PATNA WOMEN'S COLLEGE

Autonomous

PATNA UNIVERSITY

3rd Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

'College with Potential for Excellence' (CPE) status accorded by UGC

CENTRAL LIBRARY MANUAL / POLICY

CONTENTS

1. Patna Women's College, Central Library – An Overview

Patna Women's College maintains a Central Library in order to support and to fulfill the objective of teaching and learning in the institution. The Central Library is housed in a spacious part of the college having enough space for reading and reference work. Patna Women's College Central Library follows an open access system and is fully automated using Integrated Library Management Software SOUL 3.0 and RFID technology. The aim of the library is to support the curriculum need of the students, teachers and support staff of the institutions.

The various services are designed to meet the users information, learning and recreational needs such as lending services, digital library services, multimedia and periodical services. As the library follows an open access system, which encourages the users to browse and search resources freely in the library. The Central Library plays a vital role in furthering the academic and research mission of Patna Women's College and facilitates creation and dissemination of knowledge. The quality of services offered by the library is comparable to any modern libraries of India.

1.1. Working Hours:

Library Timings	9:00 AM – 4:00 PM
Circulation Section Timings (ISSUE/RETURN)	9:00 AM – 1:00 PM 2:00 PM – 3:00 PM

1.2. Library Resources Statistics:

Books	1,05,827
Journals	92
e-Books	Subscriptions from N-List DELNET and NDLI
e-Journals	55 and Subscription from N-List and DELNET
Multimedia (CD/DVD, Display boards)	567 (Display boards: 2)
Magazines	35
Newspapers	6
Previous Question Paper Facility	of all academic programmes
Computers (including OPAC room and e-Library)	41
Seating Capacity	199
Dimension of the Library	9752 sq. ft.

1.3. Arrangement of Library Collection:

- All the books in print are classified according to the Dewey Decimal Classification system and arranged department-wise following an alphabetical sequence in open shelves.
- Print Journals are arranged as per their publications.
- A separate section is available for the magazine.
- A section for reference (used for reading purpose) and issue (borrowing of books) is available

2. Library Sections

Patna Women's College Central Library has been divided into different section for its smooth functioning. The various functions are:

1. Acquisition section
2. Technical Processing Section
3. Circulation Section
4. Reference Section
5. Stack Section
6. Periodical Section
7. Digital Library Section
8. Newspaper Section
9. Reprographic Section
10. Baggage Counter

- **Acquisition section:**

  The acquisition section of the Central Library receives request for new books and other resources from the Heads of the Departments. After the approval, book duplicacy is checked. Accessioning of books and processing the bill for payment are the main functions of this section.

- **Technical Processing Section:**

  The accessioned resources go through a technical process in this section such as classification, cataloguing and coding. A particular standard and its guidelines are followed to perform the technical work. These standards are:

  Classification: Dewey Decimal Classification

  Cataloguing: AACR II, (SOUL 3.0 is used to catalogue which is compliant to International Standards such as MARC21, AACR2, MARCXML)

- **Circulation Section:**

  To use the circulation section of our central library college ID Card (smart card) is necessary. This section of the library is automated; it uses middleware for RFID technology for the issue and return of the books.

  This section performs the following task:
  - (a) Issue and Return of documents and resources
  - (b) Overdue fine collection
  - (c) Renewal of Library Membership
  - (d) Issue of No Dues Certificate

- **Reference Section:**

  This section is also known as the "Reading Room" of the Library. In this section books are arranged as per their department in various open shelves. All special reference collection of the library is arranged in this section.

  A separate mezzanine floor has been constructed for the purpose of stacking books belonging to PG programmes.

- **Stack Section:**

  This section consists of books that are for students to issue or borrow. A maximum of 3 books can be borrowed at a time for a period for 7 days. After 7 days a fine of Rs. 5 per day is charged.

- **Periodical Section:**

  This section is especially meant for :
  - (a) Print Journal
  - (b) Magazines
  - (c) Bound Volumes
  - (d) Stock of Newspaper

- **Digital Library Section:**

  This section of the central library consists of OPAC Room and E-Library. SOUL 3.0 is used to handle and catalogue all resources of the library.

  The library provides internet service, e-resources, e-journals, library management server, OPAC and the subscription for N-List and DELNET is maintained by this section.

- **Newspaper Section:**

  The Central Library has subscription to 6 newspapers, 3 english and 3 hindi.

  English Newspapers: The Hindu, The Telegram, The Times of India.

  Hindi Newspapers: Hindustan, Dainik Bhaskar, Dainik Jagaran.

- **Repographic Section:**

  The Central Library provides photocopying facility. Both colour and black & white Xerox can be done here.

  An amount of Rs. 1/- per page is charged for black & white Xerox.

- **Baggage Counter:**

  Students and the other users of the library are advised to keep their personal belongings in the baggage counter.

  The personal belongings kept here has to be taken on the same day itself and it kept beyond one day, Library is not responsible for the belongings.

3. Library Services

1. Lending - Stack section books are issued to the students for a period of 7 days. Books so lent shall be returned on due date. The same book can be reissued for another 7 days, if it is not in demand. Maximum 3 books can be issued at a time.

2. Digital Library - PWC provides computer systems to access to the subscribed DELNET, N-List, E-books, E-journals, other e-resources, and internet browsing facility for students.

3. Multimedia: - CD/DVDs are kept in different section for assistance to teachers and students.

4. Periodical: -

   1. Central library provides print journals and E-journals related to various disciplines to teachers and students for teaching and research-oriented programs.

   2. Magazines/newspapers: Library provides subjective, competitive & general magazines and daily newspapers.

5. OPAC: OPAC (Online Public Access Catalogue) allow the users to search the library holdings such as books and other materials.

6. It helps to locate a book or other resource in the library. The library catalogue can be searched by Title, Author, Class no. and Keyword.

7. ID – Card or Smart Card: - Library provides the ID card printing service in the college. The smart card serves as college identity card, library borrower card and access card to campus facilities and services.

8. Question papers: - The library stores question papers of the examinations of previous year.

9. E-mail and SMS alert service to students about the transactions.

10. Book drop and Kiosk facility for self-check in and check-out of books are available.

4. Facilities provided

Integrated Library Management System
RFID
Document Scanning and Xeroxing facility
Library Classification System implementation

4.1. ICT Facilities:

1. Adequate number of computers for accessing the library resources through OPAC.
2. E-Library for Internet access.
3. Library Automation server
4. Current Awareness Service: The current issues of library resources are displayed at the gate on the display screen.
5. Headphones for the users in the e-Library.
6. Smart Card Printer is used for printing of students, teachers and staff smart card (ID Card).
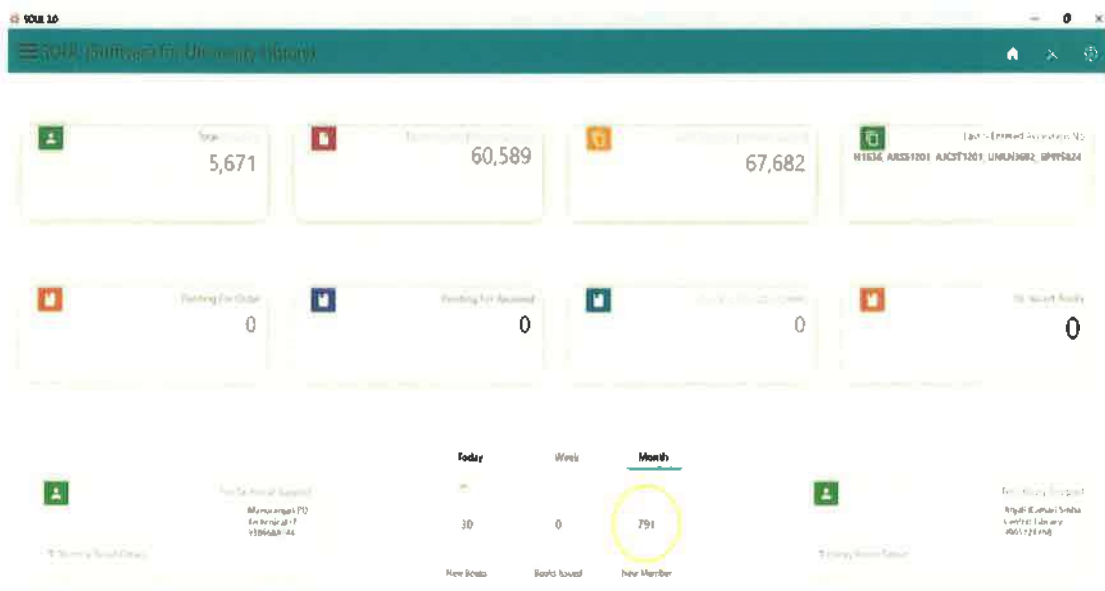
4.2. The central library of Patna Women's College has moved from the traditional to the modern era in terms of its services and facilities. All the daily operational activities of the library are performed using SOUL 3.0 modules and Middleware for RFID technology. Soul 3.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based protocols for electronic surveillance and control.

SOUL 3.0 (Software for University Libraries):

SOUL 3.0 INTERFACE AFTER LOGIN

SOUL 3.0

- **Acquisition**
- **Catalogue**
- **Circulation**
- **Serials Control**
- **OPAC**
- **Administration**
- **Change Password**
- **Logout**
- **Exit**

LIST OF MODULES ON THE INTERFACE

- **Acquisition:** This module is providing assistance in suggestion for new order, request of document approval, receipt approval, accessioning and payment to the vendors.
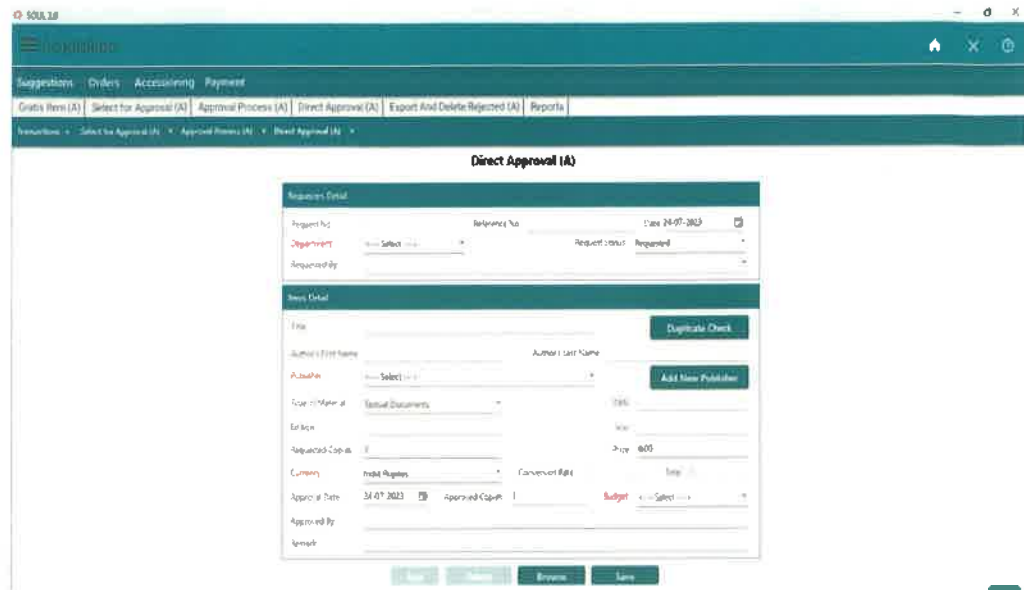

- **Cataloguing** - Cataloguing module reflects the library collection. It supports data entry of new resources in the library. The data entry is as per the standard of MARC 21.
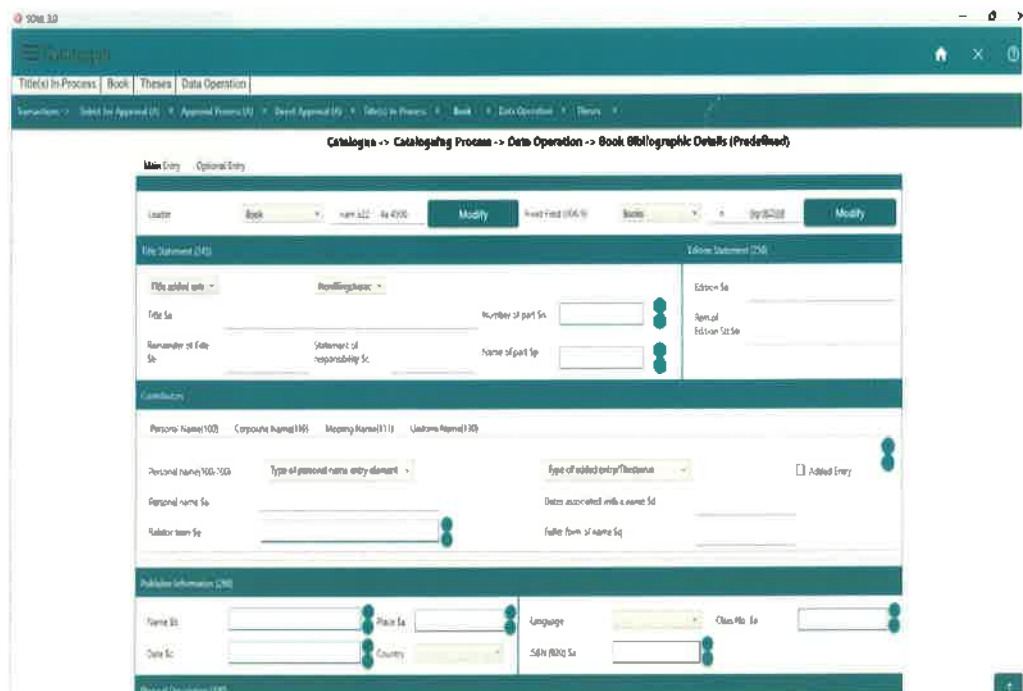
- **Circulation** – Circulation being important function of academic library. It performs the function like membership, transaction, overdue charges, reminder, maintenance and Report Generation.
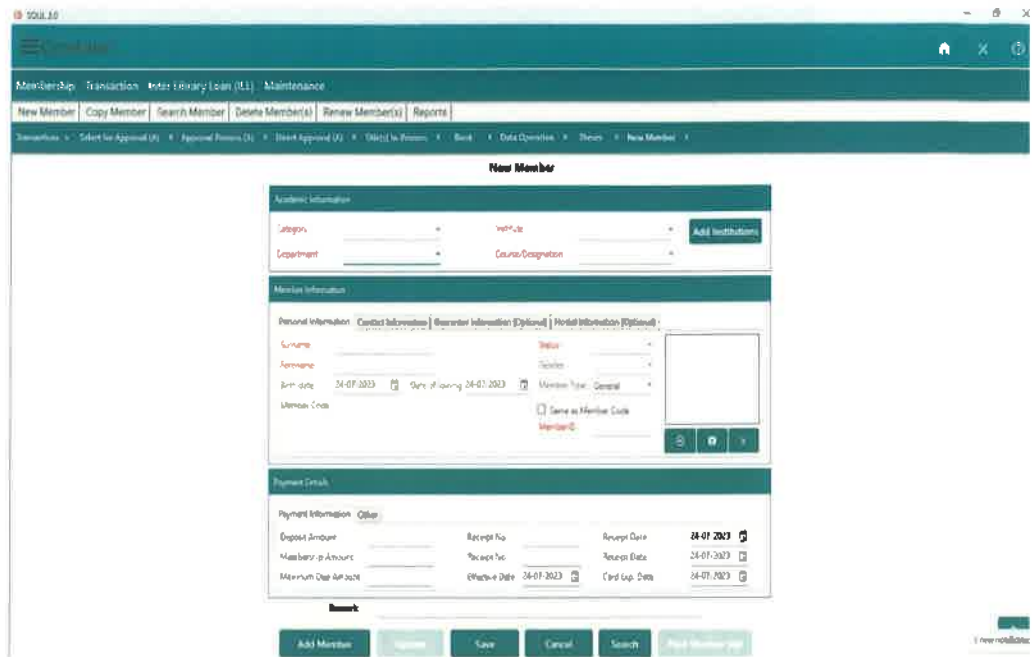

Transaction, one of the sub-module of Circulation section module shows issue, return and late fine.
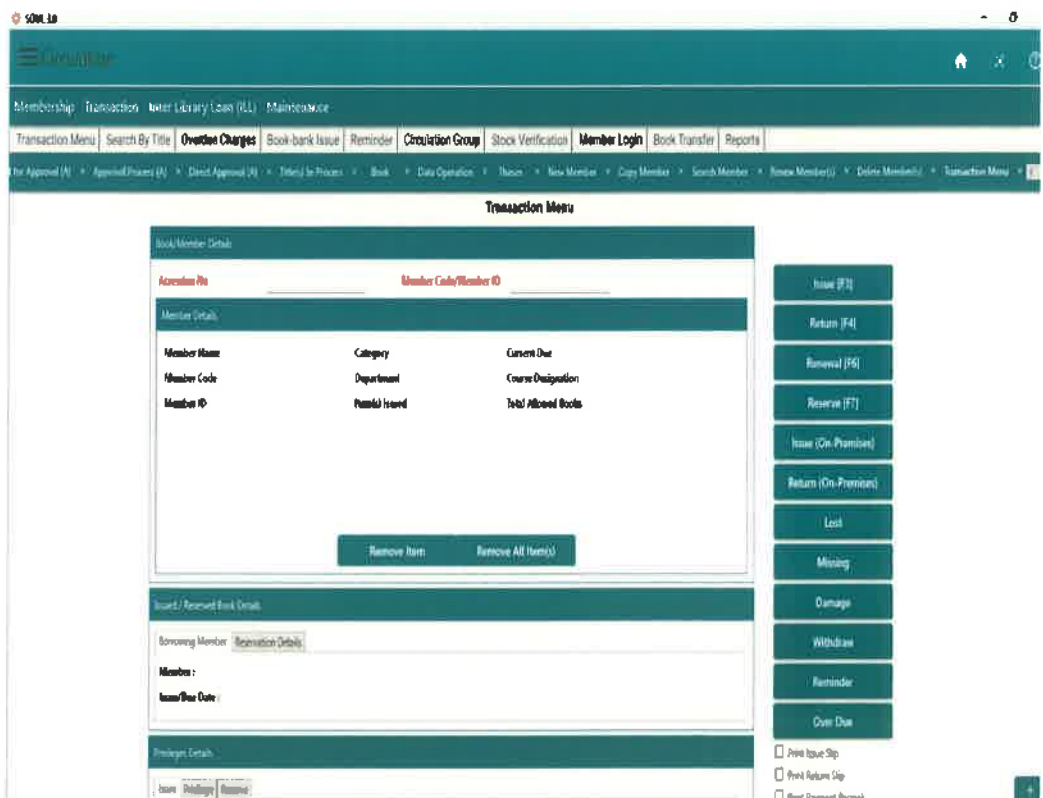
- **Serial Control** – Managing serials is the most complicated job for a library. The module keeps track of serials in the library effectively and efficiently.
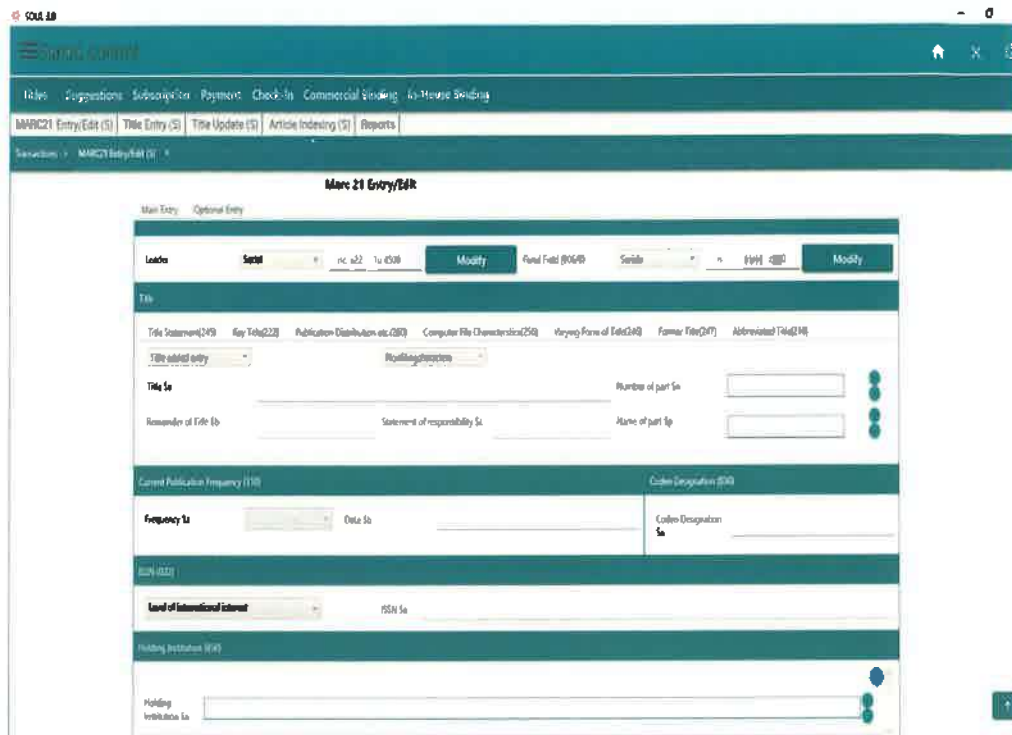
- **Online Public Access Catalogue (OPAC)** - The OPAC has simple and advanced facility with the minimum information of the items by using author, title, keyword, subject heading, class number, serial name, accession number. The Online Public Access Catalogue (OPAC) can be accessed in the college premises through the intranet and also online through the internet by following the link **SOUL WebOPAC**.
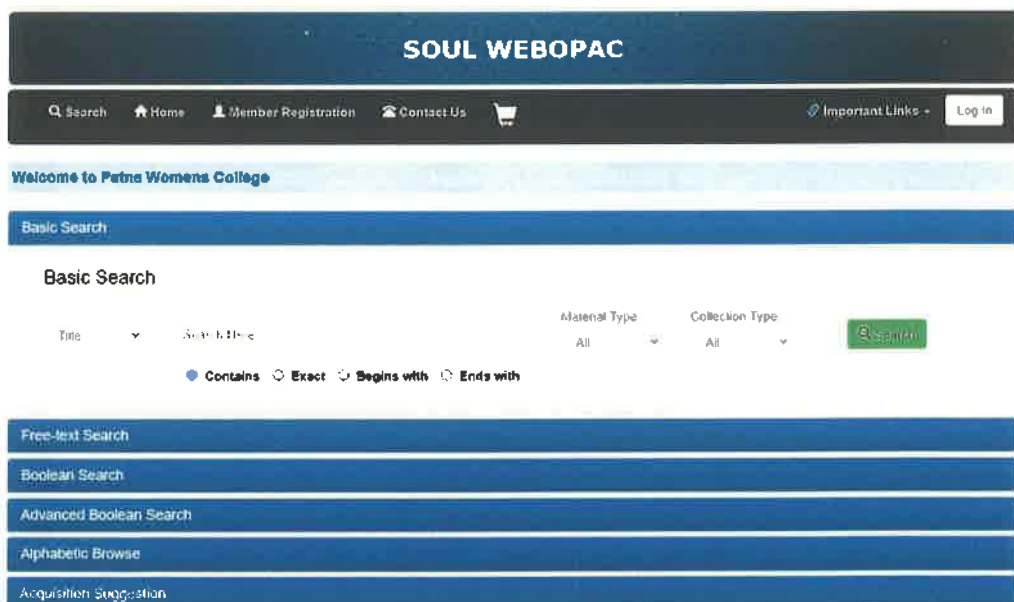
- **Administration:** Administrative Module is the master of all modules, which has provision to administrate all the modules and system settings. This module consists of seven major sub modules that allow the user to access the user settings, theme configuration, etc.
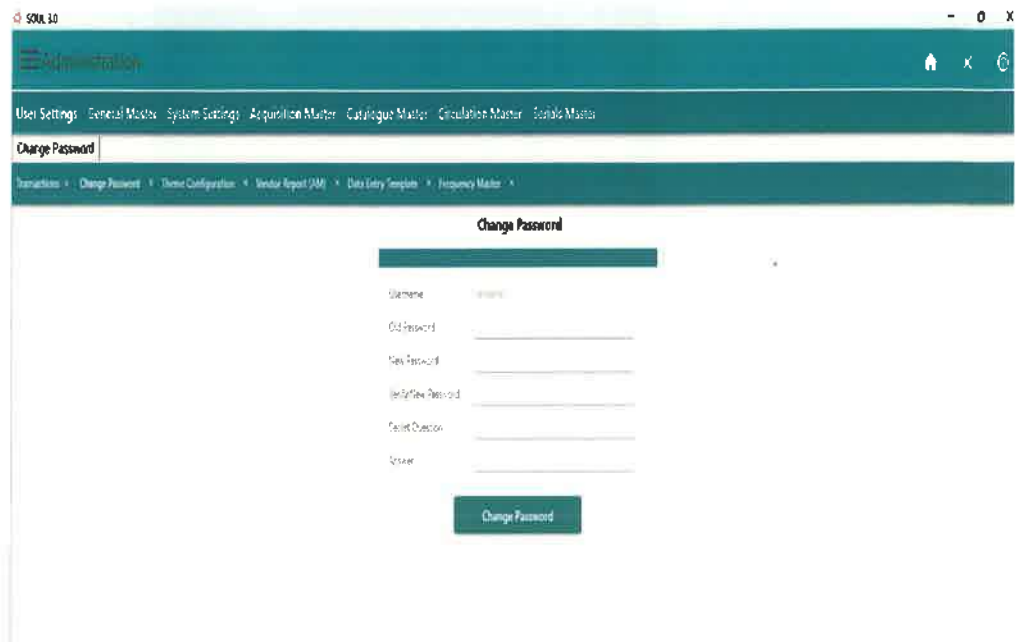
The Library Integrated Management Software SOUL 3.0 supports RFID based transactions. Both the technology work together to perform the tagging of all the textual resources in the Library.

4.3. RFID Library Management System:

- Use of RFID technology has made borrowing and returning of the books fully automatized with the help of self-check-in and check-out systems. It saves the time of library staff.

Access Control Reader

Self check-in / check-out Kiosk

RFID DROP BOX

- RFID provides anti-theft detection gate. This lane is able to track items about 1 meter and would trigger the alarm system when an un-borrowed item passes through it.

  The alarm will sound and a red light flashes on the gate as a patron passes through with the un-borrowed library material.

ANTI-THEFT GATE ANTENNA

- Tagging or RFID Transponder: It is the most important link in any RFID system. These RFID tags are specifically designed and library resources bibliographic data are feeded into it through tagging machine.

Staff Station Reader

- Self-Management: This Solution makes locating and identifying items on the shelves an easy task for the library staffs. It comprises of a portable scanner and a base station.

This solution is designed to cover three main requirements:

(a)   Search for individual books requested.

(b)   Inventory check of the whole library stock.

(c)   Search for books which are mis-shelved.

Hand Held Reader

- Smart Card Registration Reader:

5. Library Advisory Committee

Library Advisory Committee is constituted for improving the library services, framing and amendment of policies.

The principal of the Patna Women's College has the discretionary power in nominating the member for the committee. The role of Library Advisory Committee is to oversee the effective functioning of the library as well as to suggest different developmental plans related to library development.

Date: 01.07.2022   (Ms. Anjali Kumari Sinha)   (Dr. Sister M. Tanisha A.C.)   (Dr. Sister M. Rashmi A.C.)

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