



**Welcome to
BCKV Central Library**





OUR LIBRARY



- Inaugurated in **1980**.
- Encompassing total **81000** sq f areas.
- Rendering various services to all through manual & IT based system.



WE FOLLOW..



Books are for use
Every reader his/her book
Every book its reader
Save the time of the reader
Library is a growing organism

LAWS OF LIBRARY SCIENCE

S R Ranganathan
(Father of Library Science)



LIBRARY BUILDING

Central Library , BCKV @ Mohonpur
(Four Storied Gigantic Building)

- The Built up area :
— 7524.9 sq. m. (81,000 sq. ft.)
- The carpet area (Reading Hall)
— 1207.7 sq. m.
- The carpet area for Stack Room:
— 2322.5 sq. m.
- The carpet area of other facilities:
— 3994.7 sq. m.





LIBRARY FLOOR PLAN

The Ground Floor

- Stack Room for Books
- Stack Room for Bound volume Journals
- Old book section
- Reading Room for Pre-binding back issue journals
- Report Section
- Bindery Section
- Seminar-cum-Lecture Hall.





LIBRARY FLOOR PLAN (CONTD.)

First Floor

- Main entrance with visitors lounge
- Information up-date board
- Circulation Desk
- Book Bank
- Newspaper Section
- Career Corner
- Special Collection
- Reference section with Reading Hall
- Acquisition and Processing Section
- Photocopy section
- CD-ROM Bibliographic Database
- General Office
- Librarian's Room
- Deputy Librarian's Room
- Meeting Section





LIBRARY FLOOR PLAN (CONTD.)

The Second Floor

- Current Periodicals
- Thesis and Dissertation
- Rare and Out-Print Books
- Internet Section
- Digital Resources
- CeRA Searching



The Mezzanine Floor

Book Exhibition Arena





LIBRARY MEMBERSHIP

Membership is Open to the

- Teachers
- Students
- Research Scholars (RS)
- KVK Scientists
- Officers
- Other Staff of the University

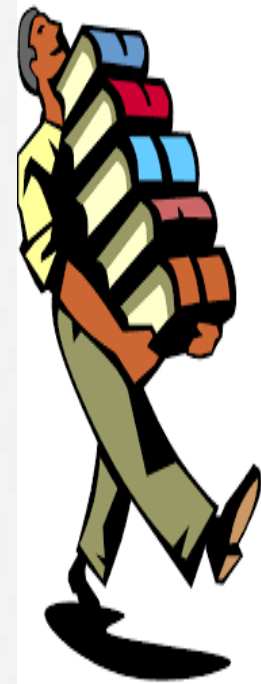
The reference facilities, photocopy facilities and bibliographic database searching facilities are provided to outside teachers, scholars and students.





BORROWING RIGHTS

Sl. No	Category of Users	Entitled to Borrow Books
01	Teachers	15 Books for one month + Overnight issue
02	Officers	04 Books for one month
03	Other Staff	02 Books for 15 days
04	KVK Scientists	15 Books for 15 days
05	Research Scholars	04 Books for one month
06	PG Students	04 Books for 15 days
07	Under Graduate Students	
	Agriculture	03 Books for 15 days
	Horticulture	03 Books for 15 days
	B. Tech	03 Books for 15 days
	02 Books for 6 months/one semester form BOOK BANK Scheme	



Borrow



DIFFERENT SECTIONS

- LOOSE BACK VOLUMES
- JOURNAL SECTION
- RATHINDRANATH SABHAGRIGHA (CONFERENCE ROOM)
- BOOK EXHIBITION AREA
- REPROGRAPHY (PHOTOCOPYING) SECTIONS
- GENERAL OFFICE
- LIBRARIAN & DEPUTY LIBRARIAN'S CHAMBERS
- OLD NEWSPAPERS & MAGAZINES READING ROOM

•ACQUISITION & PROCESSING SECTION

• CIRCULATION SECTION

•REFERENCE SECTION

•READING AREA

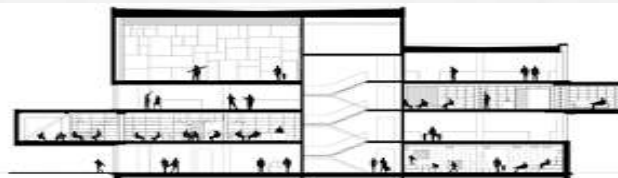
•CAB-CD SERVICE ROOM

•CURRENT JOURNAL, POPULAR MAGAZINES & THESES SECTION

•INTERNET SURFING AREA

•STACK AREA

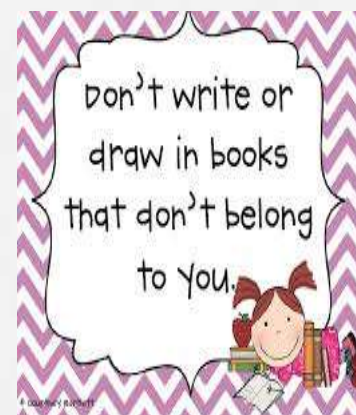
•BOOK BINDING section





LIBRARY RULES

- **PERSONAL BELONGINGS** SHOULD BE KEPT OUTSIDE THE LIBRARY i.e. IN 'PROPERTY COUNTER' AT OWNER'S RISK
- **VALUABLE ITEMS** viz. MONEY, PASS BOOKS, ATM CARDS, CELL PHONES etc. SHOULD NOT BE KEPT IN ONE'S BAG AT THE TIME OF KEEPING THEM IN 'PROPERTY COUNTER
- **CELL PHONE** SHOULD BE SWITCHED OFF or, KEPT ON SILENT MODE INSIDE THE LIBRARY
- **SHOW YOUR LIBRARY CARD** AS AND WHEN ASKED FOR AT THE ENTRANCE





- LIBRARY PATRONS HAVING THEIR LIBRARY CARD or UNIVERSITY IDENTITY CARD (BEFORE GETTING THE LIBRARY CARD) CAN ACCESS THE LIBRARY AFTER PUTTING THEIR SIGNATURE IN THE 'REGISTER' KEPT AT THE ENTRANCE.

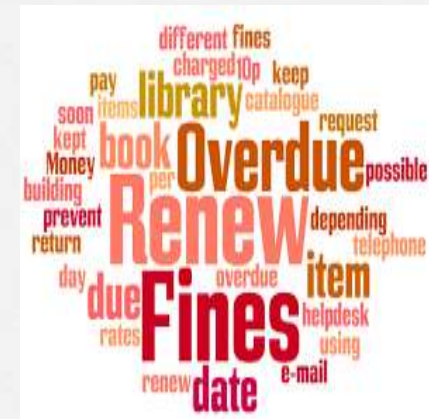
LIBRARY ACCESS





OVERDUE CHARGES

If books are not returned within due date, overdue charge will be charged as per the library rules and regulations of the central library.





CIRCULATION / LENDING ~ RULES

1. Circulation counter remains open from **11 a.m to 5 p.m.** on each working day
2. **Overnight issue** of books from the **Reference section** are made after 4 p.m.
3. Return of such book(s) should be made within **1 hour of opening** on the very next day.
4. Reference books, Rare Books, Theses & Dissertations, Periodicals, e-documents are not for lent out.





'DO's & DON'Ts – BORROWING BOOKS

'DO's & DON'Ts

Any reader observing a defect or damage to any book should point out to the respective staff immediately.

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.

Pay your overdue charges immediately to make your account clear to get the maximum no. of books you are entitled.

Don't try to use library card of other members to issue /return books as it is a punishable offence.



Books – 76,057

Pamphlets - 8,252

Bound Journal -- 25,023

International Stand – 94

Indian Standards – 350

**Theses & Dissertations -
4315**

RESOURCES

Cartographies - 180+

Annual Reports - 190

**Current Indian Journals
(Hard Copy) – 10**

**Indian & Foreign Journals
through 'CeRA' – 2200+**

Research Bulletin - 9893



**Find your Library
Resources**



CD-ROM DATABASE

CAB CD:1990 onwards

Crop CD: 1973 to 2004

Hort CD: 1973 to 2006

Pest CD: 1973 to 2004

AG.ECON. CD: 1973 to 2004

AGRIS: 1975 to 2001

AGRICOLA: 1984 to 1991

INDIAN SCIENCE ABSTRACTS:

1990 to 1999

CURRENT CONTENTS (life Science):

1999 to 2000

AGRIL. BIOLOGY & ENVL. Sc.:

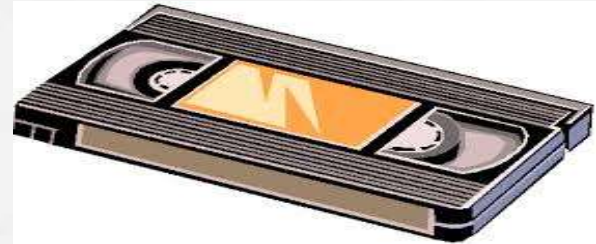
1999 to 2000





NON BOOK MATERIALS

Video Cassettes - 37
Audio Cassettes - 06
Book Accompanying
CDs - 55
Theses soft copies - 309
Acta Horticulture
Proceedings Soft
copies - 36



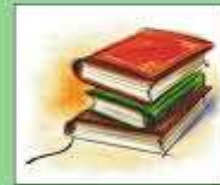


- o **BOOK BANK:** TWO books are issued to the U.G. students for six months on rental basis @ charge of 10% of actual cost of a book. Same amount is levied as Renewal or overdue charges.

BOOK BANK



Book Bank





SERIAL SECTION : SERVICES

The current Indian and Foreign Journals section houses all subscribed and Gift titles in the 2nd floor of the Library. The users are provided reading and photocopy facilities.





CD-ROM SERVICE

- Presently 15 nodes are engaged for such service. Browsing free for all. The saved data can be copied on CDs against payment of Rs. 10/-
Print-out rate per copy Rs. 1/-





INTERNET SECTION : SERVICES

- This Library has 20 nodes connected with ARIS in this section and Internet surfing for academic purpose is free of cost for all users.
- The saved data can be copied on CDs against payment of Rs. 10/- Print-out rates per copy Re. 1/-
- **UG STUDENTS ARE PERMITTED SURFING ONLY DEPENDING UPON THEIR REQUIREMENT & URGENCY.**





INTERNET SECTION :DOs & DON'Ts (Student)

DON'Ts:

- Do not surf 'off scene' or any other 'Non Academic Sites'
- Do not switch on any machine in absence of the staff.
- Do not make request for 'Print-outs' before 2-30 p.m.
- Do not request for 'print-outs' of the documents which are not downloaded from the C.L. Computers.
- Do not make request for 'Print-Outs' for more than 10 pages

Do:

- Do enter with your 'Library Card' / issued permission letter.
- Fill all the columns of the 'Register' kept Inside.
- Do maintain absolute silence inside the room.
- For any problem wait patiently for the concerned staff.
- For 'CeRA' consultation do request the concerned staff.
- If you are a U.G. student place your specific requirement & seek necessary permission from the concerned staff.



The Library provides photocopy service at a nominal charge of **Rs:0.50** per page with the aid of 3 digital Photocopiers.



PHOTOCOPYING FACILITIES

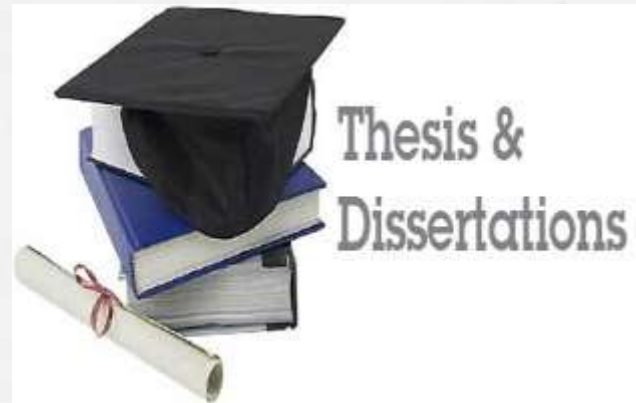




THESES & DISSERTATIONS :SERVICES

Thesis Dissertation are preserved in a separate section for consultation by the users as well as photocopy is permitted.

Users can search a thesis or dissertations from the SOUL database. Soft copies of theses are also available on request for consultation





KRISHIPRABHA KRISHIKOSH (e-Theses Repository)



An Institutional
Repository of Indian
National Agricultural
Research System





ONLINE PUBLIC ACCESS CATALOGUE :

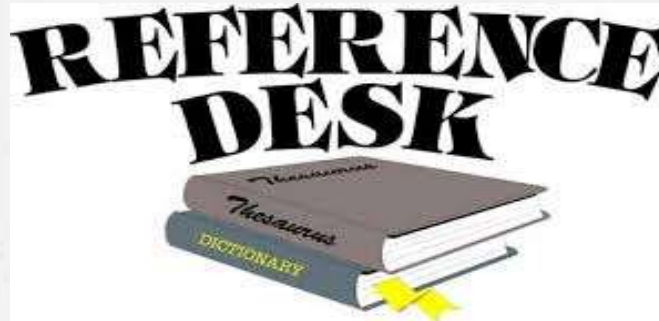
An online public access catalog (often abbreviated as OPAC or simply library catalog) is an **online database of materials** held by a library Catalogue of library resources from 1990 onwards is available in machine readable format on computers (O8 nodes) using library software SOUL.





REFERENCE DESK : SERVICES

- Reference & Reading Room section is located just on the left side of the circulation counter. It is the abode of both conventional reference documents as well as one copy of all the important textbook titles.
- Referral Services are also catered in some cases.





- o Database is maintained for the back volumes of 'Loose Journals' & 'proceedings'.
- o Service provided to the users for reading and photocopying as and when they require it.

LOOSE JOURNALS (back volumes)





BOUND VOLUME JOURNALS

- Database of 'Bound volume Journals' is maintained and each & every row of stacks is provided with a list containing titles kept in that row.
- A reader can get his/her required volume and consult in the reading area or may take for photocopying.





APPEAL.... (for Student)

- **TRY TO FOLLOW LIBRARY RULES AND DISCIPLINES.**
- **MAINTAIN SILENCE INSIDE THE LIBRARY.**
- **PUT YOUR SIGNATURE IN THE REGISTER BEFORE CONSULTATION.**
- **KEEP THE BOOKS, PERIODICALS & OTHER DOCUMENTS ON THE TABLE AFTER YOUR USE, DON'T MERGE IT ON THE SHELVES.**
- **DON'T WRITE DOWN, DAMAGE OR, MAKE ANY MARK ON ANY DOCUMENT BELONGING TO THE LIBRARY.**
- **YOUR PLEASANT GESTURE, APPEARANCE & BEHAVIOR IS APPRECIATED.**
- **DUE TO SHORTAGE OF MANPOWER YOU MAY HAVE TO WAIT A LITTLE BIT, SO, PLEASE WAIT FEW MINUTES.**



HOW TO SEARCH A BOOK THROUGH OPAC

The screenshot shows a Windows XP desktop with a blue taskbar and a green landscape wallpaper. A window titled "[SOUL] OPAC/BOOKS & THESEs" is open, displaying the "Online Central Library" interface. The interface has a title bar and a main content area with a "Books & These" section. Below this section are two columns of search options, each with a button-like appearance. At the bottom of the window, there is a footer that reads "SOUL designed and developed by INFLIBNET Centre, UGC, Ahmedabad." The taskbar at the bottom shows the Start button, the window title, and the system tray with the time 12:19 PM.

Books & These	
Title	Publisher
Author	Accession No.
Subject	Series / Note / Volume
Class Number	Free Text Search
ISBN	Boolean Search
Exit	

SOUL designed and developed by INFLIBNET Centre, UGC, Ahmedabad.



STEPS TO SEARCH OPAC

By Author

- Step -1 Open OPAC module.
- Step - 2 If you know Author search by Author's Surname.
- Step - 3 Choose the book you are looking for.
- Step - 4 See the status of the book.
- Step - 5 Note down the Accession no. & Call no. of the book ,if Available.
- Step - 6 Approach to the lending counter or, the reference section.

By subject

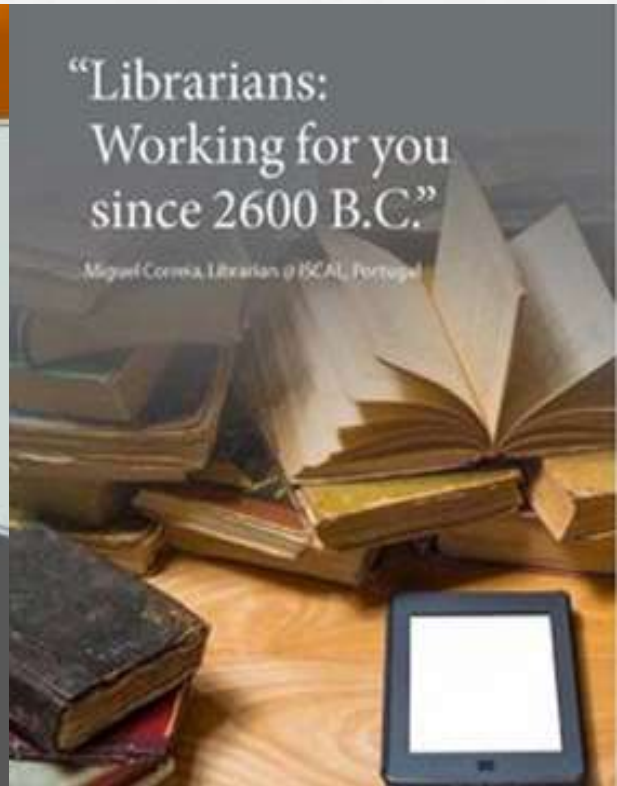
- Step - 1 Search by subject/ Free Text search/Boolean Search
- Step - 2 Choose the book you are looking for
- Step - 3 See the Status of the book
- Step - 4 Note down the Accession no. & Call no. of the book ,if Available
- Step - 5 Approach to the lending counter or, the reference section

By Title

- Step - 1 search by Title
- Step - 2 See the Status & note down the Accession no. & Call no. of the book ,if Available
- Step - 3 Approach to the lending counter or, the reference section



Future Plan





FACULTY PUBLICATION ZONE (Future Plan)

- This is a kind of service BCKV Central Library would provide the users entering physically into the library premises .
- Publication of teachers can be displayed in separate corner with proper ambience.



LIBRARY APP (Future Plan)



New EASTFIELD COLLEGE
Library Mobile App

Eastfield College Library mobile app can now be downloaded on mobile platforms. Just look up the app under EFC Library.

Receive Library information on the go

- Hours and locations
- Events
- Account
- Ask a librarian
- Common Book
- Like us/connect with us
- Video tutorials
- and much more!

For more information, contact the Library at 912-860-7168.



LIBRARY RFID GATE (Future Plan)



LIBRARY SELF SERVICE KIOSK (Future Plan)





OUR LIBRARY FAMILY..

HEADED BY : DR. KANKAN CHOWDHURY (LIBRARIAN)





OUR LIBRARY FAMILY..

HEADED BY : SUBIR DAS (DEPUTY LIBRARIAN)





THE LIBRARY FAMILY..

LENDING & BOOK BANK

SMT. PURNIMA DAS &
SRI GEBLO HANSDA
MS. SHAMPA ROY

ACQUISITION & PROCESSING

SRI DEBABRATA
BHATTACHARYA

REFERENCE

SRI GOUTAM
CHATTOPADHYAY
SRI HARI ROY

GENERAL OFFICE :

SRI SUJIT MUKHERJEE & SRI
BISWANATH SAHA

CD-ROM :

MS. SHAMPA ROY

PHOTOCOPYING :

SRI KANAI LAL CHOWDHURY
& SRI ARUN DAS

BINDING UNIT

SRI JOYDEB SARKAR





THE LIBRARY FAMILY..

**THESES, INTERNET, CURRENT
JOURNAL, ANNUAL REPORTS,
RARE BOOKS & 'CeRA':**

SRI PRADIP ROY

SMT SILA SIL

OLD AND RARE BOOK

AMITABHA DE

SECURITY & VIGILANCE:

SRI GOPAL DEY &

SRI GOPINATH PATRA

BEAUTIFICATION:

SRI RAMPRASAD PARUI &

SRI TAPAS KARMAKAR

BACK VOLUME JOURNAL

SRI DILIP DAS,

SMT. IVA BRAHMA &

SRI GOBINDA DEBNATH

CONFERENCE ROOM

MAINTENANCE:

SRI GOBINDA DEBNATH

BOOK STACK

SMT MINA RAI

MAINTENANCE:

SRI KISHORI DAS,

SRI RAMPRASAD PARUI &

SRI TAPAS KARMAKAR





THE LIBRARY FAMILY..



CONTACT US

The University Librarian
Central Library

BCKV, Mohanpur, Nadia.

Pin- 741 252

West Bengal, India

Phone:

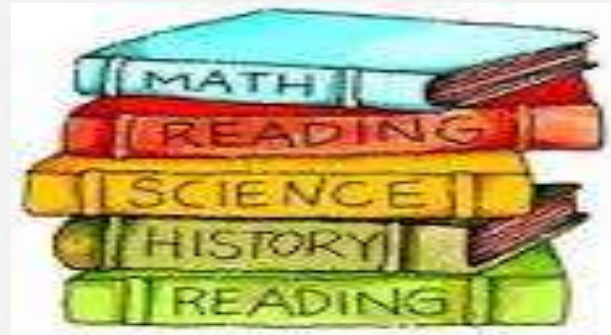
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**On behalf of
BCKV
Central Library**



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