

**Central Library**  
**C.S.A.University Of Agriculture And Technology Kanpur**

**Syllabus for common course for PG AND PhD**

**LIBRARY AND INFORMATION SERVICES (0+1)**

**OBJECTIVE –**

To equip the library userd with skills to trace information from libraries efficiently, to apprise them of information and knowledge resources, to carry out literature survey to formulate information search strategies , and to use modern tools ( internet, OPAC, search engines etc.) Of information search.

**Practical**

Introduction to library and its services; role of libraries in education, research and technology transfer; classification systems and organization of library; sources of information – primary sources, secondary sources and tertiary sources; intricacies of abstracting and indexing services( science citation index, biological abstracts, chemical abstracts, CABI abstracts etc); tracing information from reference sources; literature survey; citation techniques / preparation of bibliography; use of CD-ROM databases; online public access catalogue and other computerized library services, use of internet including search engines and its resources; e- resources access methods.

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**Chandra Shekhar Azad University of Agriculture & Technology, Kanpur**

**Library Utilization and Maintenance Policy:**

The Library recognizes the importance of functioning in a thoroughly professional way taking into consideration of the interests of users of all Department. The Library committee consists of at least one faculty member from each Department. Faculty representatives report back to their respective department on different issues like subscription of new relevant journals (Print/e-journals) and the also suggest the name of books (Hard copy/e-books) to be procured in the Library. The faculty members of the committee play key roles in coordinating the Library Orientation for the new entrants. This enables the Librarian and the Library staff members to meet students batches and introduce them to easy means of accessing the book on the shelves as well as available online recourses. The Library Committee takes the lead incepting strategic directions for all aspects of the library service and operation. Committee meets regularly to engage with all the issues related to student requirements from the library in order to make the process seamless and Library functions student friendly. Library is fully automated with all its subsystems like LAN connectivity and Wi-Fi. Library Management Software (LMS) system is incorporated with latest technologies that enables Library to serve its users more efficiently. The Library has a wide collection of books, Journals, Periodicals, E-Journals, open sources and Audio-video materials, photocopying facility, News Papers/Magazines, Rare books, e-resources etc. Bar-coded online circulation system is in practice in the Library. The availability of OPAC has resulted in the easy to access of information from any computer within the campus on subject/author wise book, account information like books borrowed and due date return, delayed penalty to be paid, if not returned in time, and so on All students are entitled to access electronic recourses through campus Network. The Library has Softgranth Software Digital Library Platform which provides library patrons access on mobile web app platform to libraries digital resource anytime, anywhere from out of campus.

The rules and regulations of Library are as under:-

- ❖ Only registered members are allowed to use the Library. Outsiders are not allowed in the library premises without permission of librarian.
- ❖ Members should produce their ID card at the entrance of the Library. Registered members are issued a bar-coded ID card.
- ❖ Readers should observe strict silence and switch off their Mobile phone etc in the library.
- ❖ Library users are expected not to act in any way which disturbs the reading or study of other users and expected not interfere with proper functioning of the library.
- ❖ Eating and Drinking is not permissible in the areas where the users are engaged in the study. Smoking is also not allowed inside the library.
- ❖ Library reserves the right to check the contents of the items deposited at the property counter.
- ❖ Readers are not allowed to bring personal books and belongings like bags, umbrellas, etc inside the library. These materials are to be kept at the Property Counter. Readers are advised not to leave their precious and valuable items like money, passport, credit/Debit card etc. at the Property Counter.

- ❖ Students memberships are renewed at the beginning of each semester. Renewal of membership to students and research scholars are done on the basis of production of fee receipt indicating the annual deposits on account of University.
- ❖ Bar coded ID cards and Issued books are non-transferable. The member is responsible for the books borrowed on his/her ID Card.
- ❖ Loss of library books or ID card must be reported in writing to the university librarian.
- ❖ Library hours are subject to change from time and all changes in timing are duly notified on the notice board of the library.
- ❖ General Book Section/ Book Bank/ Reserve Book Bank/ Reference Book Section/ Newspaper & Magazines/ Bound Journal Section/ E- Library & Current Journal Section/ Thesis and Dissertation Section are separately maintained in the library for the smooth accessibility of the library users.
- ❖ Rare Books, Reference books and Journals are not issued.
- ❖ Dissertations/Theses are to be consulted within the library premises only.
- ❖ Borrowers must satisfy themselves with the physical condition of books before borrowing.
- ❖ Members are responsible for loss of books issued in their name.
- ❖ Books will be issued for 14 days only from General Book Section and Six months/One Semester from Book Bank/Reserve Book Bank. An overdue charge of Rs. 1/- per day volume Levied for the late return of books after due date.
- ❖ Readers are expected not to carry books from one floor to another and leave the books on the reading table after use.
- ❖ Damage to or theft of library property will be referred to University's disciplinary authorities Notices, Publicity materials/wall Writing etc are not allowed in any part of library building.
- ❖ It will be mandatory to each and every bonafide member of the library to obtain no dues from the central Library after returning of the books issued in their name.
- ❖ Library shall be entitled to recall any issued book even before the due date as and when required.

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**UNDERTAKING FIXED/WIRELESS NETWORK AND INTERNET ACCESS SERVICES**

(All students/staff/faculty issued with Internet-id are required to read and sign the following policy)

I-----S/o D/o -----presently student/ staff/ faculty at  
----- Department in Chandra shekhar Azad University of Agriculture & Technology,  
Kanpur

University do hereby affirm and undertakes as under:

1. That the network service provided by the College/Department/University reserves the right to monitor the use of the facilities and that the same may, in certain situations, be compelled to access and to disclose information such as e-mail and message, content and data relating to the use of Internet facilities.

2. That I undertake not to engage in any activity which:

i- Disrupts the intended use of the resources.

ii. Misuse/share the internet and Email id/password issued by University during my possession.

iii. Compromises the legal rights of others.

iv. Modifies, damages or destroys computing resources or the data on them.

v. Jeopardize, in any way, the integrity, performance or reliability of the Department's /university's/computing resources by indulging in circumvent data protection schemes, to uncover security loopholes, to "hack" into systems or to interfere with the intended operation of the computer resources.

3- keep id/password confidential and safe, do not share with any other.

I have read and understood the above terms and conditions and I agree to abide by them.

Date: /2022

Name of the Student/Staff/Faculty..... Course (for Student only).....

Stud. Reg. NO /Employee PAN NO.....

Address (Current).....

Address(Permanent).....

Mobile No.....

Email-id.....

Note: Attached a self – attested id & Residence Proof (Preferably Aadhar)

**(Signature)**

Student/Faculty/Staff

Forwarded by:-

**(Signature & Seal)**

(HOD/Section Head)

**Verified by-**

**(Signature)**

**Officer In- charge (Internet/Wi-Fi)**