

SXCB - Library



St. Xavier's College, Burdwan is an educational endeavor of Jesuits of Calcutta Province of the Society of Jesus. It is a second college of Jesuits of Calcutta beside St. Xavier's College Kolkata. The College was inaugurated on 11th July 2014 by Bishop Cyperian Monis, in the presence of Rev. Fr. Jeyaraj Veluswamy, S J Provincial superior of Calcutta Jesuits.

In academic environment, the library is called "*Heart of the organization.*" The success of an academic organization mainly depends on the services and information provided by its library. St. Xavier's College Burdwan Library starts functioning a few years later the inception of the college. It is situated in the Ground Floor of the Administrative Building of the College. The library has a collection of books, journals, magazines, daily Newspapers, CDs/DVDs etc. The College library is a member of N-LIST (a project funded by the MHRD through INFLIBNET) which provides electronic access to a huge number of journals and e-books. The college, being a new one, is presently in the state of developing its library. Both the learning interests of the students and the research interests of the teachers and interested students are considered while framing its library, which we believe is the integral nature of any good college library.

LIBRARY HOURS

The Library remains open on all days except college holidays and Sundays

LIBRARY TIMINGS

MONDAY TO SATURDAY 10:30 AM TO 5:30 PM
CIRCULATION HOURS 11 AM TO 5:30 PM

ST.XAVIER'S COLLEGE,BURDWAN LIBRARY: AT A GLANCE



- The Library provides services to the students, faculty members, Fathers and administrative staff of the College through an automated mode by using open source library management software

Koha.- The library has a collection of books, journals, magazines, daily Newspapers, CDs/DVDs, E-Resources, Newspaper Clippings and special collections.

- The Library Introduced barcode based computerized circulation system with the help of ILMS Koha. Library collections are searchable through WEBOPAC- Cloud based Online Searching of Library Resources with the help of ILMS Koha- The Library provides Off Campus Log-in of Library Accounts through WEBOPAC
- Library members can know their reading and search history with the help of Web-OPAC facility.
- E-Resource Access Section provides internet facility with Wi Fi & LAN Connectivity.
- The Library of the College has well equipped and spacious Reading Room Facility.
- The Library provides Book Bank facility.- The library provides current-awareness service to the readers through new arrivals display and announcement posters.
- Each shelf is accompanied with shelf guide, which indicates shelf number, class number and subjects concerned.- The Library procures print periodicals including both journals and magazines

- The Library provides Career Guidance Services
- The Library provides Reference Services.
- The Library provides previous year Semester Questions and Syllabus and other documents.
- The Library subscribed To Inflibnet (information and Library Network) through N-list Program (National Library and Information Services Infrastructure For Scholarly Content) College Faculties & Students Can Access E-books & E-journals through the College Website www.sxcb.edu.in
- The Library provides student Feedback system for further improvement of Library Services.

MEMBERSHIP-

The membership of the Library is open to Fathers, Faculty members, Students and Administrative staff of the College.

BORROWING PRIVILEGES

SL. NO.	PATRON CATEGORY	NO. OF ITEMS	LOAN PERIOD
1	FATHERS	05	42 days
2	TEACHING STAFF	05	42 days
3	STUDENTS	02	7 days
4	ADMINISTRATIVE STAFF	03	14 days

DIFFERENT SECTIONS OF THE LIBRARY

- STACK ROOM
- LENDING SECTION
- REFERENCE SECTION
- PERIODICALS SECTIONS
- E-RESOURCE ACCESS SECTION
- READING ROOM

BEST PRACTICES

- Open access to student
- Automated circulation(Issue/Return of Books)
- Email alerts(Issue/return/fine)
- Internet facility with Wi-Fi & LAN Connectivity
- Book Bank Facility
- On/Off Campus Access to different E-resources
- Reference Facility
- Lending Facility
- Career Guidance Services
- Display of New Arrivals books and journals
- Student Feed Back System

GENERAL RULES AND REGULATIONS

- Maintain strict silence in the library. Any type of group discussions or class meeting is not allowed in the library.
- Do not enter the library with your baggage, deposit the same at the students common—room.
- Reading room is no-mobile zone, keep your mobile in switched off mode before entering the library.
- Students must wear the college ID cards before entering the library. Library card is also compulsory.
- Students are allowed to take one book at a time for study in the reading room.
- Do not misplace the books while selecting from the shelves.- After taking a book from reading room shelf, make it issued at the reading room counter.
- Check the condition of the book at the time of taking. If any mutilation found, report instantly to the librarian. Otherwise the borrower will be responsible for the damage.
- Do not make chaotic crowd in front of any counter, stand systematically in queue.
- The books marked as reference and periodicals, journals and magazines are meant for consultation within the reading room only and strictly not to be lent out.
- Do not scatter the pages of the book, newspaper or magazine when reading.
- Do not take photos of the text while reading.
- Do not move chairs and tables to a new position.
- Personal books are strictly not allowed, only exercise books are allowed in the library/reading room/e-resource library.
- the laptops are allowed in the reading room, but charging of the same is not allowed, bring your devices in full charge mode.

GUIDELINES FOR LENDING SECTIONS



- A student can borrow two books at a time and each book for 7 days.
- Students are eligible for book renewal up to two consecutive times.
- Issued books should be returned on or before the stipulated date mentioned on date-slip inside the book. For delay in returning a book students have to pay a fine of Rs.5 (Rupees five only) per day for each book.
- The books marked as Reference and Periodicals, Journals and Magazines are meant for consultation within the Reading Room only and strictly not to be lent out.
- Students should clear all the library dues on time before the Semester Exam.

GUIDELINES FOR READING ROOM

- Maintain strict silence in the reading room. Any type of group discussions or class meeting is not allowed in the reading room.
- Do not enter the reading room with your baggage, deposit the same at the student's common room.
- Reading room is no-mobile zone, keep your mobile in switched off mode before entering the reading room.
- Students must wear the college ID cards before entering the Reading Room. Library card is also compulsory.
- Students are allowed to take one book at a time for study in the reading room.



GUIDELINES FOR E-RESOURCE ACCESS SECTION



- Computers installed in the E-Resource Access Section should be used for academic purposes only.
- Online chatting browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games in the computers is strictly prohibited.
- Changing the display setting of the computers and downloading any app is strictly prohibited.
- Use of laptops in the E-Resource Access section where computers are already installed is not permitted.
- Students should not remove/unplug computer cables/connections, network cables and other peripherals/ accessories in the E-Resource Access section.
- Students are not allowed to share their E-Resource Access ID and Password with other students.
- Students must carry the college ID card and Library card while using the E-Resource Access Section.
- Students should not make chaotic crowd inside the E-Resource room.
- Students should not move chairs and tables to a new position inside the E-Resource room.