



Centurion
UNIVERSITY
*Shaping Lives...
Empowering Communities...*

Standard Operating Procedures for Library Paralakhemundi Campus

Centurion University of Technology and Management, Odisha

1. About the University (Centurion University of Technology and Management, Paralakhemundi, Odisha.

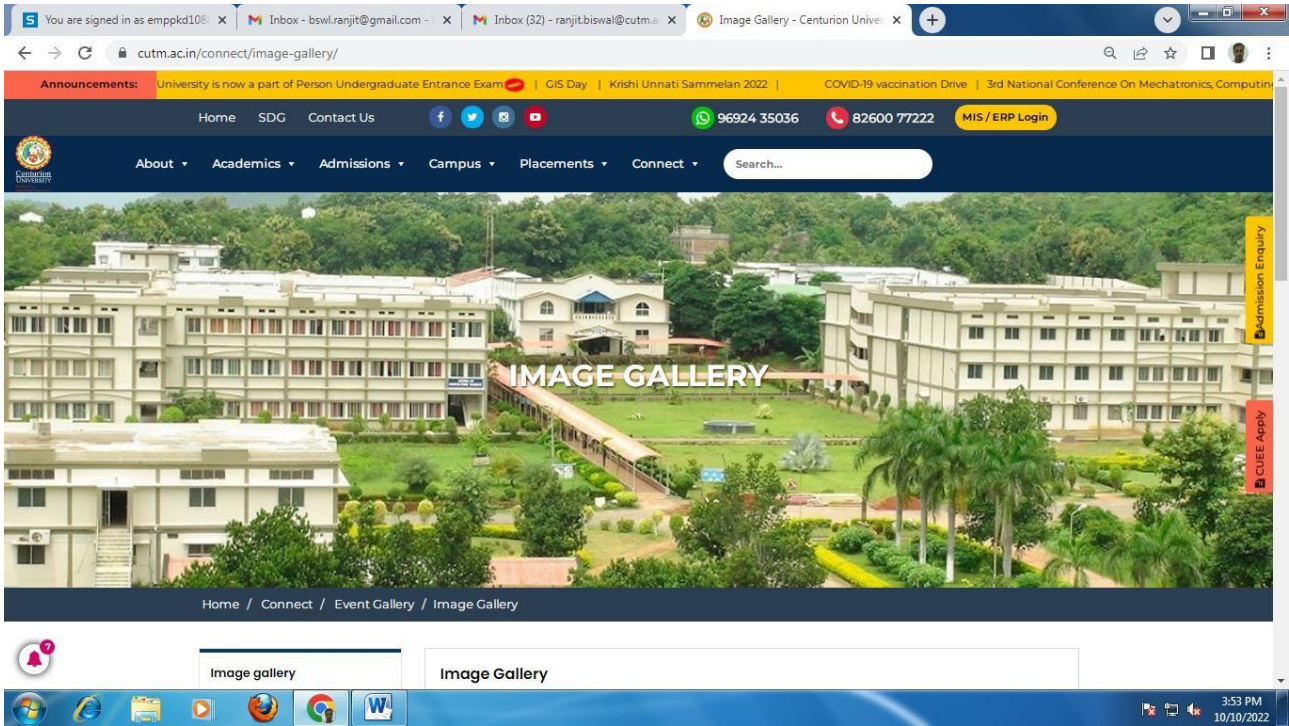
The Centurion University of Technology and Management is one of the best and first private University in Odisha. The university is situated at Paralakhemundi, Dist.GaJapati, Odisha. The University has four campuses, i.e. Paralakhemundi, Bhubaneswar, Bolangir and Rayagada. The main administrative campus is at Paralakhemundi, and the other three are working as its off-campus. There are three campus libraries in Centurion University. All the campus libraries are administered and supported by the Dr.Y,V.N.Rao Central Library.

The library has developed a balanced collection of print and e-resources; objectively to cater the curricular, extra-curricular and co-curricular Information need of the students, research scholars and teachers. The print contains text and reference books. Similarly, e- resources include subscription to a broad array of e-books, e-journals, bibliographicdatabases, also locally developed learning resources. The usages of these resources are made both by the teachers and students for teaching, learning and research on regular basis. The Central Library maintains the Union Catalogue of all campus Library (Bhubaneswar, Balangir and Rayagada). A user can know about the availability of abook/Print Journal in all libraries through the Web OPAC. Central Library allows users to borrow books from all campus libraries through ILL.

Library Holdings: The Dr.Y.V.N.RAO Memorial Library has the following documents available.

01.Total No's of Books:	51237
02. Total number of Journals (Title):	38
03. Total no's of Magazine (Title):	17
04. Total no's of CD's:	2256
05. Total no's of PhD Thesis:	72
06. Total P.G. Thesis:	60
07. Total Project Reports:	64

University Building:



Library Building:



Central Library Entry Gate:



Library Gate Entry inside View:



Maintain of Gate Entry Register:



Book Display:



Reference Section Entrance:



2. Collection Development Policy for Books

a. Selection of Books for the Library

Books should be selected, looking into the needs, wants, demands and requirements of actual and potential readers. Librarians and faculty are often jointly responsible for book selection. As per the requirement and demand of the students, basing on the syllabus, a list of book should be prepared by faculty, may submit their recommendations to liaison librarians for approval. Librarian placed the book list before the Library committee for approval.

b. Funds

After getting approval from library committee, librarian placed the book list for collecting

quotation from different vendors. After getting quotation librarian put his opinion before final approval authority for release of required fund.

c. Ordering

After finalize the quotation, final order list prepared by the librarian against the vendor of the quotation, approved by the authority of the library committee.

d. Bill Processing

After receiving all the book (as per order list), verifying the books as per order, cross check the amount of the book and bill, discount amount etc. then the librarian proceed for payment.

e. Accessioning

After receiving all the books from vendor, the librarian proceeds for accessioning the books as per the cataloguing rule of library.

f. Payment of Bills

After verified the bill as per order and condition, the librarian certified the bill and make a note sheet for payment. After getting approval form approval authority, bill amount will release from the fund and make payment against the bill.

Acquisition:



Acquisition Process in Koha Software:

The screenshot displays the Koha software interface for adding a MARC record. The browser address bar shows the URL: <https://cutmlib.icloudems.com/cgi-bin/koha/cataloguing/addbiblio.pl?frameworkcode=...>. The page title is "Add MARC record". The interface includes a search bar with the text "Q Z39.50/SRU search" and a "Save" button. Below the search bar is a navigation bar with tabs for "0", "1", "2", "3", "4", "5", "6", "7", "8", and "9". The main content area is titled "Section 0" and contains several form fields:

- 000** ? - LEADER fixed length control field Required
- 005** ? - DATE AND TIME OF LATEST TRANSACTION control field Required
- 006** ? - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS
- 007** ? - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION
- 008** ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION Required
- 015** ? - NATIONAL BIBLIOGRAPHY NUMBER Qualifying information
- 020** ? - INTERNATIONAL STANDARD BOOK NUMBER

The interface also shows a taskbar at the bottom with several open PDF files and a system tray with the time 5:36 PM on 5/11/2022.

3. Collection Development Policy for Periodicals

The University has subscribed 38 no's of print journals and 17 no's Magazine.

a. Selection Process of the Journals

Basing on the need of library users, a list of periodicals is being suggested by different departments and subsequently approved by HOD/Dean. The list has been placed before the library committee for placing the same for approval. The final approval will be obtained by management for expediting the procurement of periodicals further.

b. Purchasing methods of Print Journals/Online Journals

After getting final approval list of journals, the librarian will put the list before the publishing authority for quotation.

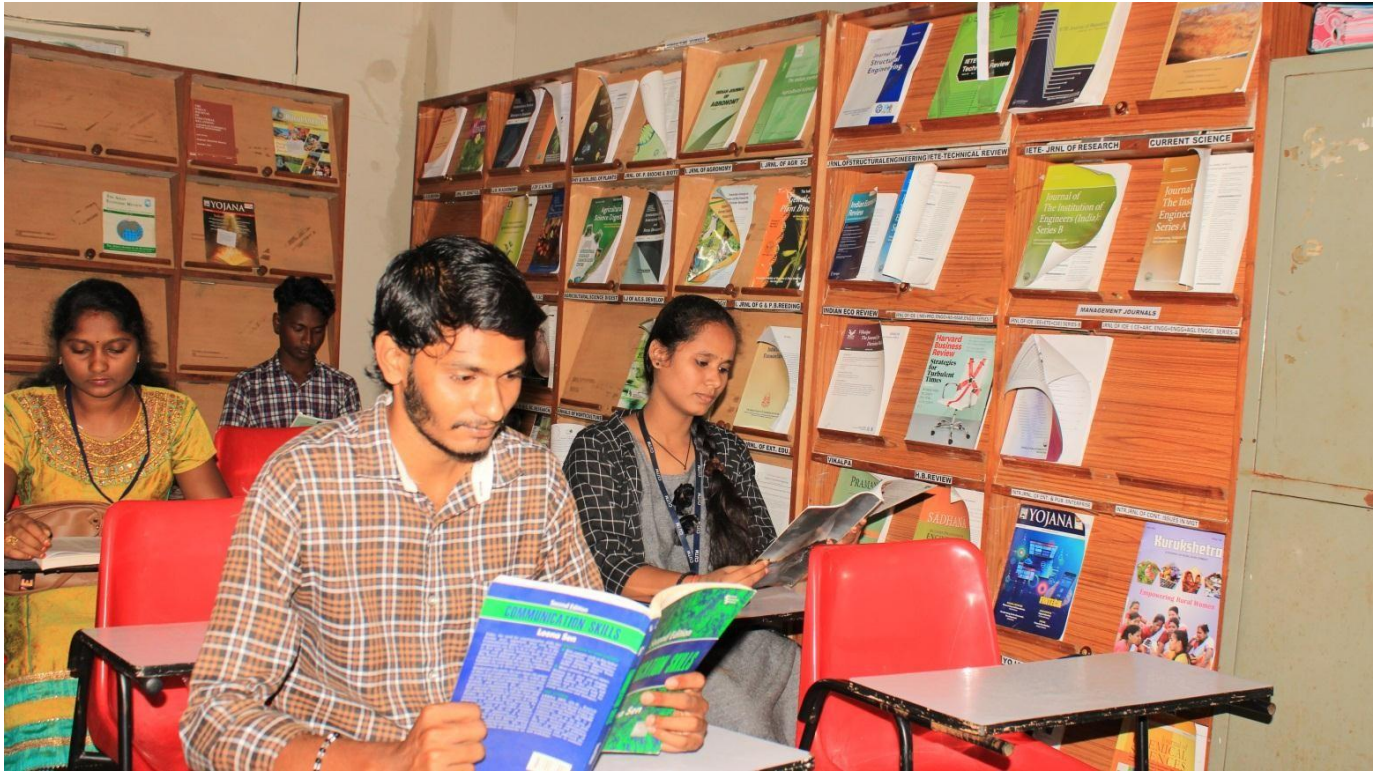
c. Subscription and Renewal Method of Databases/E-Resources

After getting quotation a note-sheet should prepared by the librarian and put it before the approval authority for order of subscription and renewal.

d. Maintaining of Stock Registers

Central library maintain a periodical register, in this register all data regarding subscription period, detail of publisher, copy received status, missing of journal should be maintained in the register.

Journal Display:



Magazine & Competitive Books Display:



News Paper Display:



Serial: Journal entry in koha:

Subscription details

Vendor: Search for a vendor

Record: **Required**

Subscriptions must be associated with a bibliographic record

Search for record |

Create an item record when receiving this serial

Do not create an item record when receiving this serial

When there is an irregular issue:

Skip issue number

Keep issue number

Manual history:

Call number:

Library:

Public note:

4. Technical Division

a. Classification/Cataloguing

After accessioning the books by the technical staff of library, classification should be done by DDC and cataloguing is done as per AACR-II.



b. Technical Processing of the books

After complete all the above process spine label and barcode printed by librarian and pasted on the cover of the books and sent it to the rack.

5. Circulation Division

a. Procedure for Library Membership

i. Students (UG/PG)

The procedure for library membership, the student has to fill the form of library membership in Koha Patron Module. It will automatically create student's ID.

ii. Faculty Members

The faculty has to produce an identity proof / appointment letter photo copy for library membership. The faculty member has to fill up the form of library membership in Koha Patron Module. It will automatically create faculty ID.

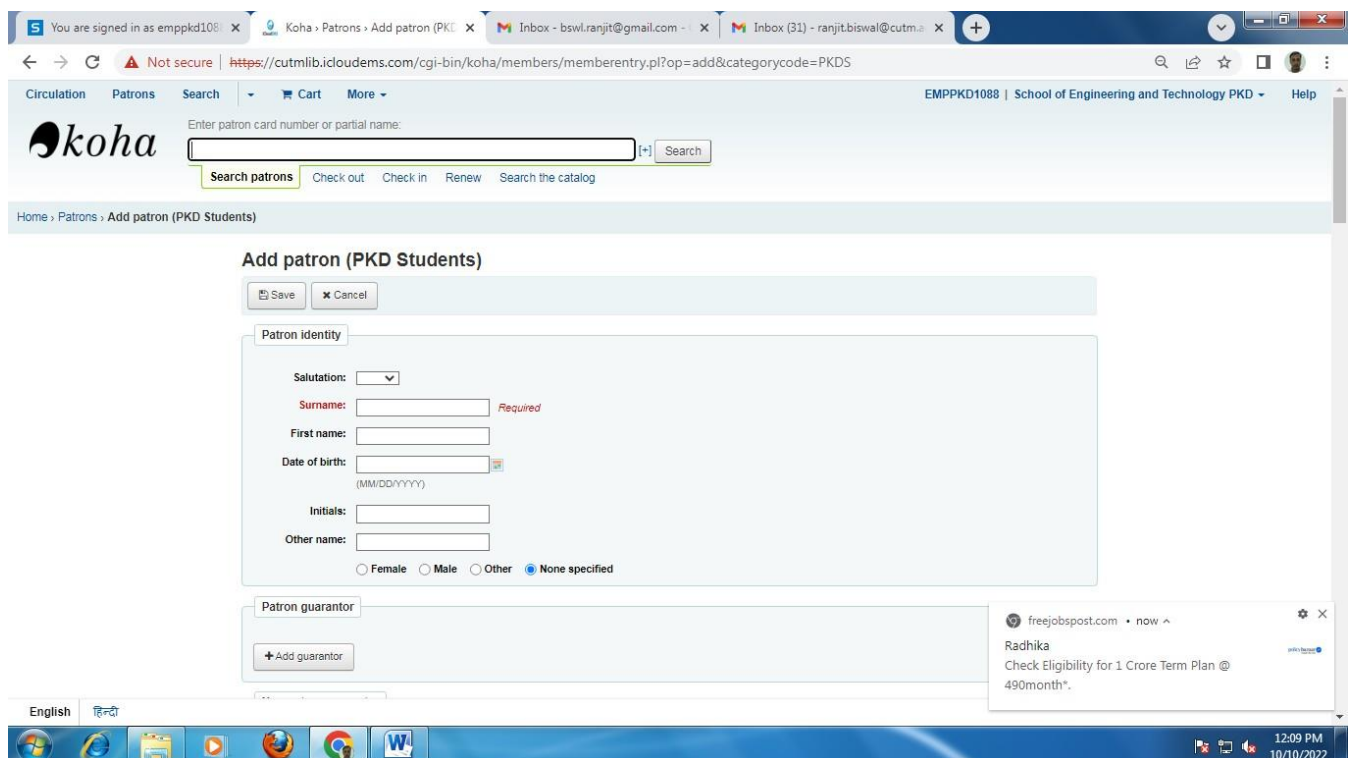
iii. University Staff

The University staff has to produce an identity proof / appointment letter photo copy for library membership. The staff member has to fill up the form of library membership in Koha Patron Module. It will also automatically generate staff ID.

iv. PhD Scholars

The Ph.D Scholars has to produce his university identity card for library membership. The Scholar has to fill up the form of library membership in Koha Patron Module. It will also automatically generate scholar ID.

Membership Format in Koha Software: (Patrons)



The screenshot shows the Koha Patron Module interface for adding a new patron. The browser address bar indicates the URL: <https://cutmlib.icloudems.com/cgi-bin/koha/members/memberentry.pl?op=add&categorycode=PKDS>. The page title is "Add patron (PKD Students)".

The form is titled "Add patron (PKD Students)" and includes a "Save" button and a "Cancel" button. The form is divided into two sections: "Patron identity" and "Patron guarantor".

Patron identity section:

- Salutation:
- Surname: (Required)
- First name:
- Date of birth: (MM/DD/YYYY)
- Initials:
- Other name:
- Gender: Female Male Other None specified

Patron guarantor section:

- + Add guarantor

The interface also shows a search bar at the top with the text "Enter patron card number or partial name:" and a "Search" button. Below the search bar are buttons for "Search patrons", "Check out", "Check in", "Renew", and "Search the catalog". The page footer shows the language selection (English, हिन्दी) and the system tray with the date and time: 12:09 PM, 10/10/2022.

Check-Out and Check-in of Books:



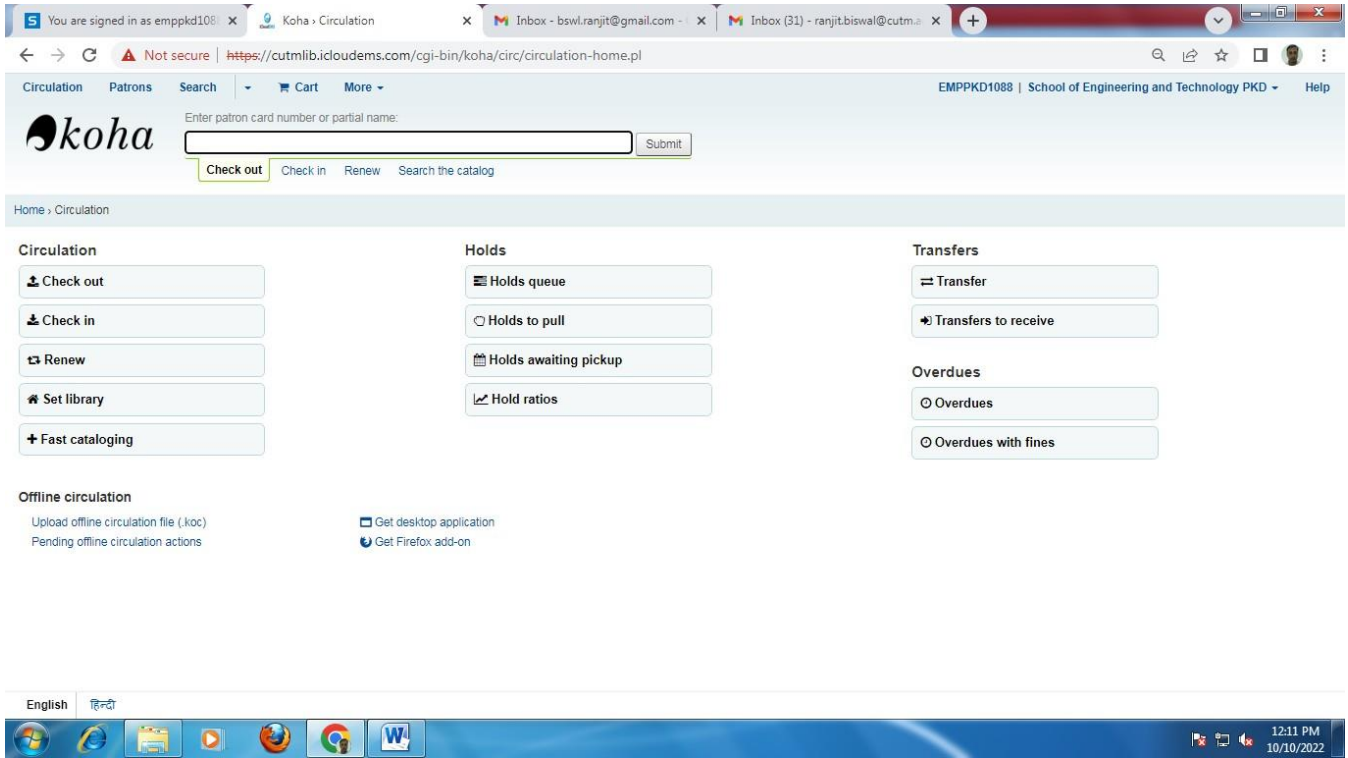
Book Transaction at Reference Section:



b. Procedure for issue of books/return of books

As per the library rules and regulation 3 books issued to the student for 7 days and 8 books for the faculty members for a period of 90 days. After exceeding the stipulated period of issue a fine will impose Rs.5/- per day on each book.

Check out & Check In Koha Software: (Circulation)



c. Timings of the Library

Every day the library opens at 9.30 am and closes at night 12 am and Sunday will remain closed and during the period of other holidays the library will open form 9.30 pm and closes at 5.30 pm.

Timing	
Section	Paralakhemundi
Circulation Section	9.30 AM to 5.30 PM on working day
Reference Section	9.30 am to 12.00 am
Periodicals and News Paper	9.30 am to 12.00 am

Digital Library	24 hours
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d. Services and Facilities

i. Digital Library

To provide digital library facility to the students, faculties and staff members of the university, Dr.Y.V.N.Rao Memorial library has subscribed of E-resources like E-books and E-journals. Library provides facilities of CUTM Ph.D thesis of soft copies through Soudhganga, which can be accessed through our digital library.

Digital library facility is available at 1st floor of central library. The library provides 10 no's of computer having internet facility for the use of users and also provides wi-fi facility for the users to access digital resources by using their personal laptop.

Digital Library Usage by Students:

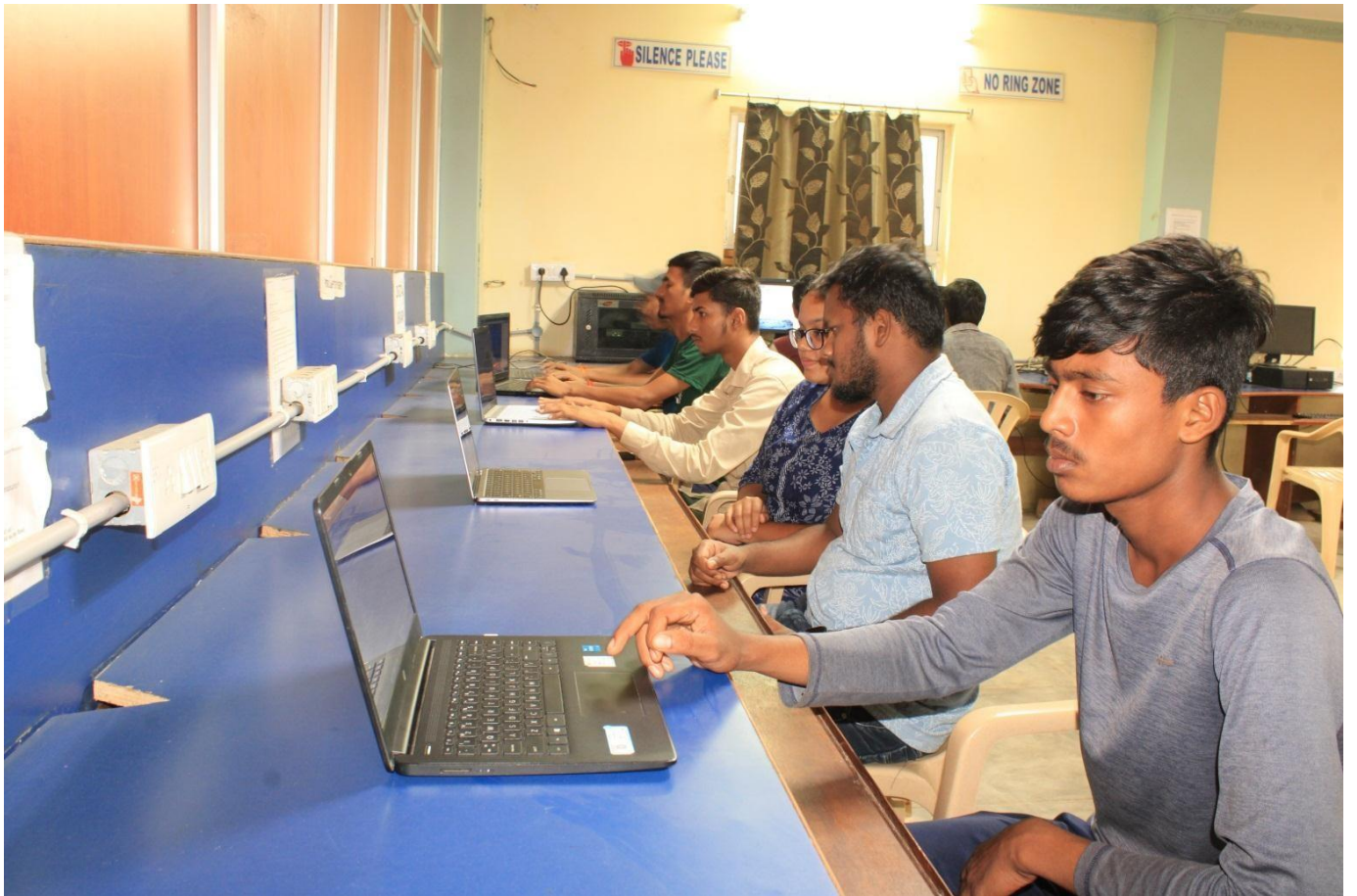




Digital Library Usage by Students using personal Laptop:



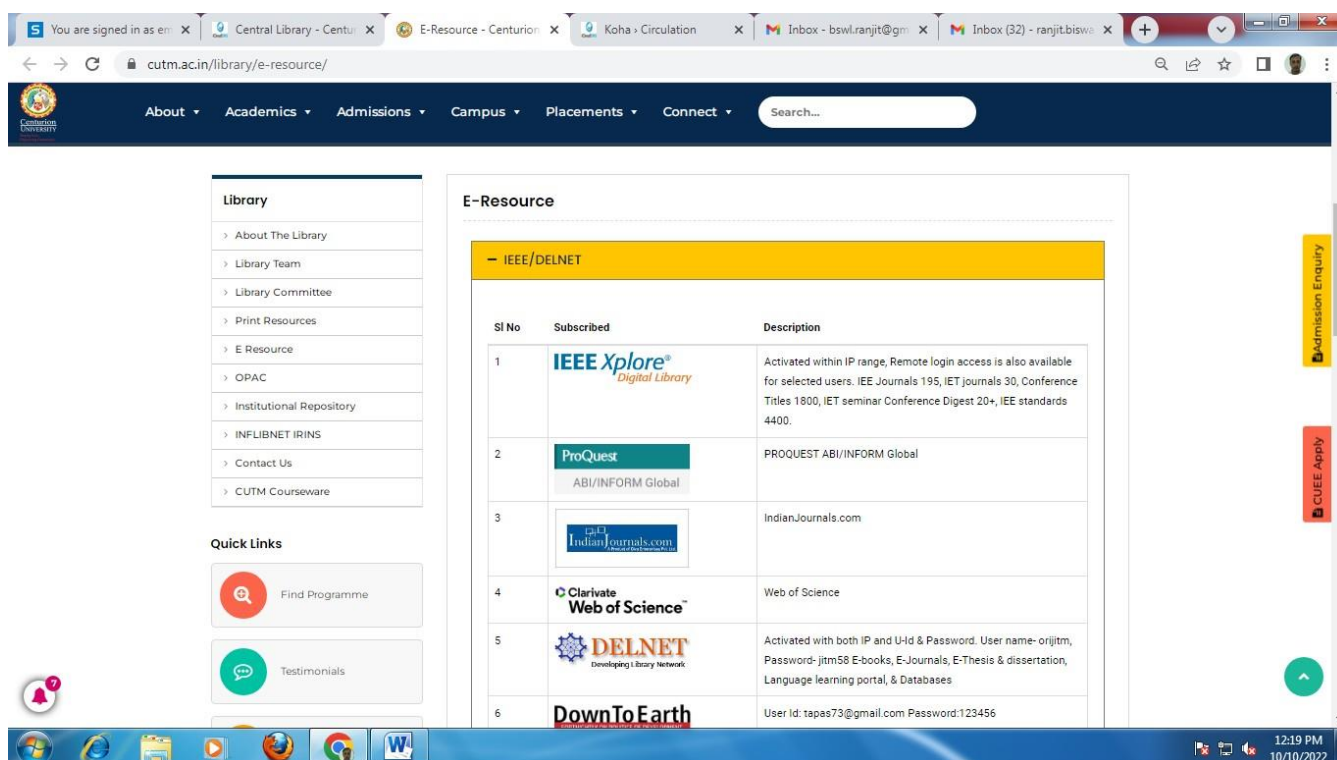




ii. E-Resources

To provide E-Resources to the users, the central library has subscribed five no's of e-resources namely IEEE, ProQuest, Indian Journals.com, Web of Science and DELNET.

Subscribed E-Resources:



The screenshot displays the 'E-Resource' section of the Central Library website. A table lists six subscribed resources with their respective logos and descriptions. The table is titled 'IEEE/DELNET' and has columns for 'Sl No', 'Subscribed', and 'Description'.







Sl No	Subscribed	Description
1		Activated within IP range, Remote login access is also available for selected users. IEE Journals 195, IET Journals 30, Conference Titles 1800, IET seminar Conference Digest 20+, IEE standards 4400.
2		PROQUEST ABI/INFORM Global
3		IndianJournals.com
4		Web of Science
5		Activated with both IP and U-Id & Password. User name- orijitm, Password- jitm58 E-books, E-Journals, E-Thesis & dissertation, Language learning portal, & Databases
6		User Id: tapas73@gmail.com Password:123456

Image-1

cont...

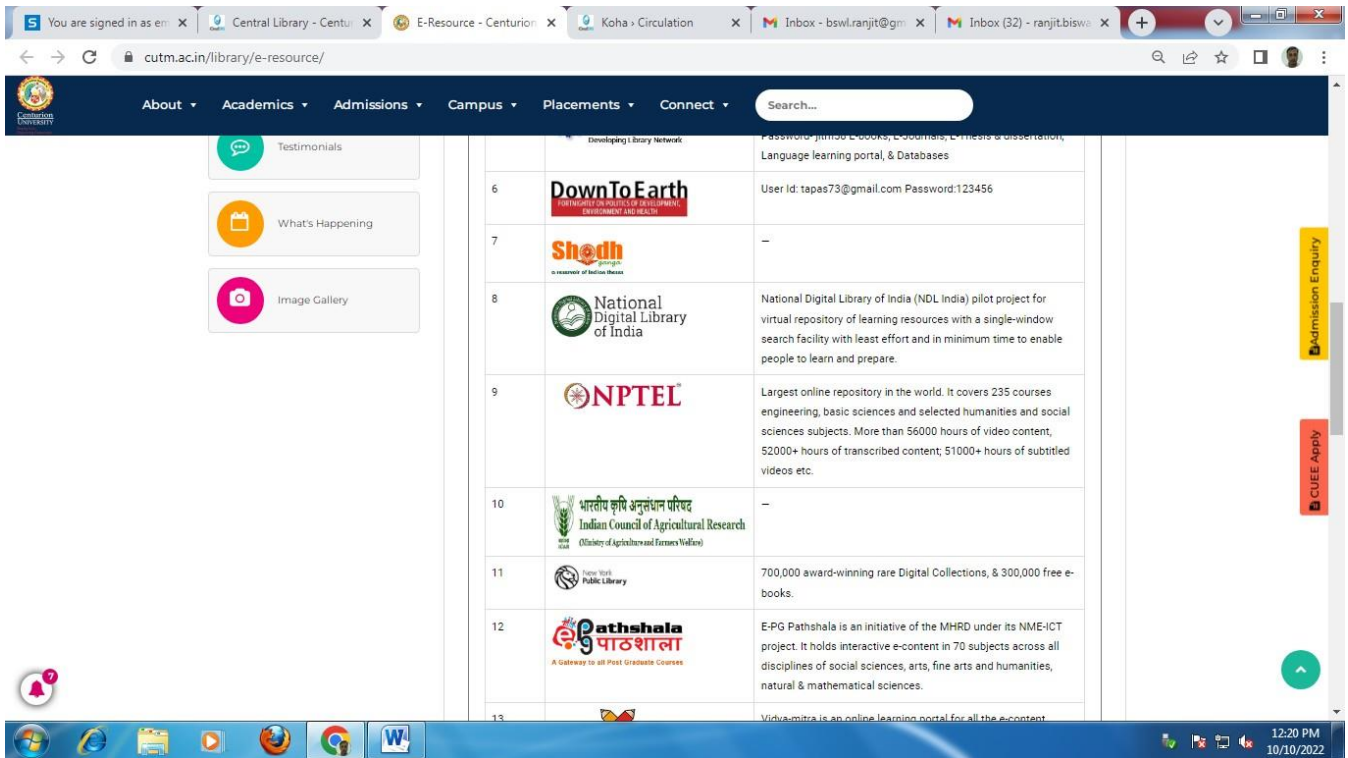


Image-2

Cont...

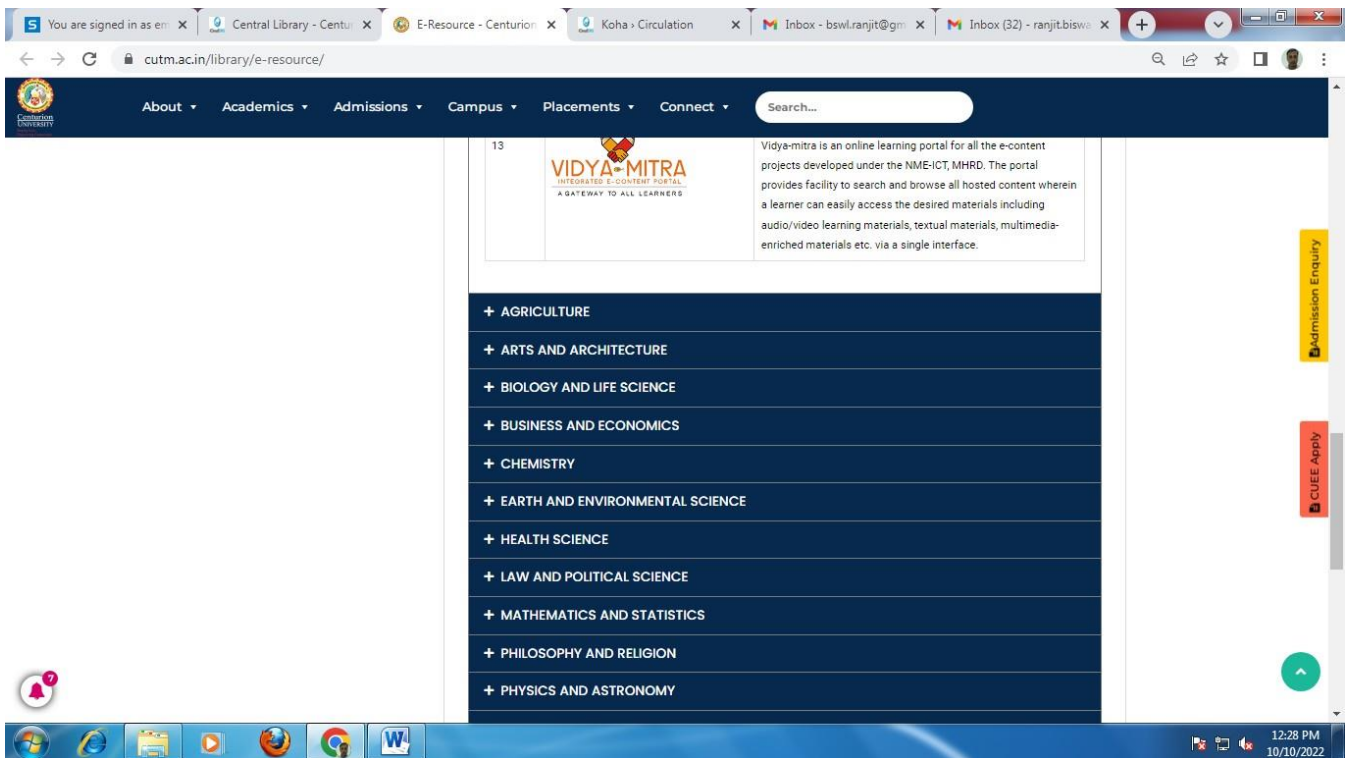


Image-3

Cont...

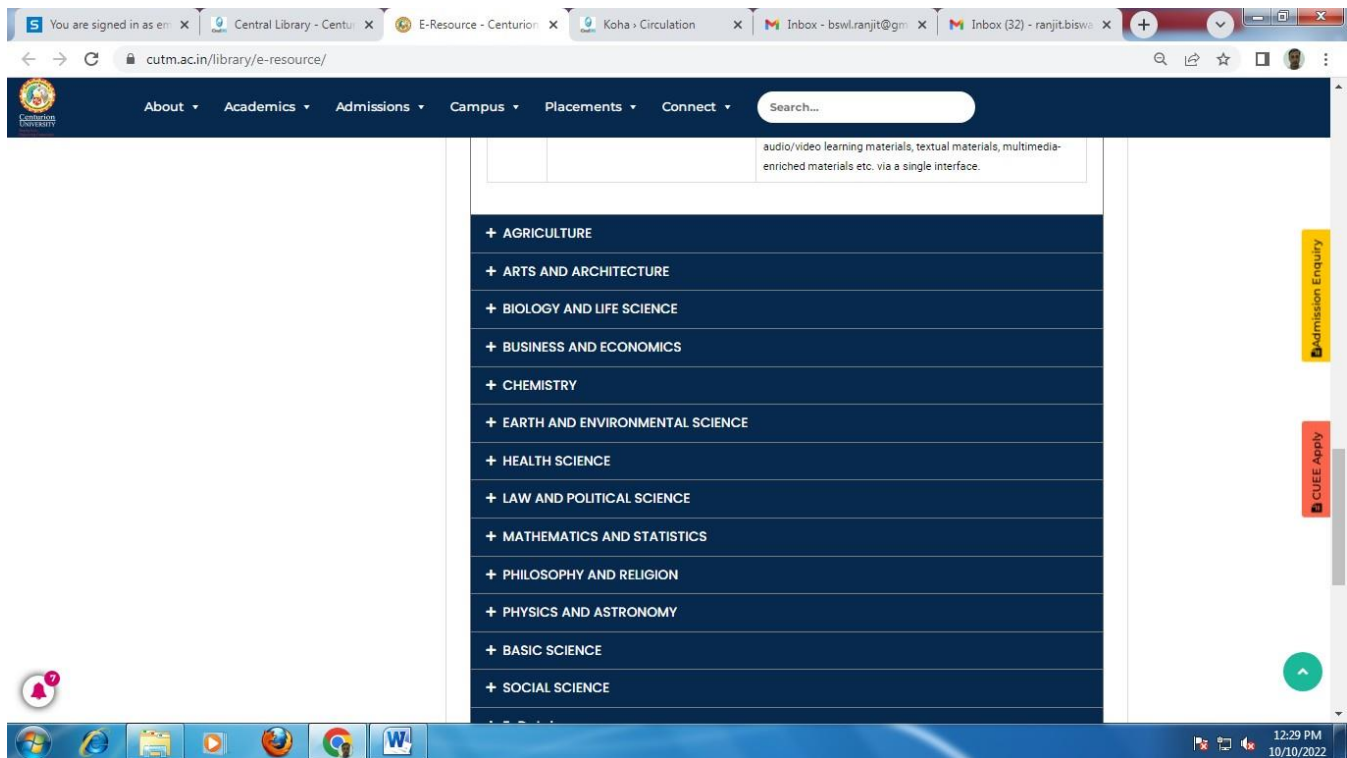


Image-4

Cont...

iii. Books/Journals till date

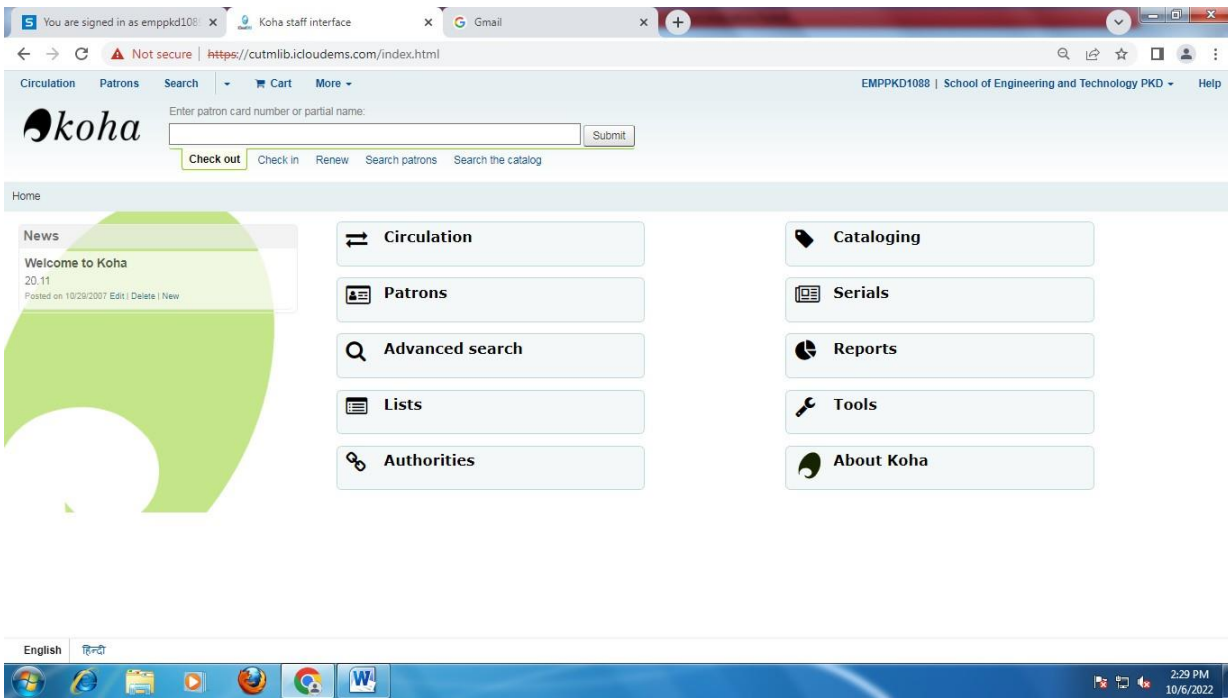
The Central library is having 51237 no's of books and 38 no's of early subscribed print journals till date.

iv. Koha Snapshots

Screenshots of Koha Librarhy Automation Software:



Different Modules in Koha:



Circulation Module:

Check-in:

Due date	Title	Record-level item type	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call no	Copy no	Charge	Fine	Price	Renew select all none	Check in select all none
10/04/2022	HYDROLOGY AND SOIL CONSERVATION ENGINEERING by GHANSHYAM, D. SOAS-2044	Books	Books			School of Agricultural Science PKD	09/27/2022 12:02	School of Engineering and Technology PKD	631.45		0.00	0.00	0.00	0 Not renewable (0 of 0 renewals remaining)	<input type="checkbox"/>

Check-out:

Checking out to SAMPRITA NAYAK (193001170041)

Checked out: PLANT BREEDING (SOAS-971). Due on 10/04/2022

Due date	Title	Record-level item type	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call no	Copy no	Charge	Fine	Price	Renew (select all / none)	Check in (select all / none)
09/27/2022 12:15	PLANT BREEDING PRINCIPLES AND METHODS by SINGH, B. D. SOAS-971	Books	Books			School of Agricultural Science PKD		School of Engineering and Technology PKD	631.52		0.00	0.00	0.00	0 Not renewable (if 0, no renewals remaining)	Checked in
Totals:											0.00	0.00	0.00		

Cataloging Module:

Add MARC record

000 ? - LEADER

005 ? - DATE AND TIME OF LATEST TRANSACTION

006 ? - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS

007 ? - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION

008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

015 ? - NATIONAL BIBLIOGRAPHY NUMBER

020 ? - INTERNATIONAL STANDARD BOOK NUMBER

Patrons Module:

The screenshot shows the Koha web interface for adding a patron. The browser address bar shows the URL: <https://cutmlib.icloudems.com/cgi-bin/koha/members/memberentry.pl?op=add&categorycode=PKDS>. The page title is "Add patron (PKD Students)".

Patron identity

Salutation:

Surname: *Required*

First name:

Date of birth: (MM/DD/YYYY)

Initials:

Other name:

Female Male Other None specified

Patron guarantor

English हिन्दी

2:33 PM 10/6/2022

Serials Module:

The screenshot shows the Koha web interface for adding a new subscription. The browser address bar shows the URL: <https://cutmlib.icloudems.com/cgi-bin/koha/serials/subscription-add.pl>. The page title is "Add a new subscription (1/2)".

Subscription details

Vendor: (#)

Record: (#) *Required*

Subscriptions must be associated with a bibliographic record

Create an item record when receiving this serial

Do not create an item record when receiving this serial

When there is an irregular issue:

Skip issue number

Keep issue number

Manual history:

Call number:

Library:

Public note:

English हिन्दी

2:34 PM 10/6/2022

Advance Search Process in Koha:

The screenshot shows the Koha Advanced Search page. At the top, there is a navigation bar with links for Circulation, Patrons, Search, Cart, and More. The user is logged in as 'empk1088' and is at the 'School of Engineering and Technology PKD'. The main search area includes a search bar with the placeholder text 'Enter patron card number or partial name:' and a 'Submit' button. Below the search bar are buttons for 'Check out', 'Check in', 'Renew', and 'Search patrons'. The 'Advanced search' section features a 'Go to item search' link and a search box with 'Search', 'Fewer options', and 'Clear fields' buttons. The 'Search for' section has a 'Keyword' dropdown menu, a search input field, and a 'Scan indexes' checkbox. Below this are two rows of 'and' dropdown menus and search input fields. The 'Item type' section is titled 'Limit to any of the following:' and contains several checkboxes with icons for Books, Computer Files, Continuing Resources, Maps, Mixed Materials, Music, Reference, and Visual Materials. At the bottom, there is a language selector for 'English' and 'हिन्दी'.

Report Module:

The screenshot shows the Koha Reports Module page. The navigation bar is similar to the search page, with links for Circulation, Patrons, Search, Cart, and More. The user is logged in as 'empk1088' and is at the 'School of Engineering and Technology PKD'. The main area is titled 'Home > Reports'. On the left, there is a 'Guided reports' section with links for 'Create guided report', 'Create from SQL', and 'Use saved'. Below this is a 'Search by keyword:' field with a 'Search' button. Further down are sections for 'Reports dictionary' (with a link to 'View dictionary'), 'Statistics wizards' (with links for Acquisitions, Patrons, Catalog, Circulation, Serials, Cash register, and Holds), 'Top lists' (with links for 'Patrons with the most checkouts' and 'Most-circulated items'), 'Inactive' (with links for 'Patrons who haven't checked out' and 'Items with no checkouts'), and 'Other' (with links for 'Items lost', 'Orders by fund', 'Catalog by item type', 'Average loan time', 'Koha database schema', and 'Koha reports library'). At the bottom, there is a language selector for 'English' and 'हिन्दी'.

Detail about Koha Module:

The screenshot shows a web browser window displaying the 'About Koha' page. The page has a navigation bar with 'Circulation', 'Patrons', 'Search', 'Cart', and 'More'. The main content area is titled 'About Koha' and contains a 'Server information' tab. The server information is displayed in a table-like format with the following details:

Koha version:	20.11.05.000
OS version ('uname -a):	Linux ip-172-31-1-158 5.15.0-1016-aws #19~20.04.1-Ubuntu SMP Wed Jun 22 19:07:51 UTC 2022 x86_64
Perl interpreter:	/usr/bin/perl
Perl version:	5.030000
Perl @INC:	usr/share/kohalib etc/perl usr/local/lib/x86_64-linux-gnu/perl/5.30.0 usr/local/share/perl/5.30.0 usr/lib/x86_64-linux-gnu/perl/5.30 usr/share/perl/5.30 usr/lib/x86_64-linux-gnu/perl/5.30 usr/share/perl/5.30 usr/local/lib/site_perl usr/lib/x86_64-linux-gnu/perl-base /var/lib/koha/library/plugins
MySQL version:	mysql Ver 8.0.30-Dubuntu0.20.04.2 for Linux on x86_64 ((Ubuntu))
Apache version:	Server version: Apache/2.4.41 (Ubuntu)
Memcached:	Servers: 127.0.0.1:11211 Namespace: koha_library Status: running. Config read from: koha-conf.xml
Zebra version:	Zebra 2.1.4 (C) 1994-2017. Index Data Zebra is free software, covered by the GNU General Public License, and you are welcome to change it and/or distribute copies of it under certain conditions. SHA1 ID: 45c729bb18ecdd3e0455f47765700b1c9754b1ce Using ICU
Zebra status:	Running
Message broker:	Using RabbitMQ
Date and time:	10/06/2022 14:34
Time zone:	Used: Asia/Kolkata Config: Undefined Environment (TZ): Undefined

The browser's taskbar at the bottom shows the time as 2:35 PM on 10/6/2022.

V. Details of access to E-databases (Koha, J-Gate, WoS etc)

IEEE Xplore E-Database:

The screenshot shows the IEEE Xplore website home page. The page features a dark blue header with the IEEE Xplore logo and navigation links. The main content area has a large banner with the text 'Advancing Technology for Humanity' and 'SEARCH 5,748,502 ITEMS'. Below the banner is a search bar with a dropdown menu set to 'Books' and a search button. The page also includes a 'Sign Out' button and a 'Privacy Policy' link. A cookie consent banner is visible at the bottom of the page, with an 'Accept & Close' button. The browser's taskbar at the bottom shows the time as 2:44 PM on 10/6/2022.

ProQuest E-Database:

The screenshot shows the ProQuest website interface. At the top, there is a navigation bar with the ProQuest logo and the text "Access provided by Centurion University of Technology and Management". Below this, the main heading is "Select Databases". A tip states: "Tip: Add database shortcuts, making it easier to select one or more favorite databases." Below the tip, there is a section "Select databases to search, then click Use selected databases to go to the search form." with a button labeled "Use selected databases". There are two tabs: "Brief view" (selected) and "Detailed view". Below the tabs, there are three database entries, each with a "Select all" checkbox and a "Full Text Included" icon. The first entry is "ABI/INFORM Global" with a description: "Business, Management and Trade - scholarly and trade journal articles, dissertations, SSRN working papers, business cases and global and trade news. Subject Area(s): Business. View title list". The second entry is "Coronavirus Research Database" with a description: "A free health and medical research database for openly available content related to the COVID-19 outbreak. Subject Area(s): Unassigned". The third entry is "Publicly Available Content Database" with a description: "Designed to complement other databases and collections, this database brings together or links to full text for publicly available content from a number of different sources from around the world. Subject Area(s): Unassigned. View title list". At the bottom of the page, there is a Windows taskbar with various icons and a system tray showing the time as 2:47 PM on 10/6/2022.

Indian Journals.com E-Database:

The screenshot shows the Indian Journals.com website. The header includes the logo "Indian Journals.com" and the text "A product of Diva Enterprises Pvt. Ltd.". Below the logo, there is a navigation menu with links: Home, About us, Products, Article Submission, Usage Statistics, Price List 2023, Contact Us, Tutorial, and Login/Register. The main content area features a search bar with the text "Gateway to access, disperse and preserve knowledge!". Below the search bar, there are three search criteria: "Search for:" with a text input field, "in Title", "in Author", and "in Publication". There are also "AND" dropdown menus and "Search" and "Clear" buttons. Below the search bar, there is a "What's New" section with a text input field and a "Advance Search Available Now" button. Below this, there are statistics: "Journals (335)", "Open Access (44)", and "Subjects (25)". There is also a "Price List 2023" button. The main content area is divided into sections: "Most Read Article (26-Sep-2022 to 2-Oct-2022)" with sub-sections for Agriculture Science, Animal Science, Applied Science and Technology, Business Economics and Management, Dental Science, Library Science, Medical Science, and Social Science. Below this, there is a "Most Read Publication (26-Sep-2022 to 2-Oct-2022)" section with sub-sections for Research Journal of Pharmacy and Technology (Downloads: 5,865), Asian Journal of Research in Social Sciences and Humanities (Downloads: 5,588), and Indian Journal of Veterinary Pathology (Downloads: 4,550). On the right side, there is a "REMOTE ACCESS" section with a "We're mobile" logo and a "Globe Publication Pvt. Ltd." logo. At the bottom of the page, there is a Windows taskbar with various icons and a system tray showing the time as 2:47 PM on 10/6/2022.

Web of Science E-Database:

The screenshot shows the Web of Science search interface. At the top, there is a navigation bar with the Clarivate logo, language options (English), and a Products menu. Below this, the 'Web of Science' logo is displayed alongside a search bar and buttons for 'Sign In' and 'Register'. The main content area is divided into 'DOCUMENTS' and 'RESEARCHERS' tabs. Under the 'DOCUMENTS' tab, there is a search filter for 'Web of Science Core Collection' and 'Editions: All'. Below this, there are two sub-tabs: 'DOCUMENTS' and 'CITED REFERENCES'. A search input field contains the text 'Example: liver disease india singh'. To the left of the input field is a dropdown menu set to 'All Fields'. Below the input field are buttons for '+ Add row', '+ Add date range', and 'Advanced Search'. At the bottom right of the search area are 'Clear' and 'Search' buttons. The browser's address bar shows the URL 'https://www.webofscience.com/wos/woscc/basic-search'. The Windows taskbar at the bottom shows the time as 12:59 PM on 10/7/2022.

DELNET:

The screenshot shows the homepage of the DELNET website. The top navigation bar includes links for 'About Us', 'Membership', 'Services', 'Resources', 'Publications', 'Software Support', 'Programmes', 'Member Testimonials', and 'Contact Us'. The main banner features a large image of a library with a circular logo celebrating '30 Years of Commitment' from 30.06.1992 to the present. The logo text includes 'Networking Libraries, Sharing & Spreading Knowledge' and 'Empowering Libraries, Inspiring Professionals'. To the right of the banner, there is a headline 'Access the Major Digital Library Resources in South Asia' with two buttons: 'New Discovery Portal Login' and 'DELDReSS Portal for Schools Login'. Below the banner, there is a 'Latest Updates' section with a blue header. Under this section, there is a 'NACLIN' update: '24th National Convention on Knowledge, Library and Information Networking - NACLIN [Read more](#)'. Below the updates, there is a 'Latest Programmes' section with the text 'National Convention on Knowledge, Library and Information Networking (NACLIN) Dead...'. On the left side, under the heading 'Welcome to DELNET', there is a paragraph of text: 'DELNET was started at the India International Centre Library in January 1988 and was registered as a society in 1992. It was initially supported by the National Information System for Science and Technology (NISSAT), Department of Scientific and Industrial Research, Government of India. It was subsequently supported by the...'. Below this text is a list of links: 'About Us', 'History', and 'Aims and Objectives'. The browser's address bar shows the URL 'delnet.in'. The Windows taskbar at the bottom shows the time as 12:54 PM on 10/7/2022.

6. Circulation Division

Check out and Check in Section:

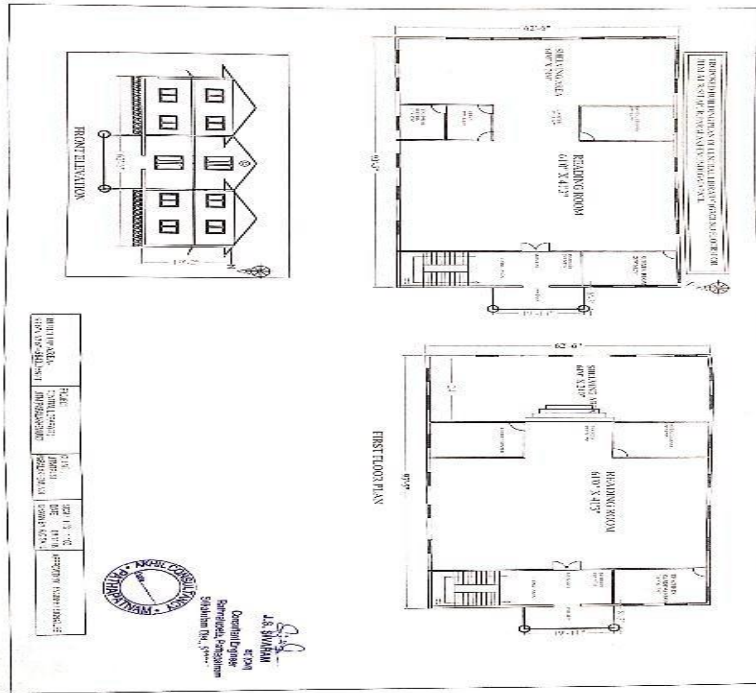


Check out and Check in at Reference Section:



1. Library Building/Plan

Library Building:





Centurion
UNIVERSITY

*Shaping Lives...
Empowering Communities...*

Standard Operating Procedures for Library Bhubaneswar Campus



Centurion
UNIVERSITY

Shaping Lives...
Empowering Communities...

Standard Operating Procedures for Library

1. About the University (Centurion University of Technology and Management, Bhubaneswar, Odisha)

The university library is a central point of all academic activities. It is the essential component of the University's outstanding research and Education mission. It works as a knowledge base and an inventive accomplice in supporting teaching, learning and research endeavors of the Institute. The well-equipped reading room inspires the students, teachers and other users to engage themselves in learning and innovative research. The peaceful environment ingrains self confidence in researcher's mind.

The name of the library is DEBI PRASANNA PATTANAYAK Central Library. The library is the trinity of learning resources, faculty, students and library staff. Patron visits the Library to access, read, consult, and borrow the materials, i.e. Print resources. Central Library is subscribing to the different subjects and publishers' e-resources for the users, which they can access online and remotely. Central Library is a fully automated with Koha library automation software, having barcode technology and OPAC facility.

Presently **DEBI PRASANNA PATTANAYAK** Central Library having the following documents or information about the present library.

01.Total No's of Book:	34612
02. Total Journal Title Subscription:	30
03. Total no's of Magazine Subscribed:	10
04. Total no's of CD:	1595
05. Total no's of PhD Thesis:	818
06. Total Project Reports:	132

University Building:



2. Collection Development Division

a. Selection of Books for the Library

The faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by faculty for purchase for each Department/Centre be always routed through the respective Head of Departments. The requisitions of students can be got approved by the concerned faculty and Head of Department. It will be desirable that books relating to course curriculum shall be procured. The library would then check the duplication and place the list of recommended books before the committee for review and final approval.

b. Funds

After getting approval from library committee, librarian placed the book list for collecting quotation from different vendors. After getting quotation librarian put his opinion before final approval authority for release of required fund.

c. Ordering

After finalize the quotation, final order list prepared by the librarian against the vendor of the quotation, approved by the authority of the library committee.

d. Bill Processing

Once the books are received in the library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Then the bills are processed for payment with the accession no's entered against each item. The in-charge acquisition section certifies above procedure before forwarding bill to finance section.

e. Accessioning

After bill verified by the concerned staff in acquisition section, entry for each book is made in the accession register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc.

f. Payment of Bills

After verified the bill as per order and condition, the librarian certified the bill and make a note sheet for payment. After getting approval form approval authority, bill amount will release from the fund and

make payment against the bill.

Book Collection and Stacking Section:





New Arrivals:



Acquisition Process in Koha Software:

A screenshot of the Koha software interface showing the 'Add MARC record' form. The browser address bar shows the URL: <https://cutmlib.icloudems.com/cgi-bin/koha/cataloguing/addbiblio.pl?frameworkcode=...>. The page title is 'Add MARC record'. The form includes a search bar with the text 'Q 239.50/SRU search' and a 'Cancel' button. Below the search bar is a table with columns numbered 0 to 9. The 'Section 0' section contains several fields: '000 ? - LEADER' (fixed length control field), '005 ? - DATE AND TIME OF LATEST TRANSACTION' (control field), '006 ? - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS' (fixed length control field), '007 ? - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION' (fixed length control field), '008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION' (fixed length control field), '015 ? - NATIONAL BIBLIOGRAPHY NUMBER' (Qualifying information), and '020 ? - INTERNATIONAL STANDARD BOOK NUMBER' (International Standard Book Number). The interface is in English and shows the time 5:36 PM on 5/11/2022.

3. Periodical division

a. Selection Process of the Journals

The library compiled department wise lists of Print/e-Books/ e-Journals received from each department and forwarded it to the Library Committee for approval and sanction purpose.

b. Purchasing methods of Print Journals/Online Journals

After obtaining necessary approval and sanction from the committee, the print/e- Book/ e-Journals are subscribed / renewed through the subscription agent keeping in view their past service records.

Some Print/ e-Books/ e-Journals are also ordered directly from the publishers.

c. Subscription and Renewal Method of Databases/E-Resources

After getting quotation a note sheet should prepared by the librarian and put it before the approval authority for order of subscription and renewal.

d. Maintaining of Stock Registers

Central library maintain a periodical register, in this register all data regarding subscription period, detail of publisher, copy received status, missing of journal should maintain maintained in the register.

Journal Display:



Magazine Display:



News Paper Display:



Serial: Journal entry in Koha:

The screenshot displays the Koha library system's 'Add a new subscription' form. The browser address bar shows the URL: <https://cutmlib.icloudems.com/cgi-bin/koha/serials/subscription-add.pl>. The page title is 'Add a new subscription (1/2)'. The form is titled 'Subscription details' and includes the following fields and options:

- Vendor:** A text input field with a search icon and the text 'Search for a vendor'.
- Record:** A text input field with a search icon and the text 'Required'. Below it, a note states 'Subscriptions must be associated with a bibliographic record' and provides links for 'Search for record' and 'Create record'.
- Item Record Creation:** Two radio button options: 'Create an item record when receiving this serial' (unselected) and 'Do not create an item record when receiving this serial' (selected).
- Irregular Issue:** A note 'When there is an irregular issue:' followed by two radio button options: 'Skip issue number' (unselected) and 'Keep issue number' (selected).
- Manual history:** An unchecked checkbox.
- Call number:** A text input field.
- Library:** A dropdown menu currently set to 'None'.
- Public note:** A text area for adding notes.

The interface also shows a navigation menu at the top with 'Circulation', 'Patrons', 'Search', 'Cart', and 'More'. The Koha logo is visible on the left. The bottom of the screenshot shows a Windows taskbar with several open PDF files and a system tray displaying the time as 5:37 PM on 5/11/2022.

4. Technical Division

a. Classification/Cataloguing

After accessioning the books, by the technical staff of library, classification should be done as per DDC, Cataloguing is done by ACCR-II.

b. Technical Processing of the books

Barcoding of Accession number, location, spine label and book card to be printed and pasted on the book. All the newly entered books are placed in shelves as per location and classification number by the library support staff.

c. Current Awareness Service

Current Awareness Service is provided in the reference section of the library. A trained library staff is appointed to provide this facility to the student by help of web opac or library software.

Technical Processing Section:



5. Circulation Division

a. Procedure for Library Membership

i. Students (UG/PG)

All the regular student data received in excel file. Data reprocess as per library software and upload bulk user class wise .Finally student's id/library membership card will create,

ii. Faculty Members

The faculty members have to produce a copy of his / her appointment letter before the chief librarian for Koha library membership. Then the faculty member is to fill up the format of membership in the Koha software.

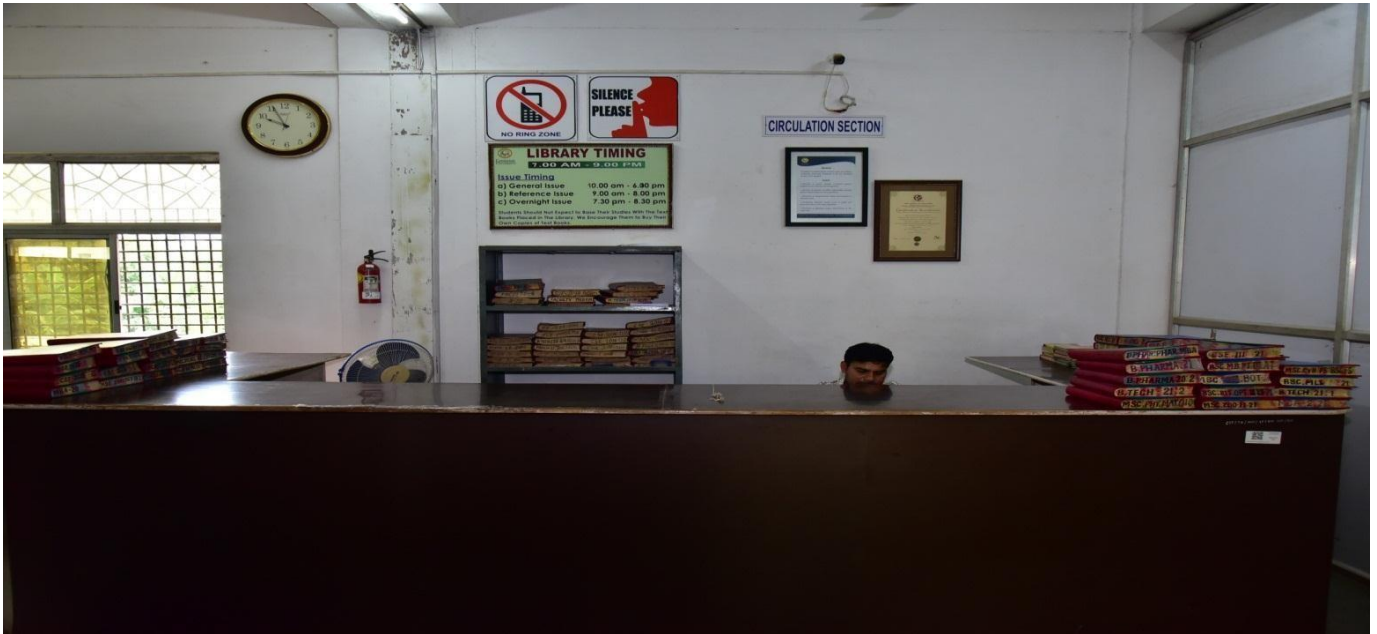
iii. University Staff

The University Staff also produce a copy of his/ her identity proof of his appointment to the librarian. Then the librarian will fill up the data of concerned staff in the format of Koha software.

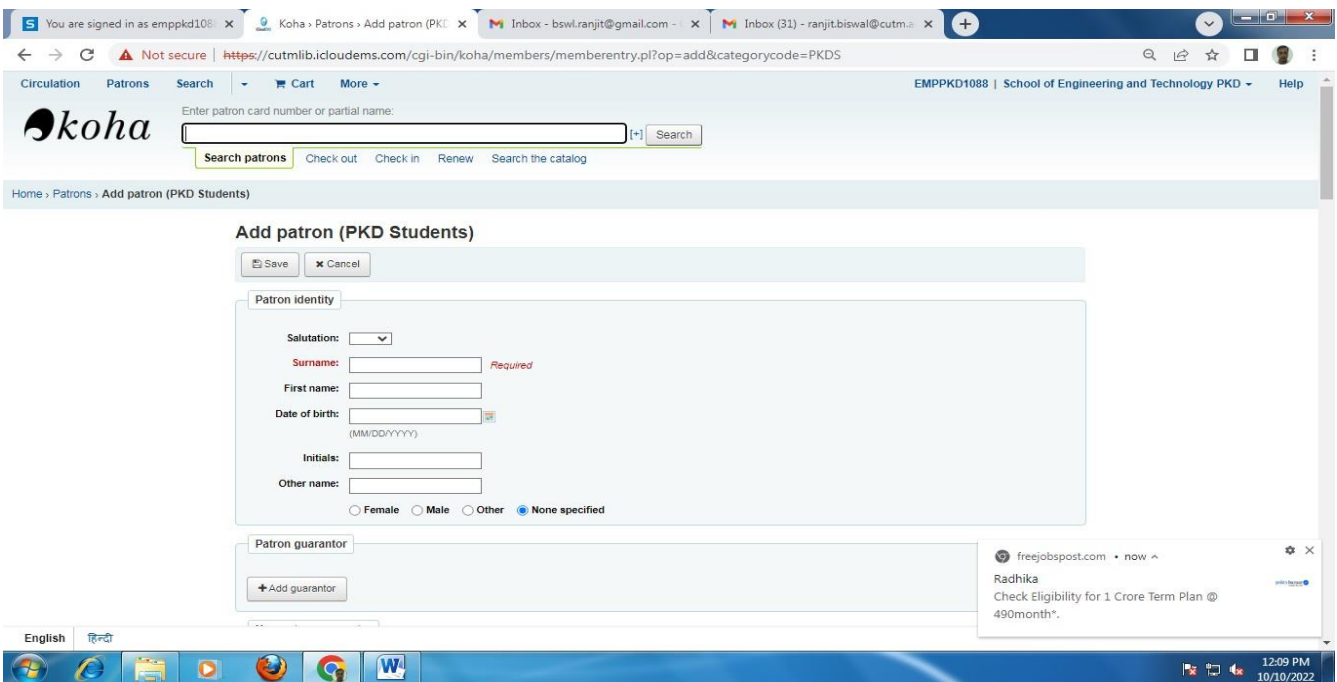
iv. PhD Scholars

The Ph.D. Scholar has to produce his identity card issued by the university to the librarian. After verifying his identity, the librarian proceeds to create membership in Koha software.

Check-out and Check-in of Books:



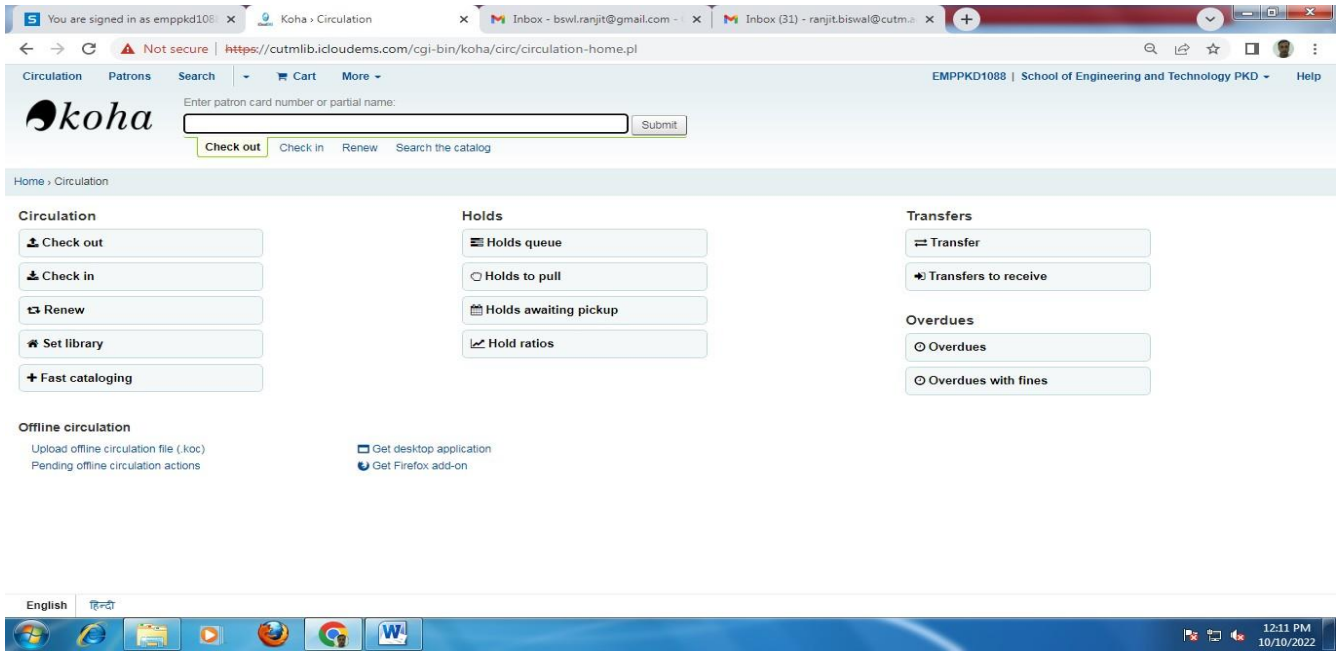
Membership Format in Koha Software: (Patrons)



b. Procedure for issue of books/return of books

As per the library rules and regulation 3 books issued to the student for 7 days and 8 books for the faculty members for a period of 90 days. After exceeding the stipulated period of issue, the fine will impose Rs.5/- per day on each book.

Check-out and Check-in in Koha Software: (Circulation)



c. Timings of the Library

Every day the library opens at 9.00 am to 9.00 pm and library will remain open on Sunday at 9.00 am to 1.00 pm. Library is closed on every 2nd Saturday.

Timing	
Section	Bhubaneswar
Circulation Section	9.30 A.M to 5.30P.M on working day
Reference Section	9.00 A.M to 9.00 P.M
Periodicals and News Paper	9.00 A.M to 9.00 P.M
Digital Library	9.00 A.M to 9.00 P.M

	Sunday: 9.00 A.M to 1.00 P.M
Library is closed on every 2 nd Saturday	

Services and Facilities

i. Digital Library

To provide digital library facility to the students and staff members of **DEBI PRASANNA PATTANAYAK** Central Library has taken the subscription of E-resources like E- books and E-journals. Digital library facility is available in central library. The library provides 8 no's of computer systems having internet facility for the use of students.

Digital Library Facility:



ii. E-Resources

To provide E-Resources to the users, the central library has subscribed five no's of e-resources namely IEEE-ASPP, ProQuest-ABI Inform, Indianjournals.com, Web of Science, and DELNET.

Subscribed E-Resources:

The screenshot shows the library website with a table titled "E-Resource" under the heading "IEEE/DELNET". The table lists the following resources:

Sl No	Subscribed	Description
1	IEEE Xplore Digital Library	Activated within IP range, Remote login access is also available for selected users. IEE Journals 195, IET journals 30, Conference Titles 1800, IET seminar Conference Digest 20+, IEE standards 4400.
2	ProQuest ABI/INFORM Global	PROQUEST ABI/INFORM Global
3	IndianJournals.com	IndianJournals.com
4	Clarivate Web of Science	Web of Science
5	DELNET	Activated with both IP and U-Id & Password. User name- orijitm, Password- jitm58 E-books, E-Journals, E-Thesis & dissertation, Language learning portal, & Databases
6	DownToEarth	User Id: tapas73@gmail.com Password:123456

The screenshot shows the library website with a table of subscribed e-resources. The table lists the following resources:

6	DownToEarth	User Id: tapas73@gmail.com Password:123456
7	Shodh	-
8	National Digital Library of India	National Digital Library of India (NDL India) pilot project for virtual repository of learning resources with a single-window search facility with least effort and in minimum time to enable people to learn and prepare.
9	NPTEL	Largest online repository in the world. It covers 235 courses engineering, basic sciences and selected humanities and social sciences subjects. More than 56000 hours of video content, 52000+ hours of transcribed content; 51000+ hours of subtitled videos etc.
10	भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research (Ministry of Agriculture and Farmers Welfare)	-
11	New York Public Library	700,000 award-winning rare Digital Collections, & 300,000 free e-books.
12	Pathshala	E-PG Pathshala is an initiative of the MHRD under its NME-ICT project. It holds interactive e-content in 70 subjects across all disciplines of social sciences, arts, fine arts and humanities, natural & mathematical sciences.
13	Vidya-mitra	Vidya-mitra is an online learning portal for all the recipient

13

VIDYA-MITRA
MULTIMEDIA E-CONTENT PORTAL
A GATEWAY TO ALL LEARNERS

Vidya-mitra is an online learning portal for all the e-content projects developed under the NME-ICT, MHRD. The portal provides facility to search and browse all hosted content wherein a learner can easily access the desired materials including audio/video learning materials, textual materials, multimedia-enriched materials etc. via a single interface.

- + AGRICULTURE
- + ARTS AND ARCHITECTURE
- + BIOLOGY AND LIFE SCIENCE
- + BUSINESS AND ECONOMICS
- + CHEMISTRY
- + EARTH AND ENVIRONMENTAL SCIENCE
- + HEALTH SCIENCE
- + LAW AND POLITICAL SCIENCE
- + MATHEMATICS AND STATISTICS
- + PHILOSOPHY AND RELIGION
- + PHYSICS AND ASTRONOMY

Admission Enquiry

CUET Apply

12:28 PM
10/10/2022

audio/video learning materials, textual materials, multimedia-enriched materials etc. via a single interface.

- + AGRICULTURE
- + ARTS AND ARCHITECTURE
- + BIOLOGY AND LIFE SCIENCE
- + BUSINESS AND ECONOMICS
- + CHEMISTRY
- + EARTH AND ENVIRONMENTAL SCIENCE
- + HEALTH SCIENCE
- + LAW AND POLITICAL SCIENCE
- + MATHEMATICS AND STATISTICS
- + PHILOSOPHY AND RELIGION
- + PHYSICS AND ASTRONOMY
- + BASIC SCIENCE
- + SOCIAL SCIENCE

Admission Enquiry

CUET Apply

12:29 PM
10/10/2022

iii. Books/Journals till date

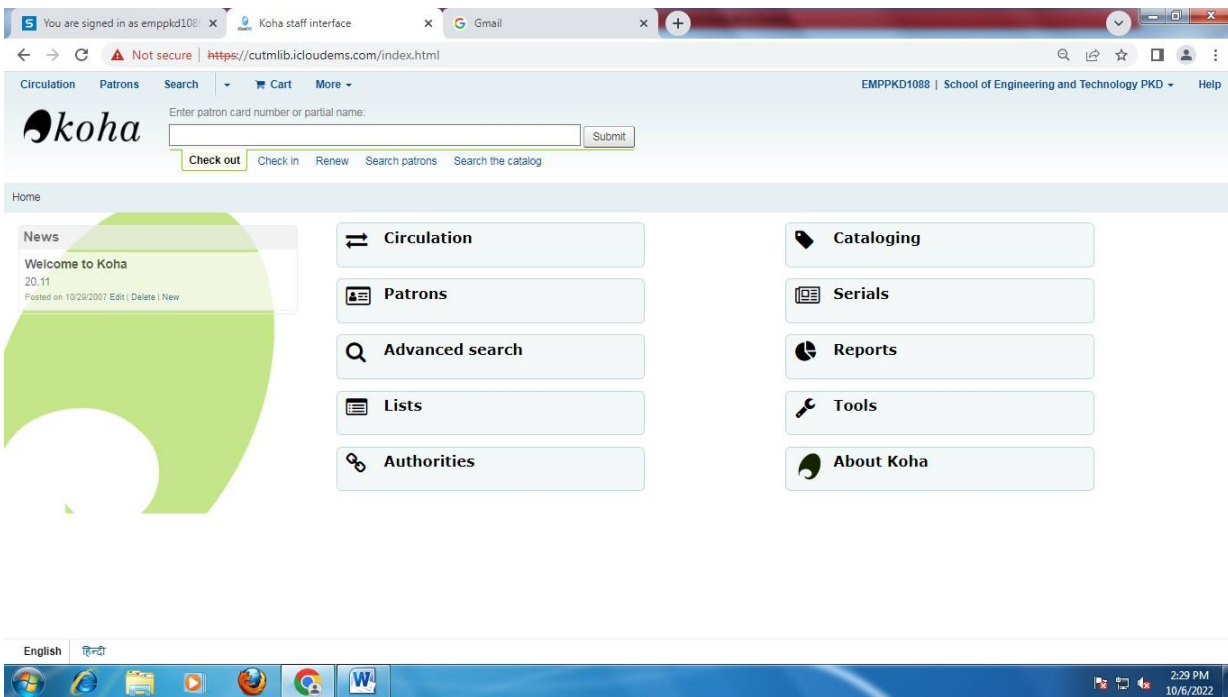
The Central library is having 34612 no's of books and 30 no's of yearly subscribed print journals till date.

iv. Koha Snapshots

Screenshots of Koha Library Automation Software:



Different Modules in Koha:



Circulation Module:

Home > Circulation

Circulation

- Check out
- Check in
- Renew
- Set library
- Fast cataloging

Holds

- Holds queue
- Holds to pull
- Holds awaiting pickup
- Hold ratios

Transfers

- Transfer
- Transfers to receive

Overdues

- Overdues
- Overdues with fines

Offline circulation

- Upload offline circulation file (.koc)
- Pending offline circulation actions
- Get desktop application
- Get Firefox add-on

Home > Circulation > Checkouts > SAI KIRAN BISOYEE (193001170037)

SAI KIRAN BISOYEE (193001170037)

986118659
193001170037@outm.ac.in
No address stored
No city stored
No phone or mobile stored
Category: PKD Students (PKDS)
Home library: School of Agricultural Science PKD
Borrower number: 2910
Updated on 08/03/2021 18:21

Check out

- Details
- Routing lists
- Circulation history
- Holds history

Checking out to SAI KIRAN BISOYEE (193001170037)

Enter item barcode:

Checkout settings

Checked out: HYDROLOGY AND SOIL CONSERVATION ENGINEERING (SOAS-2044) Due on 10/04/2022

1 Checkout(s) 0 Holds Restrictions

Number of checkouts by item type

Due date	Title	Record-level item type	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call no	Copy no	Charge	Fine	Price	Renew	Check in
10/04/2022	HYDROLOGY AND SOIL CONSERVATION ENGINEERING by GHANSHYAM, D. SOAS2044	Books	Books			School of Agricultural Science PKD	09/27/2022 12:02	School of Engineering and Technology PKD	631.45		0.00	0.00	0.00	0 Not renewable (0 of 0 renewals remaining)	<input type="checkbox"/>
														Renewal due	

Attention:

- Charges: Patron has outstanding charges of 70.00

Messages:

- Add a new message

Browser tabs: iCloudEMS - We honor great e... | Koha - Circulation - Checking out... | Gmail | Microsoft Word - ILMS.docx - 4.2.1... |

Address bar: https://cutmlib.idoudems.com/cgi-bin/koha/circ/circulation.pl

Navigation: Circulation Patrons Search Cart More

EMPCKD159 | School of Engineering and Technology PKD | Help

Koha logo

Enter patron card number or partial name:

Check out Check in Renew Search the catalog

Home > Circulation > Checkouts > SAMPRITA NAYAK (193001170041)

9937151454
193001170041@cam.ac.in
No address change
No city stored
No home library
Category: PKD Students (PKDS)
Home library: School of Agricultural Science
PKD
Borrower number: 4313
Updated on 06/03/2021 18:22

Check out
Details
Routing lists
Circulation history
Holds history
Notifies
Statistics

Checking out to SAMPRITA NAYAK (193001170041)
Enter item barcode:
Check out settings
Checked out: PLANT BREEDING (SOAS-971). Due on 10/04/2022

Attention: Messages:

1 Checkout(s) 0 Holds Restrictions

Number of checkouts by item type
Columns Export

Due date	Title	Record-level item type	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call no	Copy no	Charge	Fine	Price	Renew (select all) none	Check in (select all) none
09/27/2022 12:15	PLANT BREEDING PRINCIPLES AND METHODS by SINGH, B. D. SOAS-971	Books	Books			School of Agricultural Science PKD	09/27/2022 12:15	School of Engineering and Technology PKD	631.52		0.00	0.00	0.00	0 Not renewable (if 0 or 1 message remaining)	Checked in
Totals:											0.00	0.00	0.00		

Renewal due date:
 Forgive fines on return:

Always show checkouts immediately

English हिन्दी

Desktop 12:13 PM 9/27/2022

Cataloging Module:

Browser tabs: You are signed in as empckd108... | Koha - Cataloging - Add MARC r... | Gmail |

Address bar: https://cutmlib.idoudems.com/cgi-bin/koha/cataloguing/addbiblio.pl?frameworkcode=BKS

Navigation: Circulation Patrons Search Cart More

EMPCKD1088 | School of Engineering and Technology PKD | Help

Home > Cataloging > Add MARC record

Add MARC record

Save Q 239.50/SRU search Settings Cancel

0 1 2 3 4 5 6 7 8 9

000 005 006 007 008 015 020 024 027 037 040 041 050 074 082 088

Section 0

000 ? - LEADER fixed length control field Required

005 ? - DATE AND TIME OF LATEST TRANSACTION control field Required

006 ? - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS fixed length control field Required

007 ? - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION fixed length control field Required

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

015 ? - NATIONAL BIBLIOGRAPHY NUMBER Qualifying information

020 ? - INTERNATIONAL STANDARD BOOK NUMBER

English हिन्दी

2:32 PM 10/6/2022

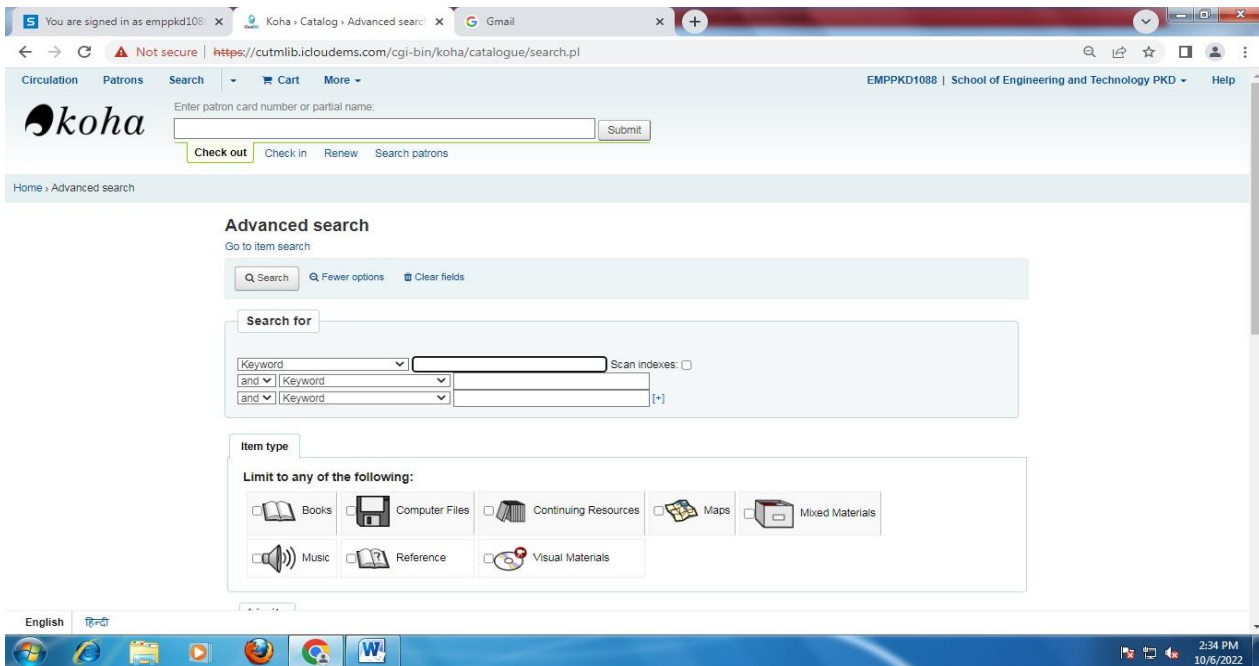
Patrons Module:

The screenshot shows the Koha web interface for adding a patron. The browser address bar displays the URL: `https://cutmlib.icloudems.com/cgi-bin/koha/members/memberentry.pl?op=add&categorycode=PKDS`. The page header includes navigation links for Circulation, Patrons, Search, Cart, and More, along with the user's name (EMPCKD1088) and the institution name (School of Engineering and Technology PKD). The Koha logo is visible on the left. A search bar is present with the placeholder text "Enter patron card number or partial name:" and a "Search" button. Below the search bar are links for "Search patrons", "Check out", "Check in", "Renew", and "Search the catalog". The main heading is "Add patron (PKD Students)". There are "Save" and "Cancel" buttons at the top of the form. The "Patron identity" section contains fields for Salutation (dropdown), Surname (required), First name, Date of birth (MM/DD/YYYY), Initials, and Other name. There are radio buttons for gender: Female, Male, Other, and None specified (selected). The "Patron guarantor" section has an "Add guarantor" button. The bottom of the browser shows the Windows taskbar with the date and time: 2:33 PM, 10/6/2022.

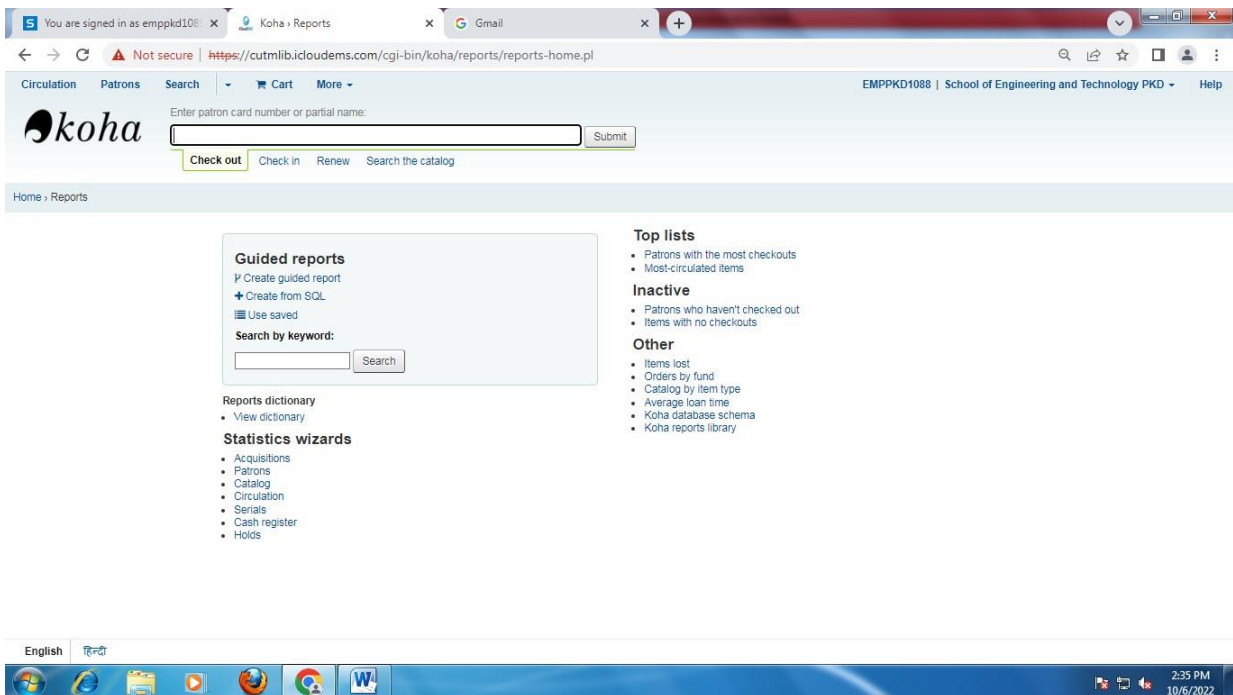
Serials Module:

The screenshot shows the Koha web interface for adding a new subscription. The browser address bar displays the URL: `https://cutmlib.icloudems.com/cgi-bin/koha/serials/subscription-add.pl`. The page header includes navigation links for Circulation, Patrons, Search, Cart, and More, along with the user's name (EMPCKD1088) and the institution name (School of Engineering and Technology PKD). The Koha logo is visible on the left. A search bar is present with the placeholder text "Search subscriptions:" and fields for ISSN and Title, with "Submit" and "Advanced search" buttons. Below the search bar are links for "Search subscriptions", "Check out", and "Search the catalog". The main heading is "Add a new subscription (1/2)". The "Subscription details" section contains fields for Vendor, Record (required), and a "Search for record" button. There are radio buttons for "Create an item record when receiving this serial" and "Do not create an item record when receiving this serial" (selected). Below this are radio buttons for "Skip issue number" and "Keep issue number" (selected). The "Manual history" checkbox is unchecked. There are fields for Call number, Library (dropdown menu), and Public note. The bottom of the browser shows the Windows taskbar with the date and time: 2:34 PM, 10/6/2022.

Advance Search Process in Koha:

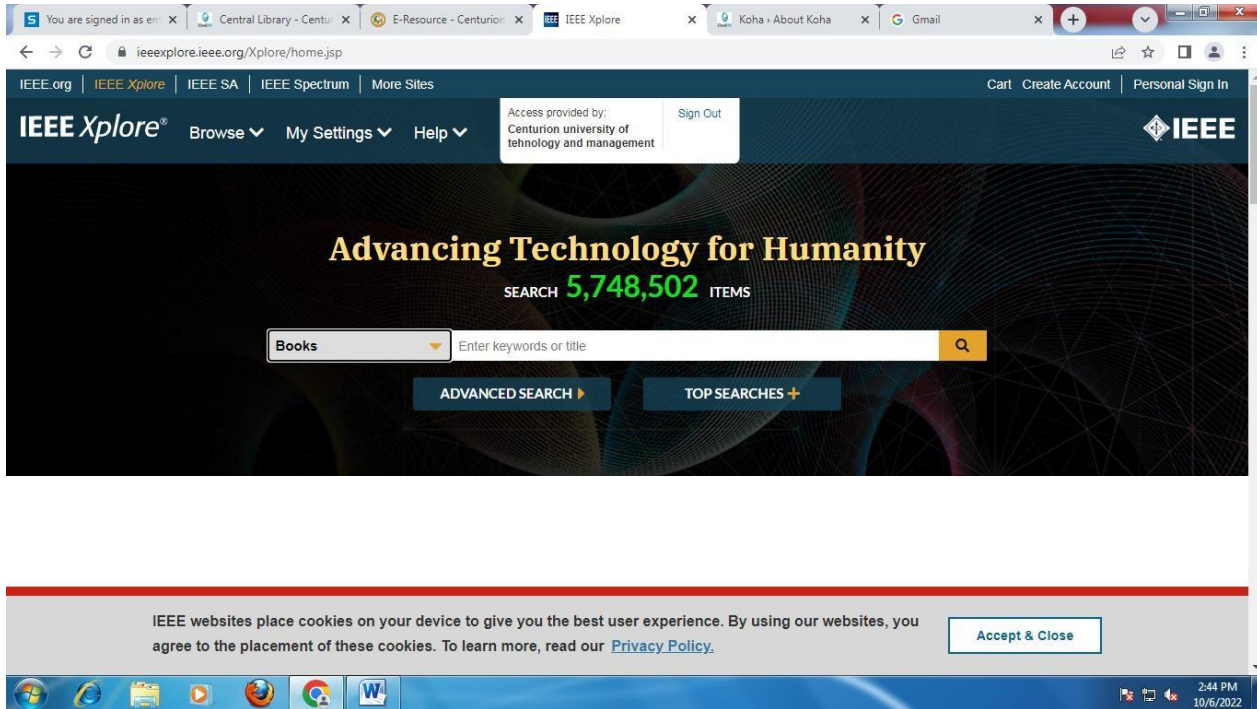


Report Module:

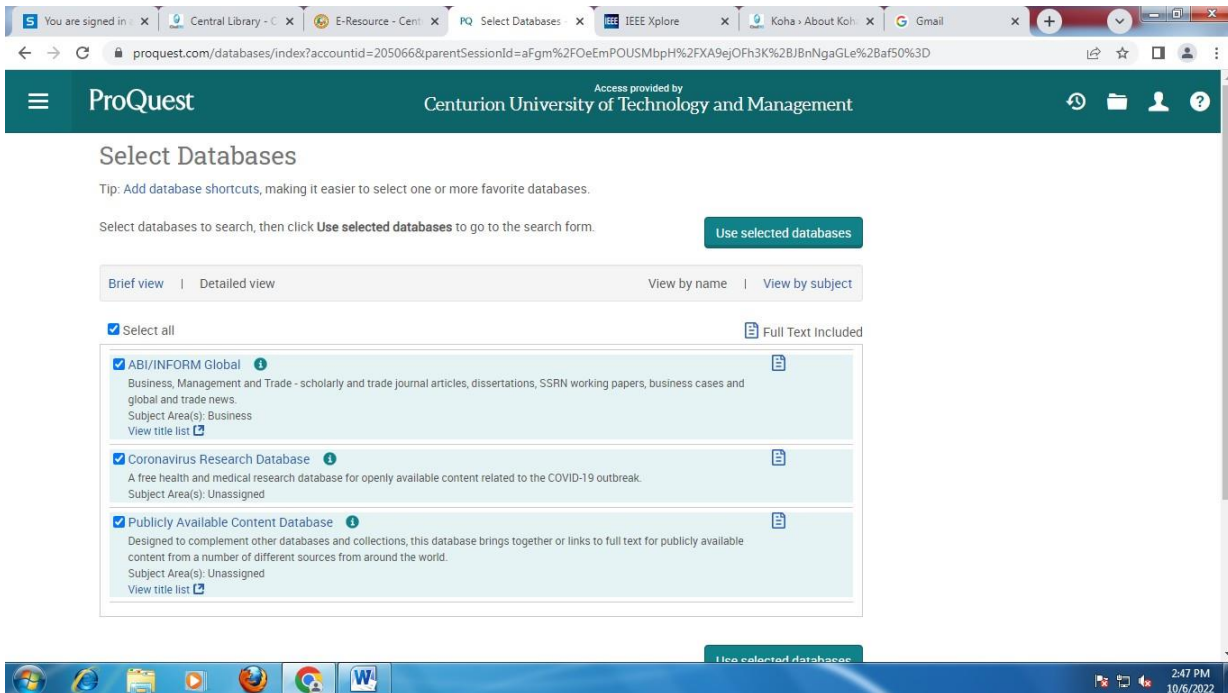


v. Details of access to E-databases (IEEE-ASPP, ProQuest, Indianjournals.com, WoS,DELNET)

IEEE Xplore E-Database:



ProQuest E-Database:



Indian Journals.com E-Database:

The screenshot shows the Indian Journals.com website. The browser's address bar displays <https://www.indianjournals.com/ijor.aspx>. The website header includes the logo and navigation links: Home, About us, Products, Article Submission, Usage Statistics, Price List 2023, Contact Us, Tutorial, and Login/Register. A banner at the top reads "Gateway to access, disperse and preserve knowledge!". Below this is a search interface with three input fields for "Search for:" (Title, Author, Publication), each with a dropdown menu and a "Search" button. A "What's New" section lists "Journals (335)", "Open Access (44)", "Subjects (25)", and "Price List 2023". A "Most Read Article" section lists categories like Agriculture Science, Animal Science, Applied Science and Technology, Business Economics and Management, Dental Science, Library Science, Medical Science, and Social Science. A "Most Read Publication" section lists "Research Journal of Pharmacy and Technology" (Downloads: 5,865) and "Indian Journal of Veterinary Pathology" (Downloads: 4,550). The right sidebar features a "MAKE IN INDIA" logo, a "REMOTE ACCESS" icon, a smartphone image with "We're mobile", and logos for "ICI Indian Citation Index" and "Globe Publication Pvt. Ltd.". The Windows taskbar at the bottom shows the time as 2:47 PM on 10/6/2022.

Web of Science E-Database:

The screenshot shows the Web of Science website. The browser's address bar displays <https://www.webofscience.com/wos/woscc/basic-search>. The website header includes the Clarivate logo, the text "Web of Science", a search bar, and links for "Sign In" and "Register". The main content area is titled "DOCUMENTS" and "RESEARCHERS". Below this is a search interface with a dropdown menu for "Search in: Web of Science Core Collection" and "Editions: All". There are two tabs: "DOCUMENTS" and "CITED REFERENCES". A search input field contains the text "Example: liver disease india singh". Below the input field are buttons for "+ Add row", "+ Add date range", "Advanced Search", "x Clear", and "Search". The Windows taskbar at the bottom shows the time as 12:59 PM on 10/7/2022.

DELNET:

DELNET

Access the Major Digital Library Resources in South Asia

New Discovery Portal Login

DELDRess Portal for Schools Login

Latest Updates

NACLIN

24th National Convention on Knowledge, Library and Information Networking - NACLIN [Read more](#)

Latest Programmes

National Convention on Knowledge, Library and Information Networking/NACLIN

Welcome to DELNET

DELNET was started at the India International Centre Library in January 1988 and was registered as a society in 1992. It was initially supported by the National Information System for Science and Technology (NISSAT), Department of Scientific and Industrial Research, Government of India. It was subsequently supported by the

- About Us
- History
- Aims and Objectives

Using_MARC_class...pdf

WhatsApp Image...jpeg

WhatsApp Image...jpeg

WhatsApp Image...jpeg

WhatsApp Image...jpeg

WhatsApp Image...jpeg

Show all

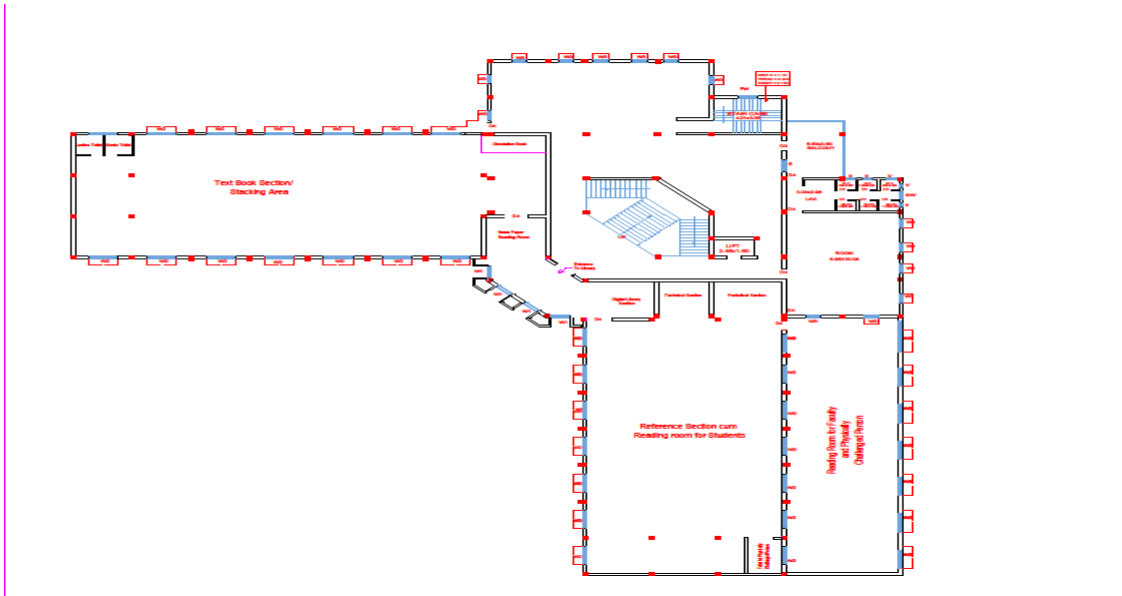
12:54 PM
10/7/2022

6. Circulation Division

- All the users can avail the borrowing facility after showing ID Cards.
- Books can be renewed twice if no demand for the book was there by any other user.
- Reissue of books can be done on the date of due. If any book incurs fine then book cannot be renewed.



7. Library Building/Plan





Centurion
UNIVERSITY
*Shaping Lives...
Empowering Communities...*

Standard Operating Procedures for Library Bolangir Campus

Standard Operating Procedures for Library

1. About the University (Centurion University of Technology and Management, Bolangir, Odisha)

Centurion university of Technology and Management is one of best private University in Odisha. The institution is situated at Paralakhemundi, Dist. Gajapati, Odisha. Centurion University has four campuses, i.e. Paralakhemundi, Bhubaneswar, Balangir and Rayagada. The main administrative campus is at Paralakhemundi, and the other three are working as its off-campuses. All the campus libraries are administered by the department and supported by the Dr.Y,V.N.Rao Central Library.

Presently the library has well stacked with the latest editions of books. Non book materials, Newspapers and periodicals in the fields of Pharmacy. Computer with internet facility is provided to access the online resources. The library having the following documents.

1. Infrastructure:

Total Area of Library- 1350 sqft

Seating Capacity-40

No of PCs/systems- 7 Nos

Scanner- Yes

Xerox/reprography machines- 1 Nos

CCTV Camera- 2 Nos

Library committee-(Yes/No) - Yes

2. Print Resources

No of books - 4843

No of Project reports- 50No

of magazine- 6 Nos

No of newspapers subscribed- 5

E-Resources (Yes/No)

No of CD's/DVD- 15

Library Entry Gate:



2. Collection Development Division

Library is having total number of 4843 books from different subjects.

a. Selection of Books for the Library

The faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by faculty for purchase for each Department/ Centre be always routed through the respective Head of Departments. The requisitions of students can be got approved by the concerned faculty and Head of Department. It will be desirable that books relating to course curriculum shall be procured. The library would then check the duplication and place the list of recommended books before the committee for review and final approval.

b. Funds

After getting approval from library committee, librarian placed the book list for collecting quotation from different vendors. After getting quotation librarian put his opinion before final approval authority for release of required fund.

c. Ordering

After finalize the quotation, final order list prepared by the librarian against the vendor of the quotation, approved by the authority of the library committee.

d. Bill Processing

Once the books are received in the library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Then the bills are processed for payment with the accession no's entered against each item. The in-charge acquisition section certifies above procedure before forwarding bill to finance section.

e. Accessioning

After bill verified by the concerned staff in acquisition section, entry for each book is made in the accession register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc.

f. Payment of Bills

After verified the bill as per order and condition, the librarian certified the bill and make a note sheet for payment. After getting approval form approval authority, bill amount will release from the fund and make payment against the bill.

Book Collection and Stacking Section:



3. Periodical division

Library is have subscribed 7 no's magazines.

a. Selection Process of the Journals

Basing on the different departments, users and scholars a list of journal prepared by consent department. Consent department hod's approved the list and placed before the librarian. The librarian placed the list before the library committee for approval and subscription of journal.

b. Purchasing methods of Print Journals/Online Journals

After getting final approval list of journal, the librarian put the list before the publishing authority for quotation.

c. Subscription and Renewal Method of Databases/E-Resources

After getting quotation a note sheet should prepared by the librarian and put it before the approval authority for order of subscription and renewal.

d. Maintaining of Stock Registers

Library maintain a periodical register, in this register all data regarding subscription period, detail of publisher, copy received status, missing of journal should maintainmaintained in the register.



4. Technical Division

a. Classification/Cataloguing

After accessioning the books, by the technical staff of library, classification should do as per DDC, Cataloguing is done by ACCR-II.

b. Technical Processing of the books

After complete all the above process spine label and barcode printed by librarian and pasted on the cover of the books and sent it to the rack.

c. Current Awareness Service

Current Awareness Service provide in the reference section of the library. A trained library staff is appointed to providing this facility to the student by help of web OPAC or library software.

Technical Processing Section:



5. Circulation Division

a. Procedure for Library Membership

i. Students

The procedure for taking library membership, the student has to fill the format of library membership form. After receive regular students list in excel file from admission section, an Issue and Return register is maintained for that batch. The Koha software will installed very soon for online transaction.

ii. Faculty Members

The faculty members have to produce a copy of his / her appointment letter before the librarian for employment proof. Then the faculty has to fill the format of library membership form. Then on the staff Issue and return register his/ her account willcreate.

iii. University Staff

The University Staff also produce a copy of his/ her identity proof of his appointment to the librarian. Then the librarian will fill up the data of concerned staff in the staff Issue and return register.

Check-Out and Check-in of Books:



b. Procedure for issue of books/return of books

As per the library rules and regulation 3 books issued to the student for 7 days and 8 books for the faculty members for a period of 90 days. After exceeding the stipulated period of issue a fine will impose Rs.5/- per day on each book.

c. Timings of the Library

Every day the library open at morning 10.00 am and closed at evening 5.00 pm and Sunday will remain closed.

d. Services and Facilities

i. Digital Library

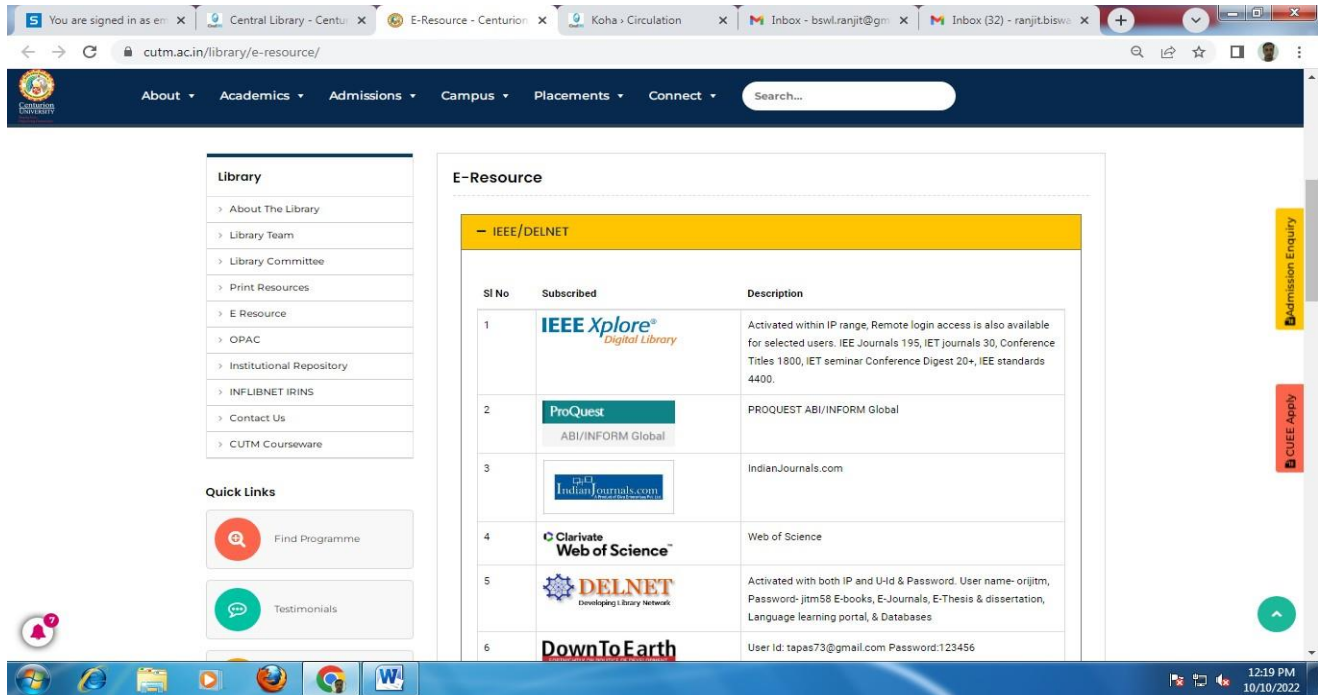
Digital library facility is available in the library. The library provides 5 no's of computer systems having internet facility. As this institution is part of Centurion University, the institution is avail digital library facility by using the institutional IP based server.



ii. E-Resources

To provide E-Resources to the users, the central library has subscribed some no's of e-resources namely IEEE, ProQuest, Indian Journals.com, Web of Science, and DELNET etc.

Subscription of E-Resources:











The screenshot displays the website of the Central Library at CUTM, showing a list of subscribed E-Resources. The page includes a navigation menu, a search bar, and a sidebar with various library services. The main content area features a table with the following data:

Sl No	Subscribed	Description
1	IEEE Xplore [®] Digital Library	Activated within IP range, Remote login access is also available for selected users. IEE Journals 195, IET Journals 30, Conference Titles 1800, IET seminar Conference Digest 20+, IEE standards 4400.
2	ProQuest ABI/INFORM Global	PROQUEST ABI/INFORM Global
3	IndianJournals.com	IndianJournals.com
4	Clarivate Web of Science [™]	Web of Science
5	DELNET Developing Library Network	Activated with both IP and U-Id & Password. User name- orijtm, Password- jitm58 E-books, E-Journals, E-Thesis & dissertation, Language learning portal, & Databases
6	DownToEarth	User id: tapas73@gmail.com Password:123456

cutm.ac.in/library/e-resource/


Developing Library Network

6		User Id: tapas73@gmail.com Password:123456
7		-
8		National Digital Library of India (NDL India) pilot project for virtual repository of learning resources with a single-window search facility with least effort and in minimum time to enable people to learn and prepare.
9		Largest online repository in the world. It covers 235 courses engineering, basic sciences and selected humanities and social sciences subjects. More than 56000 hours of video content, 52000+ hours of transcribed content; 51000+ hours of subtitled videos etc.
10		-
11		700,000 award-winning rare Digital Collections, & 300,000 free e-books.
12		E-PG Pathshala is an initiative of the MHRD under its NME-ICT project. It holds interactive e-content in 70 subjects across all disciplines of social sciences, arts, fine arts and humanities, natural & mathematical sciences.
13		Vidya-mitra is an online learning portal for all the e-content

12:20 PM 10/10/2022

cutm.ac.in/library/e-resource/

13

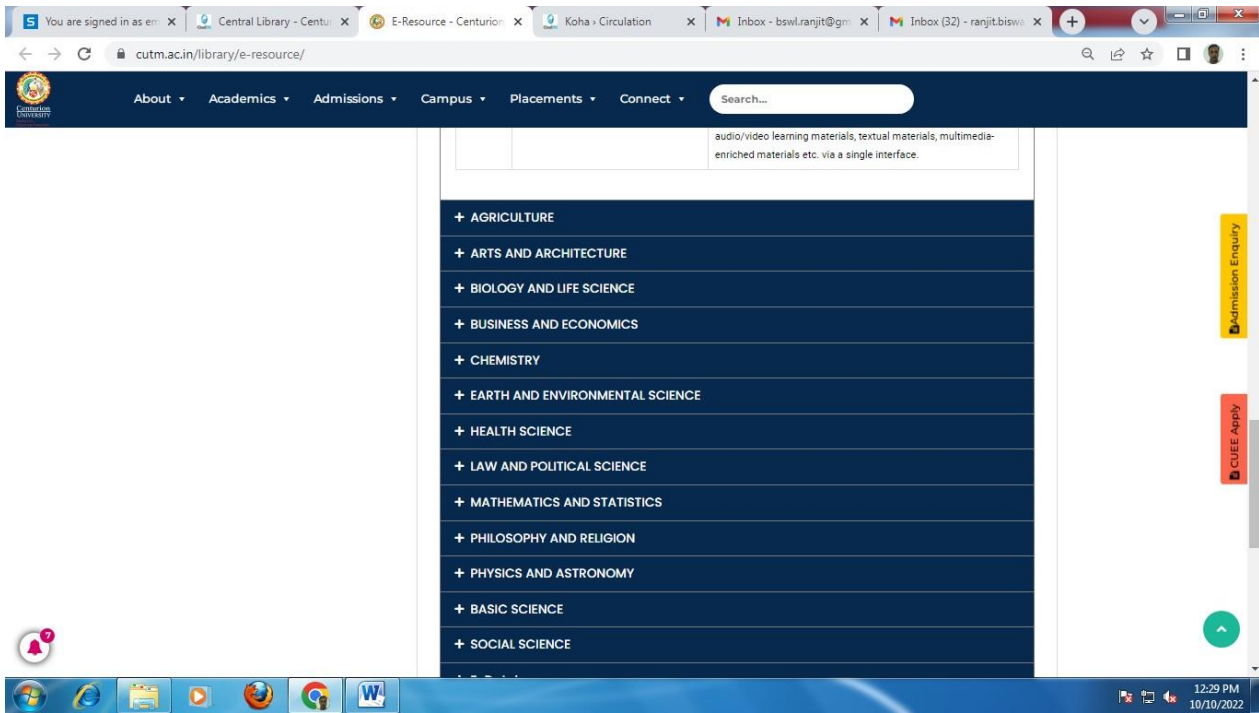


VIDYA-MITRA
INTEGRATED E-CONTENT PORTAL
A GATEWAY TO ALL LEARNERS

Vidya-mitra is an online learning portal for all the e-content projects developed under the NME-ICT, MHRD. The portal provides facility to search and browse all hosted content wherein a learner can easily access the desired materials including audio/video learning materials, textual materials, multimedia-enriched materials etc. via a single interface.

- + AGRICULTURE
- + ARTS AND ARCHITECTURE
- + BIOLOGY AND LIFE SCIENCE
- + BUSINESS AND ECONOMICS
- + CHEMISTRY
- + EARTH AND ENVIRONMENTAL SCIENCE
- + HEALTH SCIENCE
- + LAW AND POLITICAL SCIENCE
- + MATHEMATICS AND STATISTICS
- + PHILOSOPHY AND RELIGION
- + PHYSICS AND ASTRONOMY

12:28 PM 10/10/2022

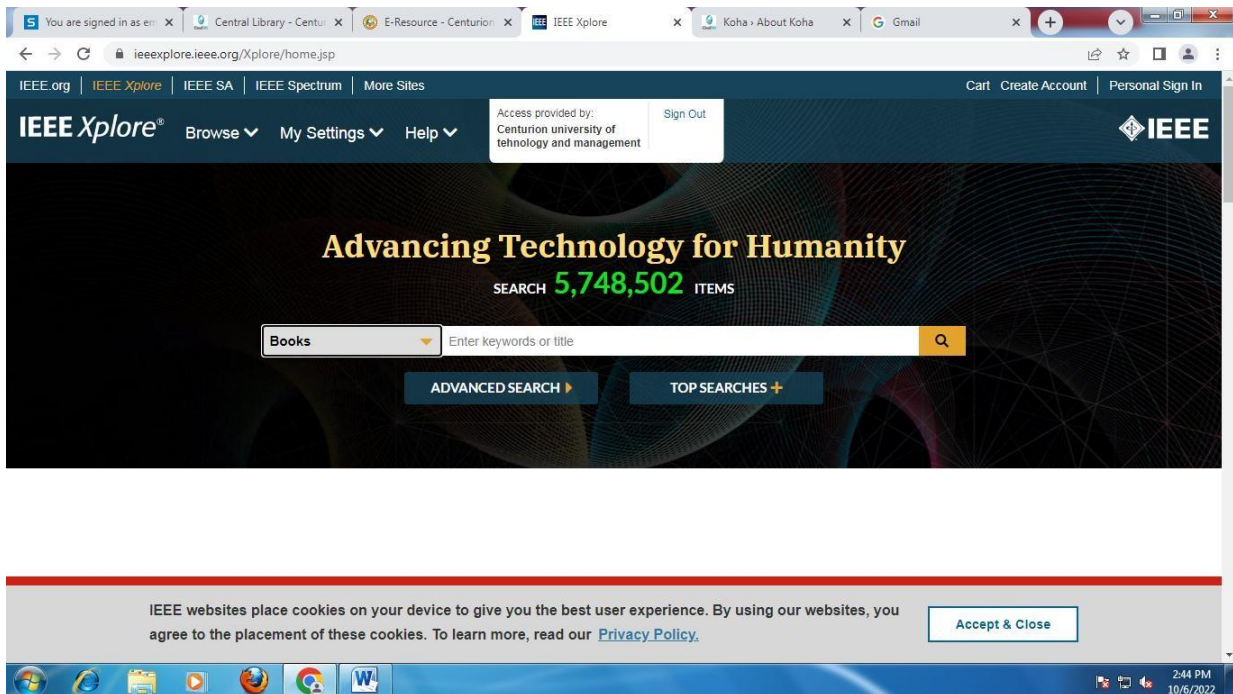


iii. Books/Journals till date

The library is having 4843 no's of books and 06 no's of yearly subscribed Magazinetill date.

iv. Details of access to E-databases (IEEE-ASPP, ProQuest, Indianjournals.com, WoS,DELNET)

IEEE Xplore E-Database:



ProQuest E-Database:

The screenshot shows the ProQuest website interface. At the top, there is a navigation bar with the ProQuest logo and the text "Access provided by Centurion University of Technology and Management". Below this, the main heading is "Select Databases". A tip states: "Tip: Add database shortcuts, making it easier to select one or more favorite databases." Below the tip, there is a section "Select databases to search, then click Use selected databases to go to the search form." with a button labeled "Use selected databases". There are two tabs: "Brief view" (selected) and "Detailed view". Below the tabs, there are three database options, each with a "Select all" checkbox and a "Full Text Included" icon:

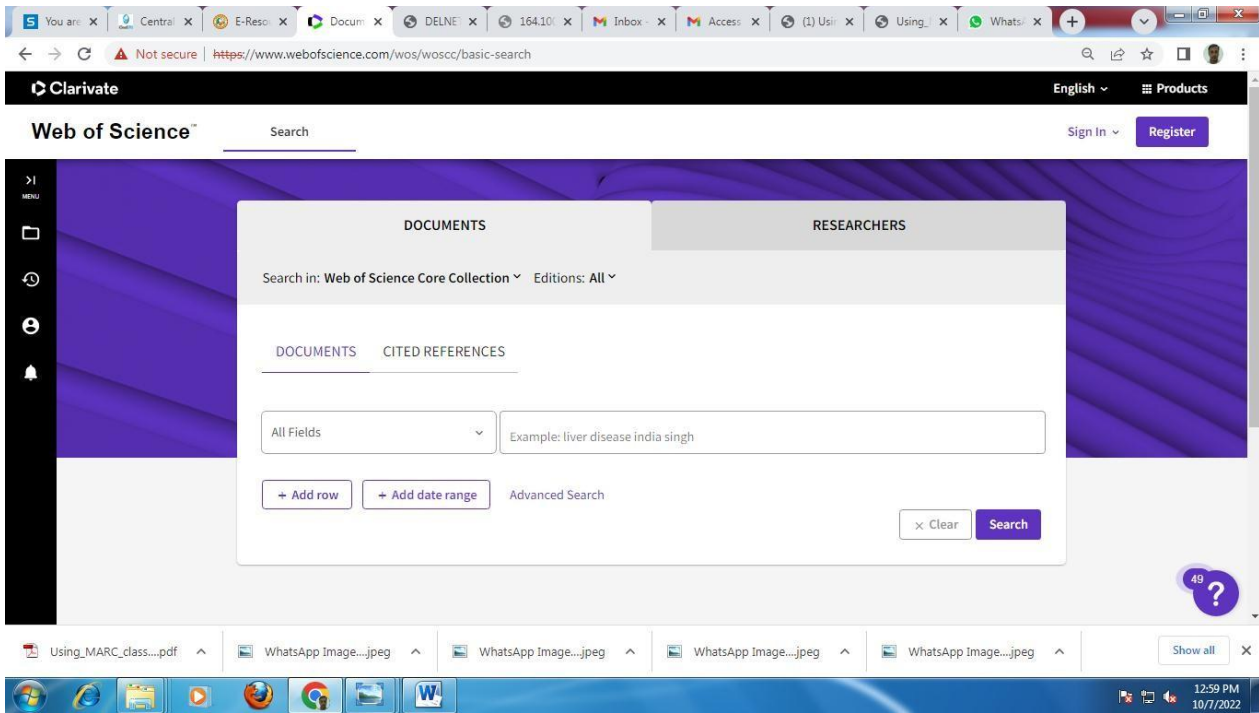
- ABI/INFORM Global**
Business, Management and Trade - scholarly and trade journal articles, dissertations, SSRN working papers, business cases and global and trade news.
Subject Area(s): Business
View title list
- Coronavirus Research Database**
A free health and medical research database for openly available content related to the COVID-19 outbreak.
Subject Area(s): Unassigned
- Publicly Available Content Database**
Designed to complement other databases and collections, this database brings together or links to full text for publicly available content from a number of different sources from around the world.
Subject Area(s): Unassigned
View title list

At the bottom of the page, there is a Windows taskbar showing the time as 2:47 PM on 10/6/2022.

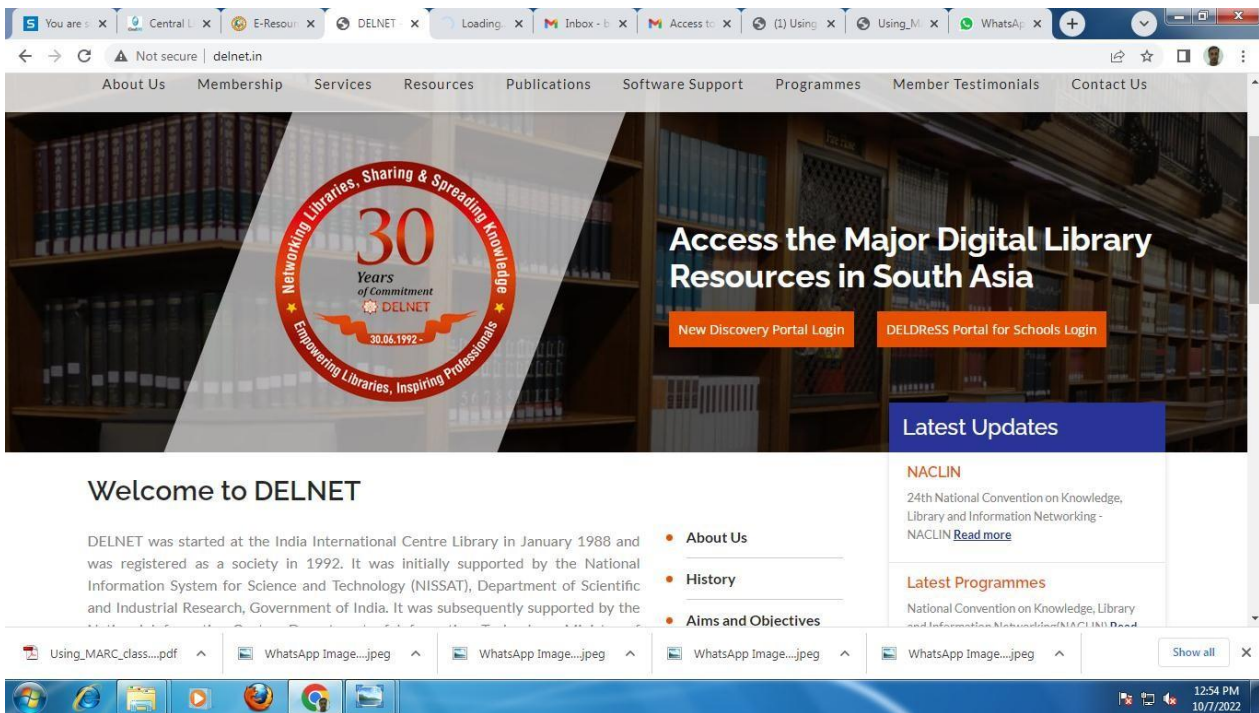
Indian Journals.com E-Database:

The screenshot shows the Indian Journals.com website. The header includes the logo "Indian Journals.com" and the text "Welcome! Jagannath Institute Of Technology and Management(CUTM) (IPs Last access 6-Oct-2022 12:02) (115,240 99.48) Users online: 3601". The navigation menu includes: Home, About us, Products, Article Submission, Usage Statistics, Price List 2023, Contact Us, Tutorial, and Login/Register. The main content area features a search bar with the heading "Gateway to access, disperse and preserve knowledge!". The search bar has three input fields with dropdown menus for "Title", "Author", and "Publication". Below the search bar, there are statistics: "Journals (335)", "Open Access (44)", "Subjects (25)", and "Price List 2023". There are also sections for "Most Read Article" and "Most Read Publication". On the right side, there are logos for "MAKE IN INDIA", "REMOTE ACCESS", "We're mobile", "ICI Indian Citation Index", and "Globe Publication Pvt. Ltd.". At the bottom, there is a Windows taskbar showing the time as 2:47 PM on 10/6/2022.

Web of Science E-Database:



DELNET:



6. Circulation Division

- All the users can avail the borrowing facility after showing ID Cards.
- Books can be renewed twice if no demand for the book was there by anyother user.

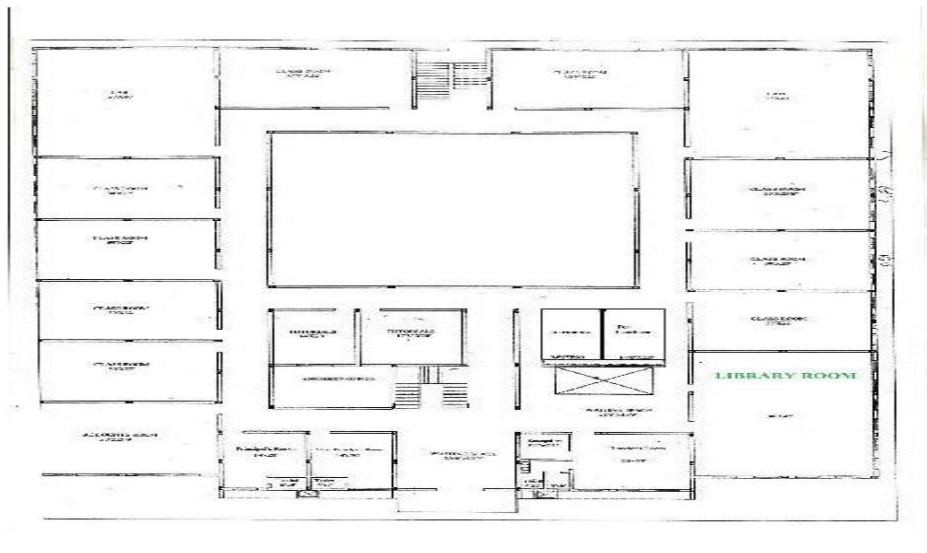
- Reissue of books can be done on the date of due. If any book incurs fine then books cannot be renewed.

Check out and Check in Section:





7. Library Building/Plan





Centurion
UNIVERSITY
*Shaping Lives...
Empowering Communities...*

Standard Operating Procedures for Library Rayagada Campus

Standard Operating Procedures for Library

1. About the University (Centurion University of Technology and Management, Rayagada, Odisha)

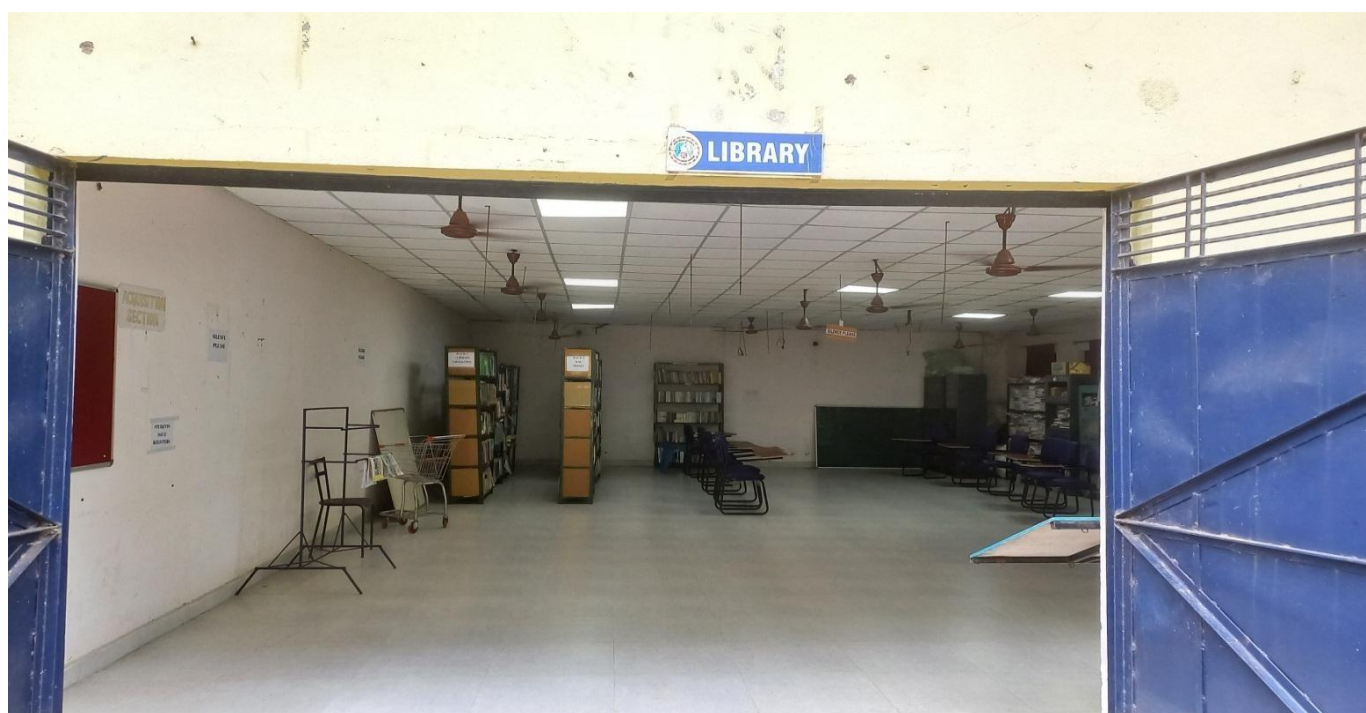
Centurion university of Technology and Management is one of best private University in Odisha. The institution is situated at Paralakhemundi, Dist. Gajapati, Odisha. Centurion University has four campuses, i.e. Paralakhemundi, Bhubaneswar, Balangir and Rayagada. The main administrative campus is at Paralakhemundi, and the other three are working as its off-campus. All the campus libraries are administered by the department and supported by the Dr. Y, V.N.Rao Central Library.

The institution having different departments like School of Pharmacy, Basic Sciences, Diploma in Polytechnic, and +2, CBSE, CHSE courses.

Presently Library having the following documents or information about the present library.

01. Total No's of Book:	3123
02. Total Journal Title Subscription:	03
03. Total no's of CD:	12
04. Sitting Capacity	30
05. Library Area	1152 Sqft.

Library Entry Gate:



2. Collection Development Division

a. Selection of Books for the Library

The faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by faculty for purchase for each Department/ Centre be always routed through the respective Head of Departments. The requisitions of students can be got approved by the concerned faculty and Head of Department. It will be desirable that books relating to course curriculum shall be procured. The library would then check the duplication and place the list of recommended books before the committee for review and final approval..

b. Funds

After getting approval from library committee, librarian placed the book list for collecting quotation from different vendors. After getting quotation librarian put his opinion before final approval authority for release of required fund.

c. Ordering

After finalize the quotation, final order list prepared by the librarian against the vendor of the quotation, approved by the authority of the library committee.

d. Bill Processing

Once the books are received in the library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Then the bills are processed for payment with the accession no's entered against each item. The in-charge acquisition section certifies above procedure before forwarding bill to finance section

e. Accessioning

After bill verified by the concerned staff in acquisition section, entry for each book is made in the accession register which has all the relevant details of a book like its price , publisher, vendor, year of publication etc.

f. Payment of Bills

After verified the bill as per order and condition, the librarian certified the bill and make a note sheet for payment. After getting approval form approval authority, bill amount will release from the fund and make payment against the bill.

Library book stacking Section:



3. Periodical division

a. Selection Process of the Journals

Basing on the different departments, users and scholars a list of journal prepared by consent department. Consent department hod's approved the list and placed before the librarian. The librarian placed the list before the library committee for approval and subscription of journal.

b. Purchasing methods of Print Journals/Online Journals

After getting final approval list of journal the librarian put the list before the publishing authority for quotation.

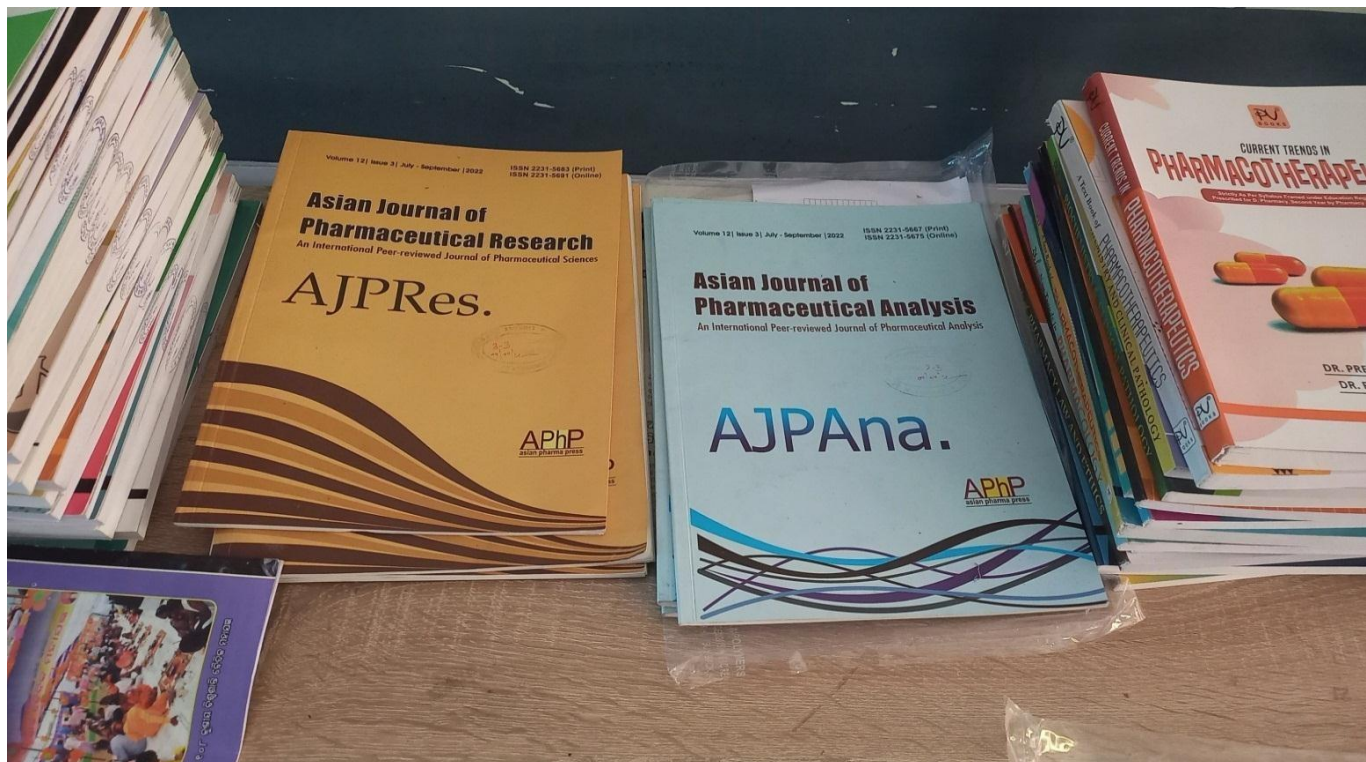
c. Subscription and Renewal Method of Databases/E-Resources

After getting quotation a note sheet should prepared by the librarian and put it before the approval authority for order of subscription and renewal.

d. Maintaining of Stock Registers

Central library maintain a periodical register, in this register all data regarding subscription period, detail of publisher, copy received status, missing of journal should maintain maintained in the register.

Journal Display:



4. Technical Division

a. Classification/Cataloguing

After accessioning the books, by the technical staff of library, classification should do as per DDC; Cataloguing is done by ACCR-II.

b. Technical Processing of the books

Barcoding of Accession number, location, spine label and book card to be printed and paste on the book. All the newly entered books are placed in shelves as per location and classification number by the library support staff.

c. Current Awareness Service

Current Awareness Service provide in the reference section of the library. A trained library staff is appointed to providing this facility to the student by help of web OPAC or library software.

Technical Processing of New Books:



5. Circulation Division

a. Procedure for Library Membership

i. Students (UG/PG)

The procedure for taking library membership, the student has to fill the library membership form. After receive regular students list in excel file from admission section, an Issue and Return register is maintained for that batch.

ii. Faculty Members

The faculty members have to produce a copy of his / her appointment letter before the librarian for employment proof. Then the faculty has to fill the format of library membership form. Then on the staff Issue and return register his/ her account willcreate.

iii. Non-Teaching Staff

For Non-Teaching staff the procedure is, after getting approval from higher authority for book transaction at library, library will allow him / her to take member ship at the library.

Check-Out and Check-in of Books:



b. Procedure for issue of books/return of books

As per the library rules and regulation 3 books issued to the student for 7 days and 8 books for the faculty members for a period of 90 days. After exceeding the stipulated period of issue a fine will impose Rs.5/- per day on each book.

c. Timings of the Library

Every day the library open at morning 9.30 am and closed at 5.30 pm and Sunday will remain closed..

d. Services and Facilities

i. Digital Library

Digital library facility is available in the library. The library provides 5 no's of computer systems having internet facility. As this institution is part of Centurion University, the institution is avail digital library facility by using the institutional IP based server.

Systems for Digital Library:



ii. E-Resources

To provide E-Resources to the users, the central library has subscribed some no's of e-resources namely IEEE, ProQuest, Indian Journals.com, Web of Science, and DELNET etc.









Subscription of E-Resources:

The screenshot shows a web browser window with the URL cutm.ac.in/library/e-resource/. The page features a navigation menu at the top and a sidebar on the left with a 'Library' menu and 'Quick Links'. The main content area is titled 'E-Resource' and contains a table of subscriptions under the heading 'IEEE/DELNET'.

Sl No	Subscribed	Description
1	IEEE Xplore [®] Digital Library	Activated within IP range. Remote login access is also available for selected users. IEE Journals 195, IET Journals 30, Conference Titles 1800, IET seminar Conference Digest 20+, IEE standards 4400.
2	ProQuest ABI/INFORM Global	PROQUEST ABI/INFORM Global
3	Indian Journals.com	IndianJournals.com
4	Clarivate Web of Science [™]	Web of Science
5	DELNET Developing Library Network	Activated with both IP and U-Id & Password. User name-orjtm, Password-jtm58 E-books, E-Journals, E-Thesis & dissertation, Language learning portal, & Databases
6	DownToEarth	User Id: tapas73@gmail.com Password:123456

cutm.ac.in/library/e-resource/

Testimonials
What's Happening
Image Gallery


Developing Library Network	
6	 <p>DownToEarth FOR RURALITY ON ROUTE TO RUSTIC DEVELOPMENT, ENRICHMENT AND RESILIENCE</p>
7	 <p>Shodh A JOURNAL OF INDIAN HISTORY</p>
8	 <p>National Digital Library of India</p>
9	 <p>NPTEL</p>
10	 <p>भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research (Ministry of Agriculture and Farmers Welfare)</p>
11	 <p>New York Public Library</p>
12	 <p>Pathshala A Gateway to all Post Graduate Courses</p>
13	 <p>Vidya-mitra</p>

Admission Enquiry
CUEE Apply

12:20 PM
10/10/2022

cutm.ac.in/library/e-resource/

13



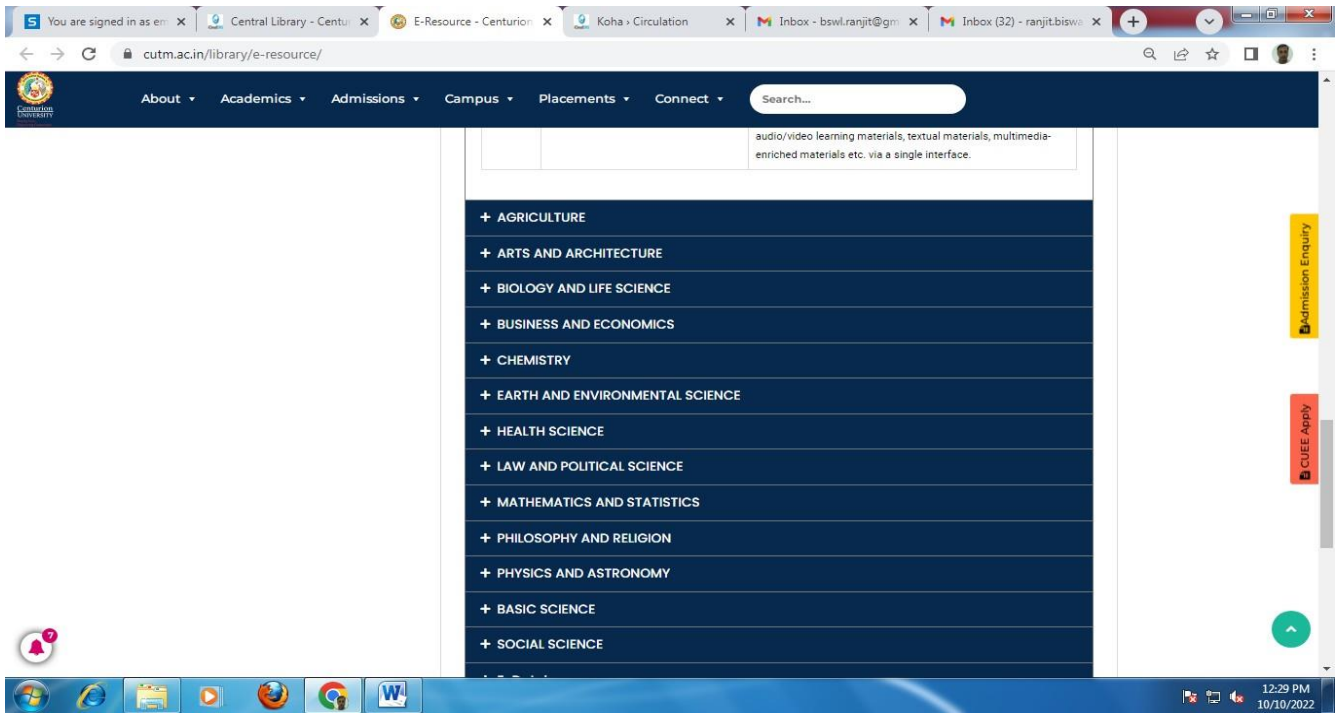
VIDYA+MITRA
INTERNATIONAL E-CONTENT FORUM
A GATEWAY TO ALL LEARNERS

 Vidya-mitra is an online learning portal for all the e-content projects developed under the NME-ICT, MHRD. The portal provides facility to search and browse all hosted content wherein a learner can easily access the desired materials including audio/video learning materials, textual materials, multimedia-enriched materials etc. via a single interface. |

- + AGRICULTURE
- + ARTS AND ARCHITECTURE
- + BIOLOGY AND LIFE SCIENCE
- + BUSINESS AND ECONOMICS
- + CHEMISTRY
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- + HEALTH SCIENCE
- + LAW AND POLITICAL SCIENCE
- + MATHEMATICS AND STATISTICS
- + PHILOSOPHY AND RELIGION
- + PHYSICS AND ASTRONOMY

Admission Enquiry
CUEE Apply

12:28 PM
10/10/2022

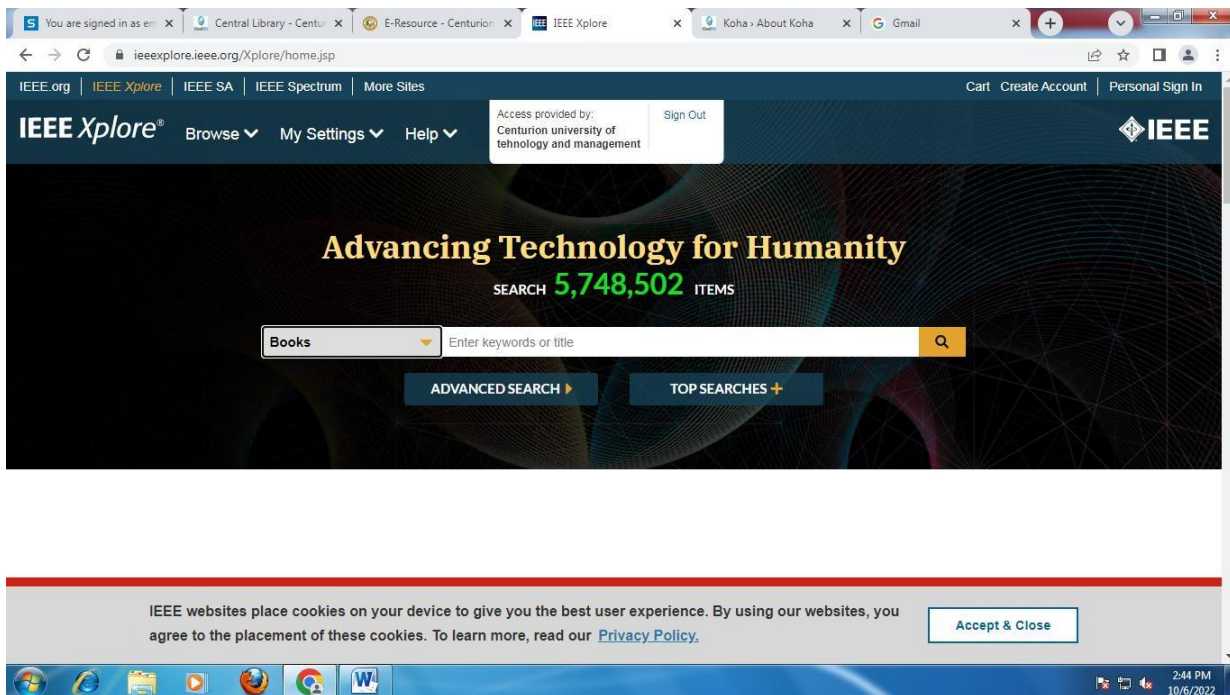


iii. Books/Journals till date

The Library is having 3123 no's of books and 03 no's of early subscribed printjournals till date.

iv. Details of access to E-databases (Koha, J-Gate, WoS etc)

IEEE Xplore E-Database:



ProQuest E-Database:

You are signed in x Central Library - C x E-Resource - Cent x PQ Select Databases x IEEE Xplore x Koha About Koha x Gmail x

proquest.com/databases/index?accountid=205066&parentSessionId=aFgm%2FOeMPOUSMbpH%2FXA9ejOFh3K%2BjBnNgaGLE%2Baf50%3D

ProQuest

Access provided by Centurion University of Technology and Management

Select Databases

Tip: Add database shortcuts, making it easier to select one or more favorite databases.

Select databases to search, then click **Use selected databases** to go to the search form.

Use selected databases

Brief view | Detailed view View by name | View by subject

Select all Full Text Included

- ABI/INFORM Global**
Business, Management and Trade - scholarly and trade journal articles, dissertations, SSRN working papers, business cases and global and trade news.
Subject Area(s): Business
View title list
- Coronavirus Research Database**
A free health and medical research database for openly available content related to the COVID-19 outbreak.
Subject Area(s): Unassigned
- Publicly Available Content Database**
Designed to complement other databases and collections, this database brings together or links to full text for publicly available content from a number of different sources from around the world.
Subject Area(s): Unassigned
View title list

Use selected databases

2:47 PM 10/6/2022

Indian Journals.com E-Database:

You are signed in x Central Library x E-Resource - C x https://www.in x PQ Select Databa x IEEE Xplore x Koha About x Gmail x

indianjournals.com/ijor.aspx

Indian Journals.com

Welcome! Jagannath Institute Of Technology and Management(CUTM) (IPs Last access 6-Oct-2022 12:02) (115.240.89.48)

Users online: 3601

Home About us Products Article Submission Usage Statistics Price List 2023 Contact Us Tutorial Login/Register

Gateway to access, disperse and preserve knowledge!

Search for: Help

Example: Plant* OR Nano technology* in Title

AND Example: Sharma A* OR Sharma A (enter lastname first then enter firstname) in Author

AND Example: IJMS Journa... in Publication

Search Clear

Advance Search Available Now.

What's New

Journals (335) Open Access (44) Subjects (25) Price List 2023

Most Read Article (26-Sep-2022 to 2-Oct-2022)

[Agriculture Science](#) [Animal Science](#) [Applied Science and Technology](#) [Business Economics and Management](#)

[Dental Science](#) [Library Science](#) [Medical Science](#) [Social Science](#)

Most Read Publication (26-Sep-2022 to 2-Oct-2022)

[Research Journal of Pharmacy and Technology](#) Downloads: 5,865

[Asian Journal of Research in Social Sciences and Humanities](#) Downloads: 5,688

[Indian Journal of Veterinary Pathology](#) Downloads: 4,550

2:47 PM 10/6/2022

Web of Science E-Database:

The screenshot shows the Web of Science search interface. At the top, there is a navigation bar with the Clarivate logo, language options (English), and a Products menu. Below this is a search bar with the text "Web of Science" and a search icon. To the right of the search bar are "Sign In" and "Register" buttons. The main content area is divided into two tabs: "DOCUMENTS" (selected) and "RESEARCHERS". Under the "DOCUMENTS" tab, there is a search input field with the text "Example: liver disease india singh". Below the search field are buttons for "+ Add row", "+ Add date range", and "Advanced Search". There are also "Clear" and "Search" buttons. The interface is set against a purple background with a wavy pattern. The browser's address bar shows the URL "https://www.webofscience.com/wos/woscc/basic-search". The taskbar at the bottom shows several open applications, including a PDF viewer and several WhatsApp image files. The system clock indicates the time is 12:59 PM on 10/7/2022.

DELNET:

The screenshot shows the homepage of the DELNET website. The top navigation bar includes links for "About Us", "Membership", "Services", "Resources", "Publications", "Software Support", "Programmes", "Member Testimonials", and "Contact Us". The main banner features a large image of a library with a circular logo celebrating "30 Years of Commitment" from 30.06.1992 to the present. The logo text includes "Networking Libraries, Sharing & Spreading Knowledge" and "Empowering Libraries, Inspiring Professionals". To the right of the banner, there is a headline "Access the Major Digital Library Resources in South Asia" and two buttons: "New Discovery Portal Login" and "DELDRess Portal for Schools Login". Below the banner, there is a "Latest Updates" section with a blue header. The main content area has a "Welcome to DELNET" heading followed by a paragraph: "DELNET was started at the India International Centre Library in January 1988 and was registered as a society in 1992. It was initially supported by the National Information System for Science and Technology (NISSAT), Department of Scientific and Industrial Research, Government of India. It was subsequently supported by the...". To the right of this text is a sidebar with a "NACLIN" section, which includes the text "24th National Convention on Knowledge, Library and Information Networking - NACLIN" and a "Read more" link. Below this is a "Latest Programmes" section with the text "National Convention on Knowledge, Library and Information Networking (NACLIN) 2022". The browser's address bar shows the URL "delnet.in". The taskbar at the bottom shows several open applications, including a PDF viewer and several WhatsApp image files. The system clock indicates the time is 12:54 PM on 10/7/2022.

1. Circulation Division

Check out and Check in Section:

- All the users can avail the borrowing facility after showing ID Cards.
- Books can be renewed twice if no demand for the book was there by any other user.
- Reissue of books can be done on the date of due. If any book incurs fine then books cannot be renewed.

6. Library Building/Plan

