WELCOME TO CENTRAL LIBRARY

LIBRARY ORIENTATION 2018

AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR WOMEN, COIMBATORE - 43

INTRODUCTION

Avinashilingam Institution Library strives to create a lively and enriching intellectual environment for students its collection caters to both the students academic and recreational requirements.

The Institution comprises of three different libraries. Central Library located in the main campus, Faculty of Education Library and Faculty of Engineering Library located in campus II.

The Central Library is well planned and is very spacious with a total area of 19,765 Sq. feet with 450 seating capacity. The well stacked racks are user friendly. The huge reading halls of **Reference & Periodical sections** are very inviting. A special zone has been carved out for the digital library. The well furnished and illuminated ambience is very serene and encourages the students to pursue their academic and research activities.

Library is equipped with high-tech facilities like fully centralized air-conditioned reading hall, Wi-Fi enabled, 24/7 Remote access facility, Radio Frequency Identification (RFID) security facility, CCTV surveillance system and Fire alarm system.

The Library is fully automated with KOHA an open software software, an integrated Library Management Software with advanced search options. The OPAC (Online Public Access Catalogue) & WEBOPAC system provides easy access to the database of books, journals and e-resources. **OPAC & WEBOPAC** can be accessed on Intranet and Internet to search all the bibliographic records available in the Central Library database through a web-based search interface. With this, the status and location of a document can easily be identified online from any networked computer in the campus.

MISSION

Library provides high quality scientific information resources and services to support the research and development of the Institution

VISION

To explore and implement innovative technologies and services to   deliver information and scholarly resources that can be accessed by anyone any time anywhere in the world.

LIBRARY WORKING HOURS

The library is kept open for throughout the year except for few Public Holidays.

Working Hours

Weekdays	09:00 am to 08:00 pm
Week-ends and on-Holidays	09:30 am to 01:00 pm

Circulation Hours

Weekdays	09:00 am to 05:00 pm
Week-ends and on-Holidays	No Circulation

Library remains closed on the following major holidays
 New Year
 Pongal
 Republic Day
 Independence Day
 Deepavali
 Christmas

LIBRARY MEMBERSHIP

- All the students, faculty members and employees of the institute are entitled for the membership of the library.

- Non-members have to pay necessary fees for referring as decided by the Institution from time to time.

- **Borrowing the books and duration varies accordingly to the category of the members as follows:**

Sl.No.	Patron Category	Checkouts Allowed	Loan Period	Fine Amount Per day per Book Rs.
1	Deans & Heads of the Department	10	30 days	
2	Associate, Assistant Professor	6	30 days	
3	Temporary Staff, Project Staff	3	30 days	
4	Research Scholar & Post Graduate Students	3	7 days	5
5	Under Graduate	2	7 days	5

BORROWING FACILITIES

Libraries are reservoirs of strength, grace and wit, reminders of order, calm and continuity, lakes of mental energy, neither warm nor cold, light nor dark. The pleasure they give is steady, unorgastic, reliable, deep and long-lasting In any library in the world, I am at home, unselfconscious, still and absorbed.

Overdue charges

- Books that are returned after the due date are considered overdue. uniform fine policy was approved by the library committee

- A fine amount of Rs. 5.00 per day per book is collected from the students as overdue charges

BORROWING RULES

• Reference books like Dictionaries , Encyclopedias, journals and magazines are not to be issued.

• A particular book can be issued for a maximum of 7 days. Books that are currently issued cannot be issued again (for second time). They can be re-issued only after an interval of one day.

• Some demand books can be borrowed only for one day

• Before borrowing books, readers should ensure that they are in proper condition.

• The reader should check the books thoroughly for missing pages, chapters etc., while getting them issued.

• No book in damaged condition will be accepted by the users on return. Damaged books will have to be replaced by the borrower.

• Members/Students are fully responsible for the books they issue from library.

• Students should bring their identity card for issuing / returning books from the library.

• In case of damage or loss of library books, double the cost (of present price of the book) will be charged.

- If books issued from library are not returned within the due date, Rs. 5/- per day will be charged as fine from the last day of return.

- **If books are not timely returned before Semester Examination, the no dues certificate will not be provided for the concerned student**

Loss of Identity Card

- Loss of ID card should be reported to the library through their respective class Teacher along with duplicate Identity Requisition form. Rs. 200 has to be paid in the finance section to obtain a duplicate card

LIBRARY SERVICES

- Circulation Service

- Reference Service

- Inter Library Loan Service

- Photocopy/Scanning/printing Service

- Plagiarism Checking Service

- Grammarly

- Library Orientation and Training

- RFID Service

- Online Public Access Catalogue (OPAC)

- Remote Login

- Open Sources

LIBRARY SECTIONS

- Reading Hall

- Stacking Section

- General Stack section

- Reference / Textbook

- Current Periodical Section

- Backvolume Section

- Theses Section

- Acquisition Section

- Technical Section

- Multimedia Section

- Photocopying Section

- Digital Library

- Electronic Thesis and Dissertation Lab

Library Floor Plan

Ground Floor   4590 Sq.Ft.

- Property Counter
- Main Reading Hall
- Circulation Counter
- Self Service KIOSK
- New Arrivals Display
- Student Service Centre
- OPAC
- Reservation Desk
- Visually-Challenged Students Browsing Room

Cellar   3205 Sq.Ft.

- Stack1
- OPAC

Mezzanine Floor   3205 Sq.Ft.

- Stack II
- Reference section
- OPAC in both sections

First Floor   8765 Sq.Ft.

- Current Periodical Section
- Back Volume Section
- Theses section
- Multimedia Centre
- ETD lab
- Acquisition / Technical section
- Photocopying Room
- Business and Management

ARRANGEMENT OF COLLECTION

- Books are arranged on the shelves according to Colon Classification Scheme.

- Each book is assigned a Call Number which consists of a Class Number and Book Number.

- Class Number is assigned to a book according to its subject matter using Colon Classification.

- Book number individualizes a book among others having the same Class Number. It is assigned to a book on the basis of the year of publication.

- In this arrangement books on the same subject are kept together with those on related subjects coming next to them.

- Members are advised to consult the online catalogue first before proceeding to take books from the shelves.

- Members have the facility of open access to most of the collection available in this section.
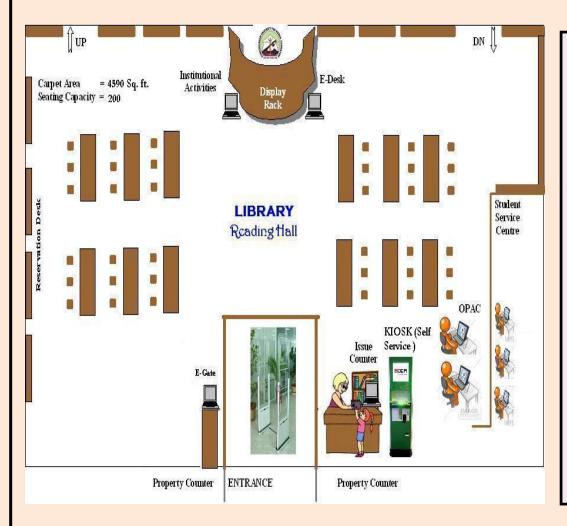
ARRANGEMENTS OF DOCUMENTS ACCORDING TO COLON CLASSIFICATION

Main Class	Subject
Z	Generalia
1	Library Science
2	Library Science
3	Book Science
4	Journalism
A	Natural Science
B	Mathematics
C	Physics
D	Engineering
E	Chemistry
F	Technology
G	Biology
H	Geology
HX	Mining
I	Botany
J	Agriculture
K	Zoology
KX	Animal Husbandry
L	Medicine
M	Useful Arts

Main Class	Subject
N	Fine Arts
O	Literature
P	Linguistics
Q	Religion
R	Philosophy
S	Psychology
T	Education
U	Geography
V	History
W	Political Science
X	Economics
Y	Sociology
YX	Social Work
Z	Law

Library Reading Hall Facilities

Carpet Area = 4590 Sq. ft.
Seating Capacity = 200

Reading hall gives following access to the readers

- Electronic Gate
- Circulation Desk (Issue / Return)
- RFID Security gate
- KIOSK (Self Service)
- Display of New Arrivals
- OPAC
- E-Alert / E-News
- Reservation Desk
- Students service centre
- Facilities for the Visually Challenged
- Bulletin Board

Library Identity Card

Your smart RFID student Identity card is also your library identity card and you will need it to borrow books. This card is also used to swipe access to many areas of the library. You should carry the card with you at all times when you are on campus

Use your Library Identity Card to enter /exit the Library and also for Circulation of Books
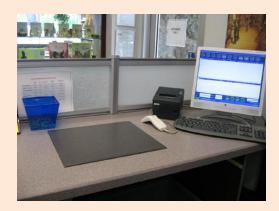
RFID in Libraries

RFID Staff Station Reader

RFID Staff Station KIOSK

3D Gate Antenna System

Portable Shelf Management Reader

2CQR RFID Tag 49mm x 81mm

2CQR RFID Tag - Warranted for at least 100,000 transactions. Full Specification available on request.
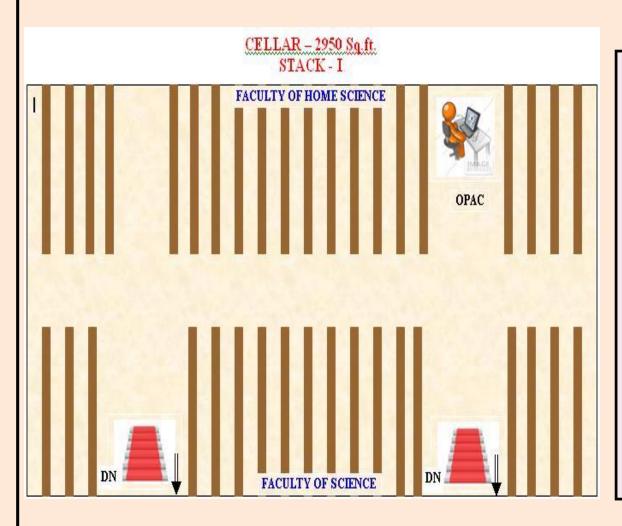
RFID Tag (49 x 81 mm)

- Tagged all the books in the library

- Customized the circulation software to integrate the RFID system

- Portable shelf management access to locate a book

Basement – Stack1

CELLAR – 2950 Sq.ft.
STACK - I

FACULTY OF HOME SCIENCE

OPAC
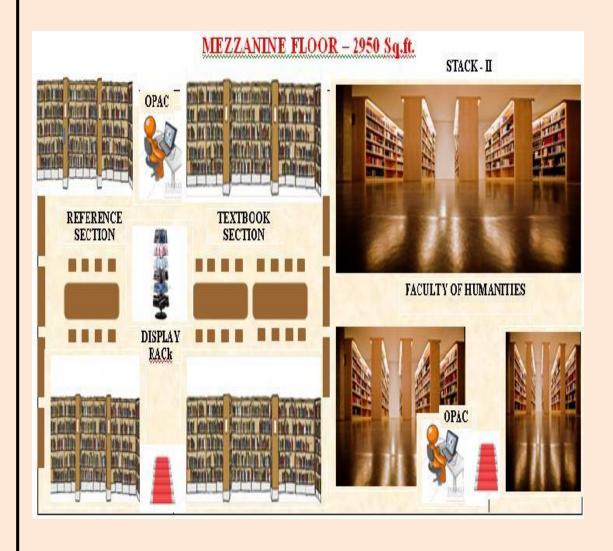
DN

DN

FACULTY OF SCIENCE

Cellar – This section has more than 30,000 books in Home science & science subject areas

- Classified Arrangement (Colon Classification)
- Books with RFID tag
- 248 wooden cupboards
- Guide cards
- OPAC
- E-gate

Mezzanine Floor – Stack2

MEZZANINE FLOOR – 2950 Sq.ft.

STACK - II

OPAC

REFERENCE SECTION

TEXTBOOK SECTION

DISPLAY RACK
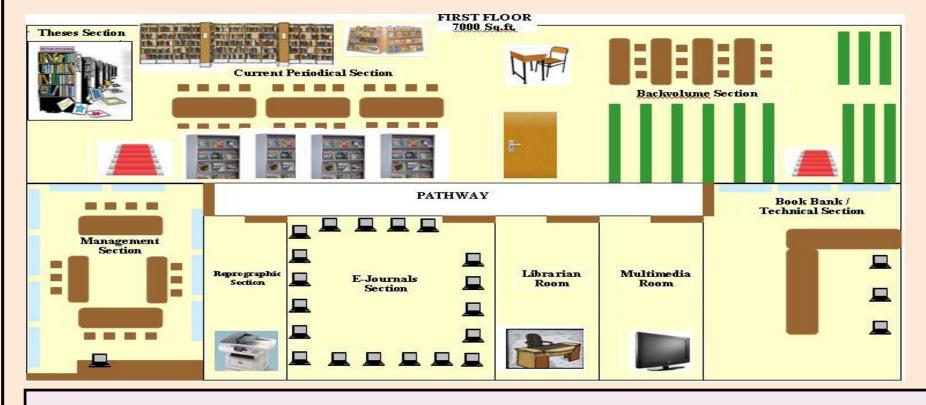
FACULTY OF HUMANITIES

OPAC

**Stack II - Humanities
Reference – Reference
Collection
Text book – Reference Text
book**

- Classified Arrangement

  (Colon Classification)

- Guide cards

- Books with RFID tag

- OPAC

- E-gate

- Reference Text Books

- Encyclopedia,

- Dictionaries, Year Books, etc.

First Floor

FIRST FLOOR
7000 Sq.ft.

Theses Section

Current Periodical Section

Backvolume Section

PATHWAY

Book Bank / Technical Section

Management Section

Reprographic Section

E-Journals Section

Librarian Room

Multimedia Room

- Nearly 11,305 theses including Ph.D, M.Phil & PG Theses
- Library subscribes to 280 journals (international & national) which includes Magazines, Journals, Gratis, Backvolume
- E-journals – 28059, E-Books- 2472 , E-Databases- 7
- Institutional Repository (Staff publication, PG theses, Rare books, question papers)
- CDs, DVDs, Audio & Video cassette
- Management subject collection

Security of Materials

• **RFID Security Gate** - The RFID (Radio Frequency Identification) 3D gates kept in the entrance of the reading hall perfectly secures all the library documents. The RFID gate reduces accidental or deliberate removal of library items by detecting RFID tags in any orientation. Upon detection, a configurable alert provides an immediate audible and/or visual warning

• **CCTV Surveillance** - Using surveillance systems helps to prevent theft. The common mischievous activities in the libraries like tearing of the pages from the books, hiding the books can be reduced to a great extent. The library has nearly 16 cameras placed in various sections.

• **Fire Alarm** - The library building is fixed with fire alarm facility in order to minimize the possibility of damage from fire

Photocopying Service /Printing and Scanning Facility

- Library photocopier is available only for library books and documents
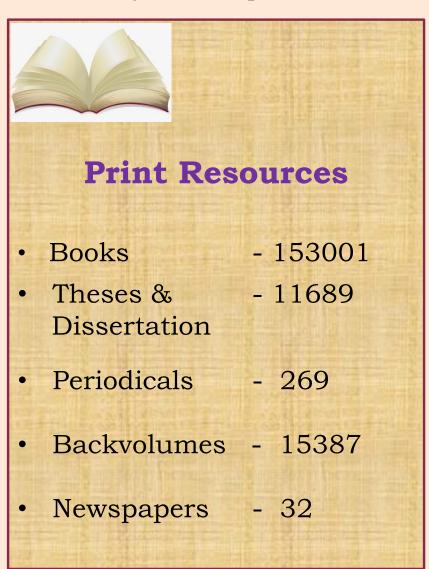
- The charges are Re.1 /- for each A4 size

- Students will receive the delivery of photocopying after payment

- Due to copyright issue whole book is not allowed for Xeroxing

- Printing facility is provided at a nominal rate

- Scanned copies of Bound books are provided

Library Resources

The library aims to put the motto **"Books are for use"** into practice.

Print Resources

- Books — 153001
- Theses & Dissertation — 11689
- Periodicals — 269
- Backvolumes — 15387
- Newspapers — 32

Electronic Resources

- E-Books — 173350
- E-Theses — 2375
- E-Journals — 28059
- E-Databases — 7
- CD / DVD — 7350

Accessing Print Resources

How Do I search for Books and Other Resources

The Library Online Public Access Catalogue (OPAC) can be accessed on intranet and internet to search all the bibliographic records available in the Library database through a web-based search interface or with window-client of the KOHA

Finding books and other library materials

To find materials like books, journals, magazines, library holdings, theses and non-book materials use the Online Public Access Catalogue (OPAC) (http://www.adulib.com/OPAC/Index.htm).

Search by title, author, accession number or keyword to locate where the items are on the shelves. OPAC facility is provided in the various sections of the Library for the users

How to Search Books (OPAC guide)

- **Visit library website** http://www.adulib.com/OPAC/Index.htm

- **Click Books Link to search book**

To search a Book (Basic Search)

- The Basic Search Window will ask for the title to search
- Enter the title or keyword
- In search result you can find all the details of the book such as location of the book or whether it is available on shelf or issued
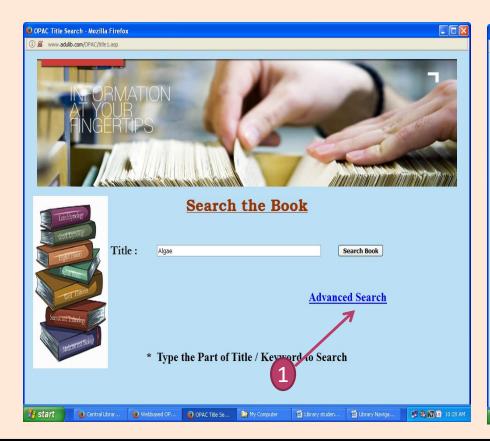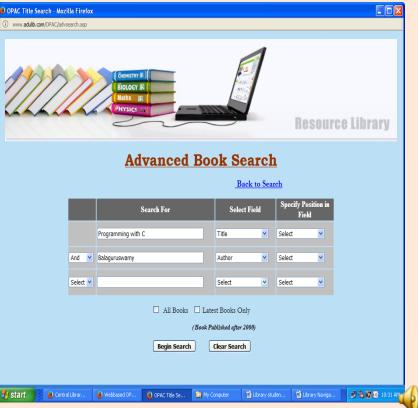
To search a Book (Advanced Search)

If you know the title and author then go to advanced search link available in the basic search window

Type the title and select the field type as "Title" and Boolean operator "and" and type the author and select the field type as "Author"

Advanced Search of Book

Appeared Titles

Click the Accession Number to see Bibliographic Details

Search Result

Sort by Author   **Sort by Title**   **Sort by Year**   **Back to Search Page**

72 : Records Matching the Title 'Algae'   **Total Pages : 9**   **Page Number : 2**

Navigation

Status : * Book Issued   * Book Available   **First** | **Prev** | **Next** | **Last**

S.No.	Acc.No.	Title	Author	Status	Year
9	136116	Algae : An introduction to phycology	Hoek, Van den C	*	2009
10	45271	Botany : Algae	Vashishta, B R	*	1976
11	45272	Botany : Algae	Vashishta, B R	*	1976
12	45270	Botany : Algae	Vashishta, B R	*	1976
13	45269	Botany : Algae	Vashishta, B R	*	1976
14	33606	Botany : Algae	Vashishta, B R	*	1968
15	131554	Botany for Degree Students : Algae	Vashishta, B R	*	2008
16	62626	Botany for Degree Students : Algae	Vashishta, B R	*	1984

Accession Number

Title of Book

Author of Book

Status

Year of Publication

Bibliographic Details

Record Details

Back to Search

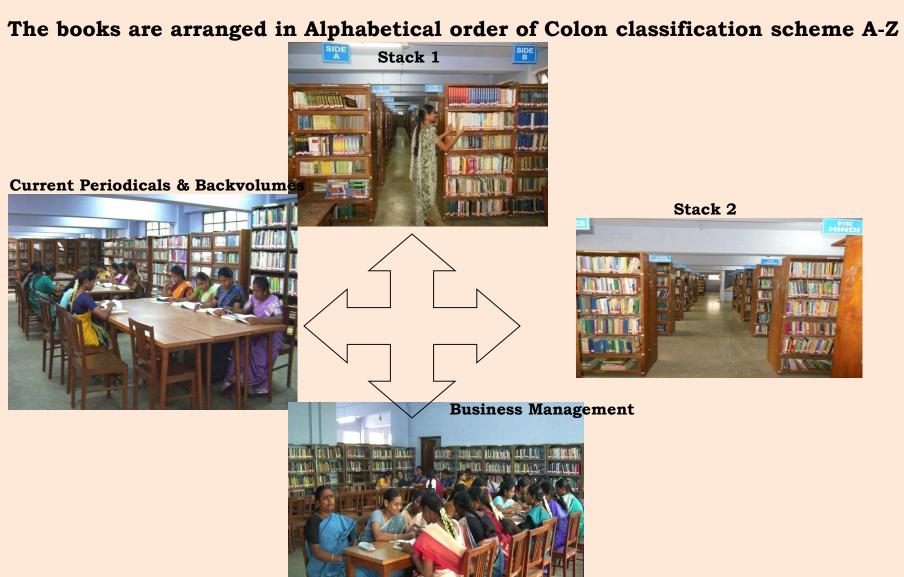|	
AccNo :	152147
Title :	Algae : An Introduction to Phycology
Author 1 :	Hoek, Van Den, C
Author 2 :	Mann D G
Co-Author :	
Edition :	
Volume :	
ISBN :	978-0-521-72983-3
Pages :	623
Price :	995.00
Call1 :	I22
Call2 :	P9;1
Subject :	Botany,Algae
Language :	English
Publisher :	Cambridge University Press
Location :	Reading Hall
Row :	22

The detailed information like Call Number, Location etc. is displayed in bibliographic information

Location

Where to find the reading resources ?

The books are arranged in Alphabetical order of Colon classification scheme A-Z

Stack 1

Current Periodicals & Backvolumes

Stack 2

Business Management

E-Resources Online Access & Internet Service

E-Resources are the result of the rapid development of internet facility in the libraries. It is most useful to the resaech scholars and other users of the library. The scholoarly resources available online can be browsed and searched in different ways and thereby save the search time of the users. Access to e-resources (e-books, e-databases and e-journals) is available through UGC-INFONET and Institution subscription. User could access more than 23161 resources covering various subject disciplines. The institution is Wi-Fi enabled campus with one GBPS Internet connectivity. The library is providing full time browsing facility, internet connectivity for the readers. More than 40 computer systems are provided to the users of the library to access the above facilities. All the online resources are available in Intranet and remote access facility.

•The access is provided to more than 2470 e-books , seven online databases and 20,684 electronic journals available through e-Shodhsindhu and other subscribed sources

•All registered borrowers are provided with user name and password in their e-mail id for accessing online resources remotely

E-Resources

E-Journals

Subscription

- IEEE & IEL Online
- EBSCO Business Source Elite

E-Shodhsindhu

- American Chemical Society
- American Institute of Physics
- American Physical Society
- Annual Reviews
- Economic & Political Weekly
- Oxford University Press
- Project Muse
- Springer Link
- Taylor and Francis

E-Books

Subscription

- EBSCO Academic Collection
- Springer
- Wiley
- McGraw Hill
- Pearson
- Elsevier Insight

E-Database

Subscription

- SCOPUS
- DELNET

E-Shodhsindhu

- Web of Science
- Institute for Studies in Industrial Development (ISID)
- MathsciNet
- J-Gate

How to Get access to Online Resources

Intranet Access

(http://www.adulib.com/Ejournal/index.htm)

Remote Access Facility

This is a Web based service for off-campus access to library online access.

Remote access to library services and electronic resources, is available twenty-four hours a day, could potentially save users time.

Supported by appropriate software and hardware, the service allows library members to access electronic resources no matter the place or the time he/she chooses to access the resources.

All registered borrowers are provided with user name and password by the library for accessing online resources remotely.

In the year 2017, the library has joined a membership with INFED (INFLIBNET Access Management Federation) a new facility by INFLIBNET which allows users to access e-resources remotely

Rules of Remote Access Facility

Actions that are not Permitted

Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted.

Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted.

Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content).
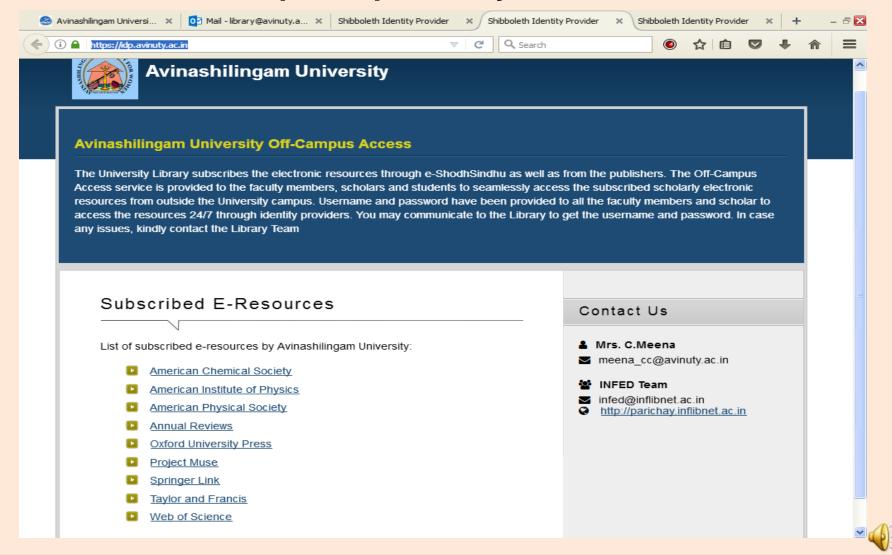
Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted.

Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access).
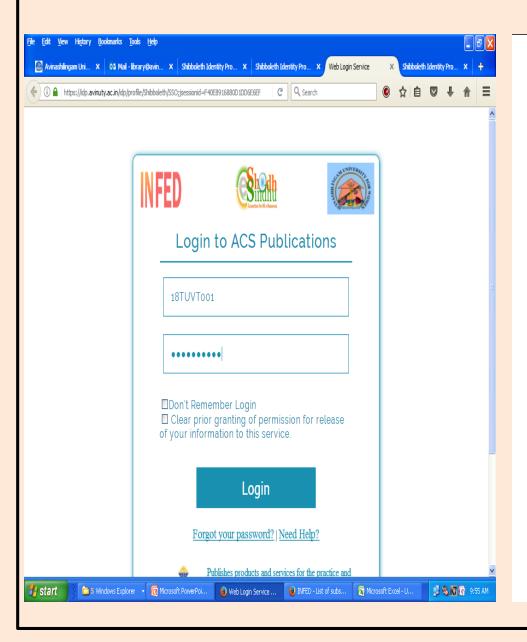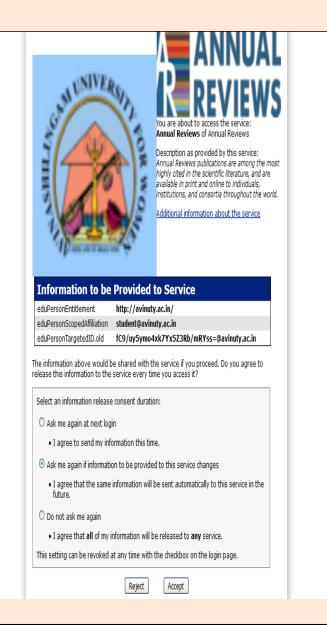
Remote Access (eShodhsindu Journals)

https://idp.avinuty.ac.in

Avinashilingam University

Avinashilingam University Off-Campus Access

The University Library subscribes the electronic resources through e-ShodhSindhu as well as from the publishers. The Off-Campus Access service is provided to the faculty members, scholars and students to seamlessly access the subscribed scholarly electronic resources from outside the University campus. Username and password have been provided to all the faculty members and scholar to access the resources 24/7 through identity providers. You may communicate to the Library to get the username and password. In case any issues, kindly contact the Library Team

Subscribed E-Resources

List of subscribed e-resources by Avinashilingam University:

- ▶ American Chemical Society
- ▶ American Institute of Physics
- ▶ American Physical Society
- ▶ Annual Reviews
- ▶ Oxford University Press
- ▶ Project Muse
- ▶ Springer Link
- ▶ Taylor and Francis
- ▶ Web of Science

Contact Us

Mrs. C.Meena
✉ meena_cc@avinuty.ac.in

INFED Team
✉ infed@inflibnet.ac.in
🌐 http://parichay.inflibnet.ac.in

Using the Library (Remote Access)

Inter Library Loan through DELNET

Library arranges to borrow documents, that are not available in its collection, on Inter Library Loan from other libraries. This is done through DELNET. Such materials will have to be handled with utmost care and returned to the library well on time. This service is provided for academic and research purpose to the faculty, research scholars, students and staff who are members of the library. Members are requested to send a formal request to the library with complete bibliographic details of documents required.

Please send your requests at library@avinuty.ac.in

DELNET information resources are bibliographic in nature and it provides the delivery of individual books and journal-articles, as and when required by the member-libraries.

DELNET

Grammarly

Library subscribes to a Grammarly - an automated grammar tutor and revision tool for writing. You can utilize this service on Firefox, Chrome and in MS Word. You can upload draft writing assignments to receive immediate instructional feedback on over 250+ points of grammar, punctuation and styles.
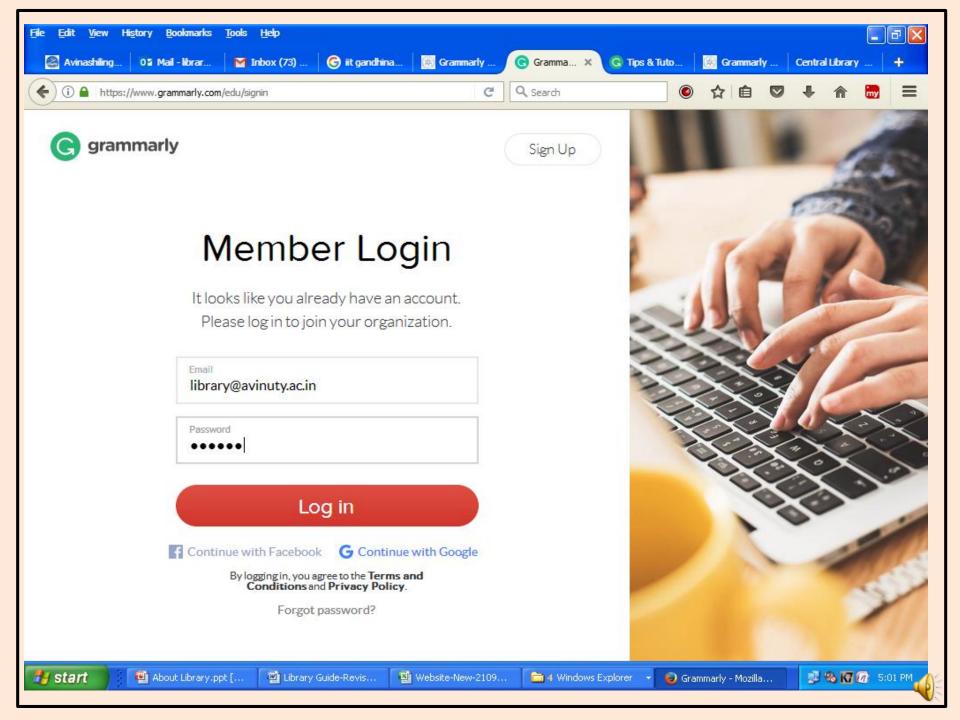
Grammarly automatically detects grammar, spelling, punctuation, word choice, and style mistakes in your writing. It's easy to use.
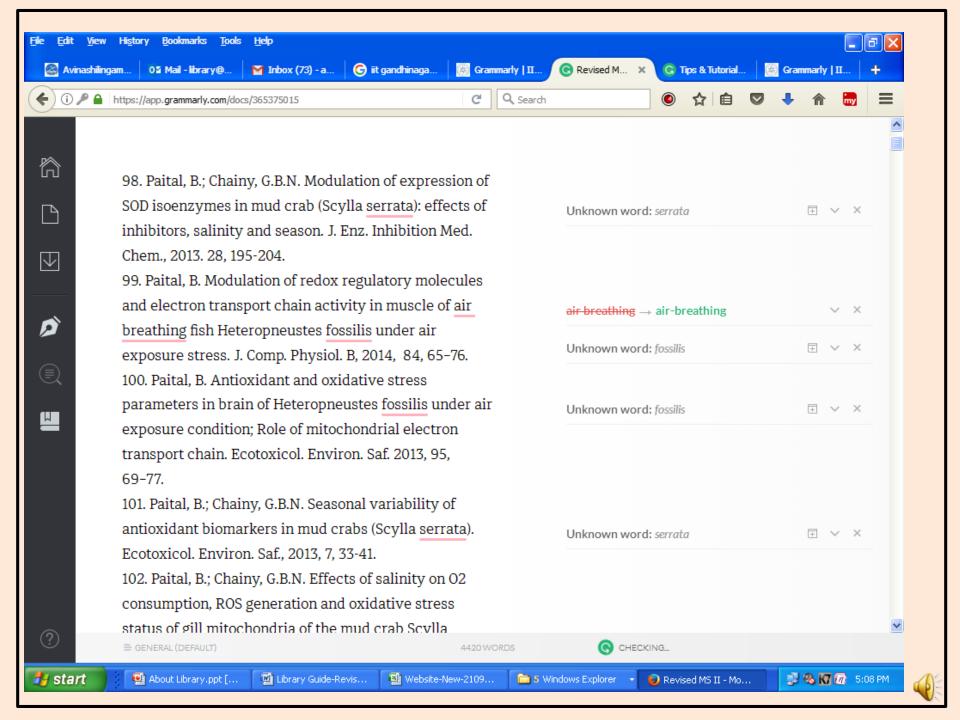
Steps to activate your Grammarly account:

1. Provide your Personal email id to the Library staff for creating your account in Grammarly
2. An email for activating your account will be send to you. Check your email (Inbox and spam) for an activation email.
3. Click the email and set your password and start using grammarly

Grammarly help: https://support.grammarly.com/hc/en-us/categories/115000018631-Tips-Tutorials

98. Paital, B.; Chainy, G.B.N. Modulation of expression of SOD isoenzymes in mud crab (Scylla serrata): effects of inhibitors, salinity and season. J. Enz. Inhibition Med. Chem., 2013. 28, 195-204.

99. Paital, B. Modulation of redox regulatory molecules and electron transport chain activity in muscle of air breathing fish Heteropneustes fossilis under air exposure stress. J. Comp. Physiol. B, 2014, 84, 65–76.

100. Paital, B. Antioxidant and oxidative stress parameters in brain of Heteropneustes fossilis under air exposure condition; Role of mitochondrial electron transport chain. Ecotoxicol. Environ. Saf. 2013, 95, 69–77.

101. Paital, B.; Chainy, G.B.N. Seasonal variability of antioxidant biomarkers in mud crabs (Scylla serrata). Ecotoxicol. Environ. Saf., 2013, 7, 33-41.

102. Paital, B.; Chainy, G.B.N. Effects of salinity on O2 consumption, ROS generation and oxidative stress status of gill mitochondria of the mud crab Scylla

Anti-Plagiarism Software

The library is provided access with an anti-plagiarism software called URKUND that allows you to detect plagiarism
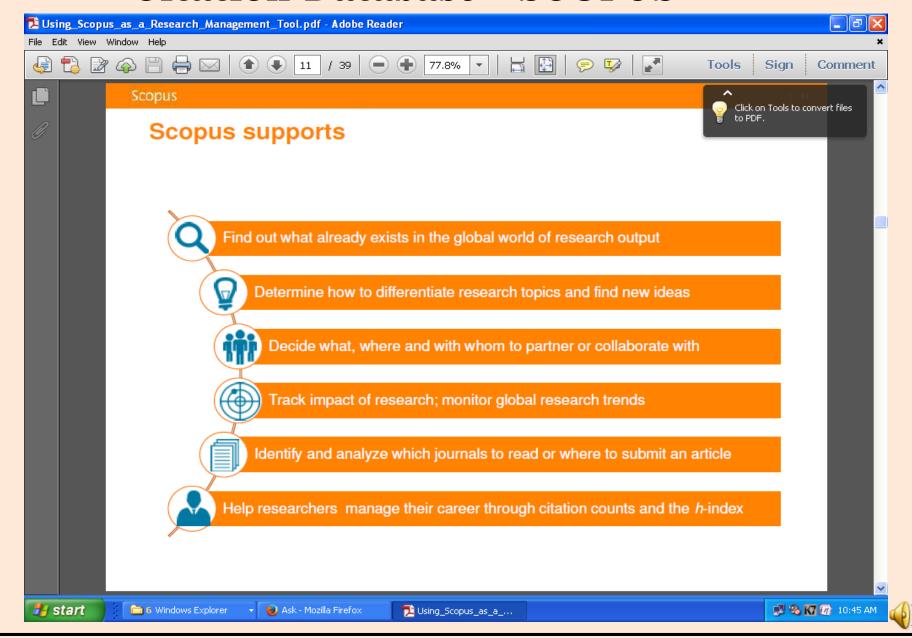
The software is used for evaluating research materials, check the project work, academic paper, article, theses, or any other research or innovation related work.

Use URKUND plagiarism checker to find out the possible plagiarism before submitting it for publication.

How to Avoid Plagiarism (Link to Document)

Citation Database - SCOPUS

National Digital Library

MHRD under its NMEICT, mission has entrusted ITT, Khargpur to host, co-ordinate and setup National Digital Library towards building a national asset.

National Digital Library of India (NDL India) is an all-digital library that stores information (metadata) about different types of digital contents including books, articles, videos, audios, thesis and other educational materials relevant for users from varying educational levels and capabilities.

It provides a single-window search facility to access digital contents currently existing in India as well as other digital sources under a single umbrella

NDL India has been designed to benefit all kinds of users like students (of all levels), teachers, researchers, librarians, library users, professionals, differently abled users and all other lifelong learners.

NDL provides access to resources from all educational areas and domains through various formats like books, journals, magazines, theses, question papers, video lectures, and web courses in 25 languages for school to PG level.

The Library has taken institutional membership of National Digital Library of India and enrolled Staff & Students in the NDL website.

The scholarly resources can be accessed free of cost with the login provided.

Institutional Repository

Institutional Repository is an archive for collecting preserving and disseminating digital copies of the intellectual output of an institution.

Library digitalized its materials using DSpace software and created an institutional repository which be accessed through internet facility. The repository is maintained in the following categories

- Publication of the faculty members

- M.Phil, Ph.D and Post Graduate theses

- Founder Dr. T.S Avinashilingam Ayya Avl. and First Vice-Chancellor

  Dr. Rajammal P Devadas Amma Avl collection

- 300 rare books from various subject collection

- University question papers

Shodhganga

The Shodhganga @ INFLIBNET Centre provides a platform for research students to deposit their Ph.D. theses and make it available to the entire scholarly community in open access. The repository has the ability to capture, index, store, disseminate and preserve ETDs submitted by the researchers. 434 Ph.D thesis are uploaded in shodhganga till date

Open Access Resources

Open access is a broad international academic movement that seeks free and open online access to academic information, such as publications and data. When anyone can read download copy distribute, print, search for and search within the information, or use it in education or another way within the legal agreements the publication is called open access. As there are no financial, legal or technical barriers.

This resource guide serves as gateway to various resources available under the Open Access Initiative. Open Access Resources are available in various forms and types such as e- journals, e-books, Electronic Theses & Dissertations, Directories, e-print archives, digital repositories, open education resources, search engines and blogs etc. All these resources are scholarly and useful to support academic and research work available on the web.

This resource guide, enable you to access at one point, a large number of national and international scholarly resources and by no means is a comprehensive list, but serves as a useful starting point.

THANK YOU