JD BIRA INSTITUTE
LEARNING RESOURCE CENTRE (LRC)

INTRODUCTION

The LRC provides Open Access facility through which users could have easy access to books. The state-of-art digitized library is fully automated through Integrated Library Management System (LIBSYS). All books, non-book materials and LRC membership cards are bar-coded with unique identity.

The LRC has in-campus LAN facility; WiFi technology and internet connectivity with 2-8 Mb/s bandwidth. An updated web OPAC enables users to know the resources available in the LRC and search them through different access points. The annexed internet zone in the LRC has 8 computer terminals to enable students to search for the resources available, freely browse on the internet and prepare presentations. A separate Research Journal section provides an appropriate environment for literature survey and research review.

LRC subscribes to various national and international journals and magazines in print as well as electronic format. The LRC has an enviable collection of over 16,000 books, 66 national and international journals, periodicals magazines and newspapers covering all parameters in the field of applied sciences and commerce, and books of general interest.

The college also subscribes to various e-Resources like UGC INFLIBNET N-LIST where users can access to more than 6000 journals and 97,000 e-books apart from Emerald database where users can access to 120 e-journals, 1000 case studies, 250,000 abstracts and 36 interviews, etc. The LRC has a good collection of audio-video resources too.

The LRC also has membership with the American Centre and the British Council.

Well-trained and helpful library staff helps in efficient working of the LRC. Photocopying facility is available to students and staff at the library.

WORKING HOURS
Monday – Friday   : 8:30 a.m. – 5:30 p.m.
Saturday   : 8:30 a.m. – 1:00 p.m.

Circulation Time
Monday – Friday   : 8:30 a.m. – 3:00 p.m.
Saturday   : 8:30 a.m. – 12:00 Noon

Break Time
Lunch   : 1:00 p.m. – 1.30 p.m.

LEARNING RESOURCES

The LRC has a total collection of more than 16,000 printed volumes including books, textbooks and dissertations. The collections of books is organized and arranged in open access shelves. The details of the collection are mentioned below:

Textbooks / General Collection: The largest collection in the LRC, this includes textbooks books in accordance with academic curricula and is suitable for professional reading and research.

Reference Materials: While most books are available for loaning, this section has borrow able conventional reference books, encyclopedias, dictionaries, thesaurus, handbooks, manuals, directories, yearbooks, etc. for ready reference and general information. Dissertations, periodicals and books on career development are also available. Subject to copyright regulations, the reference material can be photocopied.

Journals and Magazines: National and international research journals with academic and research orientation; magazines of subjective value and general interests are also subscribed by the LRC. Besides this, LRC subscribes to seven daily newspapers including one each in Hindi and Bengali languages.

Light Reading: An impressive light reading collection including leisure, sports, fiction, personality development, etc. is available can also be borrowed.

Syllabus & Question Papers: Syllabus of all courses offered at the institute and question papers of previous exams are also available for consultation.

Electronic Resources: LRC has established access to a large number of online electronic information resources, such as e-journals, e-books, abstract, interviews and bibliographic databases for research purpose.

Non-book Materials*: DVDs and CDs on movies in English, Hindi and Bengali, environmental issues, communication skills and on general topics are available. They are issued to teaching staff only and can be shared with students during class hours.

Number of LRC Resources

- Books   : More than 15,300
- Journals & Magazines   : 66
- Newspapers   : 07
- CD/DVDs   : 924
- Dissertations   : 497
- E-Resources   : 6120+ e-journals
                                 97000+ e-books
                                 250000 abstracts
                                 360 interviews
                                 1000 case studies

LRC FACILITIES AND SERVICES

1. **Reference Services:** There are three main types of reference assistance; firstly, assistance or instruction in the use of the library, including location of materials, use

of the OPAC, use of computers to access information, and the use of basic reference sources; secondly, assistance in identifying library materials needed to answer a question; finally, providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. that can be quickly located.

2. **Open Access Facility:** Users could reach the book shelves directly and pick up required books.
3. **Online Public Access Catalogue (OPAC):** Web OPAC helps the users to know the resources available in the LRC with updated status of the resources. All books and non-book materials available at the LRC are visible with current status through OPAC.
4. **Search Services:** This enables a user to search a resource that has not been checked out nor is available on the shelves.
5. **Computer Search Services:** Online database searching and discovery service is available at the Internet Zone.
6. **Reading Room Facility:** LRC provides a congenial atmosphere for reading.
7. **Circulation Services:** Users can borrow their required book(s) and other LRC materials for home use.
8. **Subject Specialists / Bibliographers:** Subject specific reference services are provided in accordance with user demand.
9. **Dissertation Corner:** Users can reach the 'Dissertation Corner' and consult previous years' dissertations complied by students of the college.
10. **Purchase Requests:** Faculty members as well as students are encouraged to suggest new books for additions to the LRC. Books recommendation register is available with the Chief Librarian and users can recommend an item to be purchased by the LRC. Students are requested to route their recommendations through the Head of their departments. Books useful to study or research recommended by the members will be procured by the LRC within 7-10 days. The acquisition display rack can be regularly checked for recommended titles acquired by the LRC.
11. **Current Awareness Service:** New acquisitions of books are displayed at 'New Arrival's display shelf. Notices, announcements and information on seminars, workshop, etc. are displayed at the notice board located outside the LRC.
12. **Reprographic Services:** Users can avail photocopy facility at the LRC.
13. **Tracing Facility**: A special tracing table for tracing of design is available for students at the LRC
14. **LRC Classes:** Students are allotted specific period to use LRC as their regular class routine.
15. **LRC Instruction:** Library professionals provide helpful assistance to know the LRC resources and services.
16. **CCTV Surveillance**: Closed-circuit television connection is installed to make the open access system more useful from the security point of view.

BORROWING RIGHTS
All categories of members, except the short term users (on a special permission) are entitled to borrow books from the LRC.
1. The LRC Membership Card and college ID card gives borrowing privileges at the LRC.
2. Reference books and materials are not available for checkout.

3. Books can be renewed for two days; those on high demanded will not be renewed.

BORROWING PRIVILEGE
1. Undergraduate students can issue a maximum of 2 books at a time for a period of 5 days; books can however be reissued for a maximum of additional 2 days only in case it is not reserved by any other user.
2. Postgraduate students can issue a maximum of 3 books at a time for a period of 7 days; books can however be reissued further for a maximum of 2 days only provided it is not reserved by any other user.
3. Faculty members can issue a maximum of 10 books at a time for a period of 20 days; books can however be reissued for another 2 days provided it is not reserved by any other user.
4. Part-time / visiting faculty members would not be allowed to issue books; however they could avail of the reading and/or photocopying facilities at the library.
5. Technical and administrative staff of the college can issue a maximum of two books for a period of 20 days; books can be re-issued for another 2 days only if not reserved by any other user.
6. Audio-visual aids will not be issued to students; students may however contact their respective teachers regarding the same.

HOW TO GET BOOKS IN THE LRC
1. Selection of Books
   a) LRC has Open Access Facility: Users can reach the shelves and select required books.
   b) Subject-wise arrangement of books: Within each collection, books are arranged by their Call Number using Dewey Decimal Classification (DDC) scheme. The LRC follows an APUPA pattern which involves arrangement the most relevant book at the centre, books of marginal relevance on both sides of the relevant book section and totally disconnected books far away from the centre.
   c) All the books may not be available on the shelf as many might have been borrowed by other members. To see a complete list with current status of books on a particular subject one should browse the OPAC. LRC catalogue can also be used for checking particular titles by author's name, key-word or title. OPAC can be accessible on the computers available at the Internet Zone, it also visible through Wi-Fi connection by individual members.
   d) Subject labels are assigned to respective shelves or sections for easy retrieval of books.
2. Users will then have to bring the selected books at the circulation counter; books will be issued only from the circulation counter
3. Users will have to show their respective Lending Card.
4. After verification and necessary documentation, books will be issued to the users along with a gate pass, which has to be submitted at the exit at the time of leaving.

LRC RULES & REGULATIONS

General Library Rules
1. Students are required to adhere to strict discipline, failure to do so or adoption of unfair practices may lead to confiscation of their LRC Membership cards or monetary fine or both.
2. The Library is strictly a 'Silence & No Mobile Zone'.
3. No work except reading, preparing notes or tracing designs, will be allowed in the library.
4. Students will have to leave all books and reading material on the tables; they should on no account put them back on the library racks. The same shall be monitored through CCTV. However, the magazines should be kept back on the magazine rack.
5. Members will not be allowed to stay inside the library once books selected by them have been issued.
6. Dog-earning the pages of a book, marking, underlining or writing with ink / pencil / permanent marker, tearing or taking out pages or otherwise damaging would constitute injury to the book. Any such injury to book is a serious offence. In case of injury to the book, the borrower will have to either replace the book or pay the cost of the book in double.
7. Students are advised to check the books at the time of issuing. On return, if the book is found tampered with or damaged or mutilated, the onus would be on the student, who had issued it last.
8. In case of loss of a book by the borrower, he / she would have to replace the book with the same or latest edition. If replacement is not done within 15 days, the defaulter will be charged three times the cost of the book.
9. Eatables are strictly prohibited inside the library, and violation of the same will entail in losing the right to use the library.
10. Students should put back the chairs in place when they finish their work in the library.
11. An opinion book is provided for recording any suggestion.
12. A feedback box is provided in the library for any grievances.
13. Library clearance is mandatory before clearing all dues from the accounts section.

Membership Rules
1. The following persons shall become members of the College Library by default
   a) All faculty members of the college
   b) All regular students and research scholars of the college
   c) All other regular employees (technical and administrative staff) of the college
2. Every student would be issued with a 'Library Lending Card' against a payment of Rs. 30/-.
3. The loss of library card should be reported immediately in writing to the Chief Librarian.
4. Every whole time faculty member would be issued with a 'Library Lending Card' free of cost.
5. Part-time / visiting faculty members would not be allowed to issue books; however they could avail of the reading / photocopying facilities in the library. A reading card would be issued to them without any payment.

6. The college ID-card would serve the purpose of a 'Reading Card'. Students would not be allowed to enter the library without showing their Reading cards.
7. Library card is not transferable.
8. The Principal reserves the right to suspend membership of any members found misbehaving or behaving in an indecent manner.

Entrance Rules
1. User would have to sign the 'User Attendance Register' while entering and departing from LRC.
2. Members must possess Both the Library Card and college Identity Card are must while visiting and using the LRC.
3. Users are permitted to carry only their wallet / money purse / loose sheets of paper / a pencil / a pen. All other personal belongings including bags, files and / or personal / checked-out books have to be left at the deposition counter. Library authorities are not responsible for loss of personal belongings / cash of the users.
4. Users must carry their own pens to fill-in the register and other necessary work.
5. Food or drinks is not allowed in the LRC.
6. The user should maintain perfect order and silence in the LRC

Rules Regarding Lending of Books, Journal, Magazines & Audio Visual Aids
1. The borrowing of books from the library is restricted to registered members only.
2. Members must come personally with their library cards at the circulation counter at the time of transaction
3. Reference books, student's dissertations, journals (including old issues) and rare books will not be issued to students.
4. Faculty members are expected not to issue reference books and give it to students
5. Newspapers / magazines cannot be taken outside the library.
6. The librarian may recall any book from any member at any time.
7. Books maybe reissued only when it is not reserved by any other user.
8. Students could place an order for a book of their choice by recording the same in the register provided with the Head Librarian. The reservation would stand cancelled if the concerned member fails to collect book/s within a day from the date of intimation; however it would be the duty of the college librarian to intimate the concerned member.
9. Users should not write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the LRC.
10. Any reader observing a defect, or damage to any book or manuscript shall point out the same to the LRC Staff immediately.
11. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
12. No book shall be issued to loan, which librarian feels is not in a condition to be safely handled by the borrower.

Rule Pertaining to Internet Zone

1. Computers inside the Internet Zone are strictly meant for educational purposes. Use of any social network based websites or chatting is strictly forbidden inside the Internet Zone.
2. Users can use the computer in the internet zone for a maximum of one hour in case others are waiting in a queue to use the same.
3. Only one student would be allowed to use a machine at a time; group work would not be permitted in the Internet Zone.

CHARGES & FINES
1. In case of loss of the library lending card, a duplicate card will be issued for which the students would have to pay Rs. 50/- each. In case of faculty members they would have to pay a fine of Rs. 20/- only. For issue of a duplicate/new card, a minimum of 24 hrs intimation is required
2. Fine of Rs. 5/- per day per book after due date will be collected for overdue books.
3. In case of injury to the book, the borrower would be required to either replace the book or pay double the cost of the book.
4. Books lost would have to be compensated by either replacing the book/s or paying double the purchase value of the book.
5. LRC is strictly a 'No Mobile Zon'e. If found, the cell phone will be confiscated and fine chargeable Rs. 500/-.

BEST PRACTICES AT THE LRC

1. **LRC Committee**: The Principal, two teacher representatives, one each from department – Science & Commerce and all the LRC staff are members of the committee. The committee members will meet twice in a year, once in each semester wherein matters related to the development of the LRC are discussed and finalized.
2. **LRC Budget**: The LRC receives fund from the college budget and the committee guides to use the fund judiciously.
3. **Stock Verification Policy**: Annual physical verification of books is done to sort out books that are damaged, outdated and need binding or repairing and books which are missing from the stack.
4. **Displaying New Arrivals**: Selected new arrivals are displayed on the stand meant for the purpose.
5. **Internet Zone**: Students can use the computers in the annexed Internet Zone for accessing internet & Web OPAC to locate the resources. The users are provided with enormous facilities to access INFLIBNET N-List Programme, Emerald and other electronic resources.
6. **CCTV Surveillance**: Closed-circuit television connection is installed to make the open access system more useful from security point of view.
7. **User Feedback**: Grievance / suggestion box has been kept at the LRC and are timely addressed to receive grievance/suggestion from the users.
8. **Best LRC User Awards:** To motivate students for inculcating reading habits and to enforce proper use of LRC resources and services, 'Best LRC User Awards' are awarded. Students are selected on the basis of following parameters:
   a) Access to the LRC,

b) Transactions of books
c) Maintenance of discipline
d) Attendance in LRC classes
e) General reading habits.

SOME USEFUL LINK OF THE ELECTRONIC RESOURCES
1. Online Public Access Catalogue (OPAC):
   http://172.16.10.170:8080/jopacv11/html/Browse
2. UGC INFLIBNET N-LIST:
   http://nlist.inflibnet.ac.in/
   6000+ e-journals and 97000+ e-books
3. Emerald:
   http://www.emeraldinsight.com/
   120 e-journals + 1000 Case Studies +
   250000 abstracts + 360 interviews and others
4. International Federation for Home Economics (IFHE)
   www.ifhe.org
5. American Journal of Clinical Nutrition
   http://pubs.nutrition.org/

MEMBERSHIP WITH OTHER INSTITUTIONS
1. British Council Library, Kolkata
   http://www.britishcouncil.in/
2. American Library, Kolkata
   http://kolkata.usconsulate.gov/amlibkolkata.html

FOR ANY QUERY AND HELP CONTACT
1. Mr. Sambhu Nath Halder (Chief Librarian)
   E-mail: sambhu.jdbi@gmail.com
2. Mrs. Mitali Mazumdar (Head Librarian)
   E-mail: sms_mazumdar@hotmail.com
3. Mrs. Radha Raveendran (Administrative Assistant)
   E-mail: radha_raveendran@yahoo.com
4. Ms. Tanima Majumder (Assistant to the Librarian)
   E-mail: itsme_tanima@yahoo.co.in