [180+ titles]
Institute of Physics [46 titles]
JSTOR [2500+ titles]
Oxford University Press [262 titles]
Royal Society of Chemistry [29 titles]
H. W. Wilson [3000+ titles]
Cambridge University Press [224 titles] (2010-2016)
E-Books
Cambridge Books Online [1800 titles]
E-brary [185000+ titles]
EBSCoHost-Net Library [936 titles]
Hindustan Book Agency [65+ titles]

E-Books
Institute of South East Asian Studies(ISEAS) Books [382+ titles]
Oxford Scholarship [1402+ titles]
Springer eBooks [2300 titles]
Sage Publication eBooks [1000 titles]
Taylor Francis eBooks [1800 titles]
Myilibrary-McGraw Hill [1124 titles]
South Asia Archive [through NDL]
World e-Books Library [Now Available through NDL only]

Library Services:

Reference Service – open access

▶ Inter Library Loan

▶ Book Bank facility

▶ Reprographic   (Photocopy)

▶ Current Awareness Service through **Moodle Software**

▶ Bibliographic Service

▶ Indexing Service

▶ Computerized catalogue (OPAC)

▶ Online E-resources

▶ In house Book Exhibition (Subject wise weekly)

▶ Book Review

▶ Newspaper clippings

▶ Employment news

▶ Library Network with Mumbai Uni., SNDT Uni. and other Academic Institutions

▶ Online Book Exhibition (Virtual Book Shelf)

Library Services & Activities on LMS-Moodle

Web link:- **http://kkc.vidyarjanconsulting.com/login/index.php**

- New Arrivals
- Library Manual
- Staff Notes
- Journal content
- News Forum & Events
- Library Notice
- Bulletin Board
- Institutional Repository
- Information Literacy Program
- KKCE Online Book Club
- Online Book club
- Library Events

Subject list with classification no.

004	Computer
150.72	Psychology
301.32	Population Education
330.7	Economic Method
030	Encyclopedia
333.7	Environment
370	Education
370.1	Educational Philosophy
370.15	Educational Psychology
370.193	Educational Sociology
370.78	Educational Research

Borrowing Rights:

- Each student can borrow 2 books at a time i.e. per card one book.
- Students can retain books with them for seven days. Books borrowed can be renewed twice (depending on demand) for another seven days.
- Reference Books are issued on Library Card (2 books at a time). These books are not for home lending and are to be read in the library premises.
- Back issues of journals and periodicals can be borrowed for a period of 7 days. Only one issue can be borrowed at a time. Current issues are available for current reading on I-Card.
- Book Bank Scheme facility is available for all Students

How to get resources:

Search for books in the following order on OPAC/WEBOPAC

- Subject-wise

- Title-wise

- Author-wise

- Go to the stack area and select your required books

- Books are arranged subject-wise

- After selection of books you may get books issued from the circulation counter

Reference Books – (Only for reference reading in the library premises only)

- Newspapers

- Subject reference books

- Current issues of Journals and periodicals

- School Text Books (S.S.C./H.S.C./CBSE/ICSE/NCERT)

- Encyclopedia

- Dictionary

- Question Paper Files

Smt. Kapila Khandvala College of Education

KKCE Library

Guidelines for catalogue search
(Online Public Access Catalogue) = OPAC

The OPAC allows you search for an item of your choice in Library holdings by Author, Title, and Keyword etc.

How to Get books through SLIM 21 Software:

- Double Click on **SLIM 21** shortcut icon

- **User ID : Admin**

- **Password: slim**

- Go to Catalogue option

- Select ***Browse and query*** menu item of ***Cataloguing Menu***

- Find bibliography and fill required information in demand slip

Smt. Kapila Khandvala College of Education

KKCE Library

<u>Guidelines for catalogue search</u>

<u>KKCE Web OPAC</u>

Web Link - <u>http://49.248.167.182:8080/w27/</u>

SCAN ME

Go to 'My Info'

Login your Web OPAC account

    Borrower ID –

    Password –

You can browse online catalogue by title, author and category

Check – My Readings, My Rules, about me, etc

Important Link:

Library E-Mail ID	http://kkce.library@kkcoe.edu.in
Library Blog	https://kkcelib.blogspot.com/
Library Website	http://library.kkcoe.edu.in
LMS-MOODLE	https://kkc.vidyarjanconsulting.com/
College Website	https://www.kkcoe.edu.in/
You Tube Channel	You Tube Channel - KKCE Library
SWAYAM	https://swayam.gov.in/
Web OPAC	http://49.248.167.182:8080/w27/
N-List E-Resources	http://nlist.inflibnet.ac.in
QR Code	 SCAN ME

Contact Info.-

Mrs. Deepali Sarode

Librarian

E-mail: kkce.library@kkcoe.edu.in

Ph: 022-26608747

Website: kkcoe.edu.in