



**INTEGRAL
UNIVERSITY**
LUCKNOW

INSPIRING EXCELLENCE

LIBRARY MANUAL



CENTRAL LIBRARY

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1. INTRODUCTION

1.1 INTEGRAL UNIVERSITY

Integral University, a seat of educational excellence, is a premier University in Lucknow, Uttar Pradesh. It was established under the Act Number 9 of 2004 by the State Government. The University is duly approved by the University Grants Commission (UGC) under section 2(f) and 12B of the UGC Act, 1956, Medical Council of India, Pharmacy Council of India, Indian Nursing Council, Council of Architecture, Bar Council of India, Indian Association of Physiotherapists, National Council for Teacher Education, UP State Medical Faculty.

Integral University is the first enacted Minority University, located in Lucknow and is a member of the AIU. The varsity was ranked 35 for Architecture by the India Today 2021 and 41 for Pharmacy by the NIRF in 2021. Integral University has been recognized as the Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research, Ministry of Science and Technology.

1.2 INTEGRAL UNIVERSITY LIBRARY SYSTEM (IULS)

Integral University Library System (IULS) is the central intellectual and cultural resource of the University community, the purpose of the same is to provide all students, faculty, staff, and administrators with effective and equitable access to the recorded information necessary to support the University's research, teaching and learning mission. Established in 1998, The Library shifted to a multistory building at the heart of the campus in 2015.

The fully automated Library System of the university in general selects, acquires, organizes, preserves and provides effective bibliographic and physical access according to international professionally accepted standards and practices of collections of materials in a multiplicity of formats for satisfying the curriculum as well as research related information needs of the university community.

The Library System has grown steadily in terms of physical facilities, excellent collection of documents, proper number of trained personnel, and remarkable services duly equipped with Information and Communication Technology.

1.3 MISSION

At par with the vision and mission of the University, the Central Library acts as the main Learning Resource Centre (LRC) and provides various traditional as well as modern ICT based resources, services and facilities to meet the requirements of the University's teaching and learning programs.

1.4 OBJECTIVES

The key objectives of the Integral University Library system are:

- To acquire various kinds of information resources to support the new and existing needs of academic programs in learning, teaching and research and innovation
- To provide the information of the University community with a high quality, innovative and excellent information services that fulfill the information requirements of the University Community and meet their high expectations_
- To provide information literacy programs/ library skill sessions in different modules in order to enable the users identify, search, locate, evaluate and use the information effectively.
- To maintain quality access to the local as well as external resources using the state-of-the-art technologies.
- To train the library staff with the latest techniques for innovative and outstanding services.

1.5 PHYSICAL AMBIANCE

Library is the backbone of all academic and research activities of the University. Students and faculty members spend considerable amount of time in library premises. Hence, The Libraries should create a welcoming library environment that encourages reading for pleasure. Central Library and branch libraries at Integral University are spacious, well lit and designed to cater for the various reading activities and other events. All Libraries, Central Library in particular, have good ambiance with sizable five reading rooms, open reading areas, lounge area, stack areas, comfortable furniture for readers, and good lighting facility.

The library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms. Easy to navigate signage are placed to help users to locate different sections and facilities.



LOUNGE AREA, CENTRAL LIBRARY

1.6 LIBRARY ADVISORY COMMITTEE

The Vice Chancellor of the University appoints a Library Advisory Committee (LAC) consisting of a Chairman, and representatives from faculties/ Departments of the University as members. The LAC essentially advises and guides the University Library in its activities and services. The LAC would meet at least once in six months to review the library affairs. There shall be a Library advisory Committee (LAC) consisting of the following members:

- | | |
|--|--------------------|
| 1. Pro-Vice Chancellor | Chairperson |
| 2. Librarian | Convener |
| 3. Treasurer | Member |
| 4. One Dean(nominated by Vice Chancellor) | Member |
| 5. Two Heads of Departments(nominated by Vice Chancellor) | Member |

1.7 WORKING HOURS

The Central library is kept open on all working days from 9 AM to 10 PM and on Saturdays from 9 AM to 4 PM. During examinations Library is kept open for extended hours.

1.8 GENERAL LIBRARY RULES AND REGULATIONS

1. Members of the Central Library should always carry their multi-purpose Identity Card issued by the University to visit the Central Library and produce the same whenever asked by the Library Staff.
2. Library Entry and Services are restricted to only bonafide members of the University.
3. Personal belongings like bags, umbrellas etc. are to be kept at property counter against a token, Library reserves the right to check the contents of the items deposited at the property counter.
4. The library is not responsible for the personal belongings kept at the property counter. Hence, the users are advised not to keep their valuables at the property counter.
5. Members are expected to maintain silence and not indulge into any act which may disturb the reading or study of other users or interferes with the proper functioning of the Library.
6. Photography, sleeping, eating, smoking, chewing Pan/Gutkha, Chewing gums, use of cell phone and talking loudly are strictly prohibited.
7. Readers should not mark, deface, mutilate, underline, dog-ear mark, write, tear pages, spoil or damage the library documents/materials. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of library membership.
8. Newspapers and magazines must be read only in the library on specific tables and should not be taken to other reading areas.
9. No Library material can be taken out from the library without prior permission and issuance.
10. Members are advised to leave the books on the table after reading and not to shelve books, periodicals and other library materials themselves, because it may disturb the prescribed arrangement order.
11. Dissertation / Thesis are not allowed to be issued and photocopied

12. Laptops and other computing devices (without carrying cases) are allowed inside the central library.
13. The computers, Internet, Wi-Fi and Xerox facility are meant for academic use only.
14. All the members of the Central Library have to abide by the rules and regulations issued by the University Librarian from time to time.

1.9 OPEN ACCESS SYSTEM

The Integral University library follows open access system with the following characteristics:

- (a) Documents are shelved in open racks in classified order and free from doors/locks.
- (b) Users are admitted into the stack area without any restrictions.
- (c) Users are provided freedom for browsing or accessing documents in any part of the library including Digital Library.
- (d) Users are provided liberty to chose and pick any document for study or get it issued from the Circulation Counter for study at their convenience.

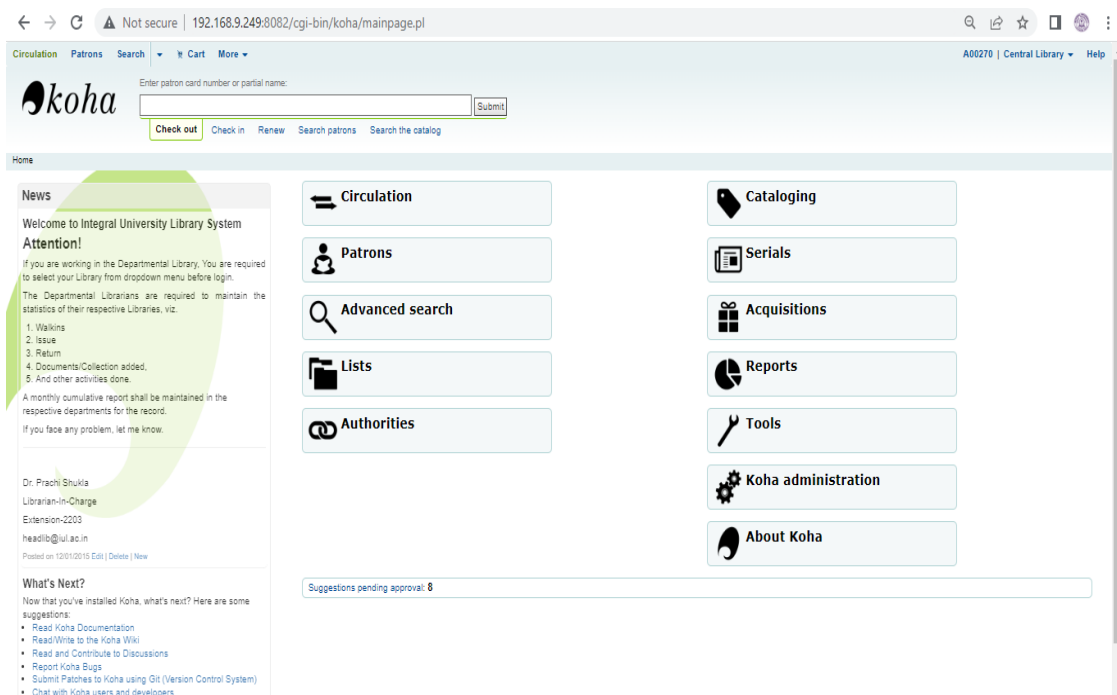


OPEN ACCESS STACK AREA

1.10 LIBRARY AUTOMATION

To minimize the human intervention and maximize the usage of latest technology is need of the hour in Libraries. With the development of Information and Communication Technology, the Library System has felt the importance of computerization in all library housekeeping operations such as acquisition, OPAC, circulation, serials control, multimedia and web based inquiry.

The Library was automated in 2008 with “Alice for Windows” software and in 2015; The Library system upgraded and became fully automated by using internationally reputed integrated library management software named “Koha”. Since the entire process is now automated, the tasks are streamlined, which reduces repetitive work and greatly improve performance. All of the library's books are bar-coded for automatic check-in and check-out and help achieve optimum productivity in delivering accuracy, volume, and reliability. It is very helpful in providing book circulation statistics and also in answering various questions such as issue history and book return, most published books, high demand books, etc.



The screenshot displays the Koha library management system's home page. At the top, there is a navigation bar with links for Circulation, Patrons, Search, Cart, and More. A search bar is prominently featured, with a placeholder text "Enter patron card number or partial name:" and a "Submit" button. Below the search bar, there are several utility buttons: "Check out", "Check in", "Renew", "Search patrons", and "Search the catalog".

The main content area is divided into several sections. On the left, there is a "News" section with a "Welcome to Integral University Library System" message and an "Attention!" notice. Below this, there is a "What's Next?" section with a list of suggestions for new users. The central part of the page features a grid of buttons for various library functions: "Circulation", "Patrons", "Advanced search", "Lists", "Authorities", "Cataloging", "Serials", "Acquisitions", "Reports", "Tools", "Koha administration", and "About Koha". At the bottom of the page, there is a status bar indicating "Suggestions pending approval: 8".

KOHA HOME PAGE

2. PROCUREMENT OF LEARNING RESOURCES

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal an online database, or any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy. Integral University Library system has centralized purchasing policy where Central Library purchases/subscribes resources on behalf of all the departmental libraries after requisitions/recommendations from respective departments.

2.1 PROCUREMENT OF BOOKS: PROCESS AND APPROVALS

1. Teaching/Non-Teaching/Students/staff can recommend the books to be procured for their courses and research on a prescribed requisition form duly forwarded and signed by the concerned head of the department.
2. Available and Duplicate titles are checked in the Catalogue and final list is prepared. The list is then sent for quotations from the approved vendors.
3. Quotes are compared and accordingly approval list is prepared. After the final approval by the Hon'ble Chancellor the purchase order is prepared.
4. The purchase orders are sent through e-mail and in hard copy to the respective vendor. Purchase Orders will be issued by the librarian.

2.2 TERMS AND CONDITIONS FOR SUPPLYING BOOKS

1. The supplier should acknowledge the receipt of the order by returning the signed duplicate copy within 15 days of the date of the purchase order and confirm whether he is willing to accept the order.
2. The supplier should deliver latest editions of 'new books' only and not 'used and/or second hand books.
3. Books covered in the purchase order must be supplied on or before the date of

delivery period. The delivery period from the date of the purchase order is one month for Indian publications; for foreign publications, it is two months from the date of the purchase order.

4. In case some of the books cannot be supplied within the delivery period, extension of delivery date must be obtained from Librarian in writing. The delivery date may be extended by the Librarian at his/her discretion if the supplier requests for an extension before the order expiry date, citing valid reasons.
5. The purchase order is deemed to be cancelled if the delivery is not made within one month after the expiry of the stipulated delivery date, and also if the supplied books are not conforming to specifications or not in good condition and are not replaced within one month's time.
6. The books should be consigned to the Librarian, Integral University, Kursi Road, Lucknow through Speed Post, Courier, Registered Post, or in person.
7. The supplier should quote the Purchase Order number, department/subject and date in the bill/invoice.
8. Proof in support of the prices charged, i.e., a photocopy of publisher's invoice/catalogue should be attached along with the bills.
9. Conversion rates of foreign currencies will be charged as per bank rates, as announced on RBI web site, prevailing on the date of the bill. A certificate should be enclosed with the bills to this effect.

2.3 CHECKING PHYSICAL LAYOUT OF BOOKS AND PRICE PROOFS

1. The bills are checked with purchase order to ascertain the ordered books are only delivered. Defects and damages are also checked so that these could be returned to the suppliers.
2. The books are supplied along with pre-receipted bills in quadruplicate and price proof. Book supplier has also to certify on the bills that the prices charged are correct and supplied books are the latest copies and not remaindered titles.
3. The price proofs are to be verified by the Librarian with the help of one of the following sources:

- (a) Publisher's latest catalogue,
- (b) Publisher's invoice (in original) to the dealer,
- (c) Book jackets,
- (d) Price given on the verso of the title page, or
- (e) Any other documentary proof that the price charged by the supplier is correct.

2.4 ACCESSIONING OF DOCUMENTS

The details of books received as per the purchase order are entered in Library Books Accession Register. Every document added to the library collection will have a unique serial number called Accession Number. All the bibliographic details of purchased documents like accession number, author, title, sub-title, edition, volume number and part number (for multi- volume documents); name of the publisher, place and year of publication; pagination, bill/invoice number, price in foreign and Indian currency etc are all recorded in the Books Accession.

After accessioning the books are sent to Technical Processing Section for classification, cataloguing and entering bibliographic details into the LMS system.

2.5 TECHNICAL PROCESSING

Technical Processing i.e., Classification and Cataloguing makes a bridge between Acquisition of documents and their Circulation. It also plays a vital role in the functioning of library services smoothly and effectively.

2.5.1 CLASSIFICATION

Classification is a process for assigning a Call Number to a document, which fixes its position in the rack among the titles on the same subject. Call Number consists of three parts, Class Number, Book number and Collection Number. The Class Number denotes the subject of the document (main subject is a document deals with more subjects). The Book Number usually contains three alphabets such as first three letters of first author (or title when there is no author) or initials of author. There are many variations. The Collection Code is used for special collections like Reserve

books, oriental books, Manuscripts, rare books, Reference, Textbook Collection, etc. In the Integral University Central Library, the twenty-third edition (Ed. 23) of the Dewey decimal classification is being used for classification of books.

After the document is received from the Acquisition Section, the classifier should check from the OPAC if the title is newly added or already available in the library. In case the document is an additional copy or a new edition of an existing document, the call number of the available document should be given to the new document. Otherwise, a new call number has to be constructed and assigned to the document.

Classification helps the users in finding a document whose call number is known and to find out all documents on a given subject together. Another important purpose is that the document gets a unique place on the shelf (rack) facilitating easy location and retrieval.

2.5.2 CATALOGUING

The Central Library follows AACR-II for cataloguing of books and book-like materials. AACR-II provides complete guidelines for the cataloguing of the library materials. Before cataloguing, a cataloguer should examine the subjects that are auxiliary to the main subject. This makes it possible for the cataloguer to provide adequate keywords enabling users in locating the documents of their interest. The work involved in cataloguing also covers preparation of subject headings following Library of Congress Subject Headings to facilitate optimal utilization of resources as users always search by interested subjects.

The library Online Public Access Catalogue is updated in the LMS system. The newly added books are sent to New Arrivals display racks. Information regarding new arrivals is communicated through e-mail to all the members of university. The new books are displayed in the new arrival rack at least for a period of one week after which these are sent to the stack area for Circulation.

Circulation Patrons Search Cart More A00270 | Central Library Help

Home > Cataloging > Add MARC record

Add MARC record

Save Q 239.50/SRU search Settings Cancel

0 8 7 2 9

000 ? LEADER Required
 .00 fixed length control field

003 ? CONTROL NUMBER IDENTIFIER Required
 .00 control field

005 ? DATE AND TIME OF LATEST TRANSACTION Required
 .00 control field

008 ? FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION Required
 .00 fixed length control field

020 ? INTERNATIONAL STANDARD BOOK NUMBER Required
 .a International Standard Book Number
 .c Terms of availability
 .q Qualifying information

022 ? INTERNATIONAL STANDARD SERIAL NUMBER Required
 .2 Source
 .a International Standard Serial Number

040 ? CATALOGING SOURCE Required
 .a Original cataloging agency

041 ? LANGUAGE CODE Required
 .2 Edition number

082 ? DEWEY DECIMAL CLASSIFICATION NUMBER Required
 .a Classification number
 .b Item number

100 ? MAIN ENTRY--PERSONAL NAME Required
 .a Personal name

192.168.9.249:8082/cgi-bin/koha/circ/circulation-home.pl

KOHA CATALOGUING MODULE

2.6 PERIODICAL PUBLICATIONS

Scientific periodicals or journals are serials publications that are published by professional societies, institutions and commercial publishers. These publish nascent primary research results and are very important for teaching as well as R&D work. The Library system subscribes to only UGC CARE listed Print Journals relevant to the various departments.



PERIODICAL SECTION

2.6.1 PURCHASE OF PERIODICALS

1. The process of periodical acquisition begins with the arrival of a request for procurement from a Department. Also whenever a new Department or subject is added to the existing, a necessity will arise to subscribe to the primary research periodicals for that subject field or Department. In addition to this, the requirements are also received from individual departments and faculty as and when need arises.
2. There are different routes for subscription or renewal of periodicals. These include local suppliers/subscription agents, direct from publishers, exchange with institution's publications, and through membership. The most common modes of subscription or renewal are ordering through local suppliers/subscription agents or ordering direct from publishers.
3. After receiving requests from various departments, quotes are sent to the enlisted vendors and comparison chart is prepared as per price quotation then a Consolidated List for Purchase of Print Periodicals is prepared. This list will be put up for approval by Competent Authorities. The Librarian forwards the details of approved periodicals to the Accounts Department for preparing DDs and subscription/renewal orders are prepared.

2.6.2 TERMS/CONDITIONS FOR SUPPLY OF PERIODICAL PUBLICATIONS

Following points are to be taken in to consideration for supply of periodicals for the Library:

- (a) The subscription agent should charge publishers' current subscription rates and postage(for print) as indicated in the publishers' catalogues.
- (b) The conversion rates charged in invoice for advance payment by the agent shall bevalid for a period of 60 days.
- (c) The library will pay full amount of subscription in Indian currency at the rate of conversion fixed by the RBI prevailing on the date of invoicing. Any subsequent change in the rate of subscription/ postage/ conversion shall he claimed by the agent byraising a supplementary invoice.

2.6.3 REGISTRATION OF PERIODICALS

The details of approved titles subscribed/renewed are entered into the Periodicals Accession Register. The individual issues of each periodical received in the Library are entered in the Periodical Entry Register. Periodically, a reminder for missing or non-received issues is sent to each supplier.

2.6.4 REPLACEMENT/REFUND OF MISSING ISSUES

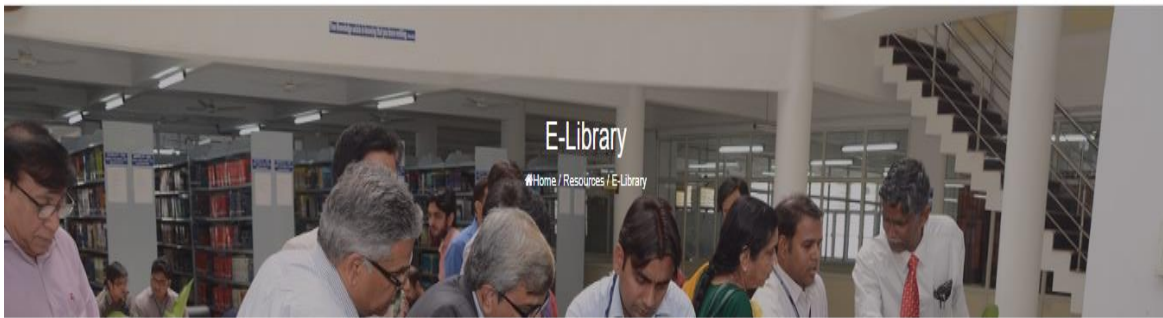
Although most periodical publishers/ suppliers are prompt in mailing the issues, sometimes due to various reasons like loss in transit, late publication, supplier's oversight, some issues are not received in the library. The supplier is requested for replacement of the issues. In case missing issues cannot be replaced, the supplier should ask the publishers to extend the subscription period proportionately. Alternatively, the supplier has to refund the proportionate cost of the missing issues so that there is no monetary loss to the University.

2.7 PROCUREMENT OF E-RESOURCES

An electronic resource is defined as a resource which is available in electronic form. Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/ abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form. Integral University Library System subscribes to many world renowned databases. The procurement procedure of all E-Resources whether Databases/journals/books is more or less same:

1. After identification and confirmation of requirement for E-Resources from respective Departments, the Publisher/Vendor is directed for Trial access of the resource first.
2. As per the users' feedback and usage statistic of the trial access, the proposal for the procurement/subscription of the E-Resource is sent to the authorized vendors for quotations. On the basis of the quotation vendor is selected for subscription of the E-Resource.

3. After the selection of a particular resource for subscription librarian has to take initiative to contact with the service provider to share all the details pertaining the access to the selected resources in the form of a proforma invoice, which includes subscription price details, mode of access, access restrictions and licenses, an agreement between the library and the service provider, period of access, mode of payment, foreign exchange, discount etc.
4. The approval for the selected database is sought from the management.
5. The Librarian forwards the details of approved databases to the Accounts Department for preparing DDs and subscription/renewal orders are prepared.
6. Once the payment is made for the subscription to the service provider, request for activation can be initiated. In the case of electronic/online transaction of payment, the procedure can be completed without spending much time. The access time starts from the day in which the complete payment is made. If it is IP based access then the librarian has to share the campus network IP details with the service provider. If the access is login based, then the user name and password are to be created by the service provider and shared.
7. Once the access is activated library has to randomly check the service and the same can be intimated to all the users. If agreed, the training and orientation program to the users can be conducted either by the service provider or the library.
8. Settings up of remote access facility to the subscribed contents are also to be decided at this stage. Continues monitoring is required on the usage to prevent any kind of issues like systematic downloading, sharing of login credentials, access interruption, poor usage of the subscribed contents, any other malpractice etc.
9. The Library System, under the E-ShodhSindhu programme of INFLIBNET, is getting access to five world renowned databases other than subscribed databases also.



Online Resources X		
S.No.	Title	Link
1	Springer Link 1700 Collection and Nature Journal	View
2	MANUPATRA <small>CSL</small>	View
3	SAGE Journals	View
4	SCOPUS Database	View
5	IEEE ASPP Online	View
6	EBSCO Host BSE (Business Source Elite)	View
7	Oxford University Press eSS Collection-262 titles	View
8	JSTOR	View
9	JGate Plus (JCCC)	View
10	Institute for Studies in Industrial Development (ISID) Database	View
11	Economic & Political Weekly	View
12	Predatory Journal Checker	View

E-LIBRARY

3 CIRCULATION SERVICE

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation counter leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a) Registration of new members
- b) Issue and returns of Learning Resources (Primarily Text Books)
- c) Attending the Users' query for effective interpretation of library rules and regulations
- d) Inter Library Loan Service
- e) Maintenance of "Circulation Module" of Library Management Software Maintenance and updation of all data related to library users
- f) Sending Reminders to overdue documents users
- g) Correspondence & No Due issuing
- h) Library Orientations/Information
- i) Assisting the users for accessing OPAC and Reference
- j) Managing Counter Operations during Weekends/Holidays
- k) Managing Circulation and Footfall reports and Statistics

3.1 LOAN PRIVILEGES

All students, research scholars, staff and faculty members are entitled to borrow, renew, reserve and return the library documents on or before the due date. The library issues documents—books, back volumes, CDs/DVDs and audio cassettes to borrowers for a definite period as under:

Borrowers Type	No. of Books	Loan Period	Overdue Charges
Faculty Members	8	30 Days	Rs. 3.00/Book/Day
Polytechnic Faculty	5	30 Days	Rs. 3.00/Book/Day
Teaching supporting Staff	4	20 Days	Rs. 3.00/Book/Day
Research Scholar	5	20 days	Rs. 3.00/Book/Day
PG Students	4	15 Days	Rs. 3.00/Book/Day

UG Students	3	10 Days	Rs. 3.00/Book/Day
Administrative Staff	4	30 Days	Rs. 3.00/Book/Day
Admin Supporting Staff	4	30 Days	Rs. 3.00/Book/Day

3.2 LIBRARY MEMBERSHIP

The membership of the Library is open to all the students, research scholars, faculty and staff of Integral University. After depositing copy of University ID and Passport size photo at the concerned branch library, membership account is activated within 2 minutes.

Home > Patrons > Add patron (UG Student)

Add patron (UG Student)

Save
Cancel

Patron identity

Salutation:

Surname: Required

First name: Required

Date of birth: Required
(MM/DD/YYYY)

Other name: Required

Female
 Male
 None specified

Main address

Street number:

Address:

Address 2:

City:

State:

ZIP/Postal code:

Country:

Contact

Primary phone: Required
Shows on transit slips

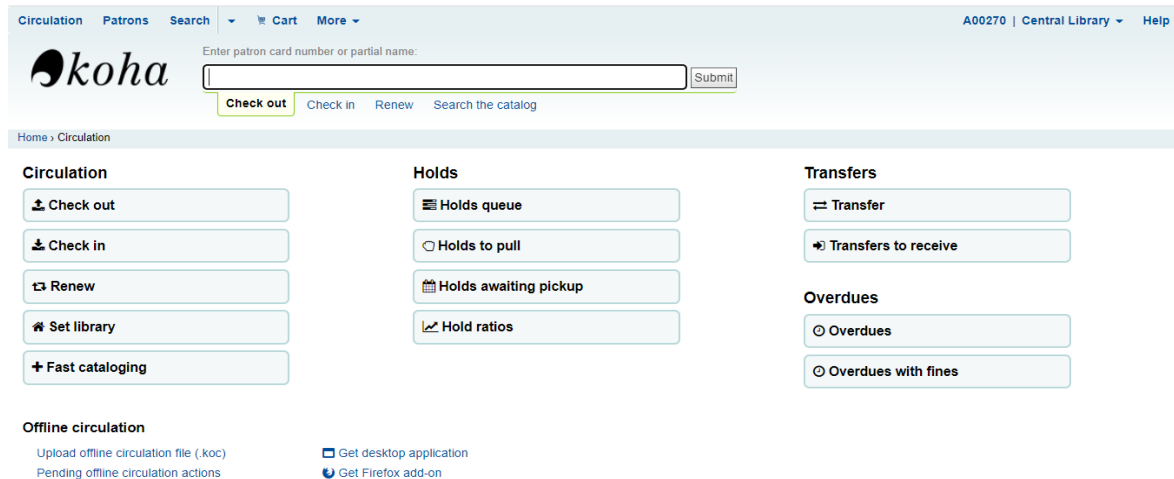
Other phone:

Primary email: Required

KOHA MEMBERSHIP PAGE

3.3 ISSUE OF DOCUMENTS

Books are issued to students, faculty and staff against a valid dual purpose ID Card of the University. As it is an open access system, borrower selects the book and brings it to the circulation counter for issuance. The books are issued after getting the users' signature on Book Card. The due date seal is stamped on the Due Date Slip.



KOHA CIRCULATION PAGE

3.4 RETURN OF DOCUMENTS

The library documents returned on or before the due date are acknowledged through LMS system by scanning or swapping the document and user's ID. If the documents are not returned or renewed on or before the due date, an overdue charge/fine of Rs 3/ book/day is charged from the defaulting user. Whenever any specific demand for a particular book arises, the book holder (student/faculty) is advised to return the books before the due date. Normally renewal is done for a book for another period if there is no demand from other students/faculty.

3.5 LIBRARY CLEARANCE/ NO DUES CERTIFICATE

In order to get Library clearance/No dues certificate all students, teaching, non-teaching and other staff of the University must ensure to pay any outstanding library dues on their accounts at Circulation desk on their completion of studies, research or resignation or superannuation.

3.6 LOSS OF DOCUMENTS

Occasionally a borrower loses a document or damages it. If the document is damaged, the action depends upon the extent of damage; if it is a minor damage, it can be repaired locally. If the document is lost or seriously damaged, the users must:

- (a) Replace the latest library edition of the lost document or
- (b) If document is out of print, pay three times the latest known price of the document.
- (c) In case of loss of a single part of a multi-volume publication, the volume has to be replaced or cost of the entire set will be recovered from the borrower.
- (d) The library will suspend all its services to the defaulters till the recovery is made and the recovery note duly certified is received in the Library. After the document is replaced by the borrower, the new copy must be accessioned and the same Accession Number and Call Number should be assigned.

3.7 RULES AND REGULATIONS OF CIRCULATION

- (a) Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- (b) Textbooks which have single copies are preserved in reserve section and shall not be issued.
- (c) Students can reserve the books at the Circulation Counter in case the particular book has already been issued.
- (d) Reference books, theses, project reports and periodicals/bound journals are to be consulted within the Library premises only.
- (e) Dissertations/Theses cannot be photocopied or issued.
- (f) Library can recall any issued book even before the due date.
- (g) No Sub lending of books is permitted and Library is not responsible for any such activity done by students themselves.
- (h) Rare books and Manuscript are neither photocopied nor issued.

4 LIBRARY SECTIONS AND ACCESS SERVICES

4.1 REFERENCE SERVICE

The Reference service is the library's supreme and ultimate tool. It is the center of all library events which is genuinely convinced. Reference service is often referred to as 'reader services' or 'search and information services'. The Central Library maintains a separate Reference Collection consisting of Encyclopedias, Dictionaries, Directories, Handbooks, Technical data, Atlases, Bibliographies, CD-ROMs, audio and video DVDs, and many competitive books. The total collection of Reference books is over 1974 volumes.

4.2 OPAC/ WEB OPAC SERVICE

More than Ten (10) PCs are dedicated exclusively to the users for OPAC in the Central Library, **OPAC** stands for **Online Public Access Catalogue** and it is a database of the Library's holdings, including books, journals, theses, reference books and much more. **OPAC** provides facilities for various search options like by author, title, subject keyword, accession numbers and articles, along with search combination of Boolean operators. The OPAC of Library resources is constantly updated and is made available on the University Intranet/Internet as **Web OPAC** for searching.

← → ↻ Not secure | 192.168.9.249:8081

Welcome, Mr kalimullah KHAN Search history [x] Log out

Search Library catalog Go

Advanced search | Authority search | Tag cloud

Home

Important link

- Library Portal
- Institutional Repository
- Remote Access of E-Library
- facebook.com/eIULS
- worldcat.org
- BASE (Bielefeld Academic Search Engine): Basic Search

E-journals:Subscribed

- Springer Link 1700 Collection
- SCOPUS
- IEEE ASPP ONLINE
- EBSCO Host BSE (Business Source Elite)
- DELNET
- MANUPATRA (Supreme Court+All High Courts)
- Oxford University Press eSS Collection-262 titles

Welcome

Welcome to the Web-Catalog of the Integral University Library System (IULS). This is a Union catalog of all the libraries of IULS.If you face any problem or have any query, please contact the Librarian on 24/7 basis.

Prof. (Dr.) Abdul Majid Baba
Dean-cum-University Librarian
HeadLib@iul.ac.in, Mob: 9419014203
(published on 12/05/2015)

RSS feed for Central Library and system-wide library news.

Quote of the day

Scientific, Modern high level & very updated. Great. ~ Rosi Rajkumari: Team & HR Education , Govt. of Manipur

Welcome, Mr kalimullah KHAN

1 checkout(s)
1 overdue(s)

Library Opening Hours:
Monday to Friday: 09.00AM to 10.00PM
Saturday:09.00AM to 04.00PM
Sunday and Holiday: Closed

ONLINE PUBLIC ACCESS CARALOGUE(OPAC)

Integral University
LUCKNOW, INDIA

Search Library catalog Go

Advanced search | Authority search | Tag cloud

Home Mr kalimullah KHAN Your summary


Important link
Library Portal
Institutional Repository
Remote Access of E-Library
facebook.com/eIULS
worldcat.org
BASE (Bielefeld Academic Search Engine); Basic Search

your summary
your fines
your personal details
your tags
change your password
your search history
your reading history
your purchase suggestions

Hello, Mr kalimullah KHAN
Click here if you're not Mr kalimullah KHAN

Checked out (1) Overdue (1)

1 Item(s) checked out

Title	Author	Due	Barcode	Call no.	Fines
 Unix: Concepts & Applications	Das, Sumitabha	11/03/2022	068413	005.432U DAS/U	No

Download as iCal/.ics file

WEB OPAC

4.3 DIGITAL RESOURCE CENTER AND ICT SERVICES

The University Library has a wide variety of excellent collection of print as well as online journals. IP based campus wide access to online journals and e-books are available through **E-Shodhsindhu** Digital Library Consortium as well as other leading international publishers like Elsevier, IEEE, EBSCO, JGATE etc.

ess.inflibnet.ac.in/eres.php?memID=311

e-Resources Subscribed for Integral University of Lucknow

Search within results

E-resources	Subscription Period	Subscription Type	Journals	Download	More Info
Economic & Political Weekly	April 2022 to March 2023	Core	View Journals		more
Institute for Studies in Industrial Development (ISID) Database	April 2022 to March 2023	Core	--	--	more
JGate Plus (JCCC)	January 2022 to December 2022	Core	--	--	more
JSTOR	January 2022 to December 2022	Core	View Journals		more
Oxford University Press	April 2022 to March 2023	Core	View Journals		more
Springer Link 1700 Collection and Nature Journal	April 2022 to March 2023	Core	View Journals		more

Showing 1 to 6 of 6 entries

Shodh Shuddhi Access

URKUND Plagiarism Detection Software	National Licensing for all CFTI and Universities	Coordinator: Dr. Naved Ahmad (librarian@iul.ac.in)	more
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NDL e-Resources

World e-Book Library	Now available through NDLI only	NDL Resource	--	--	more
South Asia Archive (SAA)	National Licensing (Perpetual)	NDL Resource	--	--	more

E-SHODHSINDHU

All awarded Ph.D. Theses are available online on **Shodhganga** repository and also in hardcopy at the Central Library



SHODHGANGA

The Library also has a very rich collection of multimedia resources i.e., CDs and DVDs on many subjects which are made available from Digital Resources Center. Digital Resources Center has 12 PCs for library members to access e-resources and internet browsing.

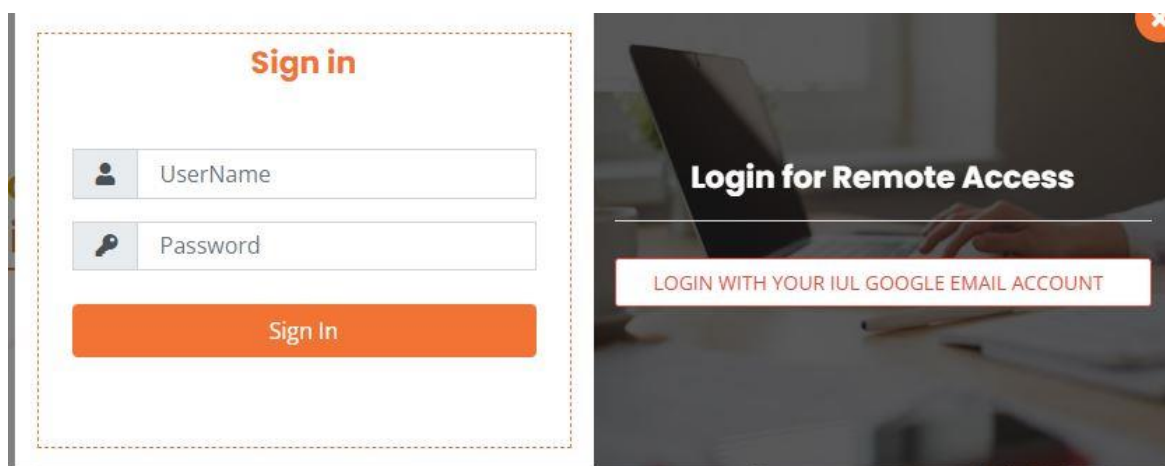
The Central Library is the member of **DELNET** Library Network which facilitates sharing and inter library loan among member libraries.



DELNET (INTER LIBRARY LOAN)

4.4 REMOTE ACCESS

Libraries always strived hard to be committed to ensure full access to their range of services and information sources and facilities to their users. Libraries have to invest heavily on the electronic resources such as e-journals/e-books/e-databases and the optimum usage of these resources would be possible only when proper and adequate access facilities are provided. Integral University Library system has initiated the REMOTE ACCESS service where users can access E-resources anytime from anywhere.

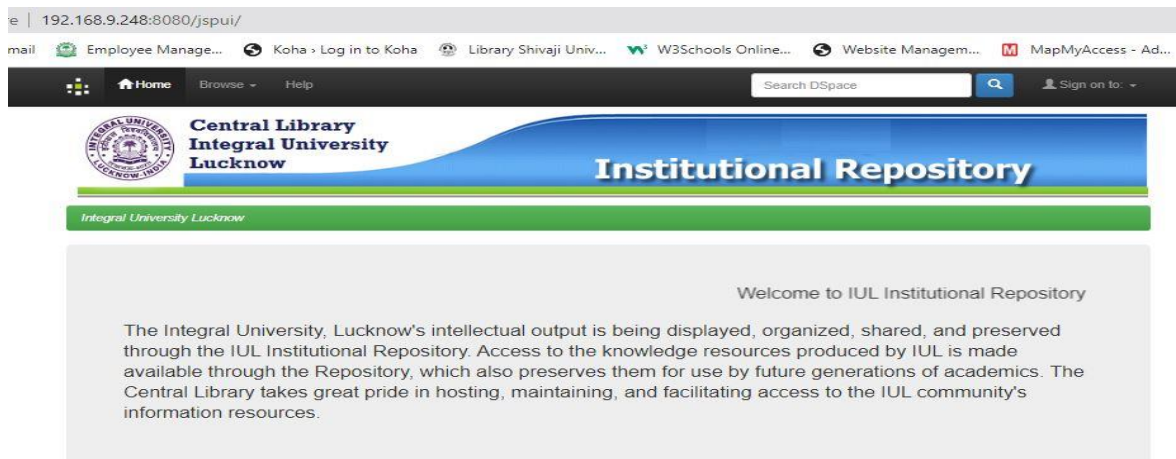


REMOTE ACCESS

4.5 INSTITUTIONAL REPOSITORY

Research publications are the result of intense R&D efforts made by the researcher who strives hard to add new knowledge to the existing world knowledge. All academic and research institutions publish scholarly research. This intellectual capital is to be archived and preserved. One way of doing it is creating Institutional Repository (IR) of the institution. The IR covers publications by the Faculty, Research Scholars, and Staff in the form of published research papers, books/book chapters, dissertations/ project reports etc.

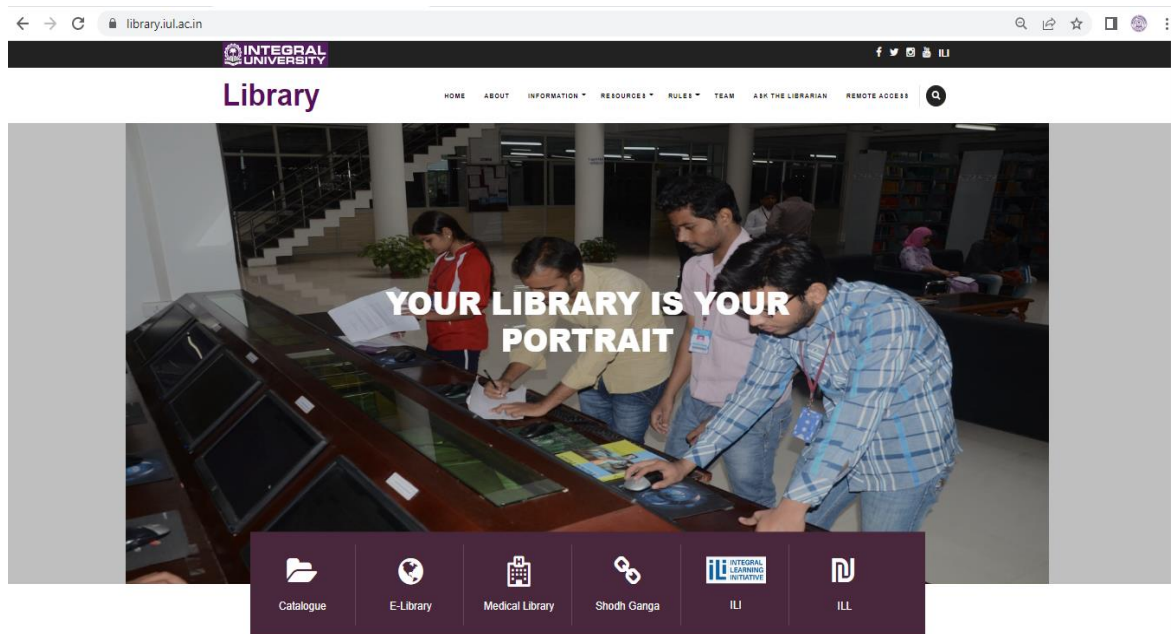
Central Library has developed Institutional Repository which is in its initial stage and growing steadily. It is available on intranet and consists of all publications published by Integral University.



INSTITUTIONAL REPOSITORY

4.6 LIBRARY PORTAL

Integral University Library has dedicated [LIBRARY PORTAL](#) which is user-centered, Web-based, gateway to library information, services and resources. Library portal provide users with convenient, often personalized access to a comprehensive collection of information resources of relevance and authority.



LIBRARY PORTAL

4.7 ORIENTAL BOOK SECTION/SERVICE

The Oriental Collection consists of Holy Quran, Islamic Literature, Urdu Literature, English and Hindi literature and Biographies etc which is **2878** volumes. The collection is available for in-house reading and also for loan.

4.8 MANUSCRIPT AND RARE BOOKS

A library is more than a records collection. While preserving the housed information materials for future generations, libraries used various approaches for acquisition, arrangement, and maintenance. The library preserves and perpetuates humanity's dreams and accomplishments and thus helps preserve World Heritage documented in different manuscript varieties. The Central Library has a rare Manuscript i.e. Holy Quran in 03 Volumes which is around 152 years old.

Rare book collection includes books more than 100 years old. Manuscript and Rare Books are not available for loan.

4.9 LIBRARY ORIENTATION

Libraries spend a lot of budget in acquiring, processing, and making print and digital resources to its users. It is the primary responsibility of the Librarian to create awareness in the library users. In academic environment there is always change in the population of Students, Scholars, Staff and Faculty due to starting of new courses, new batches of students. The Central Library conducts User Orientation programs at the beginning of new academic session every year. Further, when new users approach for membership to library, they are initiated to the policies, loan privileges, rules and regulations. These efforts resulted in increased footfall in the library leading to enhanced usage of resources.



LIBRARY ORIENTAION FOR FACULTY MEMBERS

4.10. RESERVE/PREScribed BOOK SECTION

Reserve Section has a collection of text books in all subjects taught in various courses at the Integral University which is recommended by the teaching staff. More than 12883 books are housed for reading and learning within the section and for the photocopying purposes. Books are arranged in a classified order. Reserve Section remains open from 9.00 A.M. to 10:00 P.M. during Monday to Friday and from 9.00 A.M. to 4.00 P.M on Saturday.

4.11 NEWS CLIPPINGS SERVICE

Integral University Library system provides information deployment service in the form of daily News clippings service and monthly new arrival service which informs users about the latest editions in the Library specially printed books, print journals and circulation statistics. News Clippings related to Integral University and various topics like Central/state Higher Education/UGC/Academic matters reported in Hindi/English/Urdu are circulated among the Administrative and academic heads of the University via email.



August 29, 2021

1
Sunday pioneer
PAGE-4
High Commissioner of Nigeria welcomed at IU
Lucknow (PNS): Integral University welcomed the High Commissioner of Nigeria, Ahmed Sule on Saturday. There were several events, including a welcome ceremony, cultural programme, a tour of Integral University, Integral Institute of Medical Sciences and Research, and interactive session with Nigerian students. The High Commissioner delivered a talk on Nigeria-India relations. Sule said India initiated cordial relations with Nigeria in 1958. He pointed out that more than 135 Indian companies are functioning in Nigeria. "People back home thoroughly enjoy Indian cuisine, movies, culture and traditions, which proves the popularity of India in the hearts of Nigeria," said Sule, who requested the Nigerian students at Integral University to abide by Indian laws, rules & regulations, and value its traditions. Pro-Chancellor, Integral University, Dr Syed Nadeem Akhtar stressed on the importance of diversity everywhere, particularly at educational institutions because that is the grassroots level of building good human beings. Vice-Chancellor Prof Jawed Musarrat gave the concluding remarks. He said Integral University is committed to providing quality education and skill development facilities and a quality environment so that when foreign students go back to their respective nations, they carry the flag of the university.

1 of 5 | library.iul.ac.in

Frequency: Daily

NEWS CLIPPING SERVICE

4.12 LECTURE CAPTURING SYSTEM

The Library system provides Lecture Capturing System (LCS) service exclusively for faculty members. The LCS is useful to record video lectures, make audio-visual presentations, PPT presentation along with writing by using the stylus on running PPT or on a virtual whiteboard or on a browser etc. Through this facility, one is able to generate and disseminate the recorded video or document through various medium of his/her choice besides live lectures on various platforms.

The LCS facilities are located on the First Floor of the Central Library in Recording Room-1, and Recording Room-2. The system is now fully functional and ready to use by the esteemed Faculty Members of the University. The LCS facility for the said purpose is open to all faculties.



LECTURE CAPTURING SYSTEM

4.13 PLAGIARISM/SIMILARITY DETECTION SERVICE

The Library is providing plagiarism/similarity detection service to the entire research fraternity of the Integral University via Urkund /Ouriginal software made accessible by INFLIBNET under the programme E-Shodhshudhi. Through this software plagiarism/similarity is checked for all scholarly publication of the University including Research Papers, Thesis and Projects etc.

← → ↻ secure.urkund.com/account/upload

Ouriginal by Turnitin Help Upload documents Dr. Prachi Shukla

Submit Documents

Enter the analysis address you want to submit documents to, then choose the documents you want to submit and finally hit Submit.
You should get a confirmation by email for each submitted document

Receiver

Select analysis address or enter below

Analysis Address

Subject

Message

Documents

Valid file extensions: doc swx tif tiff pdf txt rtf html htm wps xls ppt odt docx pptx odp ods pages xlsx ps hwp zip zip

Remove all

PLAGIARISM/SIMILARITY CHECKING THROUGH URKUND SOFTWARE

4.14 SERVICES FOR PEOPLE WITH DISABILITIES

Library system provides exclusive services for People with Disabilities like portable reading software for people with visually challenged or reading disabilities. This service is available at Reference Section of the Central library.

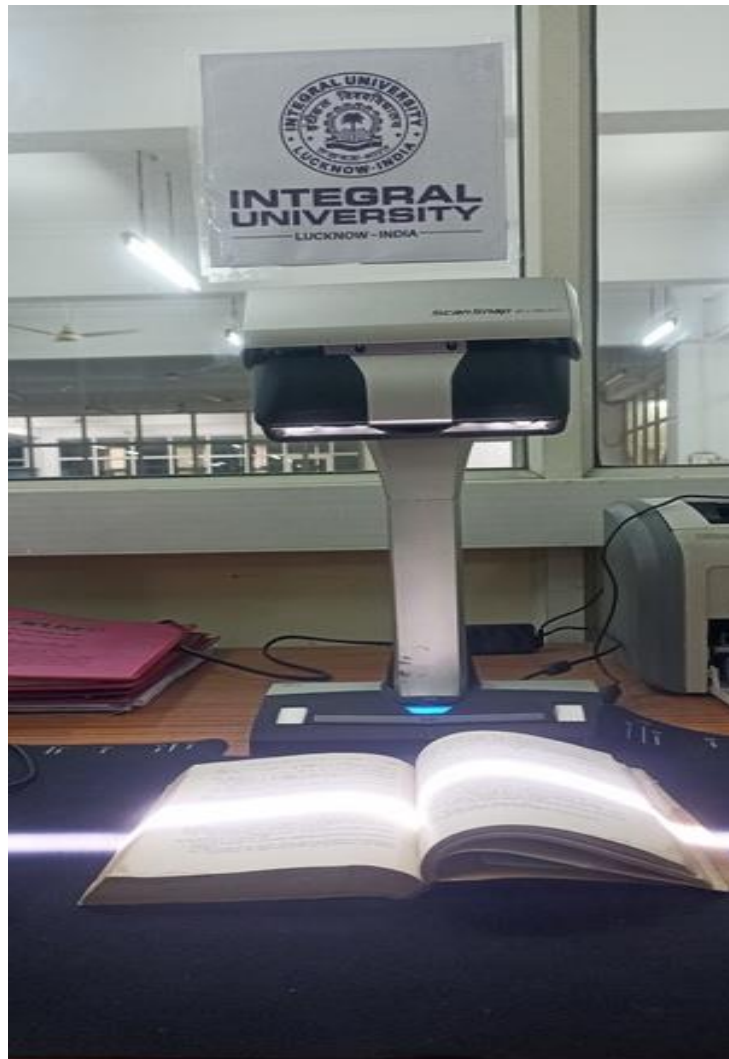
4.15 PROPERTY COUNTER

All the members of the Library need to deposit their personal belongings like bags, personal books, laptop covers, umbrellas etc at the Property Counter situated at the entry gate of Central Library. Members are instructed to not leave their valuables e.g. Purse, Mobile Phones, Laptops etc. at the Property counter. In case of loss/theft Library will not be responsible. The Counter is open during the working hours of the Library and uses token system.

4.16 DIGITIZATION SERVICE

To capture, store, process and disseminate information in digital form and to preserve to use for posterity, Library system has the facility of Digitizing the textual documents/resources. Fujitsu Scan Snap SV600 overhead contactless scanner has been installed at Digital Resource

Center for this purpose.



DIGITIZATION SERVICE

4.17 OTHER INNOVATIVE SERVICES

Library system also facilitates users with many innovative library services like Information Literacy program, Internet access, Wi-Fi, 24X7 Ask a librarian service, Laptop Zone, CCTV and Sanitary Napkin vending machine etc.

5. STOCK VERIFICATION

Library is ever growing. It serves its users throughout the year. Therefore, it is necessary to take account of its holdings periodically. Physical verification of the library stocks has to be carried out to identify the losses, misplaced and/or mutilated documents that need repair, or to weed out from the library collection. The basic objectives of stock verification are to:

- (a) Prepare the list of lost documents and take necessary steps to write off and prevent losses,
- (b) Trace out the misplaced documents and replace in their proper places,
- (c) Determine the physical conditions of the over used, worn/torn and damaged documents, and send them for repairing or binding.
- (d) Find out documents to be transferred from paper to digital or micro formats (rare and valuable documents),
- (e) Find out documents to be weeded out from the collection of the library.

5.1 PROCEDURE OF STOCK VERIFICATION

Stock verification of books, back volumes, journals, and CD/DVD-ROMs are done once every year during summer vacations. At Integral University, the team nominated by the Librarian is entrusted the job of physical verification with the assistance of library staff. When there is any shortage of books, magazines and CD/DVD-ROMs, as per the stock registers, the value is assessed and the withdrawal of books from the stock is completed.