

INTRODUCTION

This guide entitled '**Know your Library**' gives an overall view of the library **facilities** in **Sishu Bikash College of Education**. With the combined effort of the staff members of the Central Library we have been striving hard to meet the pressing demand of the users by rendering various services to all.

14.12.2015

Souma Kopti Chowdhury
(Librarian)

OUR MOTTO:

The Library authorities are keeping constant attention on the ongoing development of library services. The Library is providing services through 'manual' system.

The Library serves the users in every possible way by the five laws of Library Science as enunciated by **Dr. S.R.Ranganathan** -



Father of Library Science

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. A Library is a growing organism

ABOUT THE LIBRARY:

Sishu Bikash College of Education was started along with the establishment of the institute in **2010** in order to cater to the academic and research needs of the faculty, research scholars, students, managing committee members and non-teaching staff. Since then, the Institute Library has gone from strength to strength to live up to the expectations of its users.



LIBRARY ORIENTATION: What and Why

You are heartily welcome to the SBCE Central Library and we are glad to receive you amongst us. The purpose of this guide as a part of the library orientation programme is to acquaint you with the Library System along with its various services being catered to you.



LIBRARY TIMINGS:

11.00 a.m. to 4.30 p.m.

The Library is kept open on all working days except Sunday and Institute's Holidays.

MEMBERSHIP:

Library membership is open to

- a. Managing Committee Members
- b. Full – time Faculty
- c. Guest Faculty
- d. Students
- e. Non-Teaching Staff

BORROWING LIBRARY DOCUMENTS:

Type of Member	No. of Books that can borrowed	Duration
Full - time Faculty	10	3 months
Guest Faculty	5	3 months
Students	3	10 days
Non- teaching staff	2	1 months

COLLECTIONS AND RESOURCES:

The Library is having a collection of 4620 books. 6 types of magazines and 5 types of Journals. 3 types of carrier guidance newspapers. 4 types of daily News Papers.



Collections and Resources

BOOKS:

The books in the Library are mainly on specialized subjects on Education, Psychology, Research Methodology, Administration & Management, Statistics, Sociology and B.Ed. method books like English, Bengali, History, Geography, Education, Arabic, Life Sc., Phy.Sc, and Mathematics.

Each subject is assigned a classification number to classify a book. Books are arranged according to call no. (Class number + book number) of the book.



Books

REFERENCE BOOKS:

There is a collection of conventional reference books like Dictionary, Encyclopedia, Handbook, Yearbook etc. for ready reference and general information. Reference books are available in the reference section and in the Circulation counter.



Reference Books

PERIODICALS & MAGAZINES:

The Library subscribes to 05 periodicals. The current issues of the periodicals are not issued out. Users can make photocopy of the articles.



Journals and Magazines

ELECTRONIC LIBRARY:

Students and faculty members can use the Electronic Library. The users can use databases in the Electronic Library section of Central Library.



E-Library

SERVICES:

- Lending Service



Lending Books



Circulation Desk

- Reference and Information Service



Reference Books

- Display of New Arrivals



New Arrived Books

- Access to database service



Computer Access

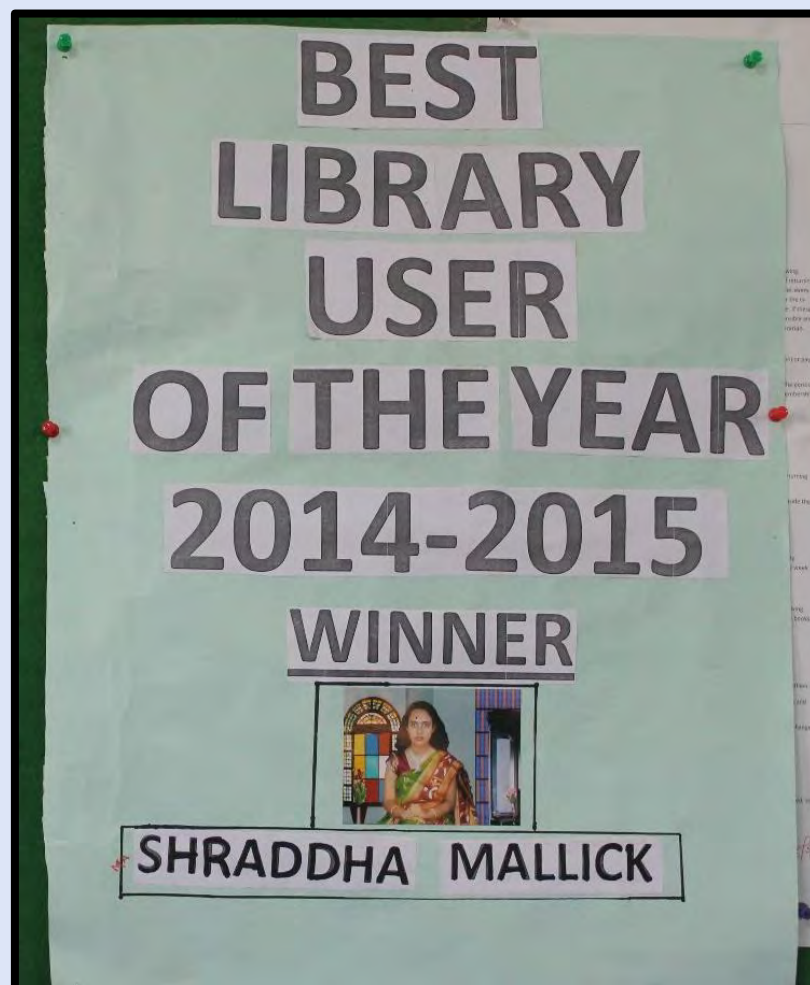
- News Paper Clipping Service



Newspaper Reading

BEST LIBRARY USER AWARD:

To motivate the students to make the efficient use of the Library and its services the **Best Library User Award** has been started from 2014-2015. Two students are selected one from the Boys and one from the Girls, on the basis of the statistical data, accession of books, reading aptitude of the students, discipline and behavior. Every year this Award conferred on the occasion of the Annual Programme of our College.



Previous Year's Best Library User

OTHER RULES RELATED TO BORROWING OF BOOKS:

- a. Members must show their membership card and Identity card at the gate and at the time of borrowing / returning books. No books would be issued / returned without verifying the Identity card.
- b. Reference books, rare books and periodical publications are meant for reading / viewing inside the library only.
- c. Borrowers must satisfy themselves about the physical condition of the books before borrowing. Otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning. At the time of borrowing a book, either for use in the library Reading Room or for use at home, every borrower should examine it carefully and bring immediately to the notice of the Librarian or the in-charge of the issue counter the cases of mutilation, defacement or damage, if any. Otherwise, if these are detected subsequently, the person to whom the book was issued last will be held responsible and he/she shall be liable to compensate the Library in such a way as may determine by the Librarian.
- d. No books shall be returned on the day of issue.
- e. An overdue charge of Rs. 1/- per day shall be charged if a book is kept beyond the period of loan. Member, who repeatedly fail

to return books on due date, my lose the privilege of membership of the library.

- f. A member, who losses Membership card and / or Identity Card shall inform the issue counter and do the necessary formalities. A duplicate card may be issued on payment of Rs. 10/- for each duplicate card and Identity Card.
- g. When there is an emergent demand for a borrowed book, the same be returned immediately to the library.

GENERAL RULES:

- i. At the time of entering the Library all personal belongings, printed materials, personal books, photocopied materials, etc. Shall be left at the property counter at the risk of the owner.
- ii. The Library users should not use the mobile phone inside the library to avoid disturbance to others.
- iii. While in the library all members shall observe basic and elementary principles of library ethics and obey the rules and procedures of the library. Silence is to maintained strictly.
- iv. Members must registrar their permanent address at the office of the librarian and notify any change in writing.
- v. Signature is necessary at the time of entry and exit in the library.
- vi. Books are issued cannot be returned on the same date.

vii. For using the books as “Counter Copy” one must submit the Identity Card.

x. The library rules framed herein above may be altered: amended or new set of rules may be added, as may be required from time to time.

FUTURE OBJECTIVE:

- To increase the Library facilities.
- Introduce Library Automation to facilitate better Library Service.

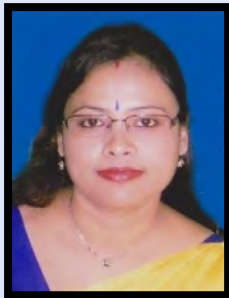
APPEAL TO THE USERS:

- a) Do not hide, mishandle or upset the arrangement of books/journals. Such practices create problems for other readers. It is not easy for the Library staff to trace misplaced books or journals.
- b) Please do not replace a book on shelves. We will do it for you. Remember, a misplaced book is equivalent to a lost one. Think how disappointed you will be when you fail to locate a book on its designated place.

- c) Do not tear off pages from books or journals. Do not deprive other readers of a benefit you are keen on getting. The copy of the book or journal you are mutilating may be the only copy available in the whole of the region or in the whole country.
- d) While entering the Library, keep your personal belonging in the property counter.
- e) Please do not use your mobile phone inside the Library. It disturbs others.
- f) The Library is your own property: help us to maintain it well.
- g) If you face any difficulty please do not hesitate to contact the Library staff.

LIBRARY STAFF:

Individual members of the Library team are listed below, along with their contact details:



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