

Library St. Xavier's College Burdwan

St. Xavier's Road, P.O - Sripally.

Burdwan - 713103

Contact information of Librarian

Mail id: lib.sxcbwn2019@gmail.com

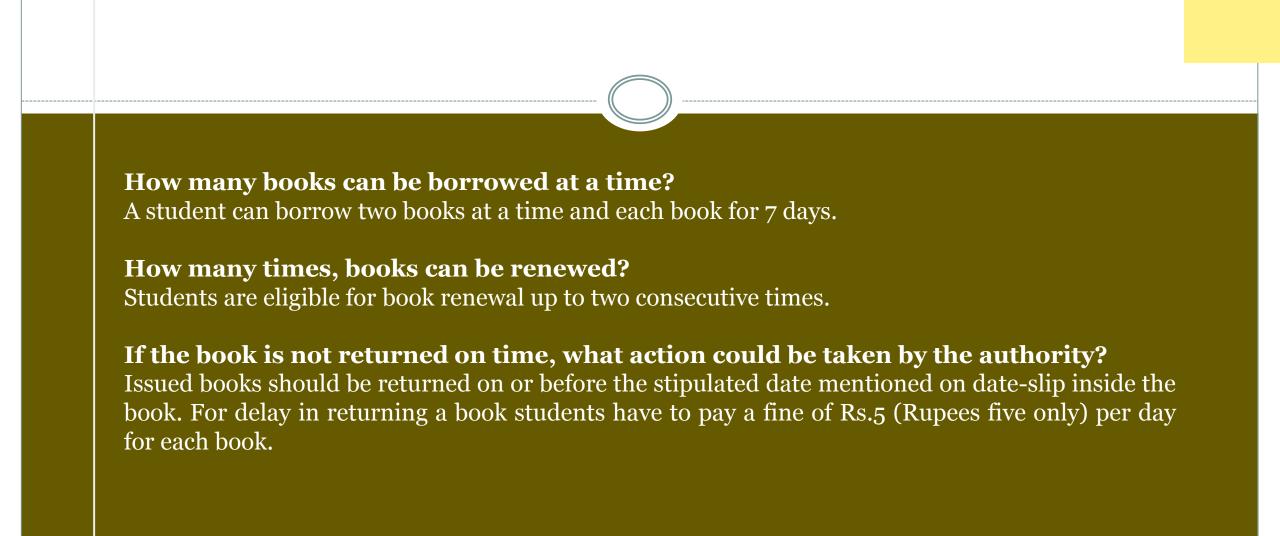
FAQ

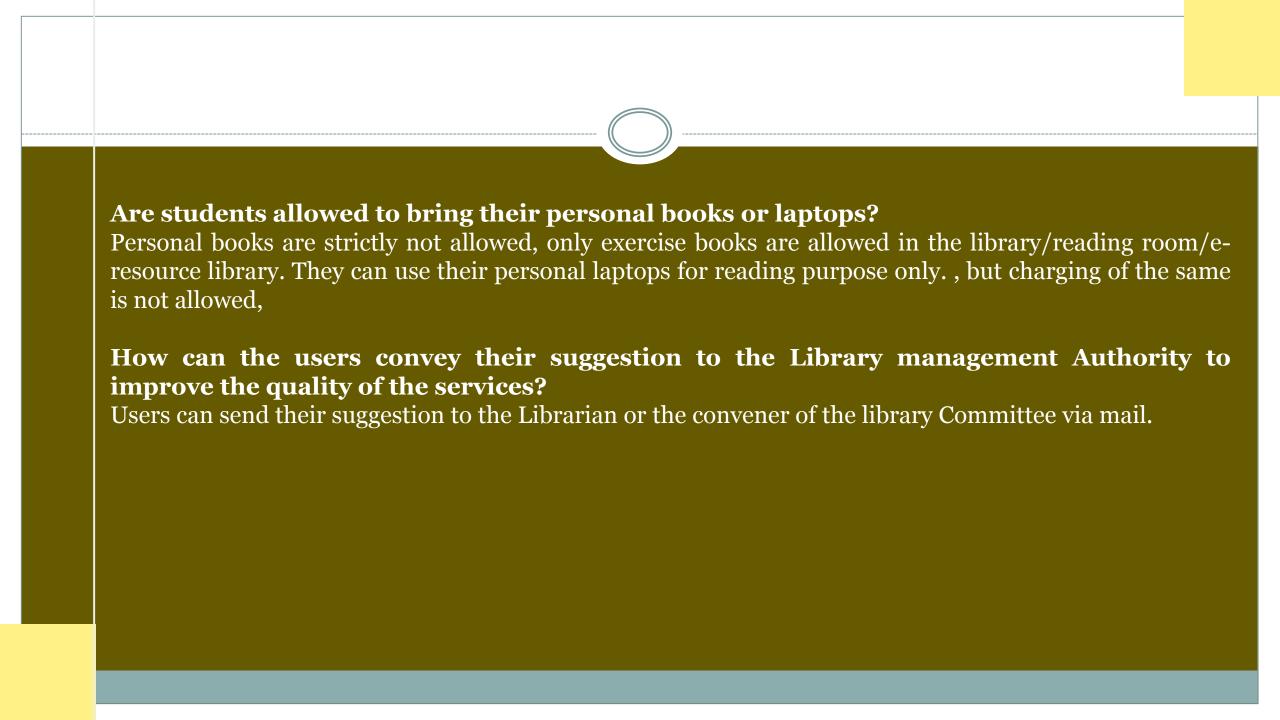
What is process of clear the dues of the library?

All the students have to produce library card and clear all the library dues- such as returning of books borrowed from the library, overdue fines for getting the clearance. Students should clear all the library dues on time before the Semester Exam.

If I lost my library card, what should be done?

Loss of library card should be informed to the Principal and the librarian in writing. Duplicate card will be made after the approval of the Principal and it cost 100 rupees.





How can Users use OPAC to locate any documents of the library?

OPAC, or the Online Public Access Catalogue, allows you to search the library's collection of books by entering any combination of keywords, subject, author, title, call number, or accession number into the computer's search bar. It displays the document's position in the library as well as its bibliographical information. OPAC can be accessed from the College Website under **Library Option**.

If a user can't find any book on the shelf, what will be done to retrieve the information?

If the required book is not found, one can check OPAC to see the status of the book.

What is the library Opening time?

Library Hours span from Monday to Saturday from 10 am to 5:30 pm; while the lending hours extends from 10:30 am to 5:00 pm.

How can someone become the member of the library?

Students/ Administrators/Academic Staff Members and Administrative Staff Members of the college become members of the Library after taking bona fide admission/recruitment in the college. For their membership their names, Roll numbers (for the students only), Departments and contact details are fed into the KOHA –ILMS to create an account. Their accounts details are sent via registered e-mail with User name and Password. Accounts can be activated and accessed online from the college website. Thereafter Library Cards are issued (to the students) with which reading and lending facilities may be accessed.