

# **DVK Central Library**

## **Research Informatics (User Education)**

### **Important Concepts and Functions**

#### **DVK Moto and Central Library**

DVK Central Library is blessed to have a beautiful entrance which encompasses the dynamic vision of the library. *Althara* symbolizes seat of wisdom around the *Bodivriksham* (The Tree of Enlightenment) and Sat Guru means - one who is enlightened to enlighten others - according to Indian perspectives. To express the devotion to the Sat Guru library placed the statue in front of the library which indicates the *Vinaya*, the beginning of wisdom (Devotion to the Lord is the Supreme Wisdom - our motto).

The library staff including the librarian and possible students Light the lamp and recite the *bhajan* every day in front of the Sat Guru at the Althara at 08.00 am to begin the day.

#### **Vision**

A living temple of wisdom and the Dharma of Jesus Christ for the well-being of all and the glory of God.

#### **Mission**

Holistic formation in the radical discipleship of Jesus Christ, the Sat Guru, for Christian leadership. Promotion of rigorous academic research in philosophical, theological and allied disciplines. Harmonious synthesis of the Western, the Eastern and the Indian genius.

#### **The Thrust**

We dedicated ourselves to improve the quantity and quality of the living knowledge by providing a creative and vibrant environment for enlightenment. The following philosophical environments are part of the library space plan:

1) Bodivriksham - the tree of enlightenment, 2) Bodagraham - house of knowledge, 3) Bodaramam - the garden of learning, 4) Bodivanam - the woods of higher knowledge and 5) Bodagahvaram - an environment of solitude to gain wisdom.

#### **Our Library is Famous for**

Part of the legacy of DVK Central Library, we are famous for many things including its collection, service, research environment, etc. among the ecclesiastical world. The same time the secular world of library and information science, appreciating especially for the following areas:

1) Good Library – DVK Central Library keeps library as a model and we provide consultancy service for the library planners, constructors, and the library professionals to make and maintain a good library. (More than 32 modern libraries in India modelled/consulted)

2) Good Librarians - Our committed staff provides quality service to the users with joy and love at our library. Many library and information science students, teachers and professionals are considering our library is an ideal place to train the freshers. So we regularly giving rigorous training/internship for the freshers from different parts of India. It will help them to get good placements, opportunity to gain experience with traditional as well as modern library systems, personality development to serve the society excellently as a library professional. (More than 100 trainees/interns completed their practical training here and placed well in the famous libraries in India)

3) Good Users - Library prepare the user community to use the library as a partner with responsibility for the quality research and we provide maximum connections for the researchers to the resources with creative and lovely research-ecology. (We have done user education for more than 4500 scholars)

## **User Education Programme**

We have comparatively good research culture in the DVK Central Library. User education is the important initiation service offered by the library to nurture and maintain the research culture at the library as well as the DVK. User education is the interface to connect the resources to the scholastics through the complex systems to do their studies with research mind. The persons with computer knowledge also required an initiation to start the library use, in a serious way from the beginning of the DVK programme/course.

Library is offering this programme for certificate course students to PhD scholars. Unfortunately, few scholars are not taking interest to do the proper user education for their research/course and it will cause to increase the number of 'wanderers' in the library as a permanent disturbance.

**Relevance:** To save the time, to get the freedom to use, be a partner of the library, and to create a link between researcher and resources. Philosophical reason is to bridge the gap between the Recorded Knowledge and Living Knowledge.

**Objectives:** Objectives of the programme is given below:

- To identify the specific resources for their research topics
- Assess the nature and content of resources
- Widen with the vocabulary related to the research topic based on the research resources
- Get acquainted with the writers in the research field
- Acquire the skill in retrieving the resources
- Build up a web portal for the selected research topic
- Familiarize researchers with the entire system of the library for research purposes.

**Modules of User Education:** 1) Data Retrieval and Managing Systems: To introduce the data mining and information retrieval techniques, systems, tools and to get practice in personal data management and to get guidelines to construct the personal web portal. 2) Bibliometric Analysis: To assess and familiarize the print and digital resources in the areas of specialization with the tool of bibliometric analysis. 3) Library Systems: To learn the resource management systems of the library - classification, cataloguing and other systems of library 4) Spade work for Research: To do resources-based vocabulary promotion, personal thesaurus on concerned subjects and introducing authors through their works. 5) Unique Philosophical Approaches to the Wisdom: To learn the philosophy of library and eastern and western approaches to the Wisdom.

## **Working Hours**

The library will remain open on Monday to Saturday from 08.00am to 08.00pm. After the arrival of all the office staff, we are able to provide most of the functions except reading and referring to the books and documents. So library considers the functional hours: 09.00am - 04.30pm (half an hour after the office staff arrival and half an hour before their return). During Summer, Christmas, and Semester vacations the working hours of the library will be from 8.00am to 6.00pm.

## **Working Days and Holidays**

In the normal case, all the days except Sundays will be the library working days. The library holidays are the following : January 1 - New Year , January 3 - St. Kuriakose Elias Chavara , January 26 - Republic Day , Holy Wednesday , Maundy Thursday , Good Friday , Holy Saturday (During the Holy Week from Holy Wednesday up to Easter); May 1 - May Day , July 3 - St. Thomas Day , July 16 - Our Lady of Mount Carmel, August 15 - Assumption of Our Lady and Independence Day , September 8 - Nativity of Our Lady , December 8 - Immaculate Conception. There will be holidays for the library from 22 – 27 December

connected to Christmas celebration. During summer vacation we close the library for ten days due to the ten days off for the library employees.

### **Silence**

In general, moderate silence is to be maintained in all the areas of the DVK Central Library. The users have to keep absolute silence in the Research Area. After entering in the Access Control Door, nobody is supposed to make any noise due to discussions, use mobile phones or any sound producing gadgets/equipment.

Library provides space for discussion and collaborative learning on the first floor of the entrance building.

### **Classification**

**Classification Schemes:** There are many classification schemes to classify library books.

**Dewey Decimal Classification (DDC) Scheme:** The first and most popular in the world. This classification system was developed by Melvin Dewey an American Librarian in 1873. In DDC numerals are used decimally as notations for books arranged by subjects` or rather by disciplines. It divides the Universe of Knowledge into major and minor classes in the linear fashion using the decimal principles for subdivisions. It divides the subjects into three summaries. First summary is with 10 Main Classes, second summary with 100 Divisions and third summary with 1000 Sections.

**Colon Classification (CC) Scheme:** A faceted classification scheme divides subjects into components. It makes use of mixed notations which includes lowercase and capital letters, Indian numerals, and a series of punctuation marks and other symbols as conjunctions and indicators.

**Dharmaram Classification Scheme (DCS):** Dharmaram Classification Scheme is a homemade classification system, especially to classify ecclesiastical materials. There is an immense possibility to accommodate new subjects and new main classes. The basic inspiration and the format of this scheme is taken from Papal Seminary, Pune.

DVK is using Dharmaram Classification Scheme, to classify all the books in the library and to generate the class number for each book. It is very user friendly and less complicated scheme. All the main classes are indicated by alphabets. Each main class have around 100 subclasses. Some subclasses have sub-subclasses and it will indicate/differentiate with a decimal mark. There is a frequent Research and Development (RnD) for the classification scheme at the DVK Central Library.

### **B - Biblical Topics**

#### **BC - Biblical Commentaries**

#### **C - Fundamental Theology**

#### **D - Dogmatic Theology**

#### **E - Theological Authors**

#### **F - Liturgy**

#### **G - Canon Law**

#### **H - Moral Theology, Homiletics & Catechetics**

**J - Church History Mission**

**K - Spiritual Theology**

**L - Biography**

**M - General Topics**

**N - Philosophy**

**O - Psychology**

**P - Social Sciences**

**Q - General Science**

**R - Indian Realia**

**S - Indian Philosophy & Religion**

**SS - Comparative Religion**

**T – Indian Languages & Literature**

**U – Non-Indian Languages & Literature**

**W - Geography, History & Art**

**Z - Other Languages**

### **Author Number**

**CA Cutter`s Three Figure Author Table:** The Cutter number is a combination of letters and numbers. The Cutter number is based on 1-3 alphabets of the author`s surname.

Example: Kuncheria Pathil - P274

Saju Chackalackal - C344

The library generates author number with the CA Cutter`s Three Figure Author Table. Usually, we take stipulated alphabets from author's surname and three figures from the CA Cutter's File for the author number.

### **Call Number**

Library gives call number for all the books. Usually, we construct call number with classification number and author number. This call number writes on the round or square type colour labels - first the classification number and after a bar/line, write the author number - and pastes the label of call number on the spine of the book. All the books arranging in the library shelves and retrieving from the shelves, with the help of call number.

Examples :

Buckley, Francis J.

I Confess: The Sacrament of Penance Today

D64= D= Dogma (Main Division); 64= Penance (Subdivision);

B856 = B= Buckley (Author); 856 = Cutter file number is B856.

D64

## Library Automation Software

We are using NIRMALS software for library automation since 1996. It was designed here in the Dharmaram library environment. Now it become one of the leading library management systems and NIRMALS has a strong track record of delivering library automation solutions over 25 years and provides library solutions to more than 350 libraries all over India. Many solutions in the software NIRMALS developed according to our requirement. Self-Charging System, Periodical Management (with Barcode), Stock Verification (with Barcode), etc. are few examples for our demands and developments.

### Search Counter (OPAC- Online Public Accessible Catalogue)

A computer based and supported library Catalogue designed to be accessed via terminals so that library users may directly and effectively search for and retrieve bibliographic records without the assistance of human intermediary.


Search counter is situated on either side of the entrance area. The users can search books and articles through OPAC system which enable them to get all the primary details such as call number, location, status and bibliographical details.

## There are three types of OPAC Systems


### New OPAC

#### Steps to search through the New OPAC:


##### "Monograph" for books search


1. Open New OPAC window by clicking on the icon 
2. Select "Search" –for Books & Articles
3. In this "Search" window we have to click on "Monograph" for books
4. There are so many options to search a document: Authors, Doc Title, Browsshelf, Series, Any word, ISBN/Acc No. etc. are important options for search.

**Author(s):** Search with author name click author and type the surname of the author select your exact author from the list then programme will open a new window with all books written by the particular author. Then select the book title by a click at the extreme left column of that particular row/title then the OPAC will show the catalogue card with all bibliographical details and status.


**DocTitle:** Search by the title of the document and avoid the words 'a' 'an' and 'the' and type the title of the book press the search icon  programme will open a new window with all books with that word/s. Then select your book title and click the extreme left column of that particular title row then the OPAC will show the catalogue card with all bibliographical details and status.

**Browsshelf:** If you want to search by any particular Main-Class or Sub-Class Number you have to select 'browsshelf' option and type the classification number. Eg: N/N100

**Series:** Search by the series name you have to select series and type the series press search the icon  then select the particular series title and click the extreme left column of that particular row/title then the OPAC will show the catalogue card with all bibliographical details and status. Eg: Advances in Psychology

**Anyword(s):** Search by the 'any word' of the title of the document. Type any word of the title and press search icon  programme will open a new window with a list of all the books with this word/s. Then


select the particular book title and click the extreme left column of that particular row/title then the OPAC will show the catalogue card with all bibliographical details and status. Eg: Philosophy

**ISBN/Acc No:** ISBN is the acronym for International Standard Book Number. You have to select ISBN and type the ISBN number you will get the details of that particular book. **Acc No:** Select Accession Number Column and type Accession Number of the DVK Central Library then click search icon 


Eg: ISBN No. 978-1-84-604130-3      Accession No. 11039717


**Sort Option:** Sort Option is an option to sort the search result in different ways. After getting the result by the search options, we can sort it four ways: 1). Title 2). Author Last 3). Call Number 4). Year.

### Article Search

1. Open New OPAC window  by clicking on the icon
2. Select "Search" –for Books, Articles
3. In this "Search" window we have to click on "Article"
4. There are so many options to search a document: Authors, Title, Any word, Serials etc. are important options for search.

**Author(s):** Search with author name click author and type the surname of the author select your exact author from the list then programme will open a new window with all books written by the particular author. Then select the book title click the extreme left column of that particular title then the OPAC will show the catalogue card with all bibliographical details and status.


**Title:** Search by the title of the document and avoid the words 'a, an and the' and type the title of the article press the search icon  programme will open a new window with all articles. Then select the article title click the extreme left column of that particular title then the OPAC will show the catalogue card with all bibliographical details and status.

**Anyword(s):** Search by the 'any word' of the title of the document. Type any word of the article title and press search icon  programme will open a new window with all articles list. Then select the article title click the extreme left column of that particular title then the OPAC will show the catalogue card with all bibliographical details and status.

**Serials:** Search by the serials name in Journal

**Sort Option:** Is an option to sort the result in different ways. After getting the result by the search options, we can sort it four ways: 1). Title 2). Author Last 3). Call Number 4). Year.

**User Profile:** Users can also search their user profile in the OPAC system to check their lending status.

1. Open New OPAC window by clicking on the icon 
2. Select file option and choose "UserProfile".
3. When the User profile window will appear, you have to give your "registration number" and "last four digit" of the default password.
4. Press "OK" and wait for your lending details appear on screen.

### Offline Web OPAC

The Offline Web OPAC search facility, which is directly provide data from the library server. The users can connect it to their laptop with Wi-Fi. It may be very useful to build-up strong bibliography on the specific research topic.

Steps to search

1. **Link:** <http://libserver:8082/Library/> also with required IP formalities
2. Select the search option (Authors, Title, Any word, Serials,)
3. Type your query/search term at the given slot and press the **Quick search** key

### **Internet Based Web OPAC**

It is a facility to search the library document, away from the library through the Internet Based Web OPAC. It provides the data from the web server of NIRMAL with Google search logic.

Steps to search

1. **URL:** [www.dvklibrary.in](http://www.dvklibrary.in)  
**Select Online Catalogue – Choose Data Station – *Select DVK Central* –**
2. Select **Quick Search** Key  
**Author:** Search by the Surname –  
**Title:** Search by the Title  
**Class Number:** Search by the Class Number  
**ISBN:** Search by the ISBN

### **Technical Section (Book Processing)**

The technical process may convert an acquired book into the library book status. The technical works include stamping, data entry, barcode creation and pasting, labelling, etc. One book must undergo around ten interventions to become a DVK Central Library book.

#### **a. Barcode**

Usually, two barcodes paste, on all the library books. The first one keep on the title page (as a spare) with half paste and the second on the back cover top right corner of the book (this position will help us to do the fast scanning of the barcodes for stock verification).

#### **b. Labelling**

There are different types of labels such as labels for reference books, stack 1 books, stack 2 books, stack 3 books, periodicals and special categories of books.

Label for Reference Books

Label for Periodicals

Label for first-floor stack room

Label for second-floor stack room

Label for third-floor stack room

### **Book Acquisition**

Book acquisition is one of the major functions of the library. There are many types of book acquisitions. The order based book acquisition will be more beneficial to the scholars and the formalities are given below:

#### **Order Based Book Acquisition**

- The library is encouraging the faculty and scholars to order their research needs at the library. They can order the books through prescribed form available at library office.

- The scholars should have to get countersign from their Dean/Director and submit the form to the office.
- Library staff will check it in the OPAC to avoid the duplicate.
- After selection, the librarian will take decision for purchase based on the priority and fund availability.
- It may purchase through online or through the book-vendor.

### **New Arrivals Display**

The newly arrived books are displayed beautifully on the shelves in the entrance area of DVK Central Library. All the books will be moved once in 20 days to the reference library round table for the free browsing. Library considers the faculty who recommended one particular book to the library also important as the author and title of the book. So library will display the name/photo of recommended faculty along with the books.

#### **There are two types of displays:**

##### 1. Book-Pillars

There are eight book-pillars which symbolically indicate the eight corners of the world and uphold the world as well. It means knowledge is the main medium.

##### 2. Book Shelf

The bookshelf is designed in the laddering order which symbolizes that our knowledge is developed step by step.

### **Periodical Library**

Periodical Library has more than 800 titles. Among these collections, 265 titles are current journals. We updated the current journal articles and progressively the old journal articles in the system for OPAC search. Each periodical undergoes three stages i.e., current periodical, back issue, and bound volume.

Technical processing of the periodicals as follows:

**New/Current Issue:** The almost every day library is receiving new issues of the periodicals. Library will enter new issues of periodical both manually and in the system.

**Back Issues and the Binding Process:** After the display of recent issues of a periodical, it will shift to the shelves of back issues and kept locked. Keeping under lock and key may help us to avoid the disorder and missing of back issues. Usually the end of the year we bind the selected journals with a specific colour and cover pattern.

**Bound Volume:** After getting the bound volume from the binder, the technical assistant will create the particular barcode for the bound volume and do the necessary system formalities. After the due process, the bound volume will stack at the specific shelves.

### **Reference Library**

Reference library consists of reference books which are not allowed to be taken out from the library. The campus resident users can take these books out only on the basis of the overnight facility. Usually the ready reference books, costly books, special series, etc. will include into reference category.

### **Digital Library**

Digital library is equipped with 20 computers. There are few dedicated systems among these computers as a server for D-Space, Greenstone, and with data processing software of access control door device,



biometric punching device, etc. We provide a small room for the server system with air-condition facility. We will not offer any storing facility with the hard disc (memory) in the systems to save any individual files of scholars. Here students explore information from the digital world. The important components are Internet Facility, Web Portal, E-Journals, E-Books, and Electronic Work Stations. There is also the facility for the students to take a printout of their academic assignments, with 'prepaid digital print account'. We provide a document scanning facility to the students at free of cost. We are introducing a cut'N'paste and spiral binding facility for our students to do their academic documentation/project work effectively.

## **ATLA Database**

The library will start this facility from the beginning of this academic year. It will provide a vast search facility for the ecclesiastical resource database of ATLA through the EBSCO Information Services. The details of content as follows:

### **ATLA Religion Database with ATLA Serials**

#### **What is it all about?**

This database combines the premier indexing from ATLA Religion Database (RDB) with ATLA's online full-text collection of major religion and theology journals.

**Comprehensive Coverage:** Produced by the American Theological Library Association (ATLA), ATLA Religion Database with ATLA Serials provides coverage dating back to 1908 with indexing for some journal titles extending back into the 19th century. Full-text journal articles and reviews are selected for inclusion by leading religion-scholars.

#### **What does it contain?**

Content Includes:

- *Full-text articles and reviews from more than 300 journals*
- *More than 1.8 million records*
- *Indexing of more than 1,800 journals, over 640 of which are currently being indexed*
- *More than 667,400 journal article records*
- *More than 267,400 essay records*
- *More than 607,500 review records*
- *More than 300,500 book records*

Please request for a title list or visit us at the ATLA RDB with ATLA Serials homepage:

<https://www.ebscohost.com/academic/atla-religion-database-with-atlaserials>

### **Religion & Philosophy Collection Database**

A Valuable Full-Text Resource for Theological and Philosophical Research. This resource is an essential tool for researchers and students of theology and philosophical studies, providing a comprehensive full-text source of content as it pertains to the topics related to and discussed in disciplines of religion and philosophy.

#### **Content Includes:**

- *More than 200 full-text journals and magazines*
- *More than 160 full-text, peer-reviewed journals and magazines*
- *Full-text coverage dating back to 1911*

**Expansive Coverage and Content:** With hundreds of full-text, scholarly journals, Religion & Philosophy

Collection provides an in-depth collection of resources covering topics such as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy. Religion & Philosophy Collection provides coverage of key theological and philosophical resources spanning over 100 years.

### **Data Bank**

It is a new facility for faculty and scholars to deposit their ecclesiastical digital content for further use as well as to share with the others. We invite the data depositors among the staff and researchers and we arrange academic retrieval with the help of Greenstone (software). Those who want to lend the documents they can get access to the 'Data Bank' through the digital library computers. We also provide digital documents through the 'Kindle'.

### **Collaborative Learning Centre**

The existing free reading area and exhibition area modified with a collaborative learning facility. It is a facility for collaborative learning with serious discussion, presentation, group learning and group project work etc.

### **Garden Library**

With the objective of promoting a contemplative/reflective reading, we extended our reading environment to the garden/eco-friendly open-air area. Students are free to sit and read in the garden library for their academic growth.

### **Cut'N'paste and Spiral Binding Facility**

The cut'N'paste and the spiral binding facility is set apart to help the students to do their documentations works at the library for the academic assignments. All the types of equipment and tools needed for the cut'N'paste and spiral binding will provide to the students at free of charge, except few stationary items. Those who have the skills, the library will give permission to use this facility.

### **Access Control Door System**

To enter to the Research Area (the core library) the users have to scan their ID card at the Access Control Door. The scanning of the valid ID card will release the magnetic door lock for a few seconds to open to enter into the research area as well as the exit. Users can enter/exit one by one through this door. If somebody wants to enter without ID card, they have to register their name, time and other details in the "Gate Register" to get a spare card. The entry and exit of each user are recorded, so users do not suppose to interchange their identity cards.

### **Circulation Counter and Its Main Activities**

Circulation Counter is one of the most crucial places in the library and it is considered to be the steering part of the library for the smooth running. The important functions of the Circulation Counter as follows:

**Membership:** All the staff and students of DVK are provisionally the members of DVK Central Library. After getting the DVK Identity Card, they can confirm their library membership by registering it in the library system. In the normal case, the membership will expire with the completion of the respective course period. The library will ask a valid ID card to use the library to all users for any point of the time. There is a provision to get membership in the library for the ecclesiastical researchers/students with required formalities.

**Circulation:** i. Borrowing, ii. Returning, iii. Renewal - A student can borrow 12 books at a time. Books are issued for a period of one month, which can be reissued twice if no one else demands it. A fine of one rupee per book, per day, will be collected from students who fail to return the books on due dates. Books

will be issued to the students only through the self-charging system work with their DVK ID cards. All books should be returned before the commencement of vacation (usually in the month of March). Special permission from the librarian is required to retain the books during vacation time. Those who are in an emergency to borrow the books in regular manner and overnight for few more days, have to request to the librarian in a written format with the recommendation of concerned Dean/Director. The students are not expected to lend the library books and DVK ID Cards to others. Library books are not to be taken outside Bangalore.

**Self-charging System:** The students can issue the books by the self-charging system. The issuing protocol of self-charging system as follows:

1. Open account by scanning ID Card
2. Type the password and press enter key
3. Issue the books by scanning library barcode of the books
4. Close your account by scanning the log out barcode
5. Give the books to circulation officer through the Circulation Window and collect it from outside the research area.

### **Lending Books, Categories of Books and Stack Room Timings**

All the stack books except 'Special Collection' can borrow the students for stipulated period. The following categories of books will not be issued to the outside of the library. Reference Books, Reserved Books, New Arrivals, Periodicals, Thesis, Rare books, Special Collection. The stack room will remain open Monday – Saturday: 09.00am – 11.30am & 01.00pm-04.30pm.

**Overnight Facility:** The overnight facility is to continue the reading/referring the library resources, at the student's living room after closing the library. This facility is available only those who are residing in the DVK campus. The overnight issue is possible one hour early to the library closing time. And the overnight borrowers are requested to return the books before 9.00am. at the library counter on next working day, (within one hour from the opening time). Through overnight, students have the permission to take 4 books including reference and periodical with their ID card.

**Personal Properties:** The library will not allow any baggage, books, files and other personal belongings, except a limited number of blank papers, laptop and electronic writing pad (without any bag) into the research area (through the Access Control Door). Students can keep their personal belongings at the property counter. Locker also available to keep extraordinary valuable things with the deposit of ID card.

If the user is in need of taking his/her personal things into the library such as books, files, etc., he/she must register their belongings in personal property register with purpose, time and signature.

The library assistant at the counter is entitled, to check properties of the users before entering and exit of the library, if necessary.

**Reserved Books for Particular Course/Faculty:** Reserved books are those books which reserved on the basis of certain topics/course by the teaching faculties, for the sake of their students' particular reference during the course period. These books are not supposed to be issued until the reservation gets over.

To do this reservation process, they have to make a request to the librarian with a bibliography/list of books. After getting permission, the concerned class Beadles can collect the books from the library and

they have to submit it at the circulation counter to change the status to reserved books (temporary reference) for certain period.

After reservation (status changing) process, they can keep all the books in the reserved books' shelves with perfect notification (with the name of the professor, course title and the period).

**Table Reservation:** The library is giving a special facility for senior scholars to do a special reservation to keep the reference/stack books at their specified tables for a specific period. For this facility, they have to do reservation formality at Circulation Counter and have to follow the rules:

- Everyday at 4.30 pm there will be a table clearance.
- Those who have reserved the books at their study tables with following the formalities, the table clearance people will not clear the books from the reserved tables for the specified period. When the books/table is not used regularly (more than 3 days) they will clear the books even it is reserved.
- After the use of the reserved books, they have to change the reservation at the Circulation Counter to retain the normal status of these reserved books.
- Students have the permission to reserve the library books at the maximum number of 7 from the Stack Room at a time on the reserved table with the formal Reservation Card.

**Theses Library:** Usually, DVK Office will collect all the theses submitted to different faculties. DVK office will hand over the Ph.D. Theses, Licentiate Theses, MA Theses of Vinayasadhana (after the final correction) to the library for the preservation and further reference. All the theses are kept in a specific area namely "Thesis Library" which is kept locked. **Issuing Entry Permission:** Only the Thesis Library User Permission Card Holder is permitted to use the Thesis Library, maximum one hour at a time. To obtain the User Permission Card/Key one must submit his/her ID card at the Circulation Counter. User Permission Card is not transferable. The user should close and lock the entry door after his/her entry and exit. The key of the Thesis Library may be transferred to the next user (if they have Thesis Library User Permission Card). The user is strictly forbidden from taking out or copying the Theses.

**Providing Reprographic and Scan Facilities:** It is the place for taking photocopies and scanning and other related works. The Xerox timings are: 08.30am to 11.30am & 02.30pm to 04.30pm. The students are supposed to take very few pages (5-10 pages) from the books (except periodicals). Students can scan the library books without damaging, with the help of 'Cam Scan' facility and send their scanned material to their email at the 'Scan Desk'.

**Research Cubicle:** Research Cubicle provides peaceful and safe environment for the researcher to do their research and keep their academic belongings safely. Cubicle users have to deposit Rs.500/- for the cubicle and Rs.100/- for the key - as caution deposits along with the application form. If the student is failed to return the cubicle facility/key on the due date or not using regularly, he/she has to pay a fine of Rs.1/- per day. Library resources are not supposed to be kept in the cubicles without special permission from the librarian.

**Booking Dairy:** The faculty who wants to conduct the program in the multimedia centre, programme corner and conference cum video room, are requested to book as early as possible in the dairy available at library counter. If the students are doing the booking, a confirmation is required by the faculty at the earliest. For the successful completion of the programme, the organizers can approach library staff for the initial help and train the students to operate the systems. We don't have enough staff at library to extend the help throughout the programme.

**Multimedia Centre:** Multimedia centre provides all the facilities for the academic programmes of DVK. Drama, dance, roll plays and other performing arts are not appreciated at the multimedia centre and fire, water, eatables and all types of organic materials are strictly prohibited in the multimedia centre.

**Programme Corner:** Program corner is facilitated with LCD Projector, TV with sound system and writing board for the purpose of conducting the 'meet the author' programme, seminar, special class, etc...

**Conference cum Video Room:** This place provides facility to have very close and serious academic interactions with a very limited number of people.

**Regarding Lose of Books:** When somebody realizes that he/she has lost one library book, the person has to report immediately to the librarian.

If the library reader requests for fine exemption, the librarian may give an exemption for one or two weeks (maximum 15 days from the date of reporting). This exemption is considered as a period of an intensive search to get back the book in original form. If it is confirmed that there is no way to get the book back, the following procedure is to be followed:

- I. If the library user is able to purchase and provide the same book (with the same edition/ binding/ version/s volume etc.) the issue can be settled between the library user and the librarian with the following formalities:
- II. The person has to submit the original book with fine and processing charge of Rs.500/- per book/volume.
- III. If there is any change in the above-mentioned matters, the librarian has to consult the appropriate officials/person before settling the issue.
- IV. If the library user is not able to replace the original book, the person has to do the following things:
- V. Produce a letter with reason and a request addressed to the librarian.
  - i. with the user's sign.
  - ii. with recommendation and sign from the local superior/Guardian.
  - iii. with comments/recommendation from the Dean/ Director.
- VI. The librarian has to calculate the fine according to the given format:
  - i. If the book is published within 3 years, double the cost/estimated cost.
  - ii. If the book is published within 4 to 10 years, three times of the cost/estimated cost.
  - iii. If the book is published within 11 to 20 years, five times of the cost/estimated cost
  - iv. If more than 20 years: cost estimated by the librarian.
- VII. The user has to pay the above-mentioned book amount along with the fine and processing charge (Rs.500/- per book/volume) at the library office.

If there is any consultation/consideration required, the librarian has to forward the matter to the President of DVK.

Only after the settlement of the lost books, the student can apply for the non-due certificate, (at the completion of studies).

**Non-due Certificate:** Those who want to get the Non-due certificates can apply to the library after returning all the books and clearance of all dues. Those who approach the library counter for the non-due certificate, the in-charge person will ask to do required formalities at the 'register for the termination of membership from the library'. After this procedure the user can approach with ID card and the in-charge person will do some system procedures for producing 'Printed Slip of Non-due Certificate'. Librarian will sign in the prescribed form of the student after collecting the 'Printed Slip of Non-due Certificate'.

### **Celebration of Indian Feasts and Commemorative Days**

Library takes initiative to celebrate feasts like Pongal, Onam, Christmas, Ugadi, etc. and other important commemorative days of India and Foreign countries which we have native students of DVK with a short 10 minutes programme during the coffee break at morning.

### **News Chanel & D-TV Display**

One news channel (English) will be broadcasted in the library entrance. It is mainly for attending English news to improve the fluency of English language and communication skill. It also helps the library users to collect and move forwards the current awareness. There is a programme based D-TV located near the new arrivals. All the DVK programs and library events are currently updated and shown there along with thought provoking video clips.

### **News House**

News House is the place for reading daily newspapers. Debates also can be conducted there based on current issues. One more news display system is there but it is not working properly.

### **Exhibition Area**

In DVK Central Library, exhibition area is a wide space, well-ventilated area for the display of excellent informative and entertaining presentations and exhibitions of the students. Book exhibitions also will organize occasionally.

### **Map and Photo Gallery**

It is a visual aid to stamp important images, figures, and maps in the mind of scholars.

### **Apendix/Attachments**

1. First Summary, the 10 Main Classes of DDC
2. Second Summary, the 100 Divisions of DDC
3. Thrid Summary, the 200 Divisions of DDC
4. The Parts of a Book
5. Cutter's File (One page)