LIBRARY INFORMATION LITERACY PROGRAMME CUM ORIENTATION 2022-2023

WELCOME ON BOARD

DELHI COLLEGE OF ARTS & COMMERCE

(University of Delhi)

LIBRARY – AS A RESOURCE OF TEACHING & LEARNING PROCESS

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INTRODUCTION

- Library has always been a keystone of any academic institution to enlighten the teaching-learning process.
- Library of DCAC exists to support undergraduate teaching & pursue higher values of knowledge, creativity, wisdom and empower its users to be connected with literature published / available in the field through library network.
- The college library is fully automated & air conditioned with wide ranging collection of books of various disciplines to cater to the academic and recreational requirement of the users in their field of study.
- Rich collection of various reference sources such as Encyclopedias, Dictionaries, Atlas and Year books etc. is there in our library.

CONTINUE…

- DCAC has setup E-Library with computer and internet facility to provide access to E-resources which can be remotely accessed through N-LIST program of INFLIBNET and a host of high quality electronic database subscribed by Delhi University Library System (DULS) and DELNET, which is equally accessible to both teachers and students.

- This year DCAC library started WEB-OPAC availability on Intranet & users can now check the availability of library resources online within the college campus.

- At present DCAC Library is located in the New Administrative Block. It expands over 2 floors covering an area of 700 sq.m.

LOCATION: **Library is located in the New Administrative Block. It expands over 2 floors.**

MISSION

- To deliver quality user oriented services responsive to the changing information needs of our diverse community.
- To enrich the teaching learning and research activities of the college through the strategic management of scholarly information.
- To provide the staff with the infrastructure & training that will support them in their work and foster pride in their achievements as members of a successful innovative team.

LIBRARY WORKING HOURS

- **Working Days** : Monday TO Friday
- **Library Hours** : 9:00 AM TO 5:30 PM
- **Issue/Return Counter** : 9:30 AM TO 3:00 PM
- **Reading Room** : 9:30 AM TO 4:30 PM

NOTE: (Library remains closed on all Saturdays, Sundays and National & other University Holidays)

LIBRARY STATISTICS

- Total No. of Volumes : 60,831
- Total No. of Periodicals : 25
- Newspapers : 13
- E-resources : DU INTRANET, N-List
- Classification : DDC 21ST Ed., OCLC
- Book Collection : General, Reference, Textbook
- Library Area : 700sq. m.
- Seating Capacity (Students/ Staff) : 165
- Library Automation Software : KOHA, NETTLIB/ LIBWARE
- Sources of Finance : Library fee Rs. 500/ per student

LIBRARY RESOURCES

Print Resources

- Books : 60,831
- Print Journals/Magazine : 25
- Newspaper : 13
- CD/DVD : 900 Approx.
- Journalism Projects : 500 Approx.
- Previous Year Question Paper : 500 Approx.

E-Resources

- DULS (Delhi University Library System)
- N-List (National Library and Information Services Infrastructure of Scholarly Content)

SERVICES & FACILITIES

Bar Coded Cards- are given to students for easy, faster & secured transactions

- *Library Membership*
- *Lending Service-Daily*
- *Reference & Referral Service*
- *Reading Room Facility*
- *Reprographic Service*
- *Internet Facility*
- *Plagiarism check*
- *E-Resource Accessibility*
- *Inter Library Loan Service*
- *User Orientation/ Information Literacy*
- *DDC code for main subject*
- *Printout service*
- *New Arrival/ Information Display Services*
- *OPAC (Online Public Access Catalogue)*
- *Current Awareness Section for competitive exam preparation*
- *Facilities for visually impaired students*
- *Question Papers & syllabus Bank*
- *Book bank service*
- *Library book exhibition*

FACILITIES & SERVICES TO VISUALLY IMPAIRED STUDENTS

College library also provides materials in audio book format and in Braille scripts to Visually impaired students & faculty members through coordinator of Equal Opportunity Cell (EOC) Mr. K. Suresh Kumar. EOC is fully equipped cell and is adjoining to the library.

➢ Services & Facilities:

- ❖ Braille printout of foundation course syllabus
- ❖ Audio CD of foundation course and other material
- ❖ Audio books
- ❖ Braille print material
- ❖ E-Text (Accessed at http://bl.du.ac.in)
- ❖ New Reading Technology for visually impaired
  - One Lex Portable camera reading system (Lex Air)
  - A Notebook Computer

➢ Braille Library:

- https://library.daisyindia.org/NALP/welcomeLink.action
- https://bl.du.ac.in/bl/web/
- https://dpl.gov.in/index.php/braille-library-service

LIBRARY CATEGORY WISE BOOKS LENDING FACILITY TO USERS

CATEGORY	NUMBER OF BOOK	PERIOD OF LOAN	FINE POLICY
Teaching Staff	30	Academic Year	No Fine
Adhoc Teachers	10	3 Months	No Fine
Non-Teaching Staff	10	3 Months	No FIne
Contractual/Guest Faculty	05	3 Months	No Fine
Students (Hons)	04	14 Days	Rs. 1 Per day
Students (Prog.)	03	14 Days	Rs. 1 Per day

LIBRARY BUILDING LAYOUT

Ground Floor

- Main entrance and Property counter
- Entry Register (Visitor)
- Check point/ Check out desk
- Library Membership + Circulation Section
- Suggestion Box
- Notice board for current awareness service
- OPAC Desk and New Arrival Alert area
- Water Cooler
- Gents Toilet
- Constant CCTV monitoring in stack hall & reading room
- Stack area for the subjects like Commerce, Computer Science, Hindi, German, English, EVS, Mathematics, Spanish, Political Science, Economics, Physical education, Journalism and History

LIBRARY ENTRANCE AND PROPERTY COUNTER Library entrance and property counter

- At the time of entering the library all the students should deposit their personal belongings such as bag, umbrella, file, etc. at the property counter of the library against token since these items are not allowed inside the Library.
- Please do not leave your valuables e.g. Purse, Mobile Phones, Laptops etc. at the Property Counter or at any other place in the Library.

The College/Library authorities will not be responsible for the loss, if any.

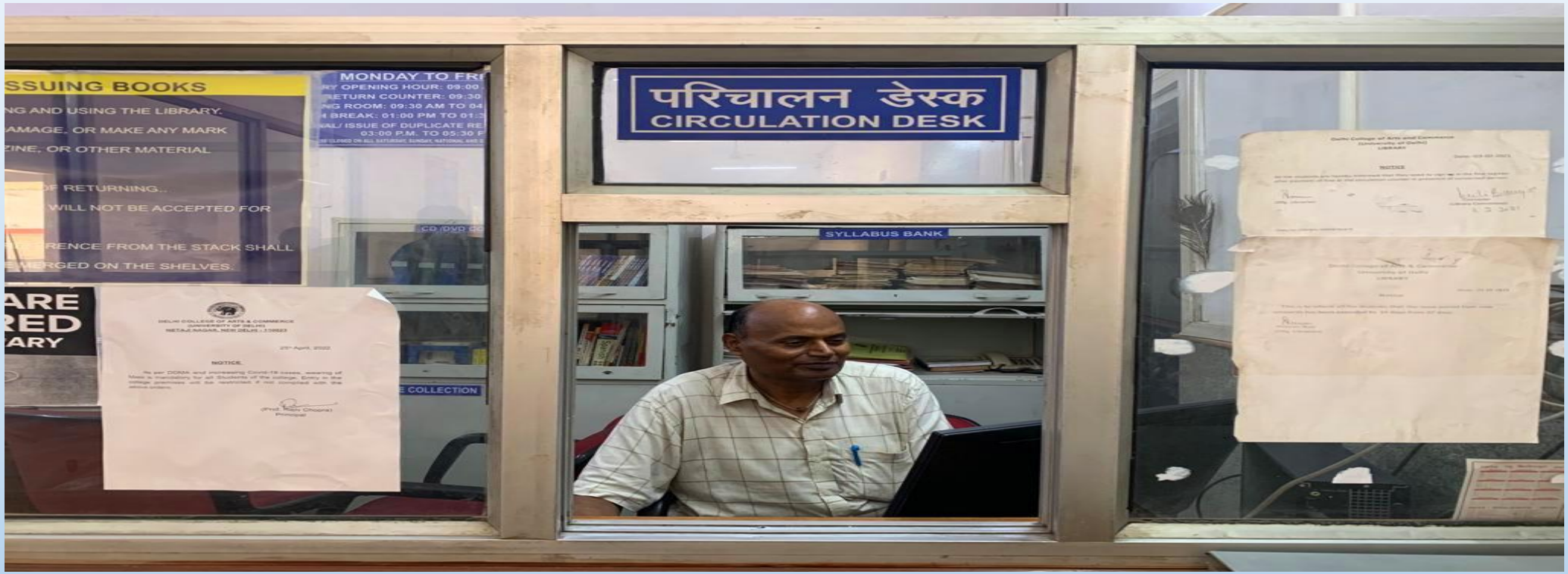
VISITOR'S REGISTER

An entry "visitor's register" for all users is available at the entrance of the library where students and teachers are required to sign before using the library.

CHECK POINT/ CHECK OUT DESK

It is the desk where the library users have to show their identity card while entering the Library. The users have to get the issued books checked at this desk, before leaving the Library.

CIRCULATION



The place at any library where you can check out and return books, pay fines, pick up your holds, and more. It is located near the main entrance of library, and sometimes called the "Loans Desk". In Circulation the library provides membership to new members and renewal the existing members.

SUGGESTION BOX AND NOTICE BOARD

- Suggestions are most welcome to improve the library and its services.
- in order to display notices giving information about something.

GROUND FLOOR CORRIDOR

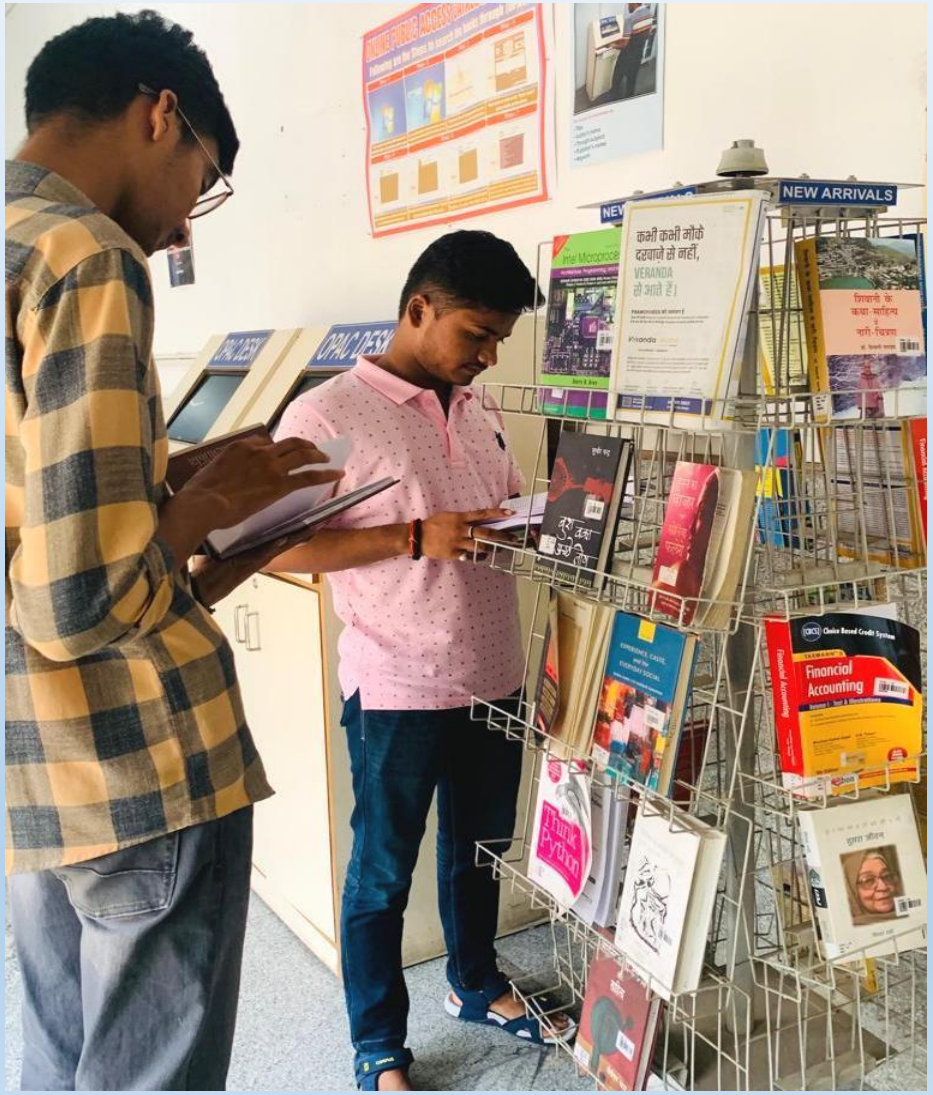
ONLINE PUBLIC ACCESS CATALOGUE (OPAC)

Welcome to "Online Public Access Catalogue (OPAC)". The OPAC allows you search for an item of your choice in Library holdings. The library provides information about its collection through OPAC. Two OPAC terminals are available in the library in the stack area and one terminal is in reading room.

The records are searchable by

- ***Title***
- ***Author's name***
- ***Through subject***
- ***Publisher's name***
- ***Call number***
- ***ISBN***
- ***Barcode***

NEW ARRIVALS

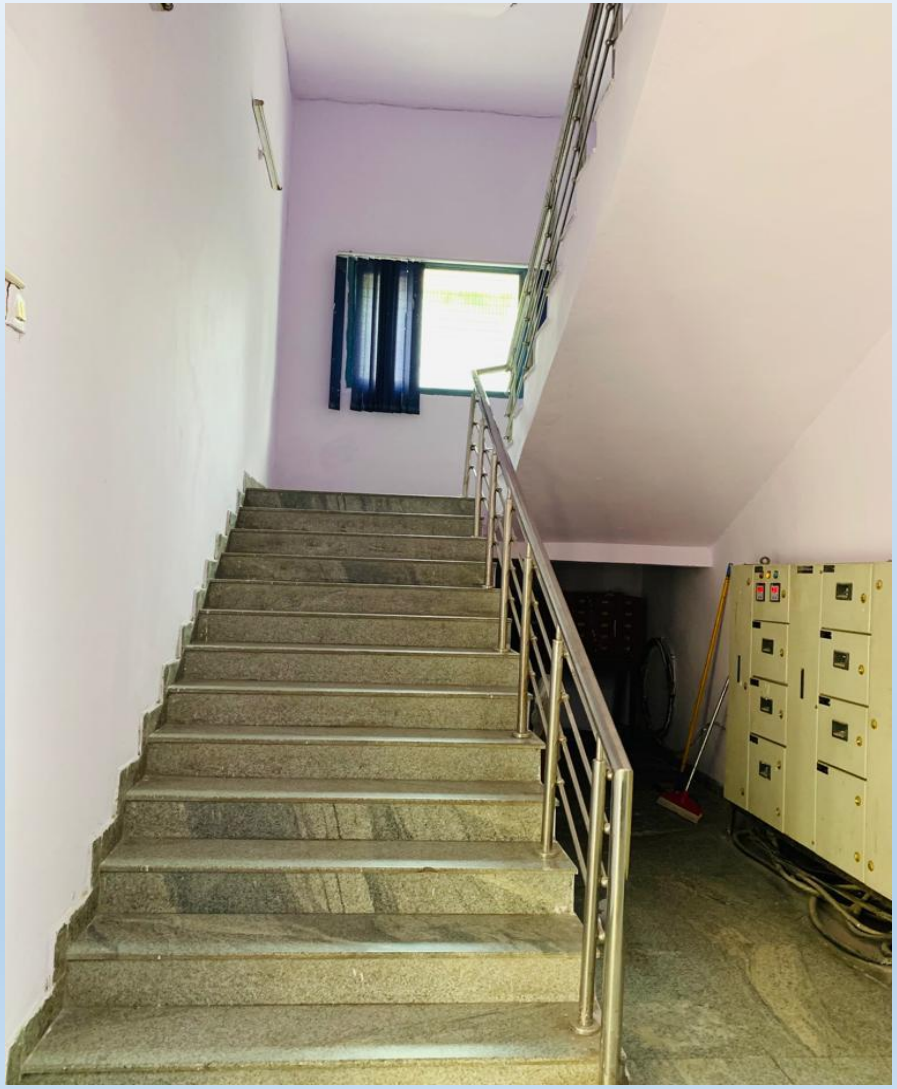


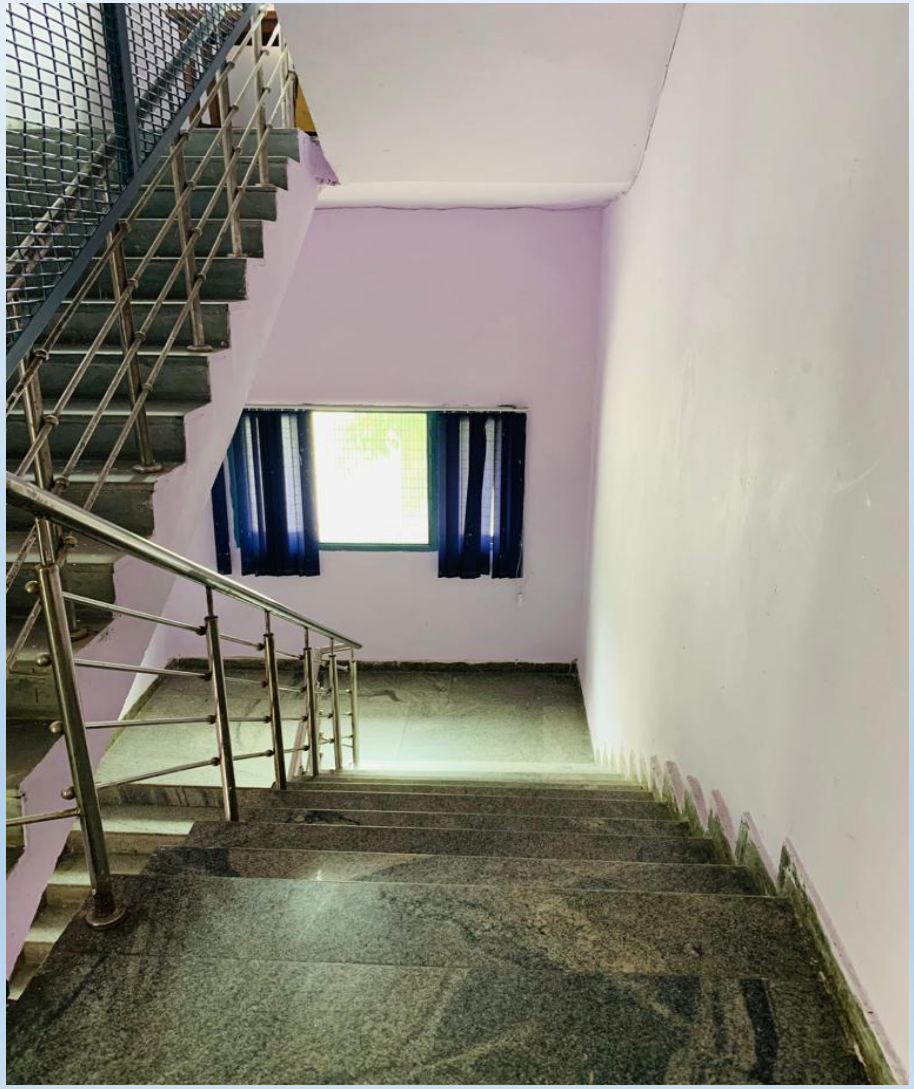
New books are shelved on the "New Arrivals" shelves for a limited amount of time in order that library users may have a chance to browse new acquisitions. These new books are shelved on the bookcase between the entrance and exit gates.

STACK HALL

Stack hall is the most important section of the Library. Its function is the display and maintenance of books that are issued on loan. The whole section is arranged in different racks or shelves. Members have the facility to have open access to most of the collection available in this section. Every stack has been given the subject name.

STAIR CASE





FIRST FLOOR

Reading /Reference Section for students and staff.

- Reference books and bound volume
- Reference book like encyclopedias, atlas, year books and dictionaries etc.
- Text Book and Dissertation (Journalism) Corner
- Old collection of Newspapers & Magazines
- Previous year question papers
- Ladies Washroom

Current Awareness section

- Print Journals
- Newspapers & Magazines
- Competitive Books Corner- for CSIR/UGC NET, SLET, Banking, Railways, SSC & other Competitive Exams
- E-Library Room (For Access of E-Resources)
- Processing section/ Library Staff-office
- Librarian Room

READING ROOM (STUDENTS)

Students and teachers are expected to make the maximum use of the library and its services, therefore reading room facilities are available in the library. The reading rooms are fully air-conditioned.

READING ROOM (FACULTY/STAFF)

CURRENT AWARENESS SECTION (CAS)

The library provides **"Current Awareness Service"** to the users and helps them to keep up to date with latest information. In this regard the library provides them the latest magazines and periodicals. Books for general awareness, competitive exams books and newspapers etc.

NEWSPAPER SECTION

List of subscribed newspapers

1. *Asian Age*
2. *Dainik Jagran*
3. *Economics Times*
4. *Financial Express*
5. *The Hindu*
6. *Hindustan Times (Eng.)*
7. *Hindustan (Hindi)*
8. *Indian Express*
9. *Jan Satta*
10. *Nov Bharat*
11. *Pioneer*
12. *States Man*
13. *Times of India*

PERIODICALS SECTION

List of subscribed Journals

- *Alochna*
- *Chartered Secretary*
- *Corporate Professional Today*
- *Economist*
- *Employment News (flagship)*
- *Gandhi Marg*
- *Indian Historical Review*
- *The Book Review*

List of subscribed Magazines

1. *Front Line*
2. *Hans*
3. *Economics & Political Weekly*
4. *Harvard Business Review*
5. *India Today (Eng.)*
6. *India Today (Hindi)*
7. *Kurukshetra*
8. *Outlook*
9. *P.C. Quest*
10. *Pratiyogita Darpan (Eng.)*
11. *Pratiyogita Darpan (Hindi)*
12. *Reader Digest*
13. *The Book Review*
14. *Yojna (Eng.)*
15. *Yojna (Hindi)*

FIRST FLOOR CORRIDOR

OLD LIBRARY COLLECTION STACK HALL

They are out-of-date, that is, no longer timely or accurate. They are badly worn or damaged.

E-RESOURCE

Electronic resources (or e-resources) are materials in digital format accessible electronically. To provide information services to faculty members and students to support their research, teaching, and learning needs. To identify, acquire, and make available the widest range of relevant information in various formats. Examples of e-resources are electronic journals (e-journal), electronic books (e-book) online databases in varied digital formats, Adobe Acrobat documents (.pdf), webpages.

LIBRARY STAFF OFFICE

(Accessioning, Classification, Processing, Pasting, Labeling)

LIBRARIAN ROOM

LIBRARY RULES FOR ISSUING BOOKS

- Identity card is a must while visiting and using the library.
- Readers shall not write upon, damage, or make any mark upon any book, journal or magazine, or any other material belonging to the library.
- 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.
- Books borrowed on a particular day will not be accepted for return on the same day.
- Books taken out for reading or reference from the stack shall be left on the table and they should not be merged on the shelves.

LIBRARY RULES REGARDING CHARGES

- An overdue charges of Re.1/per day per volume will be charged at the time of returning the books after the due date from all students.
- Loss of book by the borrower should be replaced to the circulation counter immediately to avoid the fine.
- The borrower shall either replace the book within 15 days or pay the cost of the book.

HOW TO GET YOUR RELEVENT BOOKS

The library provides information about its collection thorough OPAC. OPAC terminals are available in the library in the stack area and reading room.

The records are searchable by

- ***Title***
- ***Author's name***
- ***Through subject***
- ***Publisher's name***
- ***Call number***
- ***ISBN***
- ***Barcode***

LIBRARY DCAC WEB OPAC (KOHA) OF LIBRARY

Welcome to DCAC "WEB OPAC (KOHA)" of Library. The Library has installed a web-based search platform, which brings the bibliographic database of the DCAC books. Members can go to their library accounts through Intranet and can see their Library Status as well as the status of the book. The Web OPAC allows you search for an item of your choice in Library holdings. The library provides information about its collection through WEB OPAC. Two terminals of Web OPAC are available in the library in the stack area and one terminal is in the reading room.

The detailed instructions are provided "Steps to Follow" for using the Web OPAC to make them more expressive/understandable to the users.

WHAT IS KOHA ?

Koha is an Integrated Library System with a range of features including: Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching and reserving items and suggesting new items.

The KOHA software facilitates remote access to data regarding college library holdings including their locations, book status and user membership transactions.

HOW TO ACCESS KOHA ?

DEMO- Use and awareness about Web OPAC

Steps to follow to access web OPAC koha

Step #1

1.User needs to open any browser available on the desktop such as Chrome, Firefox, Internet Explorer or Microsoft Edge.

2.Type url in the address bar https://dcac-opac.tiss.co.in

Home page screen will appear after successful page loading.

Step #2

Link:- https://dcac-opac.tiss.co.in (Users can directly open web OPAC through this link)

or

They can also avail web OPAC facility by click on the "LIBRARY KOHA" icon available/visible on the DCAC college website .

Step #3

You can search the required books by Title, Author, Subject, etc. along with their location on the shelf

Step #4

On the left side user will get the list of open access e-Resources as well as subscribed by college library (N-LIST).

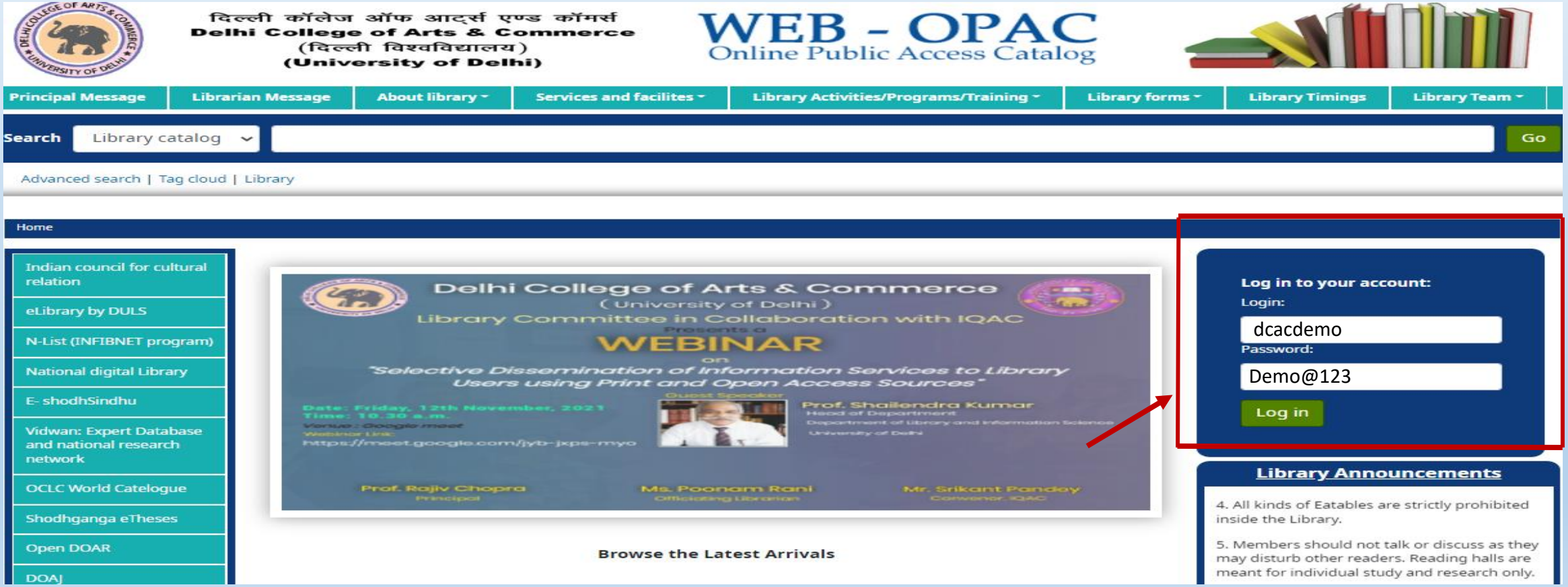
Step #5

You can also access your library membership account with Login ID and Password.

Login ID: Member ID Number

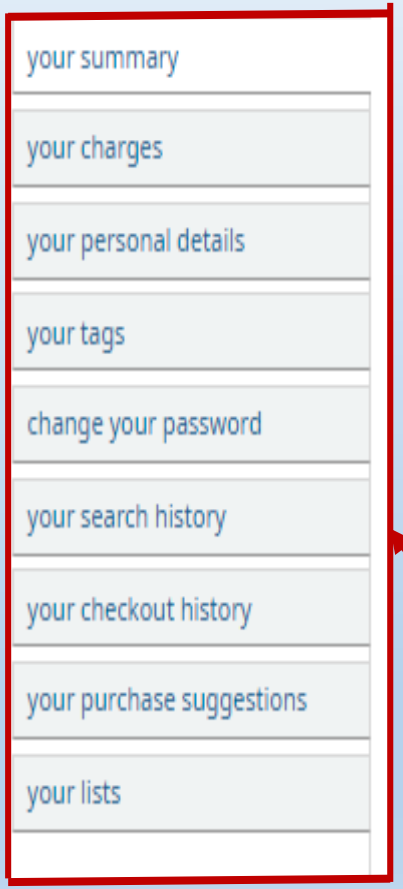
Password: Member ID Number (given on your college ID card)

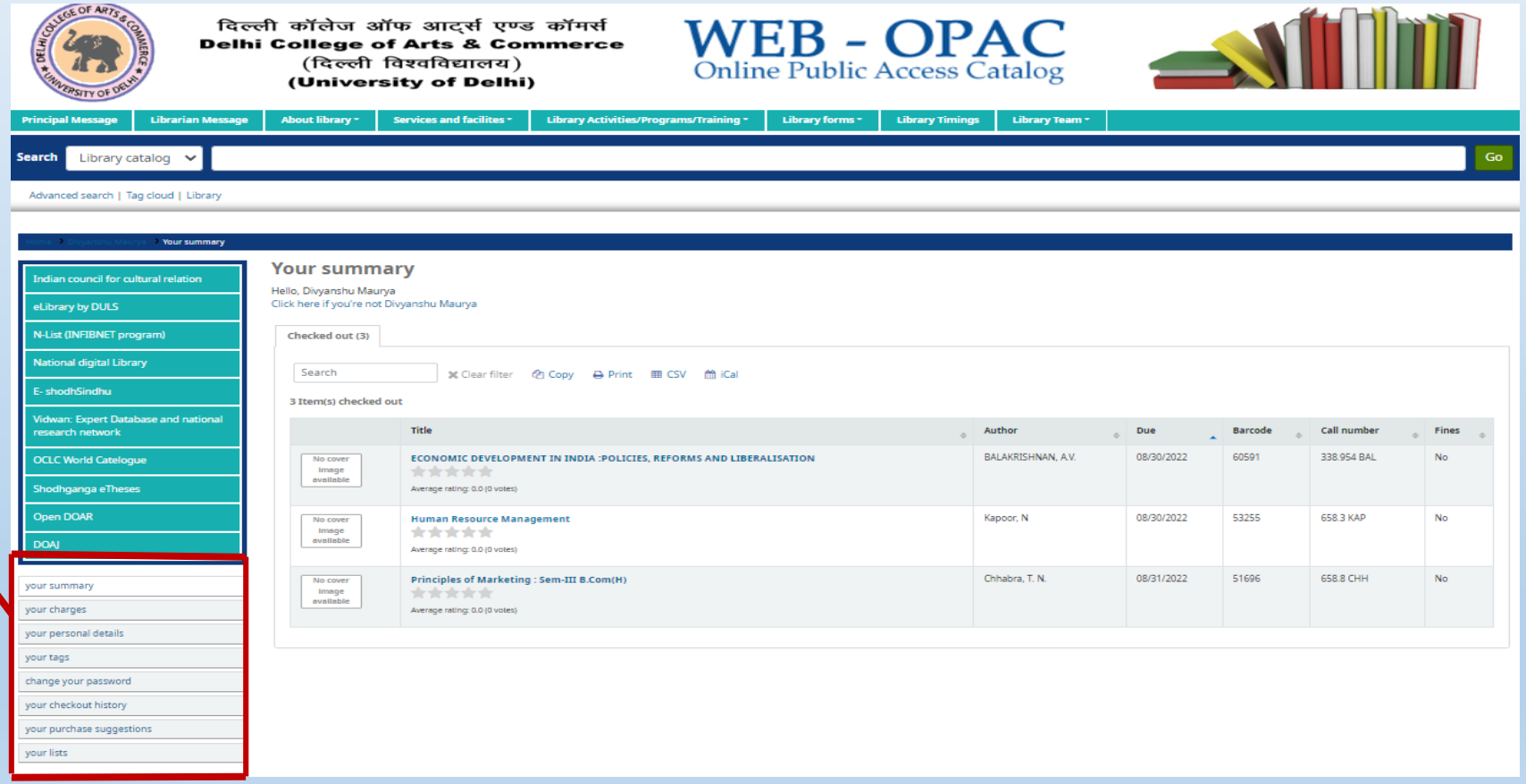
Kindly change your password for security purpose



Step #6

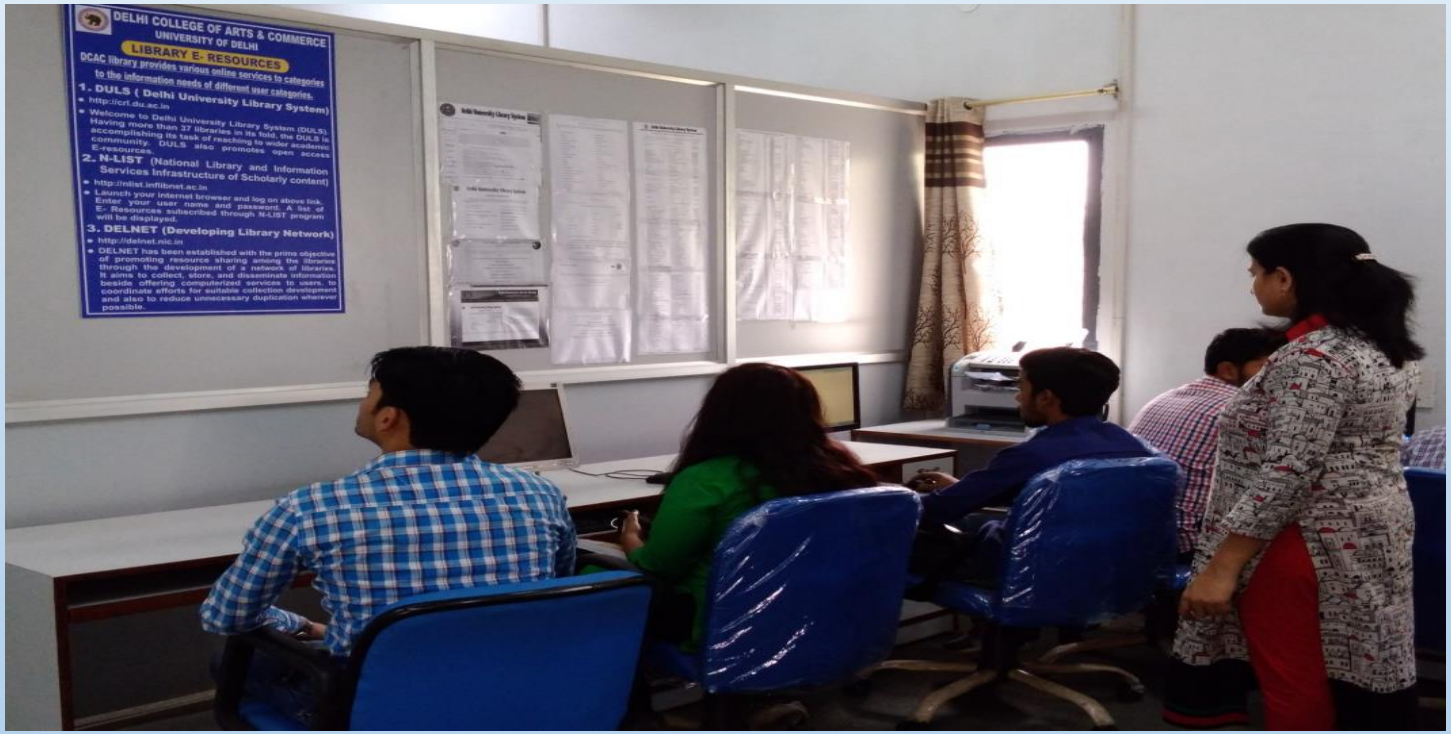
After login to your account you can check books transaction record, fine charges, personal details, checkout history etc.





E-RESOURCE

The library provides access to e-journals, e-books, and online databases through e-resources subscribed by the Delhi University Library System. It is also a member of N-List (INFIBNET program) to provide the access of e-resources to the registered users.



Link for DULS: (http://crl.du.ac.in)

LAUNCH OF BETA VERSION OF eLIBRARY BY DULS

- DULS introduce a new platform "eLibrary" to access eResources available for its users.
- The beta version of “eLibrary” is live and is available for you to experience at https://du.refread.com/#/home
- DU faculty members and students can now:

#Access more than 1100K full-text learning resources from Collection:

- eBooks- 18600+
- eJournals- 24900+
- Video Lectures- 131000+
- Thesis and Dissertation- 1000000+
- Subscribed Database- 44
- Read from custom-curated Topic collections
- 2600+ Expert Talks
- 500 GB Cloud Storage to build your own Institutional Repository.
- 2240+ Leisure Readings

The Mobile App of DU is also live for users to download and access the platform on their mobile-

IOS : https://apps.apple.com/us/app/du-elibrary/id1584093384

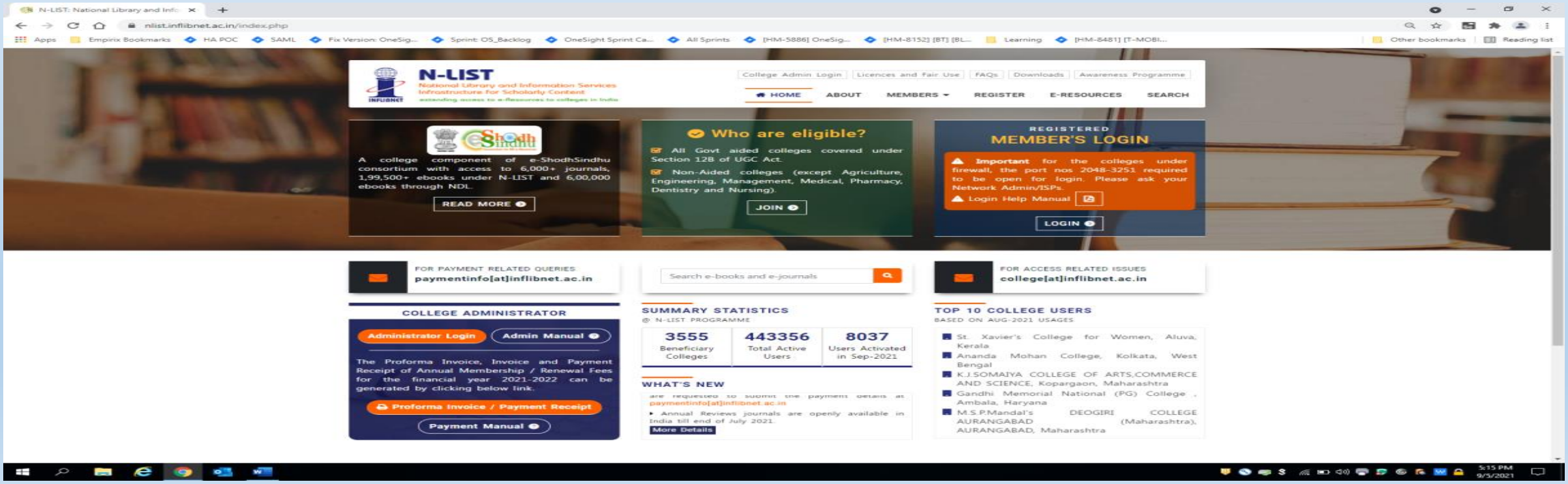
Android app : https://play.google.com/store/apps/details?id=com.refread.du

DEMO-USE AND AWARENESS ABOUT N-LIST E-RESOURCE

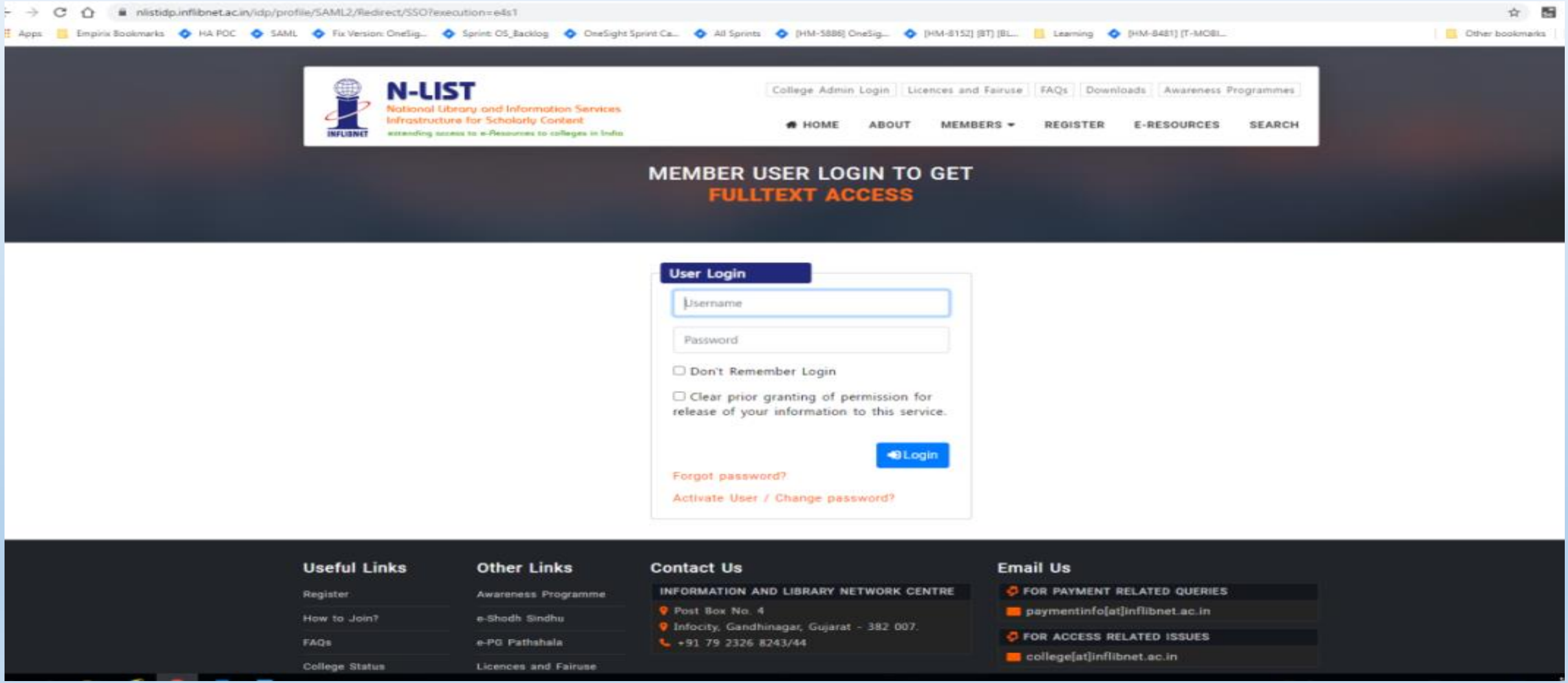
STEP TO FOLLOW TO ACCESS N-LIST E-RESOURCES USING MEMBER'S LOGIN

Link for N- LIST:- login (http://nlist.inflibnet.ac.in)

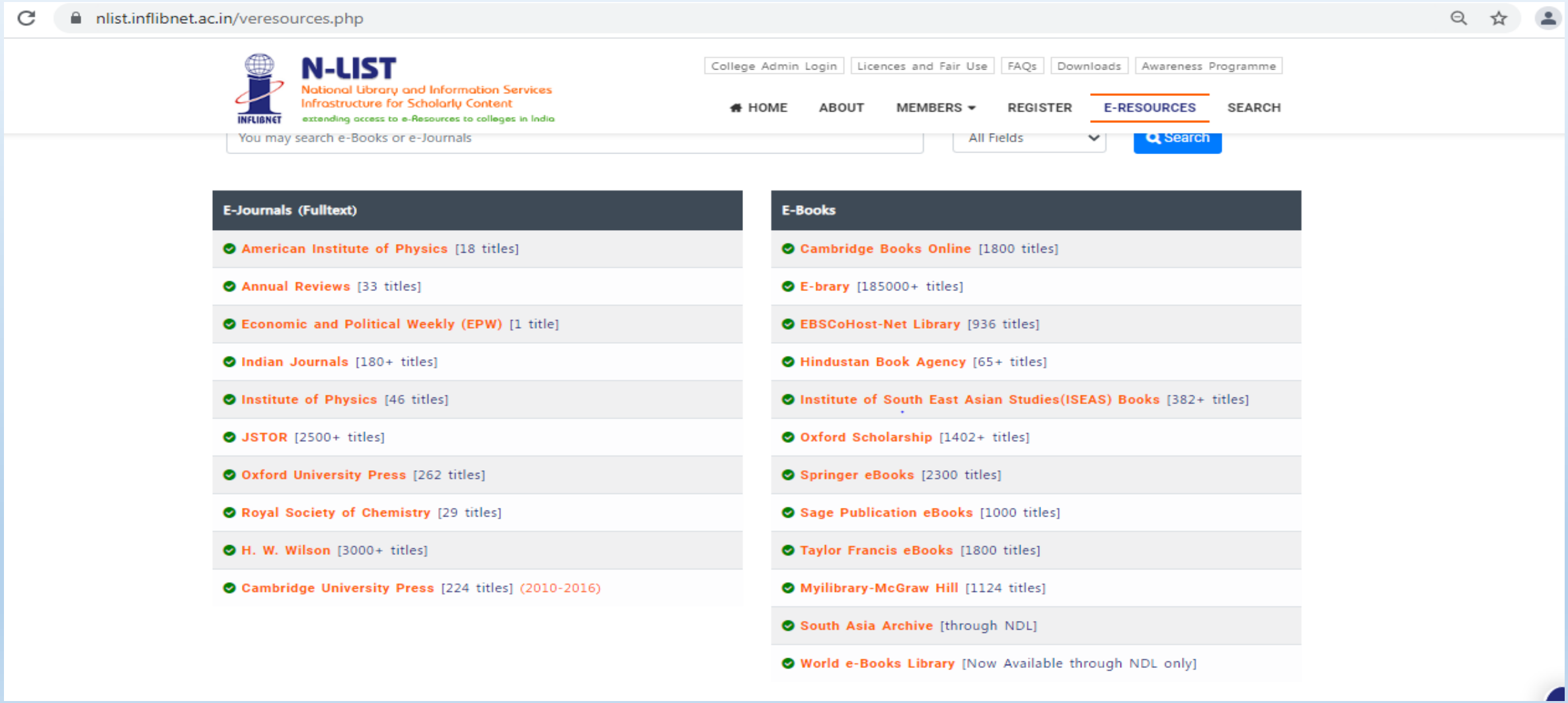
1. **User needs to open any browser available on the desktop such as Chrome, Firefox, Internet Explorer or Microsoft Edge.**
2. **Type url in the address bar https://nlist.inflibnet.ac.in/index.php Home page screen will appear after successful page loading. User needs to click on "Login" option visible under "Member's Login" section, the "user login" screen will appear.**

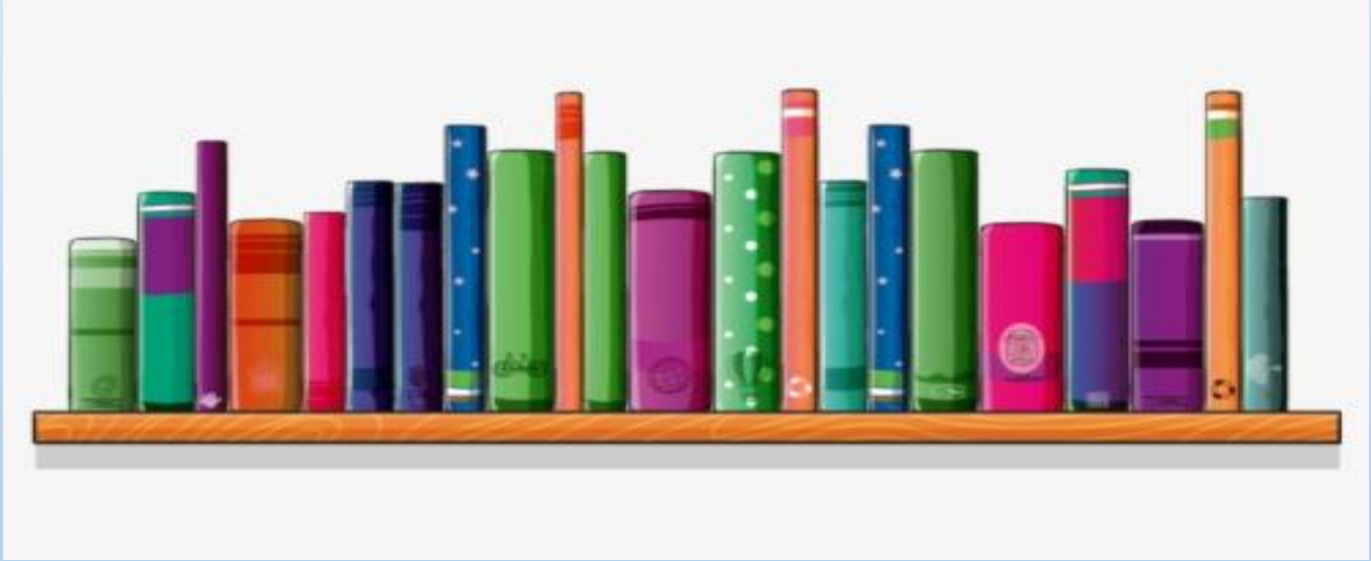


3. To create User ID and Password User need to fill the form available under Notice section of Library. The username and password to access the N-List e-resources.



4. Upon successful login, user will get the list of e-Resources available. Click on any resource name to access the resource.



LIBRARY USER ORIENTATION/ INFORMATION LITERACY

THANK YOU