

# SERVICES AND FACILITIES

## STACK ROOM



Books for lending are shelved here according to their departments assigned through call numbers. Each shelf is accompanied with shelf guide, which indicates shelf number, class number and subjects concerned.

## LENDING SECTION

Lending section is a service point meant for borrowing books for home use. It keeps records of all registered students, their transactions, loan periods, borrowing privileges, renewal of books, payment of fines etc. This section provides automated issue/return using Koha (open source library automation software).

## REFERENCE SECTION



The Reference section provides Ready Reference Tools meant for consultation within the Reading Room only. The following categories of Ready Reference Tools are available in this section: Dictionaries, Encyclopedias, Yearbooks, Guidebooks, etc.

## PERIODICALS SECTION



Periodicals section procures and manages currently published journals, magazines bulletins, and newspapers. All these documents contain the latest information on current developments of a branch of knowledge.



## **CAREER GUIDANCE SERVICE**



A corner for competitive examinations and career guidance has also been added for the students. Book, journals, magazines, newspapers relating to different competitive examinations such as UGC CSIR NET/SET, IAS, Career / Service Oriented programs and other documents related to the subjects are available for consultation in the library.

## **READING ROOM**



The library has well equipped and spacious Reading Room facility. The reference books, periodicals, newspapers function from reading room for reader's convenience. Some rare collections of the library are also displayed in the reading room.

## **NEWSPAPER READING ZONE**

The Library provides Newspaper reading zone which procures two national, two financial and one career related weekly print newspapers.

## **BOOK BANK FACILITY**

The Library provides Book Bank facility to the students. Besides regular library facilities, they can issue at most two books from book-bank for a full semester. The textbooks are mainly emphasized for this section.

## **CURRENT AWARENESS SERVICES**

The library provides current-awareness service to the readers through new arrivals display and announcement posters.

## **Selective Dissemination of Information Services**

The Library provides previous year Semester questions to the students

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