

# JKLU - LRC Services

## Borrowing LRC Materials

JKLU Learning Resource Centre provides access to all reading materials. A full range of loan services is available for the materials that are in general stack. These services include circulation (check in and check out) and shelving of materials. Circulation staff in LRC also assists in placing reservation and recall request on items that are issued out and helps users in locating items in the stack area.

Printout/ Photocopy of articles:

₹ 5 per page + actual postage/ courier charges.

## Visitor Information

LRC primarily serves the JKLU Community. However, visitors from other academic and research institutions, government officials, prominent personalities, officials from JK Organisations and others associated with JKLU are welcome to use the collection and services of the LRC on site for a short duration. Borrowing facility is not available to visitors. Visitor pass is issued on producing identification documents such as ID card, Voters ID card and a letter from the parent institution. Advance intimation about the visit is highly appreciated. Please contact the Circulation Desk on arrival.

## Circulation Policies

Borrowing of reading material facility is available to the faculty, PhD scholars, students and staff of the university. The registration to use LRC and its services is automatic for the faculty and staff on joining the university and for students on receiving their name list from the respective Institutes. These rules are framed to facilitate the use of LRC services in an efficient manner, rather than constrain the same.

## Borrowing Privileges for JKLU Communities

Faculty/ Visiting Faculty/ Academic Staff

10 Books - for 30 Days

1 Reference book - for 2 days

1 Bound volume/ 1 loose back issue of a journal - for 2 days

2 CD/VCD/DVD/Video etc.- for 2 days

### Administrative and Project Staff, including Trainees

5 Books for - 30 Days

1 Bound volume/ 1 loose back issue of a journal - for 2 days

### Research Scholars (PhD Scholars)

4 Books - for 30 Days

### PG Students

4 Books - for 10 days

### UG Students

4 Books - for 10 days

Late Fee - ₹ 5 per day

### General Rules (Circulation)

- Issue/ Return of LRC materials are handled from the Circulation Desk during working hours.

- Borrowers are requested to ensure that the books are properly issued or returned in the database.

- The borrower will not be issued book/ material to which he/ she is entitled, if he/ she fails to return the overdue book/ material.

- LRC users are requested to bring their ID cards while coming to the LRC.

- The borrower is requested to check the books and other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.

- No book in damaged conditions will be accepted from the borrower.

- Mutilated or damaged books will have to be replaced by the borrower.

- The borrowing facility can be restricted or suspended in case of misconduct or misuse of the LRC facilities/ materials.

- Resource Centre materials will be issued/ returned, only if borrower shows the ID card at the circulation Desk.

- The ID card used for borrowing LRC materials is not transferable and must be produced whenever requested by LRC staff.
- Members are responsible for all items issued on their name, until they are returned by the respective members to the Resource Centre.
- Latest issues of journals/ magazines are not issued. They are meant to be referred in the LRC only.
- Materials designated as Newspapers are not issued. They are meant to be referred in the LRC only.
- Faculty and staff going on long leave, with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed materials before proceeding for leave.
- No material from the LRC should be taken out without proper issue/ recording. Any type of violation may lead to disciplinary action.
- Materials issued from the LRC are to be returned at the Circulation Desk during the working hours.
- Materials issued should be returned on or before the due date.

## Reminders

LRC usually sends reminders to members for the overdue items. However, not getting the reminders is no reason for not returning books on time.

## Late fee

- Overdue/ Fine is charged to the members as per the details given in the Borrower Privilege Table.
- Members who have overdue item(s) outstanding are not permitted to borrow any materials until the overdue items have been returned and fines are paid.
- If the fine amount exceeds ₹ 50, the membership will be blocked and new materials will not be issued.
- Maximum fine amount will be limited to the price of the book.

## Renewals

- LRC materials can be renewed, if they are not reserved by other users.
- Same materials cannot be renewed more than once.
- Borrower has to bring the material physically to the LRC for renewal.
- Journals, reference books, CDs etc., (other than books) will not be renewed.
- No renewal will be entertained at the time of examination.

## Recall

- Resource Centre staff may recall a book at any time before its due date.
- The overdue charges will increase in case, if a member fails to return the book when it is due or recalled.

## Reservation

- Members can reserve only those materials which are already issued at the Circulation Desk.
- Books displayed on new arrival shelf can be reserved.
- One reader can reserve a maximum of two books at any given point of time.
- If a book has more than one reservation, it will be reserved on first-come-first-serve basis.
- Reserved books will be put on hold at the Circulation desk for a maximum of two working days (inclusive of the day on which it is returned. Hold period can be reduced keeping demand in view) from the date of return by the previous borrower. If the member who has reserved the book fails to pick up the same within this period, the reservation will stand cancelled and the next member in the list will get priority.
- The availability of reserved items will be informed through email.

## Loss of/ Damage to Learning Resource Centre (LRC) material

- Loss of book(s) must be reported immediately.
- Overdue fine if any, will be charged till the loss of book(s) is reported.
- If the original book is returned after it is reported lost, the fine will be calculated till the date of its return.
- Borrower will have to replace the book, if lost/ damaged with latest edition within 30 days from reporting, along with overdue charges.
- If the lost book is out of print and if the borrower is unable to replace it, he/ she will have to pay double the cost of the book.
- If the lost book is a part of a multivolume series, the borrower will be charged for the entire set.

- The price of the book/ document once received will not be refunded under any circumstances even if the original book/ document is recovered.
- The document once replaced with a new copy, will not be returned under any circumstances even if the original document is recovered.
- In case of loss of the book/ document whose value cannot be determined (price of the book/ document is not available or the book is rare), the penalty will be charged by the library incharge/ librarian after asserting the academic value of the book.

## Photocopy/ Print/ Scan Service

Photocopy/ Print/ Scan facility of library materials is available only for copying research papers published in journals, conference proceedings for academic and research work without violating the copyright act.

Following charges are applicable for different user groups and services.

Category	Photocopy Charges	Printing Charges	Scanning Charges
Official	Free*	Free*	Free*
Faculty/ Officers Staff (Personal)	Rs. 1.00 per page	Rs. 2.00 per page	Rs. 2.00 per page
Students	Rs. 1.50 per page	Rs. 2.00 per page	Rs. 2.00 per page
External users	Rs. 2.00 per page	Rs. 2.00 per page	Rs. 2.00 per page

\*Please submit the filled up form approved by the competent authority which is available in Photocopy room.

#A3 paper print, Photocopy and Scanning charges would be double.

## User Orientation

In order to enable the students to use the LRC resources efficiently, LRC organises a User Education/ Orientation activity by organising a session on LRC usage in the beginning of the new academic session and another session during the semester.

## Reference and Information Services

Reference Service is meant to assist students, faculty, researchers and staff in locating the required information, or information sources available in the LRC or elsewhere. It is a personal service, which involves various activities, aimed at making information available to the users as easily as possible. In order to provide information, our professional staff makes use of resources of the LRC as well as those resources available outside the library. This service is provided personally or by e-mail.

## LRC General Rules

- LRC is a place for individual study and research. Members are therefore requested to maintain an atmosphere of dignity, peace and silence within the LRC premises.
- Entry to the Resource Centre is restricted to bona fide members on production of ID Card.
- All members are requested to make an entry in the visitors register at the property counter.
- All members are requested to keep their personal belongings, personal books and other reading materials at the Property Counter at their own risk.
- LRC is not responsible for any loss or damage to personal belongings.
- No material including books, CDs, newspapers, magazines etc. from the LRC should be taken out until it is checked.
- Any violation may lead to disciplinary action and suspension of the Resource Centre Membership.
- Members are requested to handle the LRC reading materials with utmost care. Mutilation, writing, scribbling, marking, cutting pages are serious offences that will be severely dealt with.
- Use of personal stereos, music systems in the LRC is not permitted.
- Use of mobile phones is strictly prohibited in the LRC premises. Mobile phones should be kept on SWITCH OFF/ SILENT MODE while in the LRC.
- Suggestions for procurement of new books and other reading materials if any, from student members may be sent to the librarian.

- Members may kindly inform the Resource Centre immediately about any change in their email and contact address.
- Members are requested to leave the reading materials on the reading tables. The Resource Centre staff will shelve these materials. However, newspapers and magazines should be replaced on the display shelves after reading.
- Smoking, eating, and drinking are strictly prohibited in the LRC. Members are required to show related items to the LRC staff at the Circulation Desk/ Property Counter when requested.
- The librarian reserves the right to suspend the membership of any member found misbehaving with the LRC staff.

## LRC Reading Room Facility

### Rules and Procedures for Reading Room Facility

- Reading Room facility (reading of personal books and library issued books) will be available as per the following schedule during library working hours:  
7:00pm to 11:00pm (Monday to Friday)  
9.30am to 5.30pm (Saturday)  
10.00am to 6.00pm (Sunday)
- It is mandatory for the students to carry their Identity Cards at all times. Students without Identity Cards will not be allowed to avail Reading Room Facility. The Students will be permitted to carry only 3 books at any given time.
- Please mention the number of books and the type (personal/ library issued) being taken for reading in the LRC in the Remarks column of visitors register. Write the Accession No. in case of library book.
- Show all personal, library books at the circulation counter for reading in LRC. Person available at the Circulation counter will put a library seal and date on the back of personal books as well as on library books on due date slip near due date stamp. The student/ user will have to deposit his/ her Identity Card at the Circulation Counter and the same will be returned to the student when he/ she leaves the library. Library staff will stick a note mentioning the number of personal and library books on the Identity Card for reference.
- While leaving the library, please show all the books at the Circulation Counter, Library Staff will check the books to ensure that the student

is carrying back the same books that have been brought into the library by cancelling the Library Seal and returning the Identity Card.

- The Library Staff will retain the Identity Card in case of any discrepancy and the same will be treated as a case of indiscipline.
- At the security counter, please cancel the entry of books in remarks column after the security personal checks cancelled seal and date of the books carried for reading in the LRC.
- Reading Room facility will be available to all users for reading purposes only. Any act of misuse or indiscipline will result in debarring the respective student/ user from using the facility.
- Users are requested to cooperate in maintaining the library services.

## **Collections**

LRC has a vast collection of books, journals and other reading materials in the areas of Management, Engineering, Humanities, Social Sciences and allied subjects taught at the University. The ever-growing collection includes text-books, general and reference books, conference proceedings, CD-ROMs, VCDs and DVDs.

### **Print/ Physical Collection:**

#### **General Collection**

Books, monographs etc., are also a part of this collection kept on the ground floor stack area next to the Circulation Desk. These materials can be borrowed by the LRC members.

#### **JKLU Publications (JKLU)**

JKLU publications received under various series in book form are kept in this collection. One copy out of five copies received is kept reserved and other copies can be borrowed and are arranged by the publication number.

#### **Reference (Ref) Books Collection**

Reference (Ref) books such as encyclopaedias, dictionaries, directories, handbooks, geographical sources, manuals and other related reading materials are kept in the stack area on the ground floor next to the general stack with separate labels indicating the reference collection. Users can refer/ use them in the LRC only/ not allowed to borrow.

## MP Ranjan - JKLU Design Resource Centre (MPRC)

Books received from Prof. MP Ranjan are kept in the MP Ranjan - JKLU Design Resource Centre. These books are available for reference only and not allowed to be borrowed/ circulated. This collection has unique titles related to design, art, handicrafts, innovation, creativity etc.

## Reserve Book (RB) Collection

Reserve Book (RB) Collection consists of one copy out of the three multiple copies of each text. Reference books and competitive exam preparation books are also kept as a single copy in this section. These materials are kept behind the reference collection. Borrowing is not allowed.

## Current Print Subscription

LRC subscribed journals/ magazines and newspapers are kept in this section and arranged for display under their main streams alphabetically.

- Management Journals and Magazines (A-Z)
- Engineering Journals and Magazines (A-Z)
- General Reading Journals and Magazines (A-Z)
- Bound Volumes of Journals (BV)

Peer reviewed and selected journals are bounded by the LRC after receiving all volumes and are kept in a section at the ground floor of LRC. Bound volumes are kept behind the reference collection. Borrowing is not allowed.

## Student Project Reports

This collection has Minor Research Projects and Summer Training Reports submitted by the students of different institutions. This collection is sub categorised in MRP (Minor Research Project) and ST (Summer Training Report) and arranged with program name and batch details for the convenience of the users. Borrowing is not allowed for this collection kept behind the Reserve Books Collection.

## Theses (TH)

PhD Theses submitted in the university and donated by users and faculty are arranged and stacked behind Reserve Book Collection. Users can refer/ use them in the LRC only/ not allowed for borrowing.

## Standards (SD)

Various standards published by well-known Standard Implementation and development organisations are stacked behind Reserve Book Collection near the Theses. Users can refer/ use them in the LRC only/ not allowed for borrowing.

## Psychological Instruments/ HRD Instruments (PI)

Psychological Instrument (PI) Collection refers to various psychological instruments with manuals and questionnaires that are especially useful for researchers to use established instrument in their research. This collection is kept behind the Reserve Book Collection and borrowing is not allowed except in exceptional cases.

## E-Resources

### Multimedia or CD-DVD (CD)

All CDs and DVDs received as accompanying material or purchased separately for teaching and research purpose are kept here and arranged accession wise. These can be referred in the LRC only on production of ID Card and are not meant for borrowing except by the faculty.

### Full Text Journals Databases

### Plagiarism Check

## KOHA

LRC resources are managed by KOHA software, a web-based integrated library system installed on a Linux platform. KOHA is equipped with acquisition, cataloguing, circulation, serial control and OPAC modules.

It supports MARC21 and UNIMARC for professional cataloguing and z39.50 for copy cataloguing from reputed libraries. OPAC module provides access to the library catalogue. Through this module, users of library resources can check their borrowing details, reserved items, make suggestions for new books, and update their personal details as well as add tags to books of their choice. This module provides a simple and clear search interface. Users are able to search through all fields of the database as well as within specific fields.

OPAC can be access via the following link:

[OPAC Link \(Intranet\)](#)

