



Library
St. Xavier's College Burdwan

St. Xavier's Road, P.O - Sripally.
Burdwan – 713103
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Membership and Circulation



Membership Eligibility: Library membership is open to Students, Administrators, Academic Staff Members, Administrative Staff Members. Memberships are granted to these individuals after they have taken bona fide admission or recruitment in the college. Here's how the process works:

Membership Process:

❖ Registration and Account Creation:

- Upon admission or recruitment, the details of the members (students/administrators/academic staff/administrative staff) including their names, roll numbers (for students only), departments, and contact details are entered into the KOHA – ILMS (Library Management System) to create an account.
- An account is created with a username and password.
- The account details are sent via registered email to the members.



❖ **Activation and Access:**

- Members can activate their accounts through the college website using the provided username and password.
- Once activated, they gain access to the library's resources and services.

❖ **Issuance of Library Cards (for Students):**

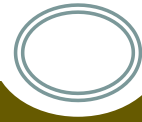
- Students receive physical library cards after getting enrolled via membership Application Form.
- These cards are used for accessing reading and lending facilities at the library.



Key Points:

- **Account Creation:** Accounts are created in the KOHA – ILMS upon admission or recruitment.
- **Access:** Members can access library resources and e-resources only after getting enrolled as a bona fied member of the SXC BWN College Library.
- **Physical Library Cards:** Students receive physical library cards for access to library facilities.

This process ensures that all eligible members of the college Student community have access to the library's resources both online and physically through the issuance of library cards.



Circulation/ Lending

This 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 has started automated issue/return using Koha (open source library automation software) and books are issued against the library cards.