

LIBRARY PROFILE



Ayan Arnab Sikshan Sanstha-B.Ed.

The University of Burdwan

Ajodhya, Kanksa, Burdwan-713148

West Bengal



Library

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TOTAL COLLECTION OF BOOKS & JOURNALS IN THE LIBRARY

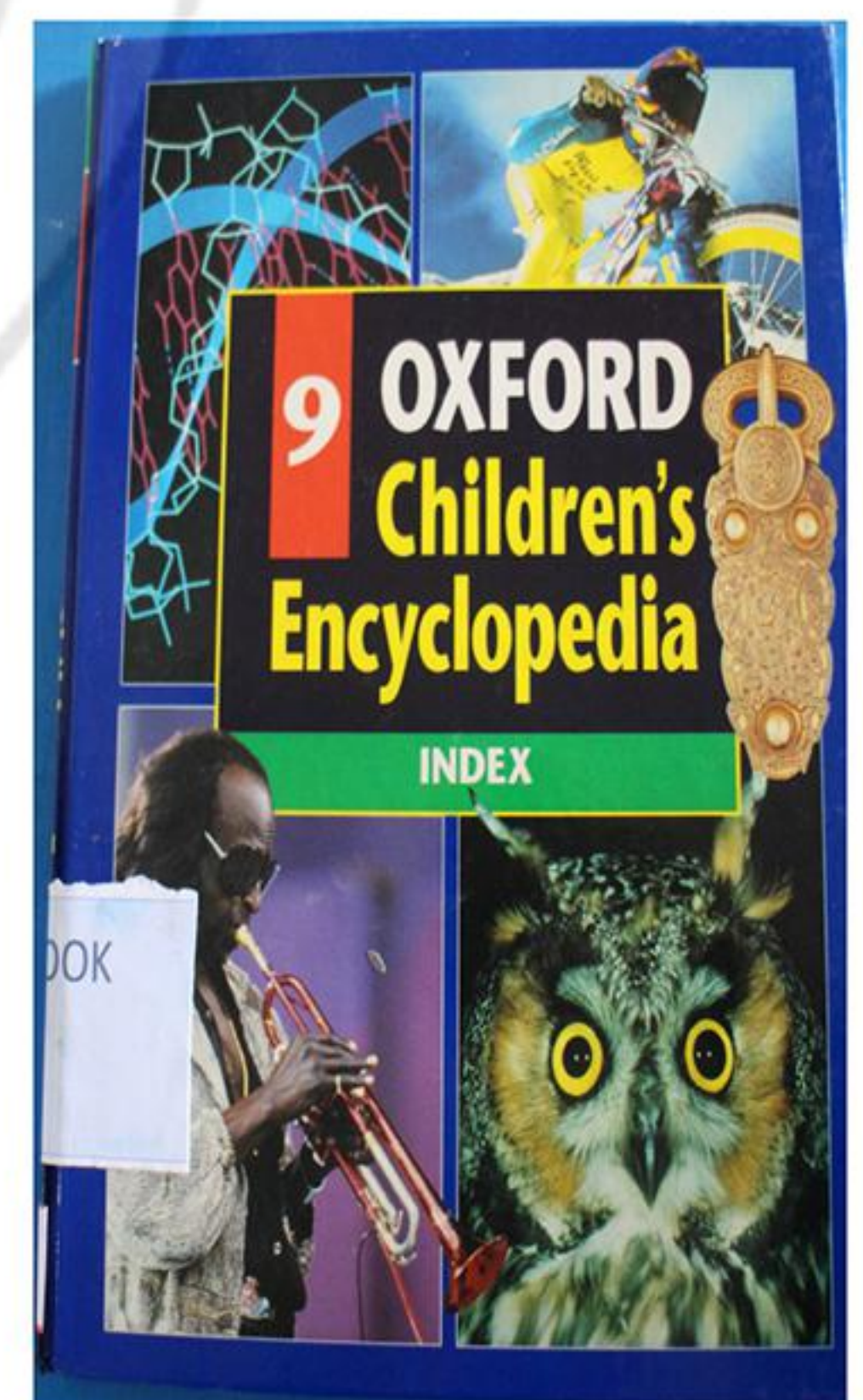
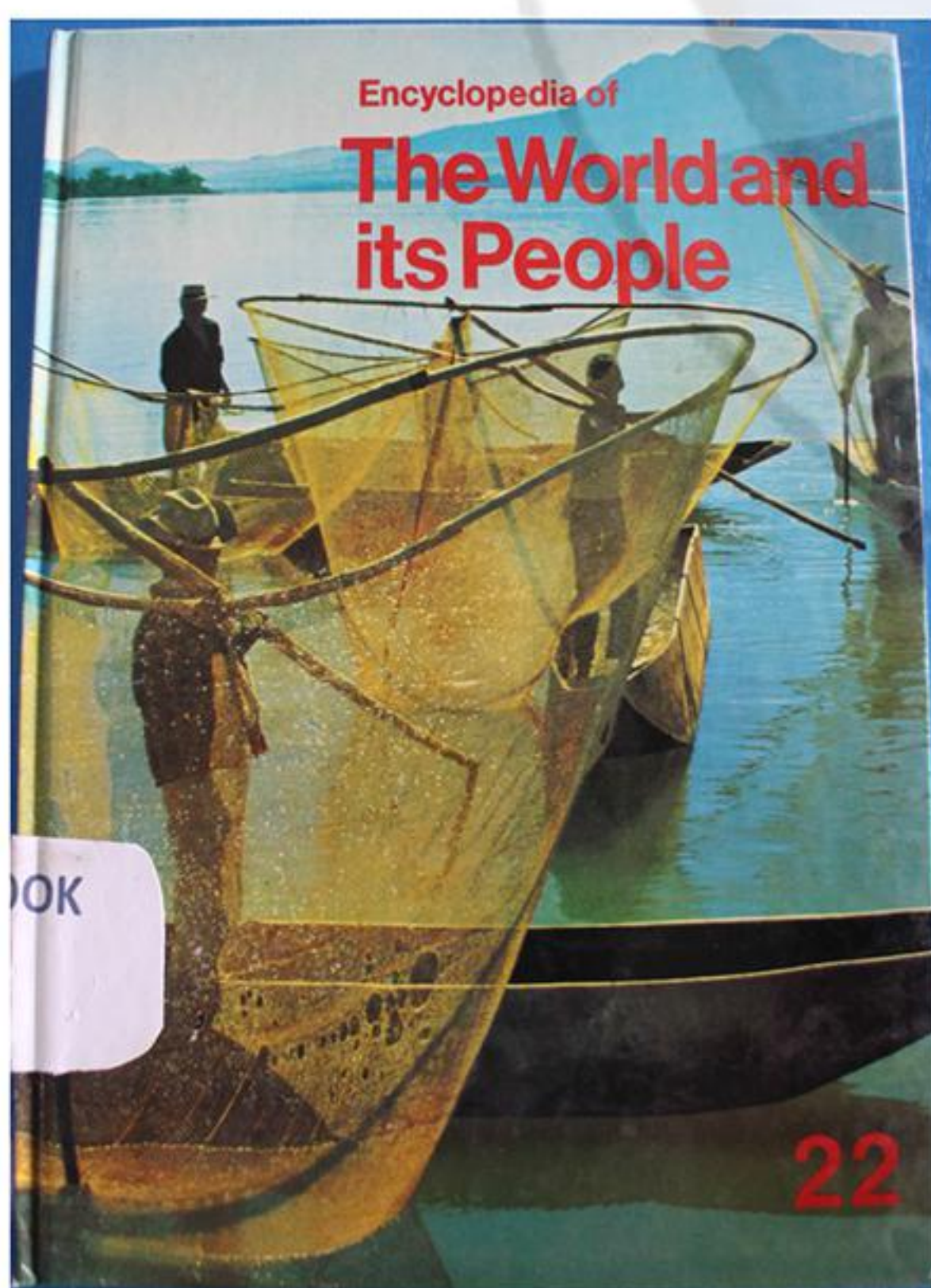
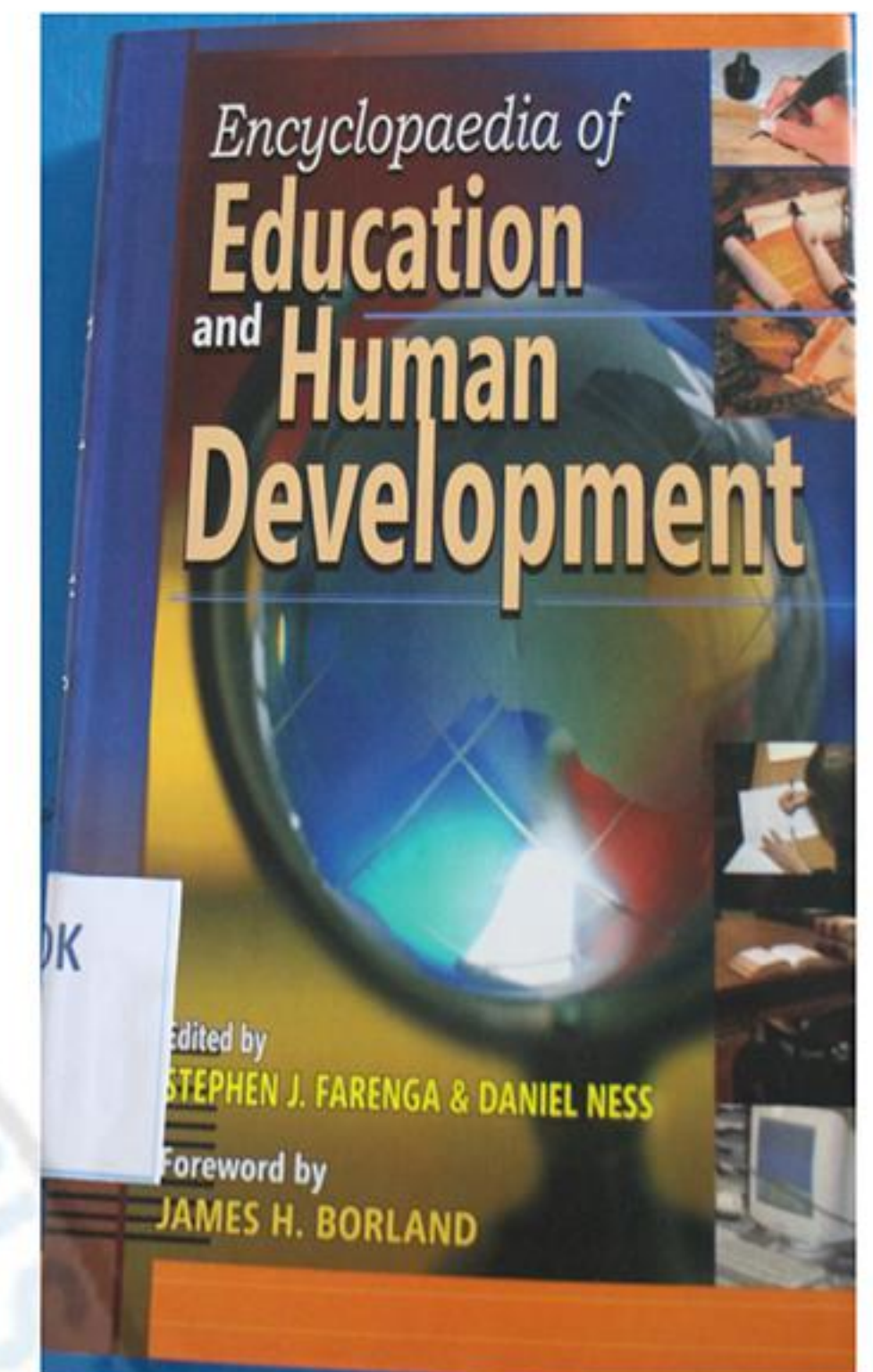
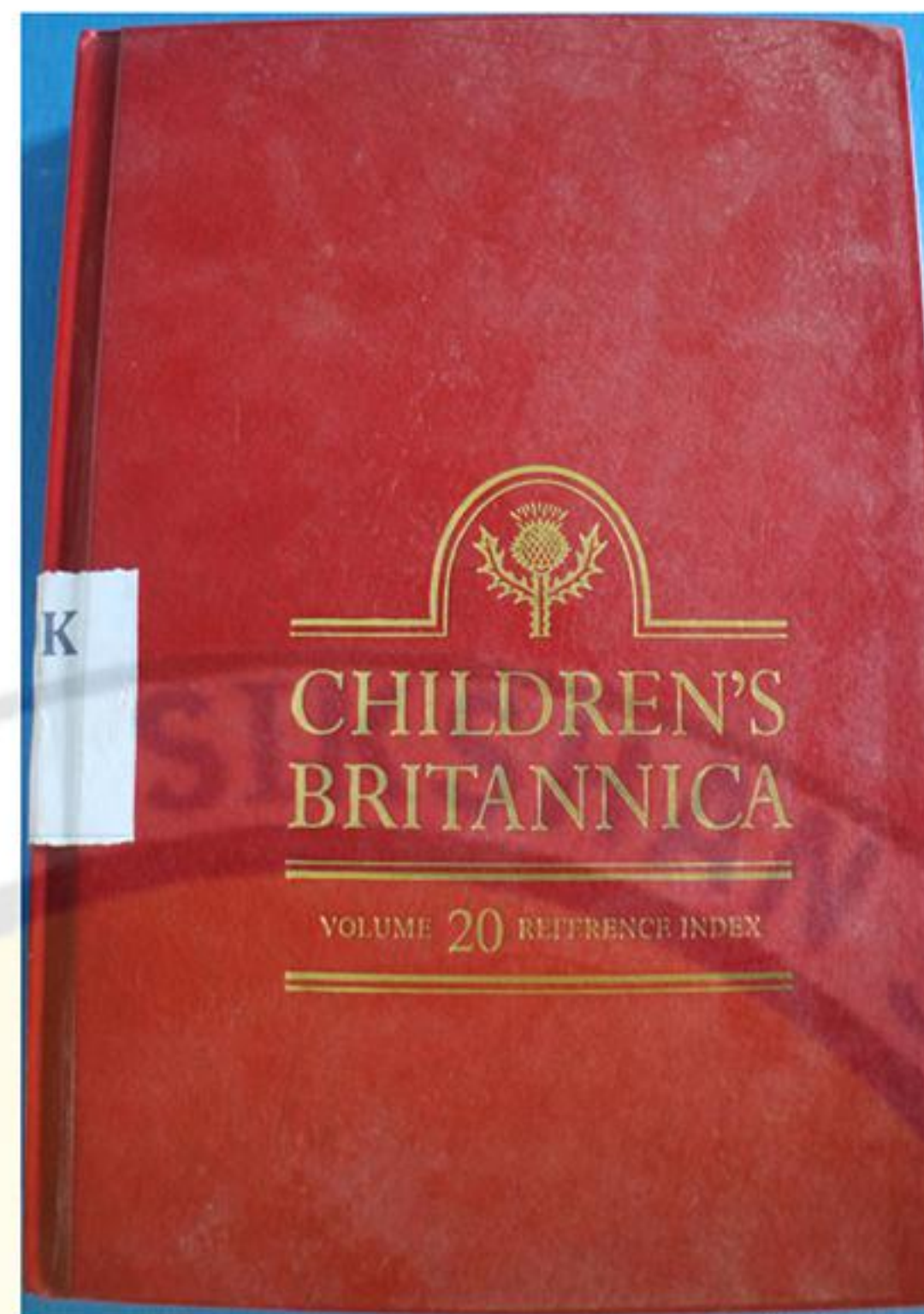
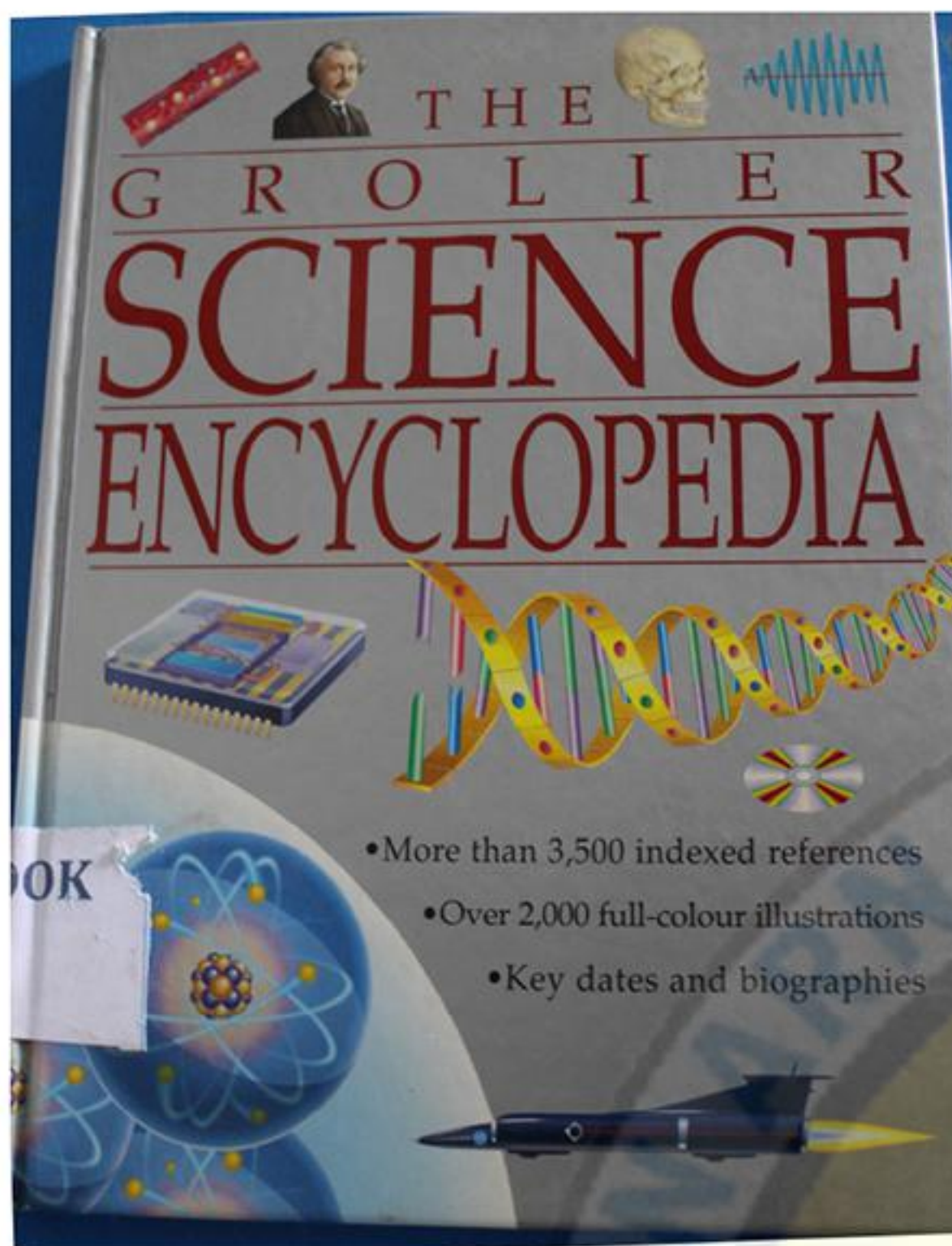
Books (in volumes)	4015
• Text books	3565
• Reference books	500
Magazines	10
Journals subscribed : • Indian journals • Foreign journals	05 00
• Peer reviewed journals	05
• Back Volumes journals	25
E- information resources : • Online journals • CDs/DVDs • Database	01 05 04

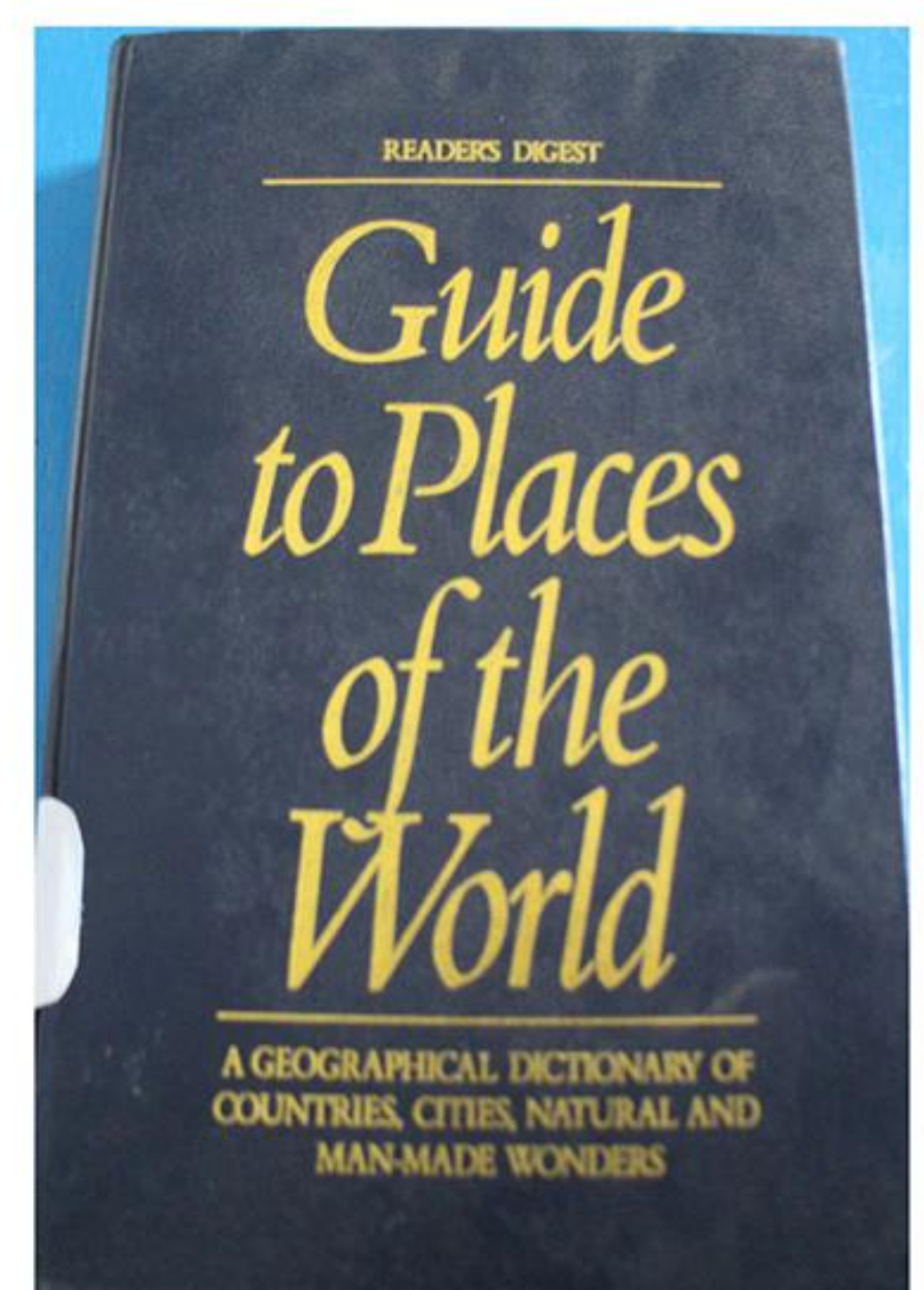
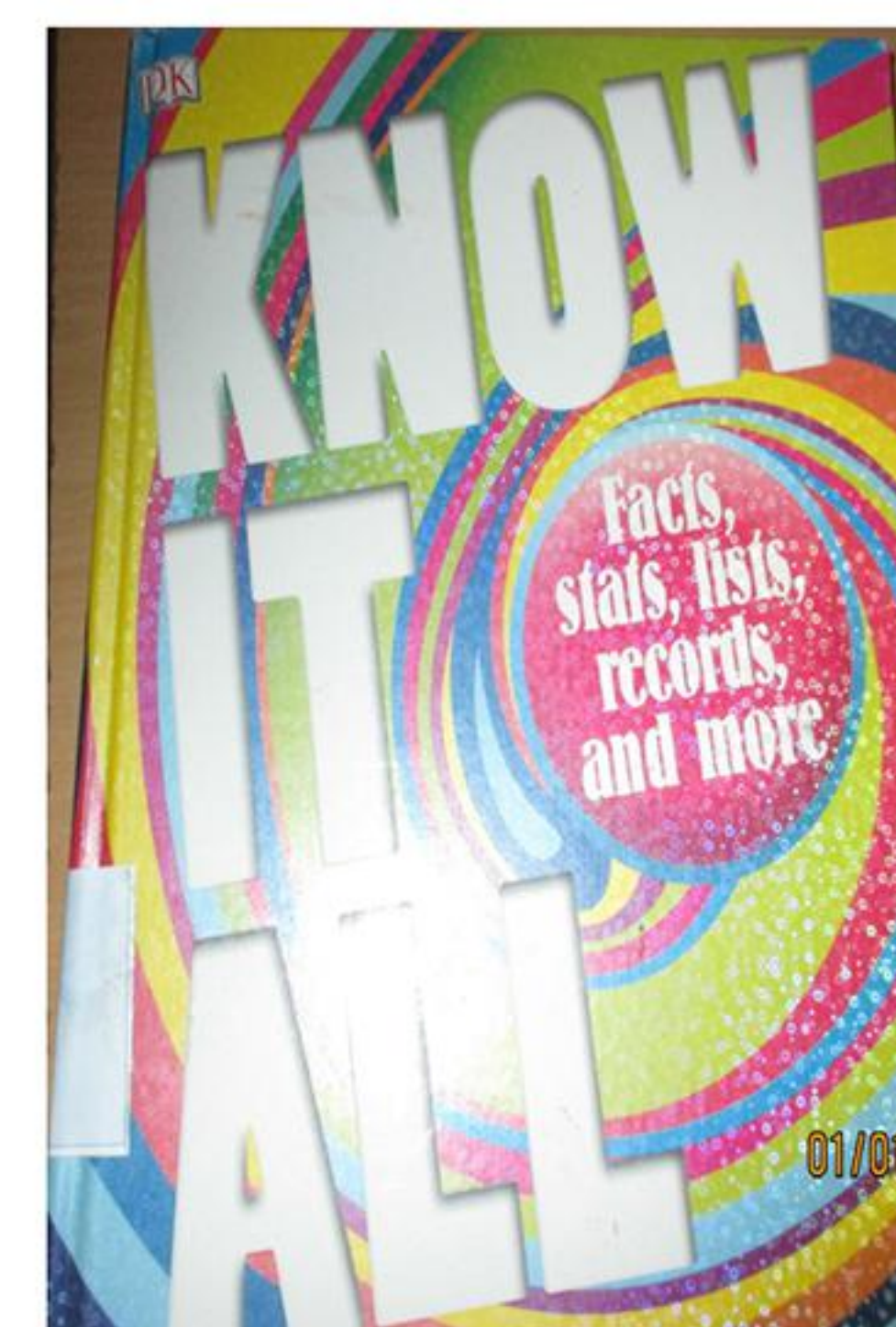
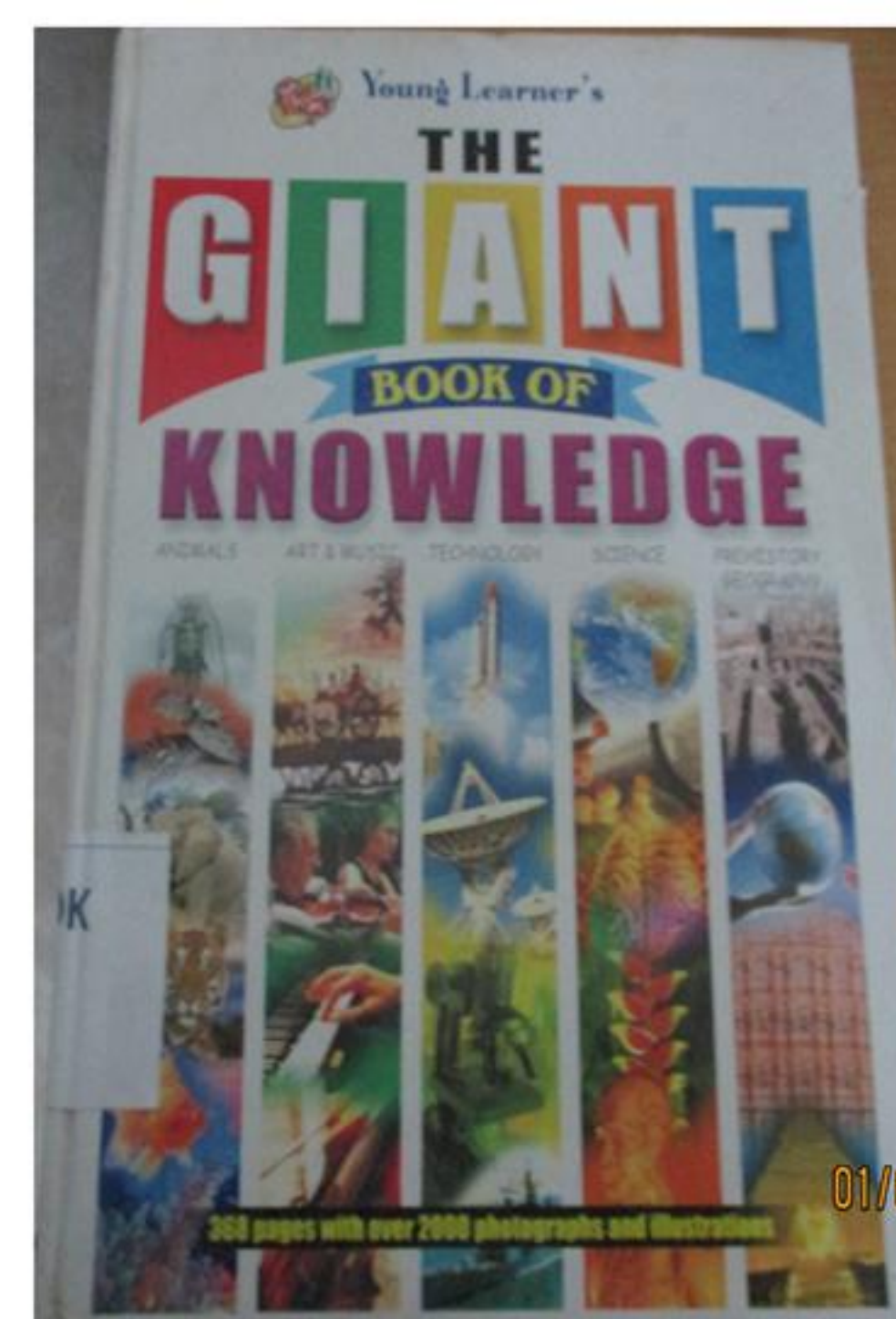
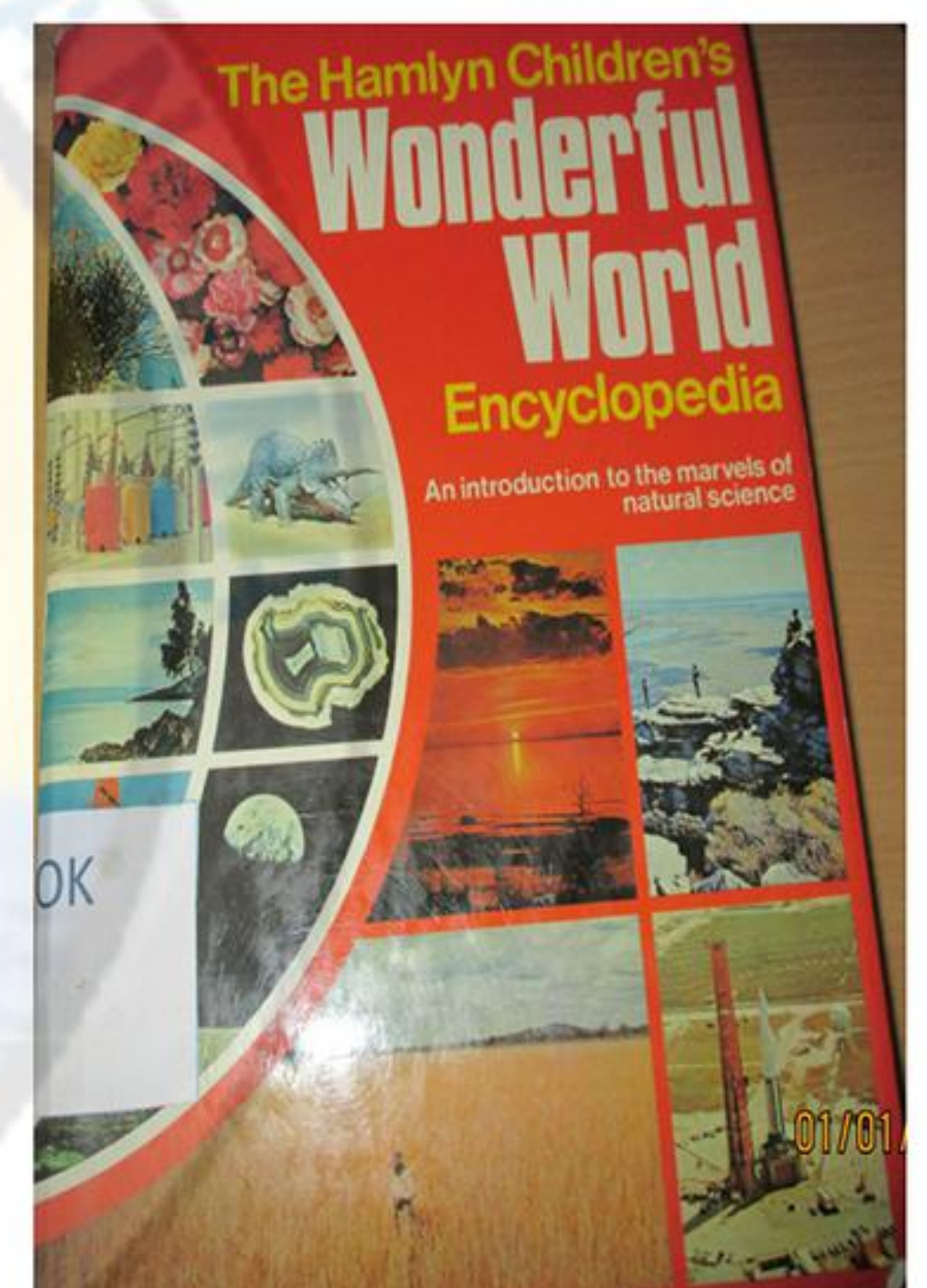
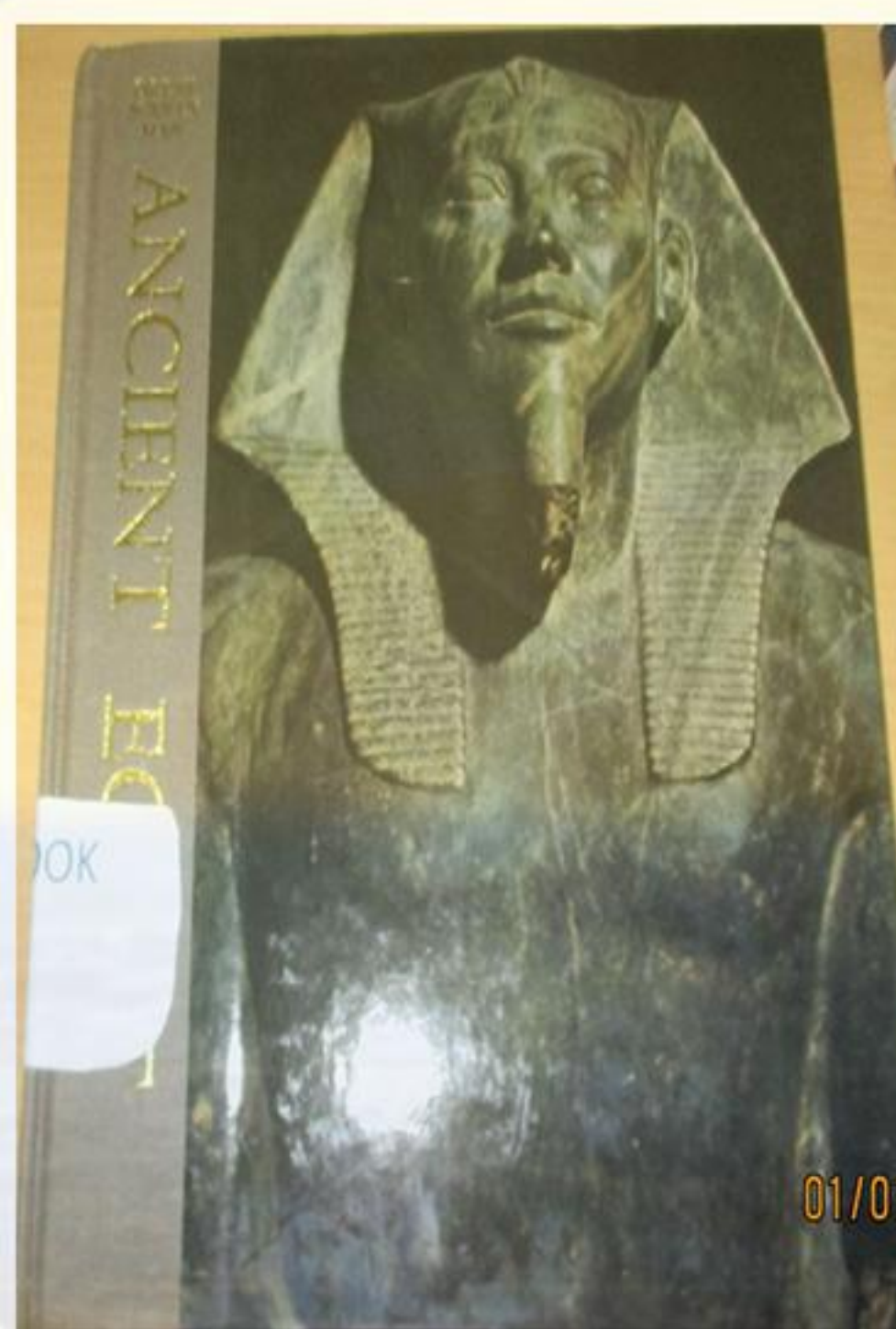
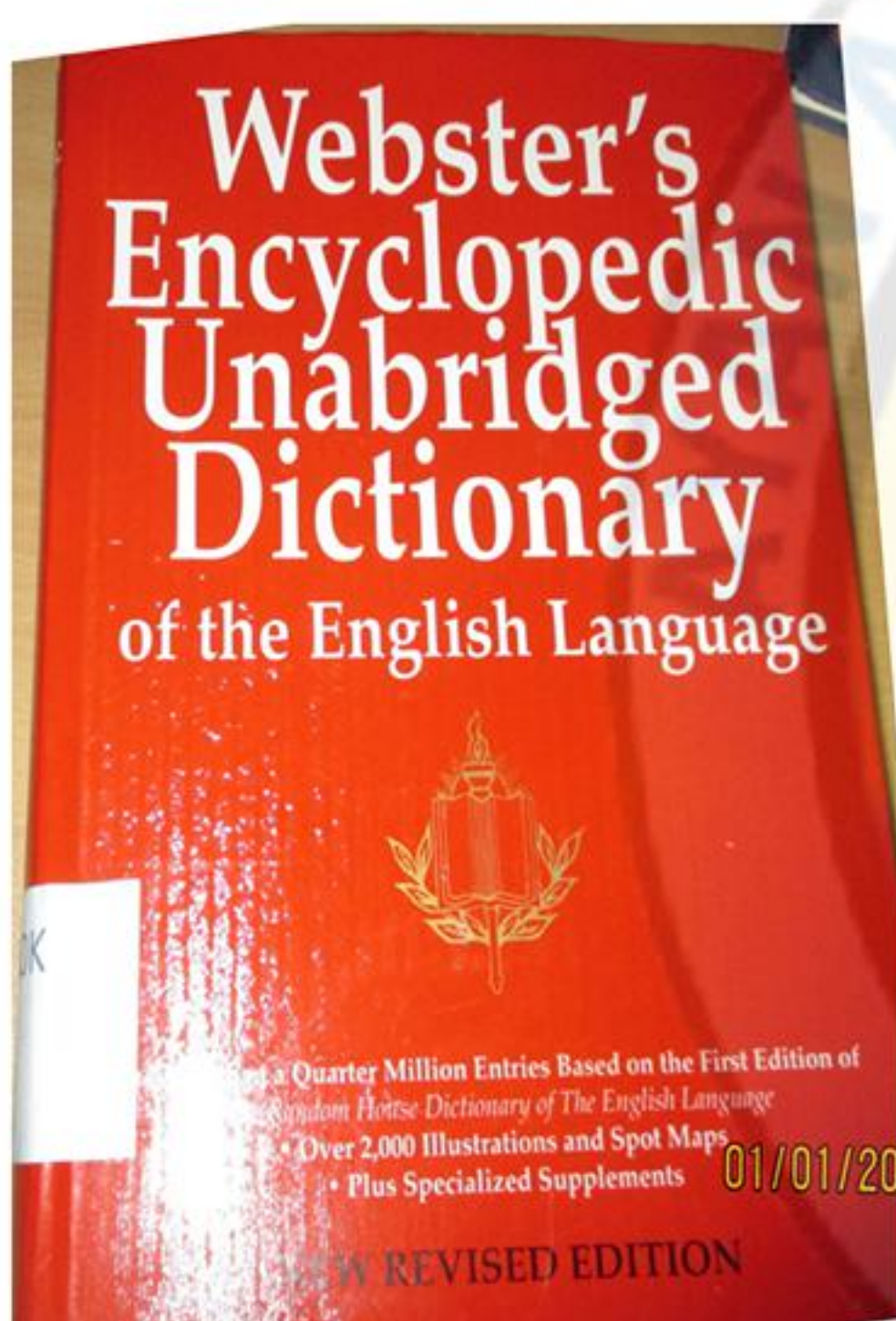
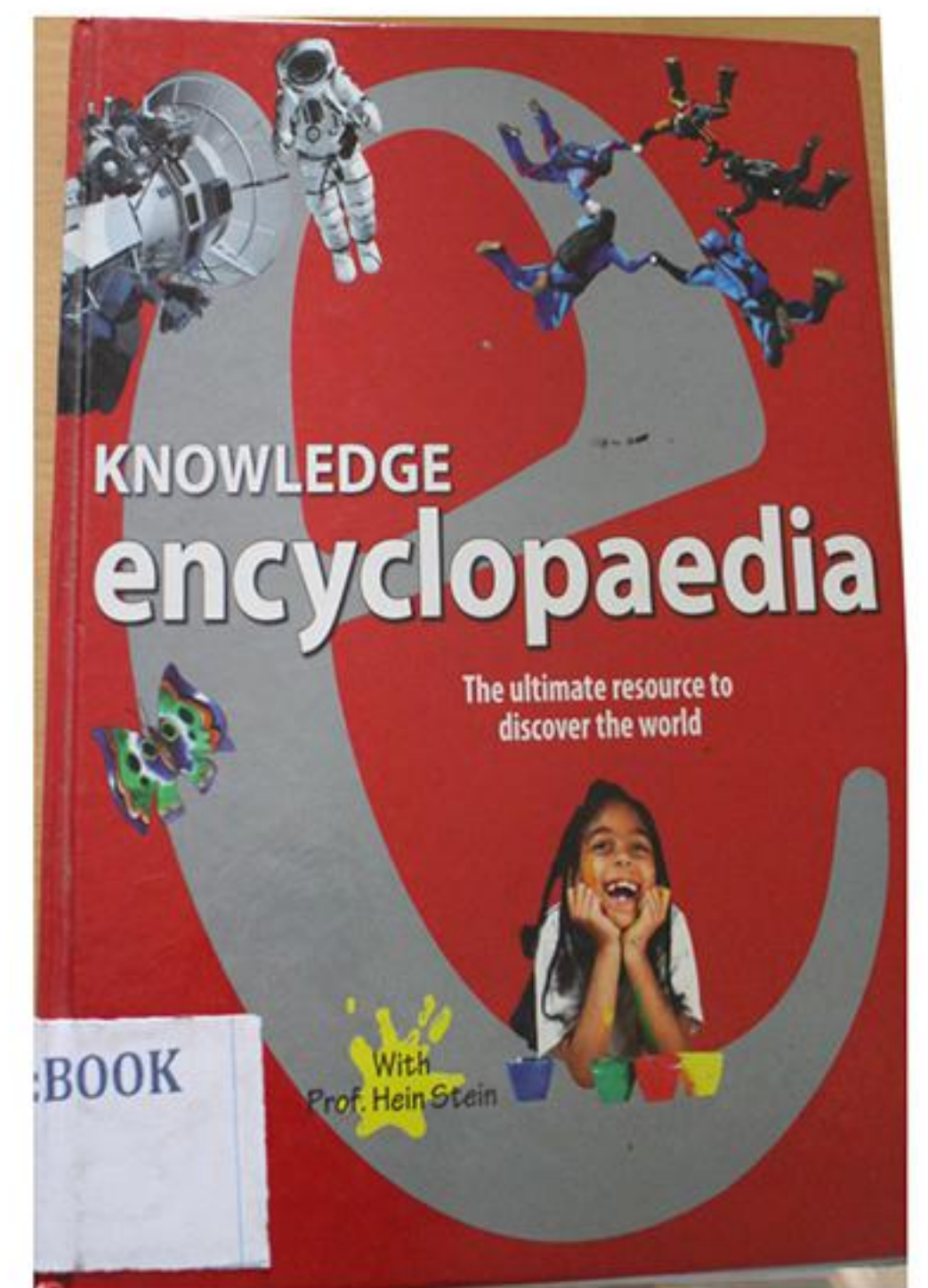
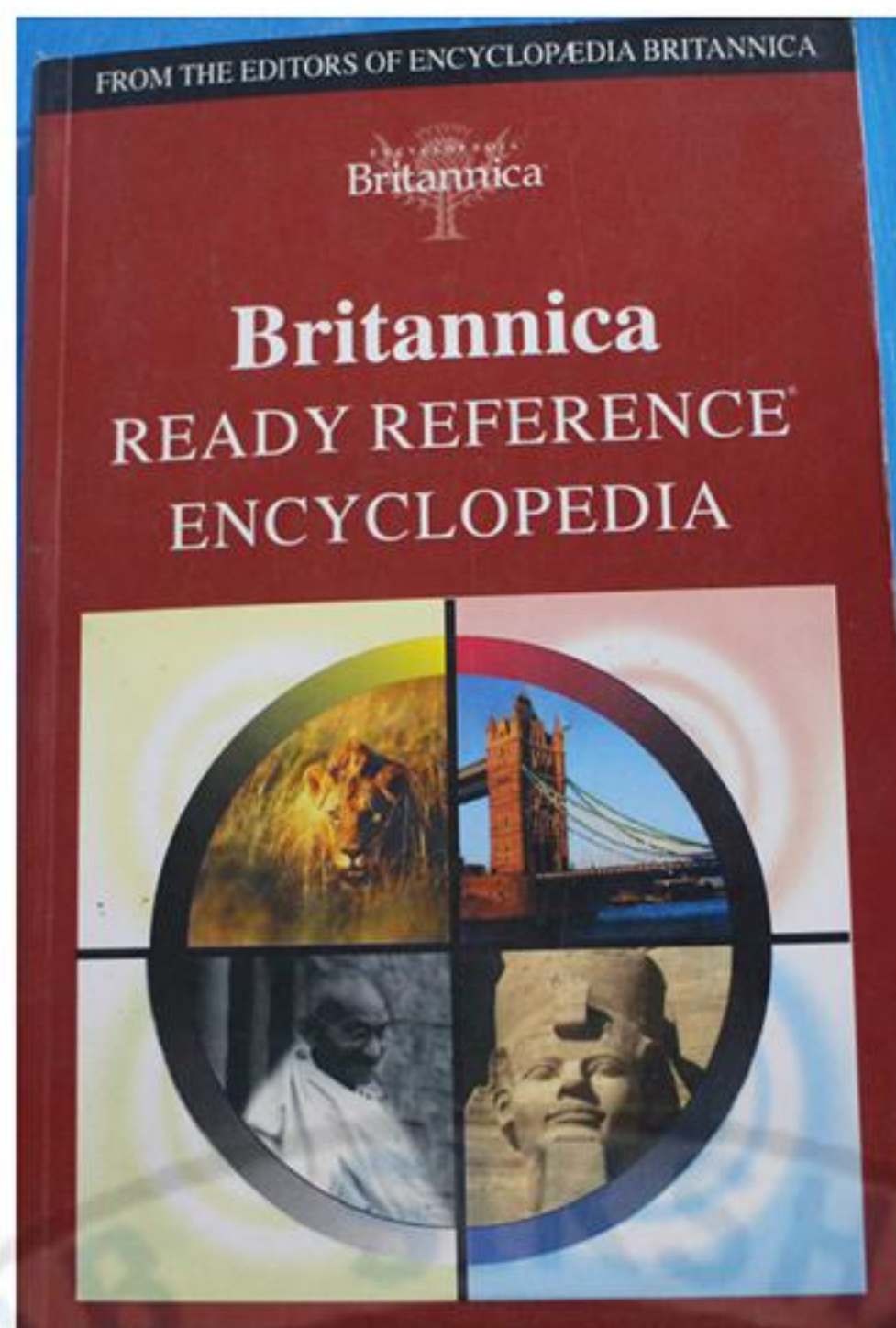
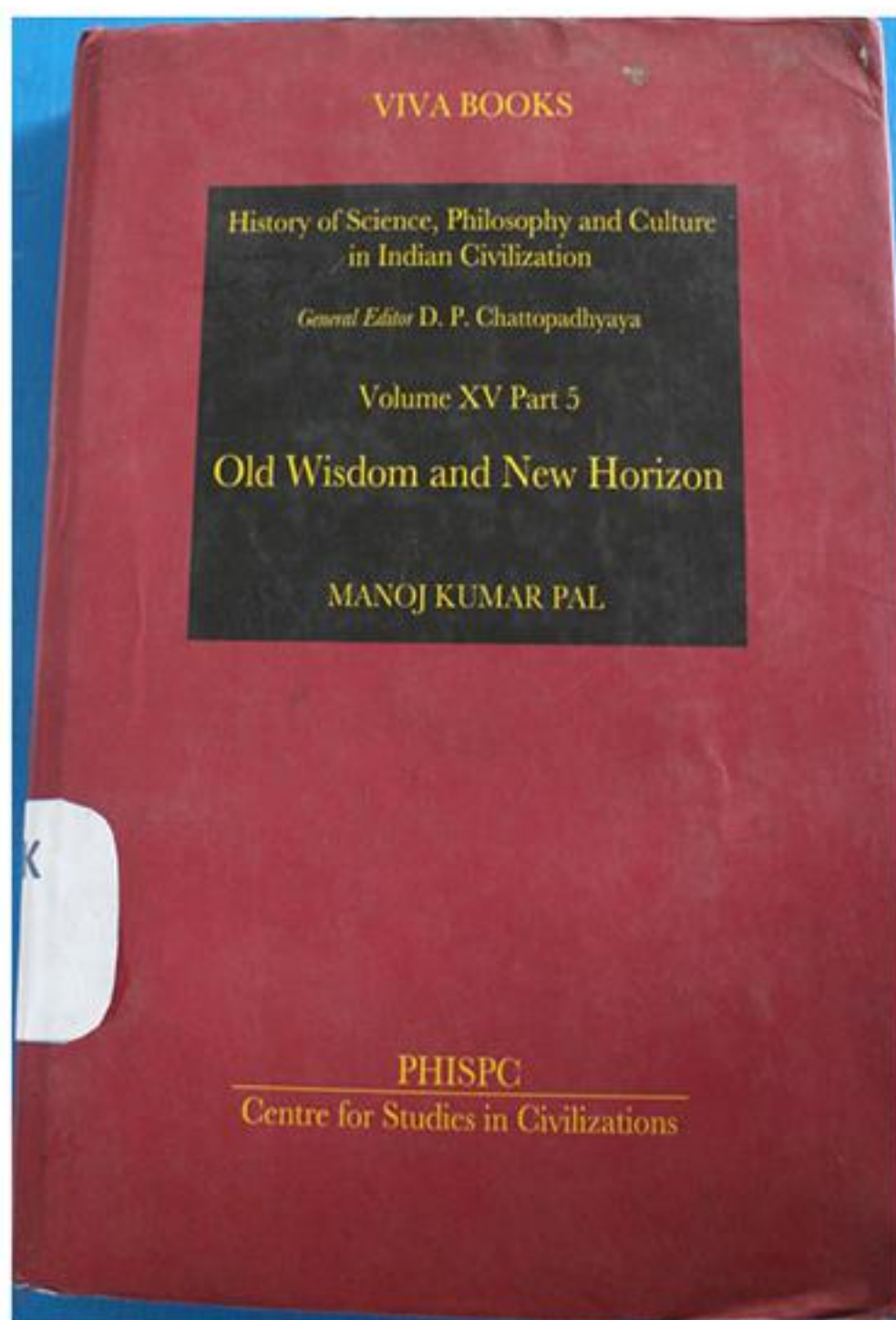


NEW ARRIVAL

Books (in volumes)	
Text books	350
Reference books	100
Magazines	5
Journals subscribed : - Indian journals - Foreign journals	03 00
Peer reviewed journals	01
Back Volumes journals	15
E- information resources : - Online journals - CDs/DVDs - Database	00 05 00

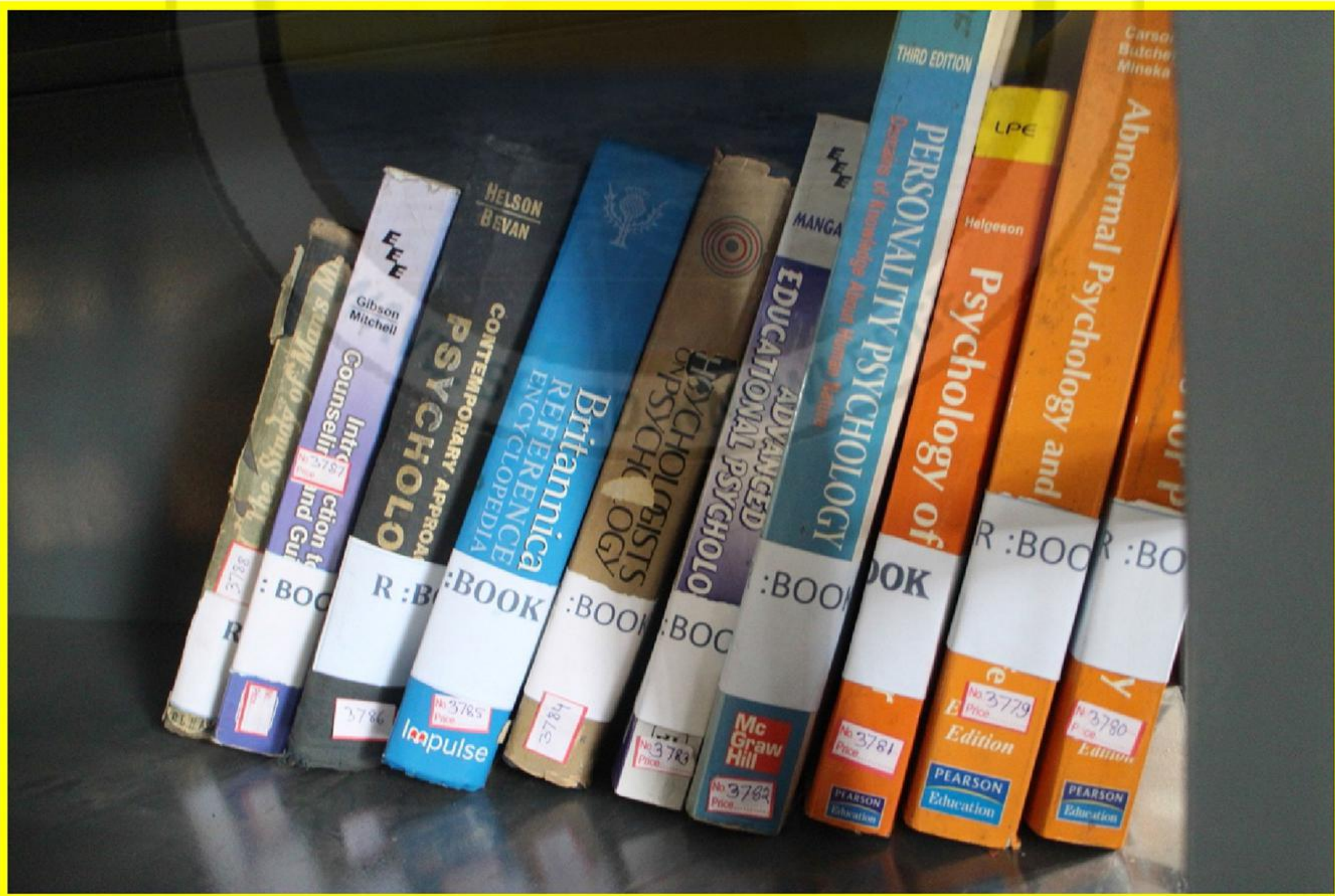
ENCYCLOPEDIA



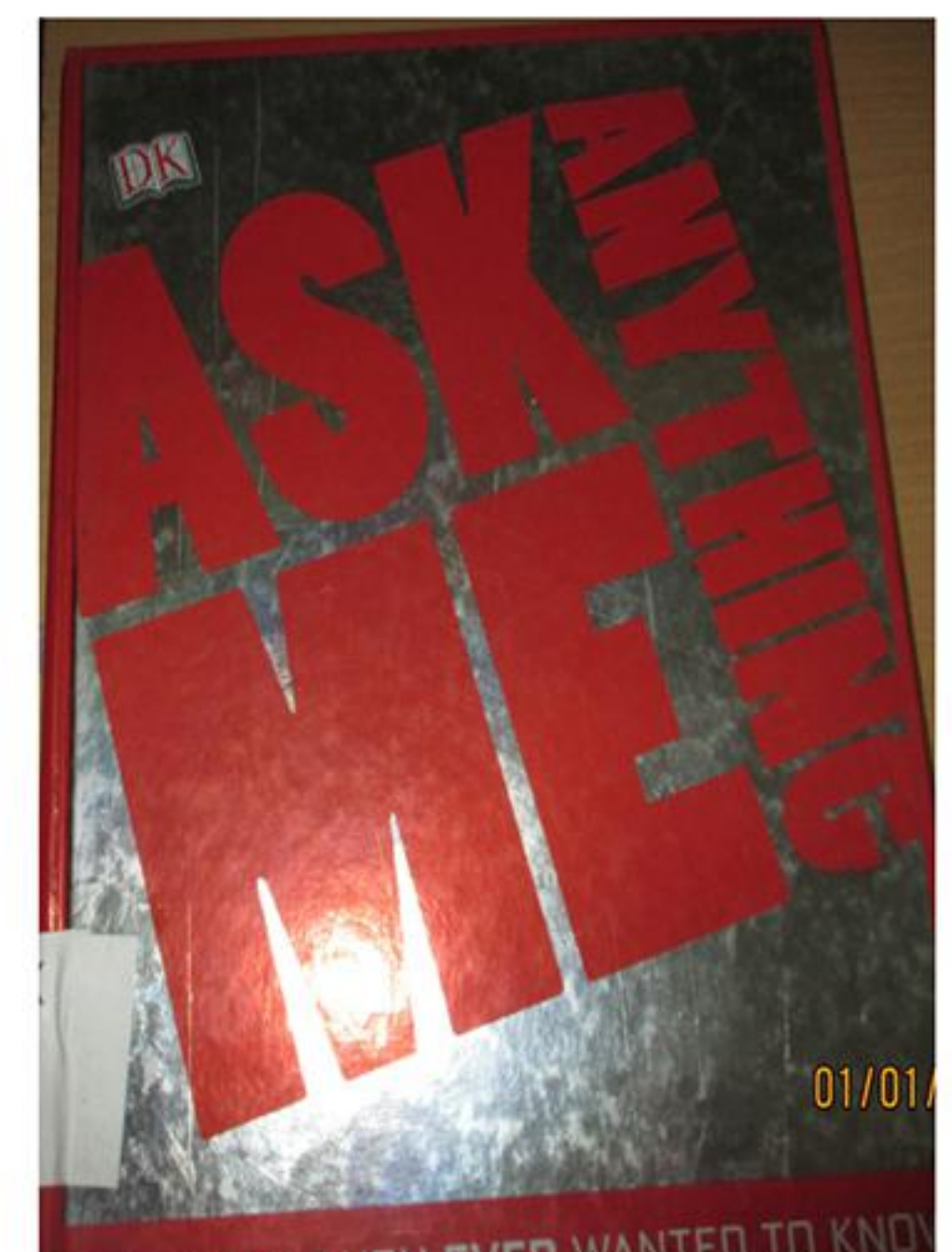
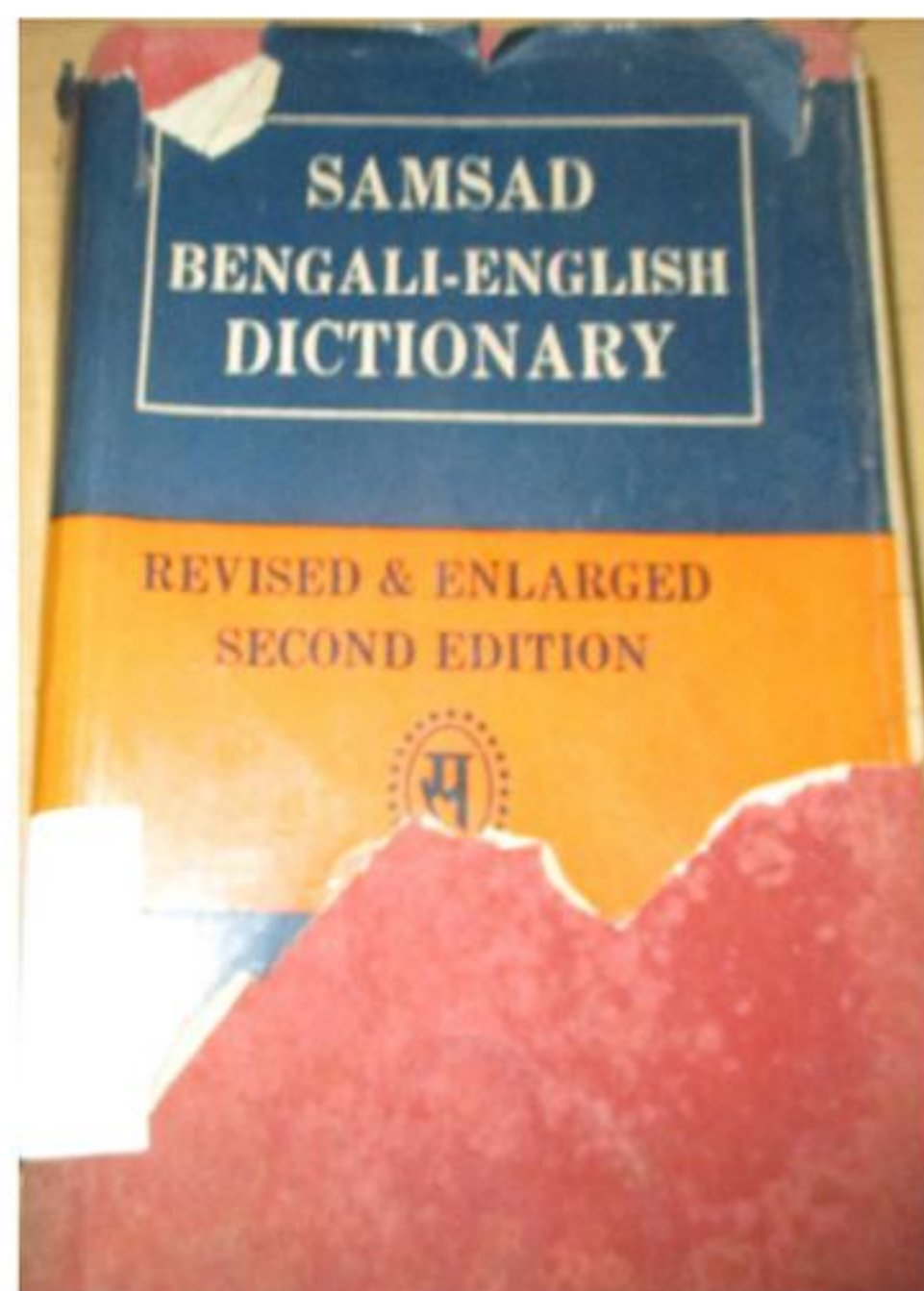
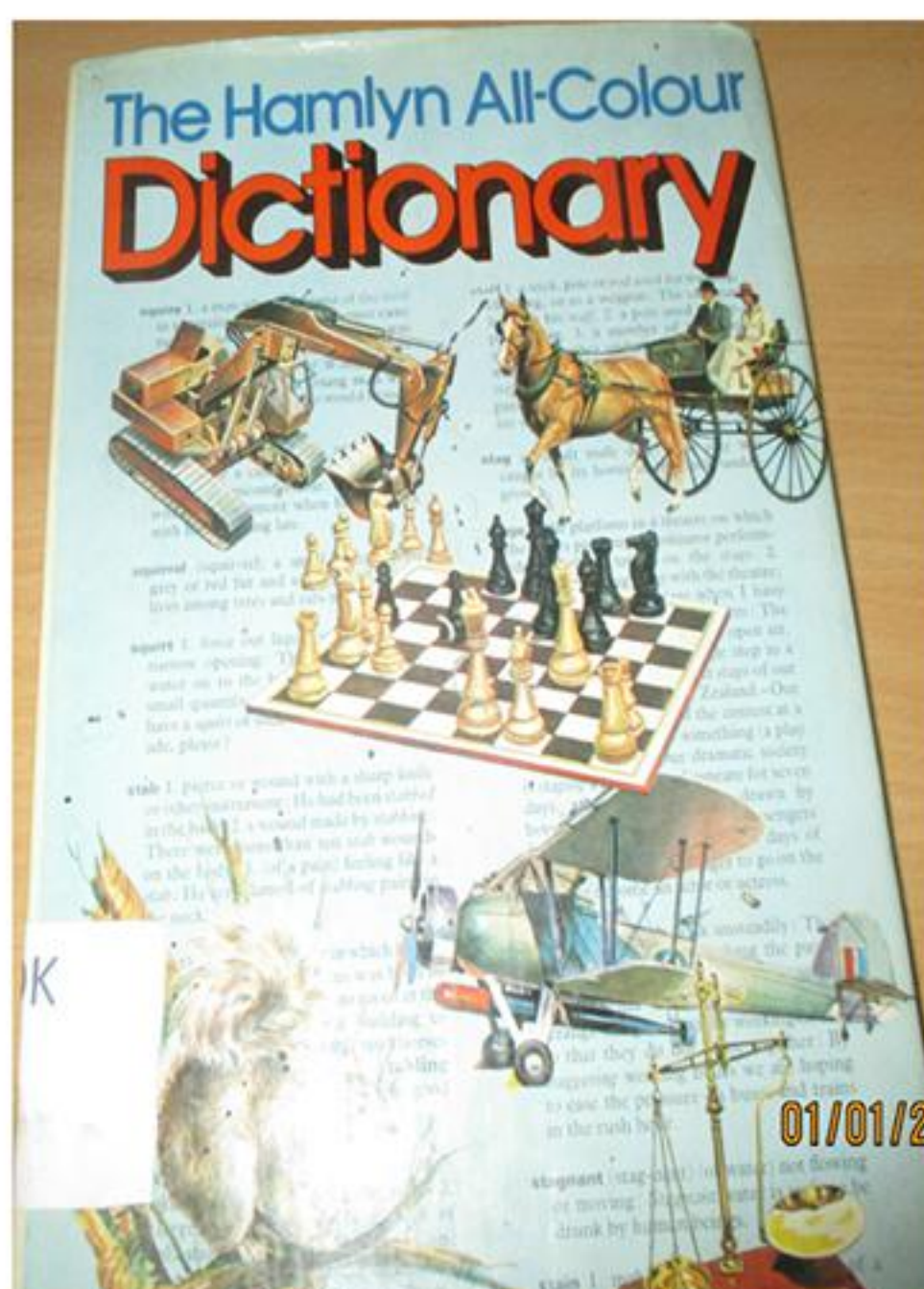
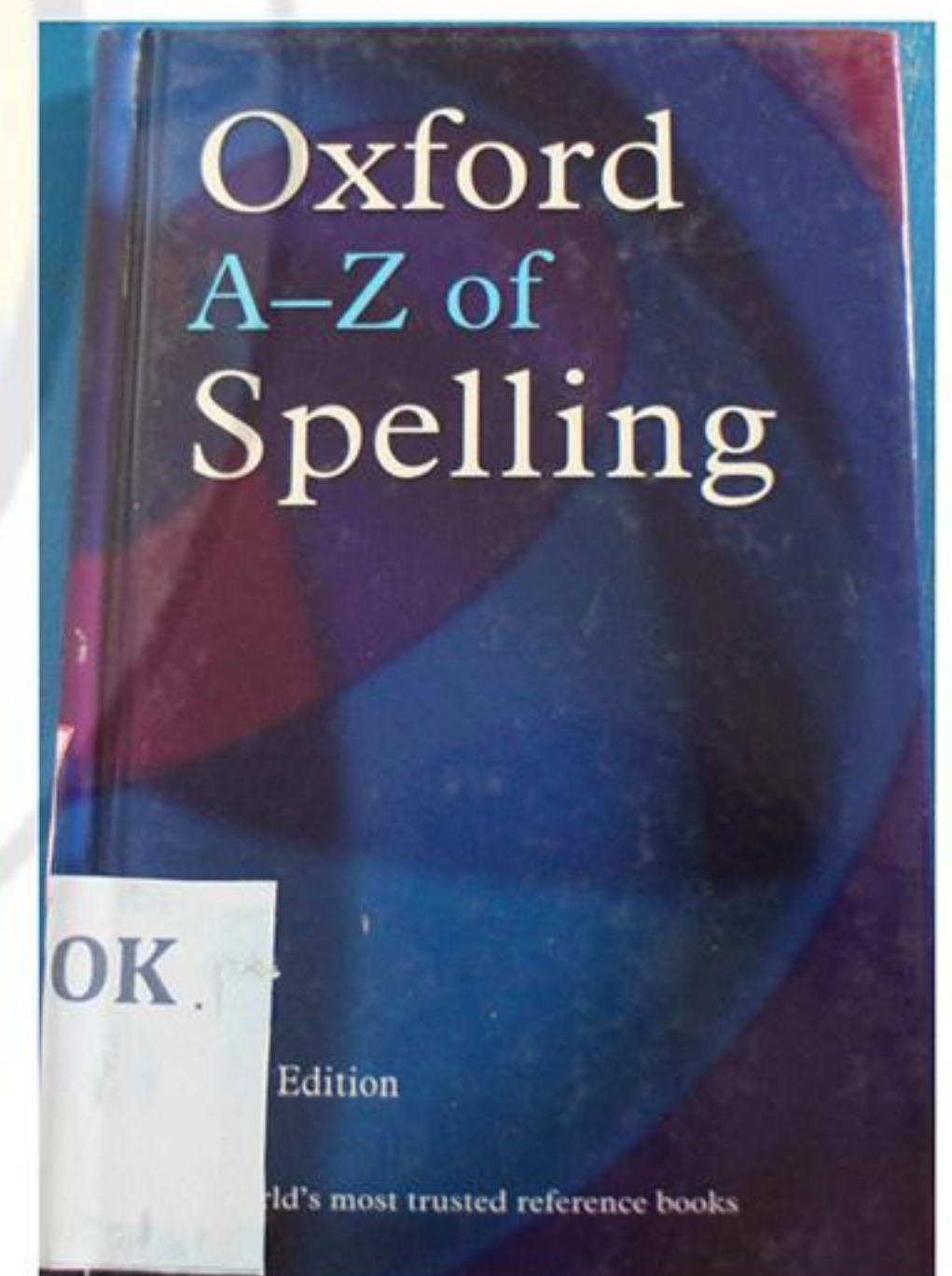
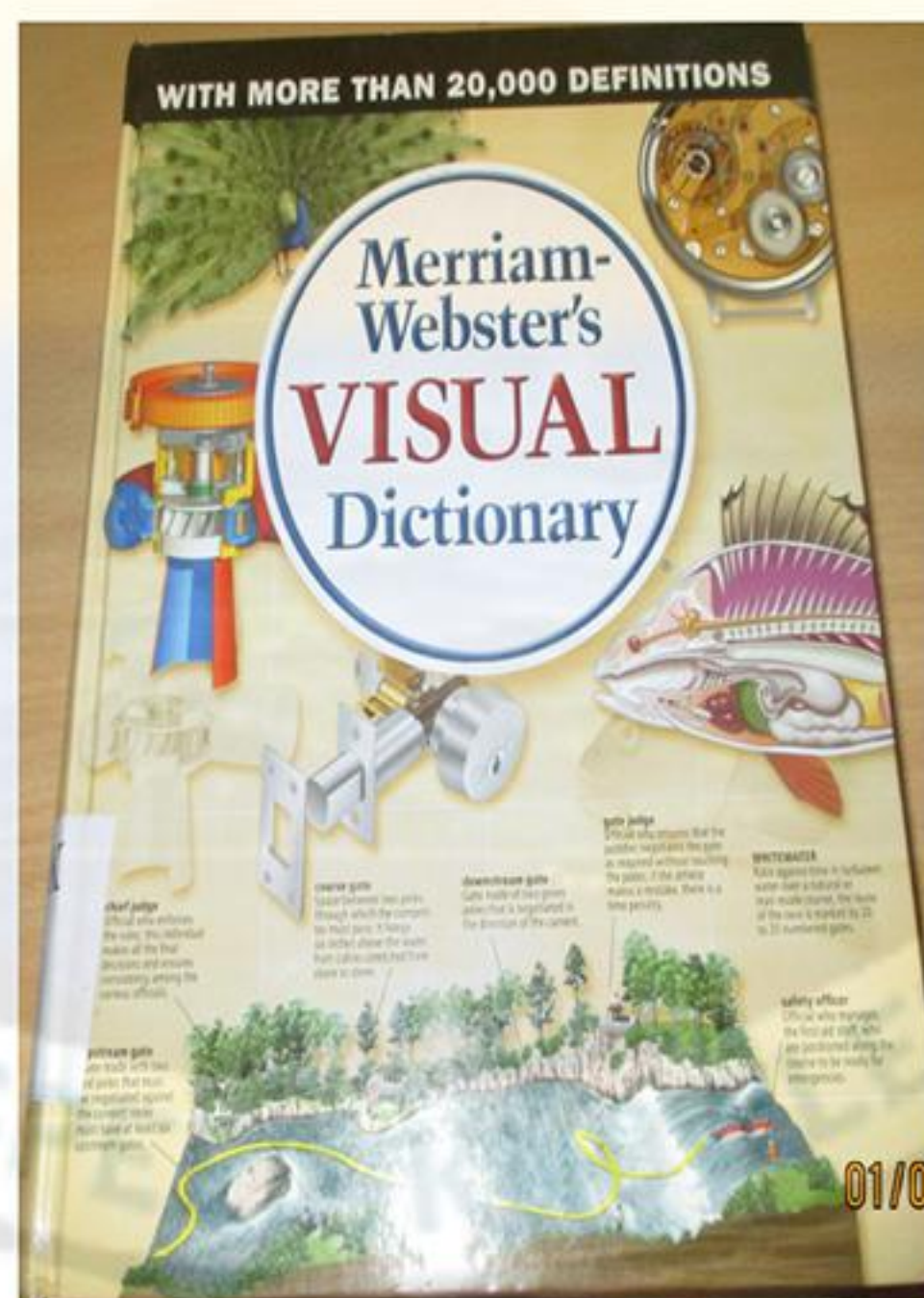
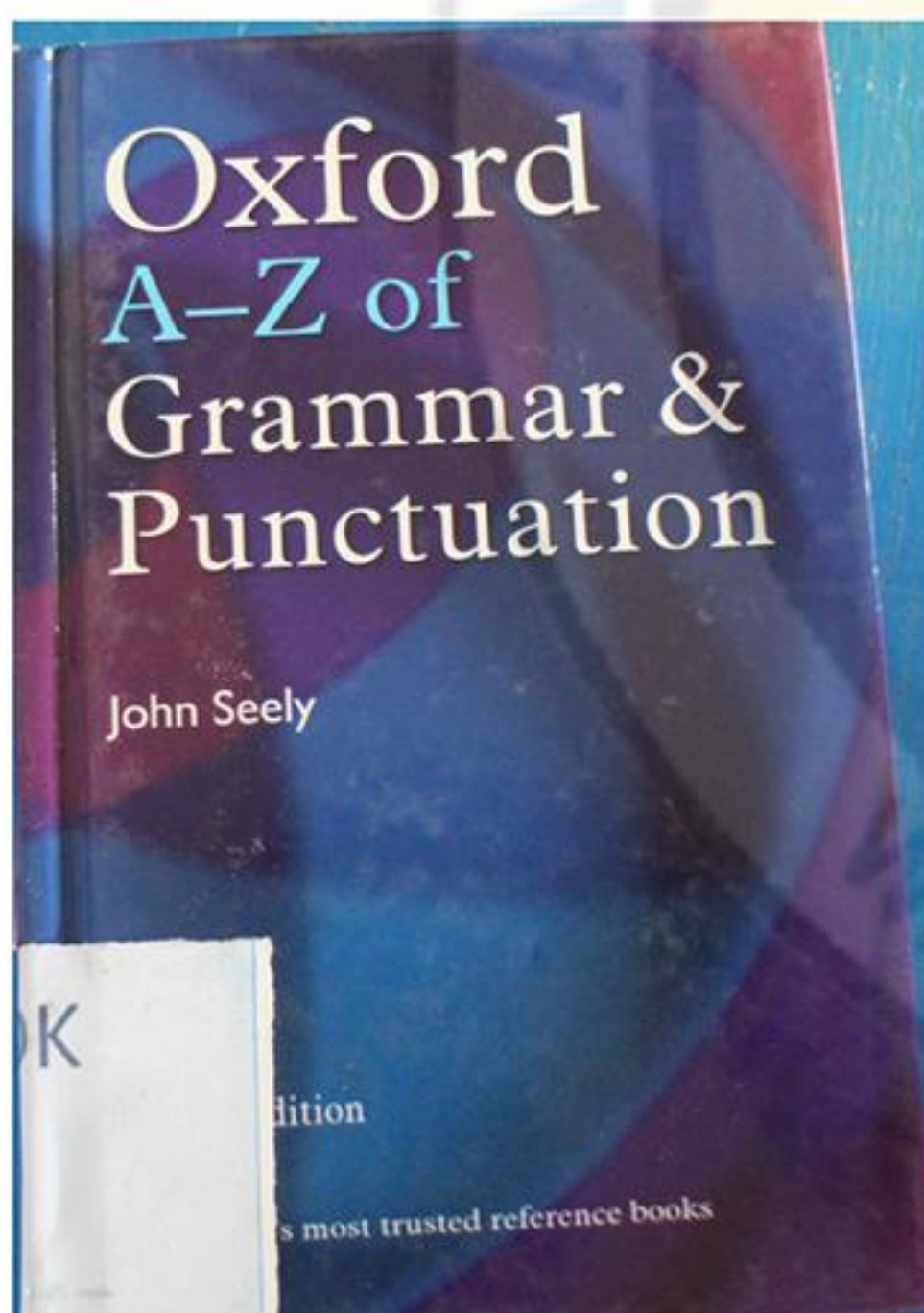
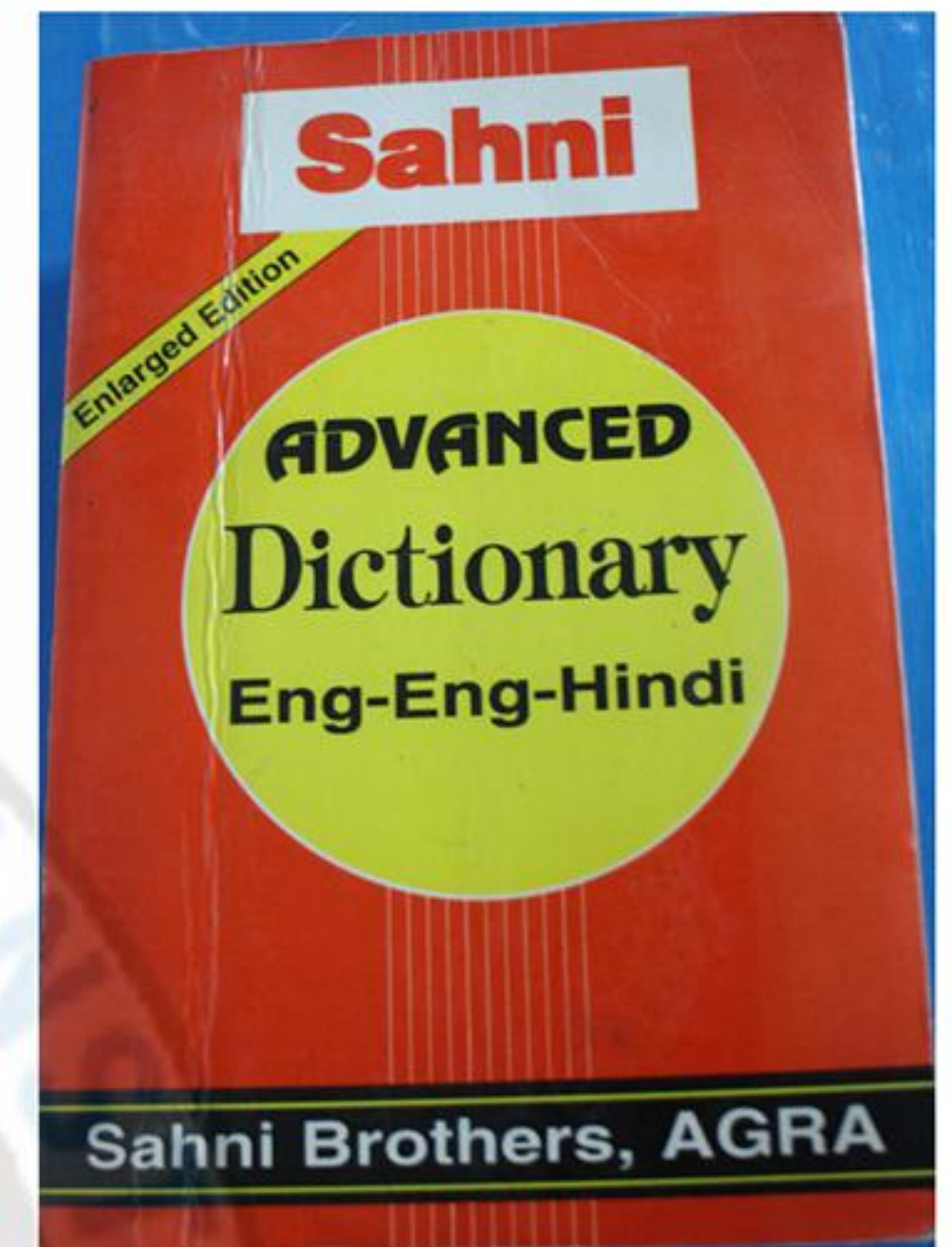
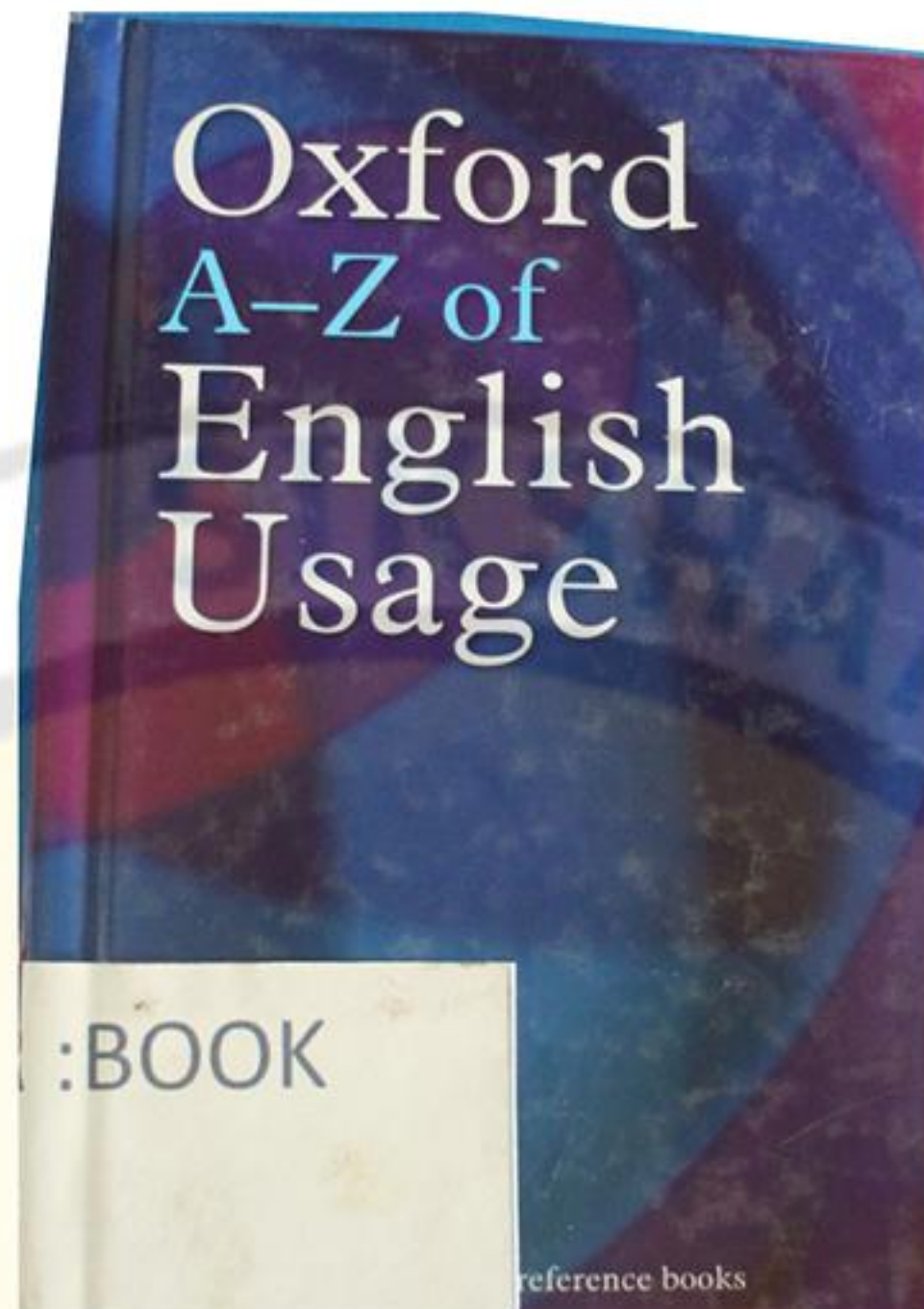
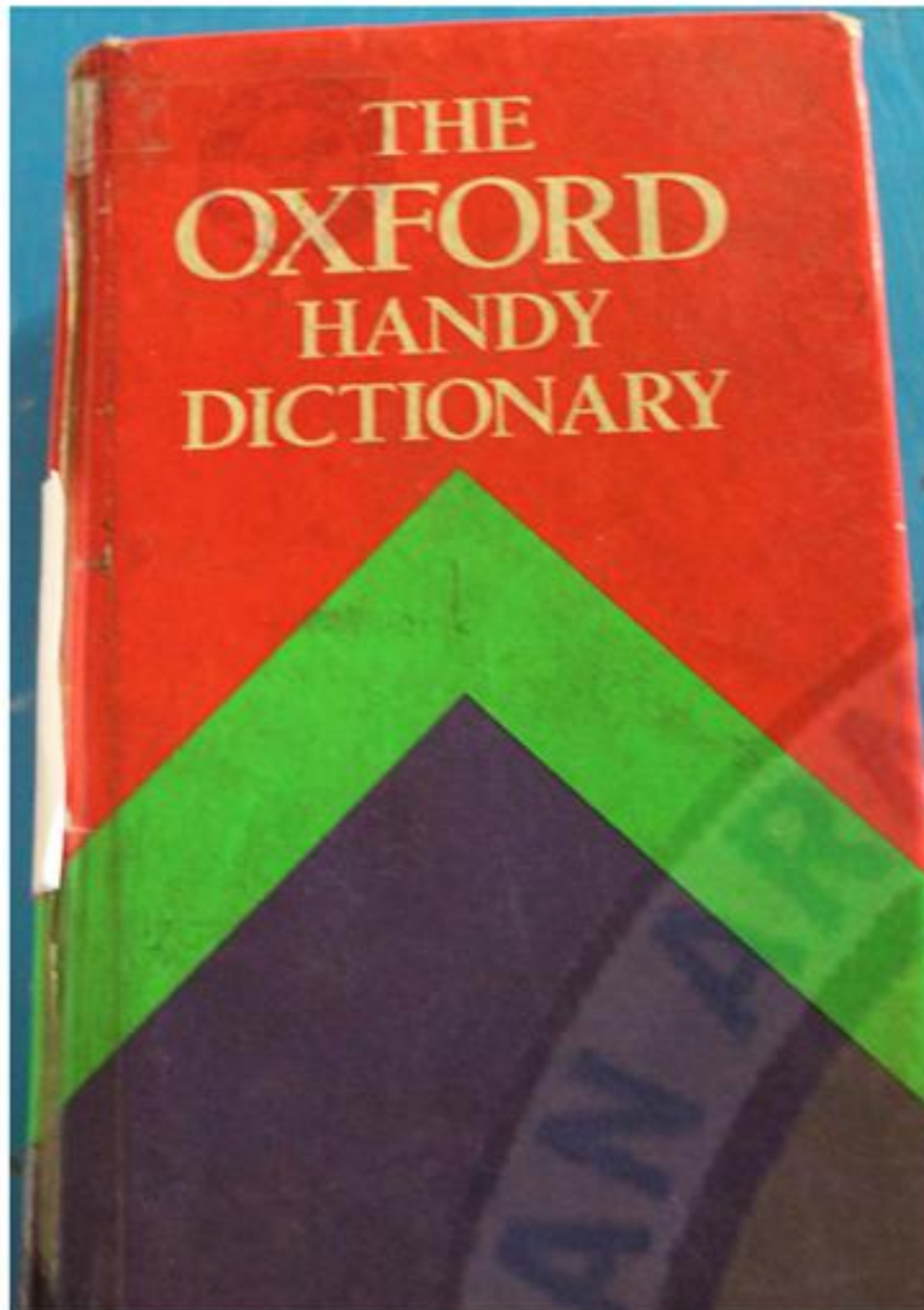




Reference Section



DICTIONARY





THE NEWS PAPERS

SL No.	Name of the News paper	Language
1	The Statesman	English
2	The Sangbad Pratidin	Bengali
3	The Dainik Jagaran	Hindi



LIBRARY RULES AND REGULATIONS

Opening Hours:

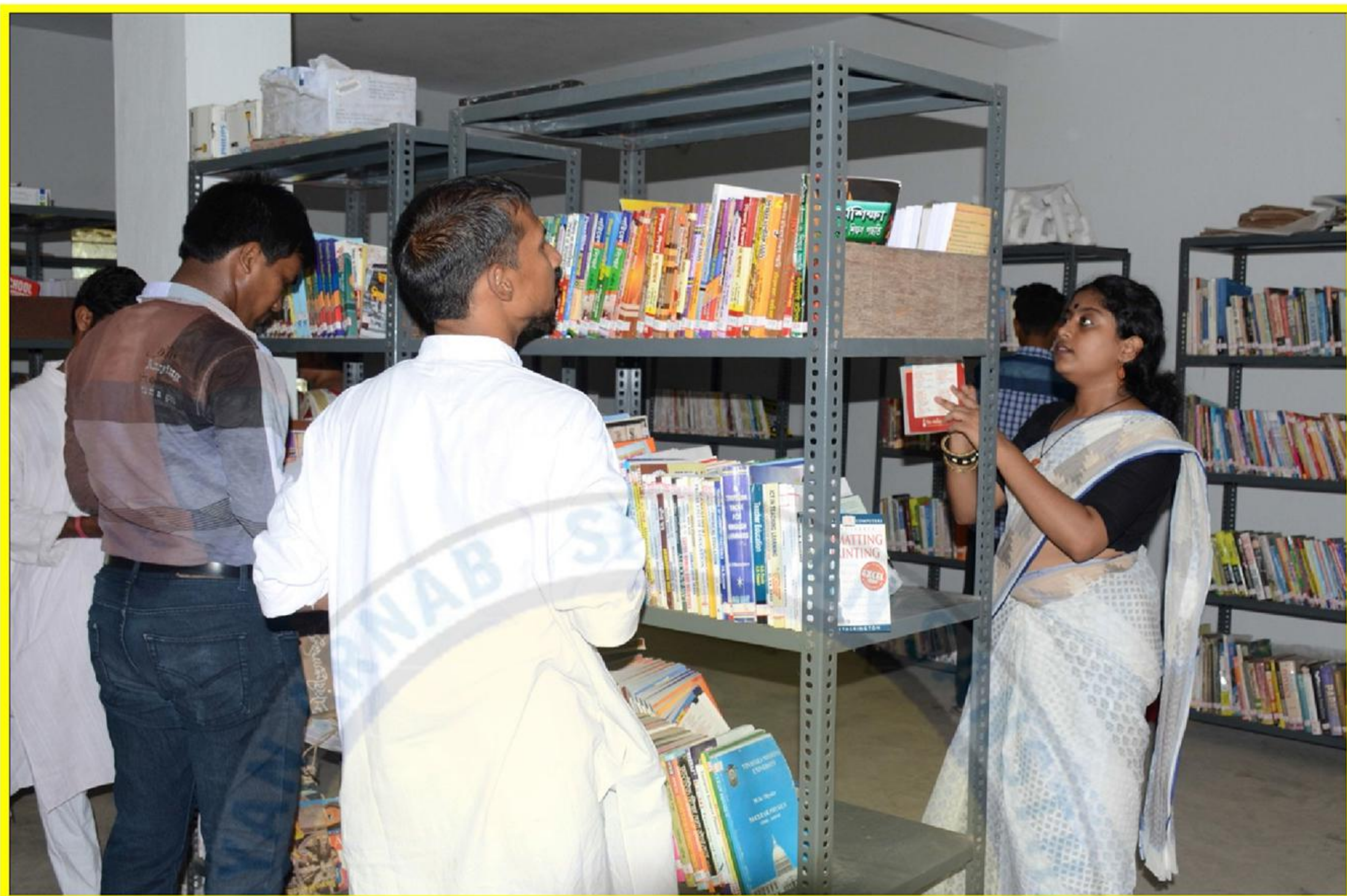
Monday – Friday	10:30AM to 4:00PM
Saturday	10:30AM to 1:30PM

The library is closed on Sundays and all public holidays

Discipline:

- ❖ All users must observe total silence in the library.
- ❖ Use of mobile phones is strictly prohibited in the library.
- ❖ All bags, cases, folders etc. must be left in the luggage area outside the library.
- ❖ Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user.
- ❖ Users are not allowed to log in using their personal passwords at the search computers or to access the internet from there.
- ❖ Do not shut down the computer of the library after using it for searching resource materials.

- ❖ All users are required to show all items to the Library staff before leaving the library.
- ❖ No student is allowed to enter the circulation area without the consent of the library staff.
- ❖ Good order must be observed in the library at all times for example placing of feet on the furniture. Eating and Drinking, Smoking, Sleeping etc. will not be allowed in the library.
- ❖ Group discussions are only allowed in the discussion room and the noise must be kept to a minimum level and should not disturb any other user in the library.
- ❖ Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library.
- ❖ Seats in the library may not be reserved.
- ❖ Users are not allowed to reshelv books after removing them from the shelf. Leave the books on the table.
- ❖ No library equipment may be moved, modified or tampered without the permission from the librarian.



Borrowing Procedure:

- ❖ Borrowing period is strictly between 10:30am and 3:00pm on weekdays (Except Saturday).
- ❖ A user must be a registered student in the current term to be able to use the library services.
- ❖ All students must present their Library card before borrowing any library materials.
- ❖ Library materials may not be removed from the library unless the library staff has properly issued them out.
- ❖ Students are allowed to borrow a maximum of four books for a period of two weeks.
- ❖ All borrowed materials must be returned on or before the due date.
- ❖ Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
- ❖ Students with overdue materials and overdue fines will not be allowed to use the library services.
- ❖ All reference materials must be returned at the specified time.

The following materials can only be used within the library:

- ❖ Reference books
- ❖ Newspapers
- ❖ Journals and magazines

Damage/ Loss Of Library Materials:

- ❖ All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing.
- ❖ Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books.
- ❖ Lost books must be reported to the librarian immediately and replaced or paid for within 30 days.
- ❖ Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library.

Overdue Charges/ Fines:

- ❖ General collection books Rs. 1 per day
- ❖ Books not returned at the end of the term Rs. 500 per book

Exclusion from The Use Of The Library:

- ❖ The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations.
- ❖ The library staff has the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.

Admission: The following people are allowed to use the library

- All registered students of the College
- Faculty and other staff in the College
- Known members of the community and those with a genuine need have limited access to the library

Borrowing: All registered students, faculty and staff have borrowing privileges in the library. Other people may use the library but do not have borrowing privileges.

Loan periods: The length of time that books may be borrowed is as follows:

- **Students:** Four books for two weeks; renewable once
- **Faculty:** Six books for four weeks
- **Other staff:** Two books for two weeks

Damage and loss of library materials: Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs. Marking of books and other library materials will be regarded as damage.

NB: These rules and regulations are subject to review by the library committee from time to time

FUTURE PLANE

- **Total collection Books & Journal fully digitize of Library.**
- **To equip the Library with e-books.**
- **Updating the Library with reference to M.Ed., M.A. in Education & educational Research.**



Librarian Issuing Books to the Students

