Library Provide Services to Users

1. **Library Orientation Program's:** Library orientation is given to the new students and newly recruited staff of the college to enable them to use the library collection extensively and avail the facility of the library.
2. **Stack System: -** Book stacking as per Subject wise.
3. **Library Software: -** Central library has used fully automated (E.R.P) Library Integrated Software developed Version 1.0.0637.
4. **Library OPAC:** The Library OPAC: Online Public Access Catalogue, which is a key to our entire collection of books, can also be accessed through library intranet. Library has two terminals with OPAC facilities for searching and locating books meant for all users.
5. **Newspaper Clipping Services: -** Maintained Newspaper clipping file for up-to- date record of information regarding new trend in Education.
6. **Email Service:-** On demand soft copy of Syllabus, Question Papers, etc. provided to the students & faculty members by using email.
7. **Information Display and notification: -** Library information such as New Arrivals, Library Rules, Journal List, Notices, News Paper Clipping, FAQ, etc. is displayed on Library Notice Board from time to time.
8. **Book Bank Schemes:** Central Library will be providing Institutional Book Bank Scheme to the regular students of Institute. And Social Welfare Book Bank Scheme both Schemes are available to under-privileged sections of the society and financially very poor students.
9. **E-resources Facility:** Library is proud to provide online access facility to the students and faculty members to the internationally reputed commercial databases like -British Library Online Membership and so many Paid or Free databases.
10. **NPTEL-IIT Video Lecture Series**- NPTEL provides E-learning through online Web and Video courses various. NPTEL material. It will be installed on the Local Area Network of the educational institution.
11. **All Previous Question Papers Set & all Branches Syllabus**-
12. **National Digital Library (NDL)** is a virtual repository of learning resources with a single-window search facility. Filtered and federated searching is

employed to facilitate focused searching so that learners can find out the right resource with least effort and in minimum time. URL - https://ndl.iitkgp.ac.in/

Library Automation System & services

- Library Automation: Our library books data is automated.
- OPAC: Online public access catalog -One computer terminal is available in the library for Searching of Books.

  <u>Searching Criteria: Heading Search</u>

  -Author wise,- Subject wise,-Title wise,-Publisher wise

- Circulation of book: <u>ERP Software</u> facility is provided for smooth functioning   of library

- **Book stacks Arrangement**:

  Subject wise (As per Branch)

- Journal Arrangement: Subject wise (As per Branch)

  Journal is issue as per demand for Research paper or project purpose.

- News Paper clipping :News paper clipping display on notice board