



CENTRAL UNIVERSITY OF TAMIL NADU

CHOZHA CENTRAL LIBRARY MANUAL



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CENTRAL UNIVERSITY OF TAMIL NADU

CHOZHA CENTRAL LIBRARY

ABOUT THE LIBRARY

The University Library was established in the year 2009 and it serves the students, faculty members and staff of the university. The Central Library is well equipped with modern facilities and resources in the form of print books and journals, CD-ROMs, Online databases, e-books, e-journals, theses, reports, monographs, etc. Central Library has been modernized to provide computerized services to the CUTN academic community at large. It is automated with an integrated library software package called KOHA and modernized with the latest Radio Frequency Identification (RFID) based automation system that facilitates self-check-in, self-check-out, and automatic security system. This technology offers the fastest, easiest, and most efficient way to track, locate and manage library materials.

The Library has a rich collection of books on science and technology, including chemistry, mathematics, physics, life science, and earth science. Besides, Library also has a good collection in the areas of business studies, management, humanities, and social sciences. Central Library has a collection of about 48000+ books and 4084 E-Books. Of these, more than 2200+ books are reference books (Handbooks, Dictionaries, Encyclopaedias, coloured atlases, etc.) and the rest are text books and General books. Besides these, the library also has 600+ CDs/DVDs and subscribes to 100+ print journals. The library has been actively interacting with teaching departments and faculty and a pro-active approach to building essential collection of resources for new programmes being introduced by the various departments has been adopted.

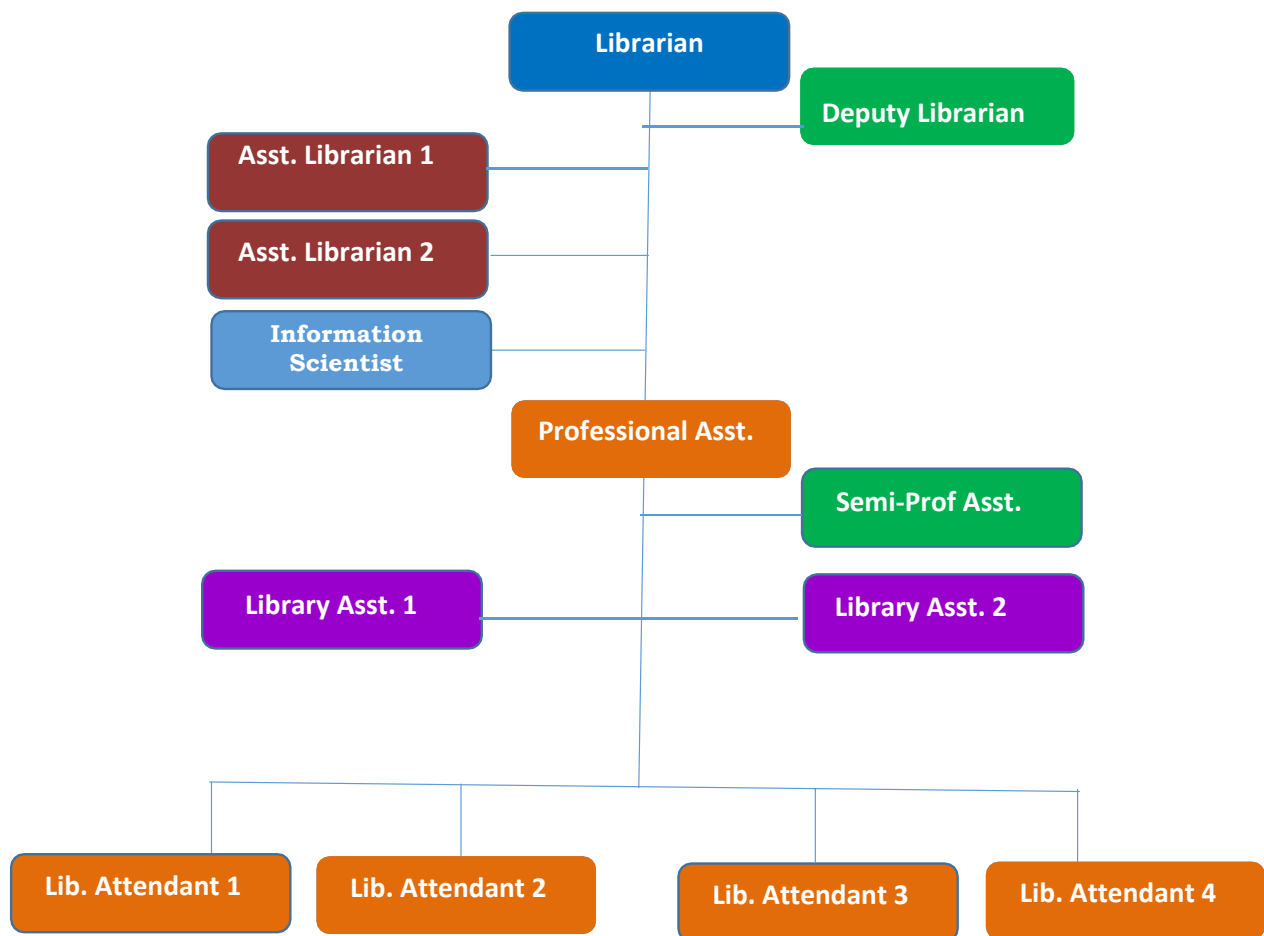
The major resource base offered by the library to the faculty and research scholars of the University is the set of e-journals provided by the e-ShodhSindhu – UGC – INFONET Consortium for e-Resources, an online journal consortium funded by the UGC. The Faculty, research scholars and students of the University can access as many as 7000+core and peer- reviewed journals via this consortium. The library is in constant touch with the UGC INFONET for inclusion of new journals and databases to support the new academic programmes of the University. The usage of these e-resources has been very encouraging.

LIBRARY TIMINGS

S.No	Days	Working Hours	Circulation Hours	Digital Library Hours
1	MONDAY - FRIDAY	09:00 AM - 09:00 PM	09:15 AM - 06:00 PM	10:00 AM - 05:45 PM
2	SATURDAY	09:30 AM - 06:00 PM	09:45 AM - 05:45 PM	Closed
3	SUNDAY	10:00 AM - 02:00 PM	No Circulation	Closed

Own Book Reading Hall: **Opening - Monday to Sunday 24x7**

ORGANIZATION STRUCTURE



CIRCULATION SECTION – BORROW/ RENEW/ RETURN

All the students, research scholars, faculty members, and non-teaching staff of CUTN can register themselves for the membership of the Library. Their entitlement, in terms of the number of books that they can borrow is as follows:

Category of Members	No. of Books to be issued	Duration of Issue
Students	4	14 days
Research Scholars	6	28 days
Faculty	10	28 days
Non-Teaching Staff	2	14 days

- **Library Membership:** All students, faculty, and employees of the Institute are entitled to the membership of the Library. The library membership form is available online on the Library website and also at the Circulation Counter at Central Library.
- **Borrowing Rules:** The readers should check the books thoroughly for missing pages, chapters, etc., while getting them issued. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.
- **Issue & Return Timings:** Faculty, Students and Research scholars can Self Check-in & Self-Check-Out the books using RFID Self Check-in & Self-Check-Out Kiosk and Book DropBox until the Library is open. Books can be borrowed from Circulation Counter, Central Library from 9:30 AM to 6 PM on weekdays.
- **Renewal of Books:** You can renew library book/s through the online catalog (OPAC) by using your library credentials (ID number and password) OR at the library circulation counter during working hours. Two times renewal is allowed if there is no request by any other user to the book that is borrowed by you.
- **Reservation of Books:** Please contact Circulation Counter for reservation of the books.
- **Cost recovery of Lost Books by the Library members:** If the book is lost, the members can either replace the book with the new one (current edition of the book) or else the members have to pay the current market price of the book plus Handling charges.
- **Overdue Fine:** Items that are returned after the due date are considered overdue. Overdue charges: Rs. 1.00 per day for each book issued.

ONLINE PUBLIC ACCESS CATALOG (OPAC)

Online Public Access Catalog (OPAC), Central Library offers a computerized Catalogue Search Service through the Web OPAC. Users can have a look at the details of library holdings – books, CD/DVD, conference proceedings, reports, thesis and dissertations and can search through this interface.

- Users can search on the following elements of the bibliographic record of a document by author search, title search and subject search. In addition to listing what the Library has in its collection, the online catalog provides the location of each item, its call number, and its availability.
- Access the Library Catalog @ <http://library.cutn.ac.in/>
- User Guide to Search Library Resources through OPAC

RULES & REGULATIONS

- All members of CUTN Academic Community and staff are the member of Central Library.
- All members are supposed to deposit their personal belongings such as personal books, bags etc. at the property counter while entering the library. Central Library, CUTN will not be responsible for any loss or damage to the belongings.
- Use of mobile phones, smoking, and refreshment or food items of any kind inside the library is not allowed and strictly prohibited.
- Library is a place to build knowledge through resources available in the library, keeping the same in view; silence and peace is supposed to be observed in the Central Library.
- All the issued books must be returned on or before the due date so as to avoid overdue charges and make them available for use by other members as well.
- Any Book except reference book can be reserved by any member through online as well as at the issue counter by the member.
- Members are supposed to leave the book on nearest table whenever they take the books from the open shelves so as to avoid misplacement of book.
- Books borrowed should be protected from RAIN, DUST, INSECT, etc. and must be returned in the same condition as it was issued.
- Users should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
- Students are advised not to issue Books to others in their names.
- Reference Documents like Dictionary, Encyclopedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census, Handbooks will not be issued out.
- Conversation and discussion disturb library ambience. Therefore, all are requested to maintain a dignified silence.
- No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He/She is required to produce a proper introduction letter from the concerned Institution/Organization.
- All students are advised to come to the Library in decent dress as they are in the classrooms.
- The resources such as Books, Periodicals, e-Resources, etc. available in the Central Library have been purchased not only to extend services to the present members but also for the future members of the library. Hence, the member, while utilizing these resources, should not tamper the document, write upon, damage, torn down the pages or mark on any library materials.
- Members should also take care of Copyright issue while utilizing the resources and he/she will be solely held responsible for any violation.

- When Central Library has issued the book, the member should carefully examine/check and satisfy themselves whether the book issued to him/her is in good condition or not. And, if the book is not in good condition, the member should immediately inform to the library staff available at issue counter; otherwise, the member will be held responsible for any compensation such as replacement of the book or payment of the book fixed by the Librarian.
- At the time of leaving the University finally, the member of library must submit the library books, if it is issued or lying with member, to the Central Library and member must obtain a “Library No Dues” certificate from the Central Library, in order to ensure that member does not have any overdue charge with him/her.

LIBRARY ADVISORY COMMITTEE

According to the Government of India's General Financial Rules (GFR) and guidelines set by the University Grants Commission (UGC), a Library Advisory Committee should be constituted for effective governance and decision-making related to library operations. The committee members typically include the following:

- **Chairperson:** The head of the institution or a designated authority serves as the chairperson of the Library Advisory Committee.
- **Librarian:** The librarian is a key committee member, responsible for providing expertise and guidance on library matters.
- **Faculty Representatives:** Faculty members from various disciplines are included to ensure representation and input from different academic departments.
- **Administrative Representative:** A representative from the administrative department, such as the Registrar or an administrative officer, is included to ensure coordination and support from the administrative side.
- **External Expert:** An external expert or librarian from another institution may be invited to provide a broader perspective and share best practices.
- **Library Staff Representative:** A staff representative from the Library may be included to provide insights into the operational aspects and contribute to library services and infrastructure discussions.

The Library Advisory Committee meets periodically, as per the GFR and UGC guidelines, to discuss and make decisions on matters related to library policies, budget allocation, collection development, digitization efforts, infrastructure enhancement, and other areas critical to the functioning and development of the Library. The committee plays a vital role in ensuring effective governance, strategic planning, and continuous improvement of library services in line with the institution's academic goals and objectives.

WEEDING POLICY

In accordance with the Government of India's General Financial Rules (GFR) and guidelines set by the University Grants Commission (UGC), libraries are expected to have a comprehensive Weeding Policy in place. The Weeding Policy outlines the systematic removal or disposal of outdated, damaged, or unused materials from the library collection. The following aspects are typically addressed in the policy:

- **Criteria for Weeding:** Libraries establish specific criteria to determine which materials should be considered for weeding. These criteria may include factors such as outdated information, poor physical condition, low usage or demand, relevance to the current curriculum, availability of updated editions, and duplication within the collection.
- **Weeding Process:** The policy defines the step-by-step process for weeding, including the identification of materials for potential removal, the evaluation of items against the established criteria, and the decision-making process for removal or retention.
- **Disposal Methods:** The policy outlines appropriate methods for disposing of weeded materials. These methods may include donation to other libraries, sale, exchange, recycling, or responsible disposal, ensuring compliance with relevant legal and environmental regulations.
- **Documentation and Record-keeping:** Libraries maintain records of the weeding process, including the reasons for weeding specific materials, the disposal method employed, and any relevant supporting documentation.

BUDGETING

Budgeting plays a crucial role in effectively managing and developing library resources. Libraries adhere to the GFR and UGC guidelines in budgeting for their operations. Key considerations include:

- **Allocation of Funds:** Libraries allocate funds for various aspects, including collection development, subscription to electronic resources and databases, equipment and infrastructure maintenance, staffing, professional development, and other library services and programs.
- **Budget Planning:** Libraries engage in strategic planning to determine the financial needs and priorities for the upcoming fiscal year. This includes evaluating existing resources, identifying areas for improvement or expansion, and setting realistic budgetary targets.
- **Resource Allocation:** The budgeting process involves the allocation of funds to different areas based on the Library's goals, objectives, and user needs. It also considers inflation, market rates, and any specific guidelines provided by funding authorities.
- **Financial Accountability:** The central Library ensures transparency and financial accountability by maintaining records of budget allocations, expenditures, and financial reports. These records are subject to audit as per the GFR and UGC guidelines.

BINDING

The binding of library materials ensures their durability and longevity, contributing to the preservation and maintenance of the collection. Libraries follow established procedures and guidelines for binding materials, including:


- **Selection for Binding:** Libraries determine the suitability of materials for binding based on factors such as usage, significance, condition, and potential for continued use.

- **Binding Methods:** Libraries employ appropriate binding methods, including hardcover binding, paperback binding, and specialized binding techniques for specific materials such as periodicals, theses, or rare books.
- **Preservation Considerations:** Libraries prioritize the binding of materials that are subject to frequent use or those that may be susceptible to damage due to handling or environmental factors.

STOCK VERIFICATION

Stock verification, also known as inventory management or stocktaking, is a crucial process in maintaining an accurate and up-to-date library collection. Libraries follow the GFR and UGC guidelines in conducting stock verification, which typically involves the following steps:

- **Planning:** Libraries establish a stock verification schedule, considering factors such as the size of the collection, frequency of verification, and availability of staff and resources.
- **Physical Verification:** Library staff conduct a physical count of library materials, comparing the actual count with the information recorded in the Library's catalog or database.
- **Discrepancies and Rectification:** Any discrepancies found during the verification process, such as missing or mislabeled items, are documented and investigated. Necessary steps are taken to rectify the discrepancies, including updating the catalog, locating missing items, or conducting further investigations if needed.
- **Record-keeping:** Libraries maintain records of the stock verification process, including the dates, findings, and actions taken. These records help ensure accountability, identify trends, and inform future collection management decisions.
- By adhering to the GFR and UGC guidelines, libraries ensure effective weeding, budgeting, binding, and stock verification practices that contribute to the efficient management and development of their collections and resources.

 CENTRAL LIBRARY CENTRAL UNIVERSITY OF TAMIL NADU								
SHELF GUIDE								
SOCIAL SCIENCE SECTION								
RACK NO	CLASS NO	SUBJECTS	RACK NO	CLASS NO	SUBJECTS	RACK NO	CLASS NO	SUBJECTS
G1	020	Library & Information Science	G3	330	Economics	G12-G13	650 - 658	Management
G1	070	Mass Communication	G4	340	Law	G13	700	Fine Arts
G2	100	Philosophy	G4	361	Social Work	G13	780	Music
G2	150	Psychology	G4	370	Education	G13	790	Performing Arts
G2	200	Religion	G4	381	Commerce	F5	900	History
G2	300	Sociology	G5	400	Linguistics	F5	910	Geography
LANGUAGE SECTION								
F1-F2	820	English Literature	F5-F6	891.43	Hindi	F2-F4	894.811	Tamil
SCIENCE SECTION								
G1	004	Computer Science	G7-G8	530 - 539	Physics	G10	580 - 599	Botany & Zoology
G1	005	Computer Programming	G8-G9	540 - 549	Chemistry	G11	620	Materials Science
G5-G6	510-516	Mathematics	G10	550 - 559	Earth Sciences	G12	630	Agriculture
G6	519	Statistics	G10	570 - 579	Life Sciences	G12	635	Horticulture
REFERENCE SECTION								
R1-R5	Dictionary, Encyclopaedia, Handbook		R6	Competitive Exam Books		R6	Theses & Dissertations	
G - Ground Floor, F - First Floor, R - Reference Section								

FLOOR PLAN & LAYOUT

<u>Ground Floor - Left Wing</u>	<u>Ground Floor Right Wing</u>	<u>First Floor - Right Wing</u>
<ul style="list-style-type: none"> • OPAC Terminal • Faculty Book Corner • Stack Area • Reading Area • Rest Rooms • Discussion Room • Digital Library Lab 	<ul style="list-style-type: none"> • Circulation Counter • RFID Kiosk • Reference Section • Drinking Water 	<ul style="list-style-type: none"> • Periodicals Section • Language Section (English, Tamil & Hindi) • History and Geography Collection

SALIENT FEATURES

The Chozha Central Library is a vital organ in CUTN, providing its patrons with a widerange of resources and services. Here are some salient features:

- **Extensive Collection:** Central Library boasts an extensive collection of books, periodicals, journals, and reference materials in the form of CD/DVD, Thesis & Dissertations across various subjects and genres. They strive to accommodate the diverse interests and information needs of their users.
- **Accessibility:** Resources and Services are made accessible to all students, research scholars, faculty and staffs of the university. We have lift, wheelchairs and assistive technology Centre equipped with computers, scanners and other devices to ensure easy access for individuals with disabilities.
- **Multilingual Resources:** Recognizing the multicultural nature of the university, central Library has the collection in multiple languages like Tamil, Hindi, and Malayalam. This feature allows patrons from language departments to access literature, educational resources, and information in their languages.
- **Digital Resource Centre:** Central Library embraces technology to enhance its services. We provide computers with internet access, allowing patrons to conduct research and access digital resources.
- **Research Support:** We frequently support academic and research pursuits by providing access to scholarly databases, research journals, research support tools likeramarly and plagiarism detection software like iThenticate and Ouriginal.
- **Study Spaces and Discussion Room:** Central Library provides quiet study areas, discussion rooms, and reading spaces equipped with necessary charging points to use Laptops. These spaces allow students to collaborate, work, and study in a conducive environment.

- **Koha Automated Library:** Central Library is fully automated through ILMS using Koha open-source software, enhancing Library housekeeping operations such as cataloguing, serial control, circulation, etc. RFID Technology in the form of Security gate, Kiosk, Book drop box are also integrated within the Library.
- **Library Website:** A dedicated Library website serves as a gateway to various online sources available in multiple forms and types, such as e-journals, e-books, e-theses & dissertations, databases, open e-resources. This portal provides access to all the resources and services offered by Central Library.
- **QR Code Technology:** The QR code panel at the entrance provides access to various library resources and services.
- **Remote Access:** The Central Library provides Remote Access facility through INFED to students, scholars and faculty to access subscribed e-resources outside the campus.
- **Biometric Gate Attendance** The Chozha Central Library has implemented the Biometric attendance system for its users. This system can be used for check-in/Check-out and kiosk
- **Kiosk** Kiosks speed up administrative tasks and aid library management with the appropriate software. The libraries will increase book issue and renewal by implementing self- services.
- **CCTV Security System** Surveillance cameras installed throughout the library help to keep the public safe while researching, browsing, or reading. A CCTV camera system makes use of video cameras, also called surveillance cameras, to keep track of the interior and exterior of a property, transmit the signal to a monitor or set of monitors, and give real-time 24/7 viewing access.
- **RFID Technology System** The RFID system relays the ID number to the library management system, which retrieves the title, checks it out and generates a receipt. If a visitor returns a book, the tag responds with the ID number and the system credits the user's account. RFID can offer many benefits for libraries, such as faster checkout and check-in, improved inventory control, reduced theft, and enhanced customer service.
- **Career Guidance Section** This section consists of various updated books for the student to appear in competitive exams towards the placement opportunity and higher educational purposes.
- **Book Gallery by CUTN Faculties** The books, chapters and proceedings which the faculty members of CUTN published are displayed in this section to encourage the other academician.
- **OPAC / Web OPAC Facility** Central Library offers a computerized Online Public Access Catalog (OPAC), Catalogue Search Service through the Web OPAC. Users can have a look at the details of library holdings – books, CD/DVD, conference proceedings, reports, theses and dissertations and can search through this interface. Users can search on the following elements of the bibliographic record of a document by author search, title search, and subject search. In addition to listing what the Library has in its collection, the online catalogue provides the location of each item, its call number, and its availability.

LIBRARY SECTIONS

- **Acquisition Section** The Acquisition Section collects requests for books from the faculty and places orders with the selected vendors, accessing the procured books and transferring them to the Technical Processing Section for classification and cataloguing entry. Procurement of Books / Journals: Requisition by faculty members & officers and also through Book exhibition.
- **Technical Processing Section** : The Technical Processing Section is responsible for classification, metadata creation (cataloguing) in Koha LMS, physical processing and RFID related activities like tagging, barcode & spine label generation, pasting due date slips, and associated activities. Dewey Decimal Classification (DDC) is being followed for assigning the classification numbers and widely used metadata standards and rules for creating effective metadata to help users to find the library collection effectively through Web OPAC.
- **Circulation Section** The Circulation Section performs issue, renewal, and return of books using Koha LMS. Apart from these essential tasks, many other jobs like membership registration, issuing no-dues certificates, overdue fine collection, book reservations, and all kinds of queries by the users are being performed by this section.
- **Periodical Section** The Periodical Section on the first floor of the Library maintains an extensive collection of over 100+ print journals and magazines. It also subscribes to 8 Newspapers.
- **Reference Section** The Reference Section consists of Dictionaries, Encyclopedias, Handbooks, Atlas, Project Reports, and Thesis & Dissertations. These books are used only for reference purposes and not issued on loan to the members.
- **Competitive Exam Section** The Competitive Exam Section facilitates the University students to prepare for the various competitive examinations. This Section provides reading materials for various competitive examinations conducted at the State and Central levels. GATE, UPSC, SSC, Banking, TOFEL, GRE, GMAT, IELTS and many more books are separated in the corner.
- **Book Bank Section** Central Library maintains a book bank mainly of undergraduate-level textbooks to help students belonging to economically and socially weaker sections of society. Book bank facility has been mainly catered for Scheduled Caste /Scheduled Tribe students.
- **Children's Section** The Children's Section is situated on Ground Floor and is mainly used by the children of Central University of Tamil Nadu employees. A good collection of story books, popular science fiction and reference works have been displayed.
- **Language Section** The Central Library has built a good collection of printed books in Tamil, Hindi, and Malayalam. Language section includes books on a variety of subjects including literature by prominent authors. These books are prominently displayed at the first floor of the Library.
- **Women's Section** The Women's Section is an exclusive reading space for women on the first floor of the Library.

SERVICES AND ACTIVITIES

- Chozha Central Library offers a wide range of services and activities to cater to the diverse needs of its users. Here is a summary of the key services and facilities provided:
- **Internet Resources:** The Library provides access to various internet resources, including online databases, e-books, e-journals, and other digital materials to support research and information needs.
- **Working Hours:** The Library operates during specified hours to accommodate users, with staff available to assist and provide services.
- **Own Website:** Chozha Central Library has its own website where users can access information about library resources, services, events, and updates.
- **Online Public Access Catalog (OPAC):** The Library has an OPAC system that allows users to search and locate materials within the Library's collection, check availability, and place holds or requests.
- **Reading Room:** A designated reading room provides a quiet and conducive environment for users to study, read, and conduct research.
- **Seminar Hall:** The Library houses a seminar hall that serves as a venue for academic and cultural events, presentations, workshops, and lectures.
- **Reference Services:** Trained librarians are available to provide reference assistance, guiding users in locating relevant information and resources for their research and study needs.
- **Newspaper Clippings:** The Library maintains a collection of newspaper clippings, making current and archived news articles easily accessible to users.
- **E-mail Services:** Users can access library-related communication services, including email notifications, announcements, and assistance via email.
- **Interlibrary Loan (ILL):** Through interlibrary loan services, users can request materials from other libraries to be borrowed or accessed for research purposes.
- **Library Institutional Memberships:** Chozha Central Library holds institutional memberships with other libraries, research organizations, and consortia to facilitate resource sharing and collaboration.
- **Book Exhibitions:** The Library organizes book exhibitions, showcasing new acquisitions, highlighting specific topics or authors, and promoting reading culture among users.
- **Book Bank:** The Library operates a book bank system, allowing users to borrow textbooks and reference materials for an extended period, supporting their academic pursuits.
- **Book Lending Services:** Users can borrow books from the Library's extensive collection for a specified loan period, with the option to renew if needed.
- **RFID Technology and Barcode Technology:** The Library utilizes RFID and barcode technologies to streamline the borrowing and returning processes, improve inventory management, and enhance user convenience.

- **KIOSK:** Self-service kiosks are available to facilitate quick check-in and check-out of library materials, providing users with a convenient and efficient borrowing experience.
- **Drop Box:** A designated drop box allows users to return library materials after working hours or when the Library is closed.
- **Catalogue:** The Library maintains a comprehensive catalogue, providing detailed information about the available resources, facilitating easy search and retrieval.
- **Suggestion Box:** A suggestion box is provided for users to provide feedback, suggest improvements, or request specific resources or services.
- **First Aid:** The Library has basic first aid facilities to address any minor health emergencies that may arise within the premises.
- **Assistive Technology:** The Library offers assistive technologies such as screen readers, magnifiers, and adaptive software to support users with visual impairments or other disabilities.
- **Research Assistance:** Librarians provide research assistance, helping users navigate research methodologies, access relevant databases, and locate scholarly resources.
- **Periodical Service:** The Library maintains a collection of periodicals, including journals, magazines, and newspapers, providing current information and research material.
- **Acquisition Section:** The Library's acquisition section is responsible for procuring new materials, ensuring the collection remains up-to-date and relevant.
- **Women's Section:** A dedicated section caters to the needs and interests of women users, providing a comfortable and inclusive space for study and research.
- **User Orientation:** The Library conducts user orientation programs to familiarize new users with library resources, services, and facilities.
- **Wheelchair Facility:** Chozha Central Library provides wheelchair facilities to ensure accessibility and accommodate users with mobility challenges.
- **RO Water Facility:** Users can access RO water facilities within the library premises to stay hydrated during their visits.
- **Plagiarism Checking:** The Library offers plagiarism checking tools or services to assist users in ensuring the originality and integrity of their research work.
- **Cafeteria:** A cafeteria is available within the library premises, providing refreshments and a space for users to relax and recharge.
- **Lift:** The Library is equipped with lifts to ensure accessibility between floors for users with mobility limitations.
- Chozha Central Library aims to provide a comprehensive range of services, facilities, and resources to support the academic, research, and information needs of its users while fostering a conducive and inclusive environment for learning and knowledge exploration.

BOOK BANK

Central Library maintains a book bank mainly of undergraduate-level textbooks to help students belonging to economically and socially weaker sections of society. The library issues

a Circular at the beginning of every Semester, and the eligible students may apply to avail the benefit.

IMPORTANT INFORMATION FOR BOOK BANK:

- The Book Bank is for use by undergraduate and postgraduate students only.
- Book bank facility has been mainly catered for scheduled Caste /Scheduled Tribe students.
- Students have to bring their ID cards to the Book Bank facility. Up to 4 books can be reserved and issued per semester by the students.

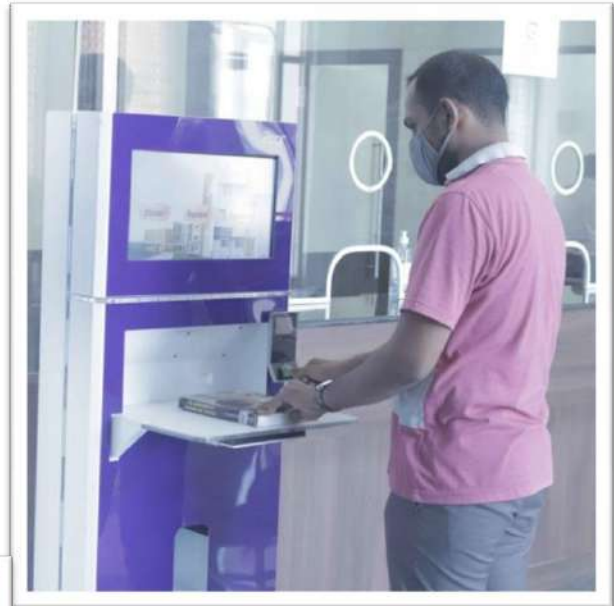
ASSISTIVE TECHNOLOGY CENTRE

Central Library of CUTN, Thiruvarur is inclusive in nature. We established a fully- functioning Assistive Technology Center with most of the reading equipments for people with vision impairment at the central library of CUTN. This space is located on the ground floor of the Central Library. To make it accessible, the space do not require staircase and is near the entrance of the library. The Library is Divyangjan friendly with necessary and basic amenities. Some of the equipment/software that we provide are:

S.No.	Description	Qty
1	Computers with Internet facility	3
2	Fijitsu – fi-7160 Scanner (equipped to scan multiple pages of book at high speed)	1
3	Kibo XS: Multilingual Scanning & Reading Companion	2
4	Sony Headphone	3
5	NVDA Screen Reader	3
6	Angel Fully Talking Pocket Library	5

RFID KIOSK

Library is equipped with RFID system which provides self-issue/return/renew of books using Kiosk. Users can use the Kiosk (near the security desk) to issue/return/renew the library book/s by themselves. This service will be operational round the clock.



BOOK DROP BOX

The Central Library has initiated a drop box facility for returning of library books. The book drop box has been placed at the entrance of the library. This is to facilitate the easy return of issued library books by just dropping the books inside the drop box instead of coming physically to the library to return the book.

PLEASE FIND BELOW THE RULES REGARDING THE DROP BOX FACILITY:

- Users may return their issued book/s through the library drop-box.
- The Library will arrange to collect the books daily. The user will receive a confirmation mail from library circulation once the book is returned to the library software.
- All returned books are Subject to Library checking. Readers are responsible for any loss/damage/markings/underlining/highlighting or sticky notes of all kinds, mutilating or tearing pages, etc. Large sized books that do not fit into the drop box should be returned at the Library circulation counter during library hours. Please do not keep them outside the drop box.

DIGITAL RESOURCE CENTRE

The fully air conditioned, Digital Resource Centre is located on the ground floor of the library. Sixteen computers are connected to the Internet and the campus network offers online access to databases subscribed through e-Shodh Sindhu: Consortium for Electronic Resources. Higher Education



CONFERENCE/SEMINAR HALL

This hall is situated on the second floor of the Library and it is mainly used for organizing training programs, workshops, seminars, conferences and department-wise Library orientation programs. It is equipped with a projector, mic, speakers, etc.



VIDEO SCREENING

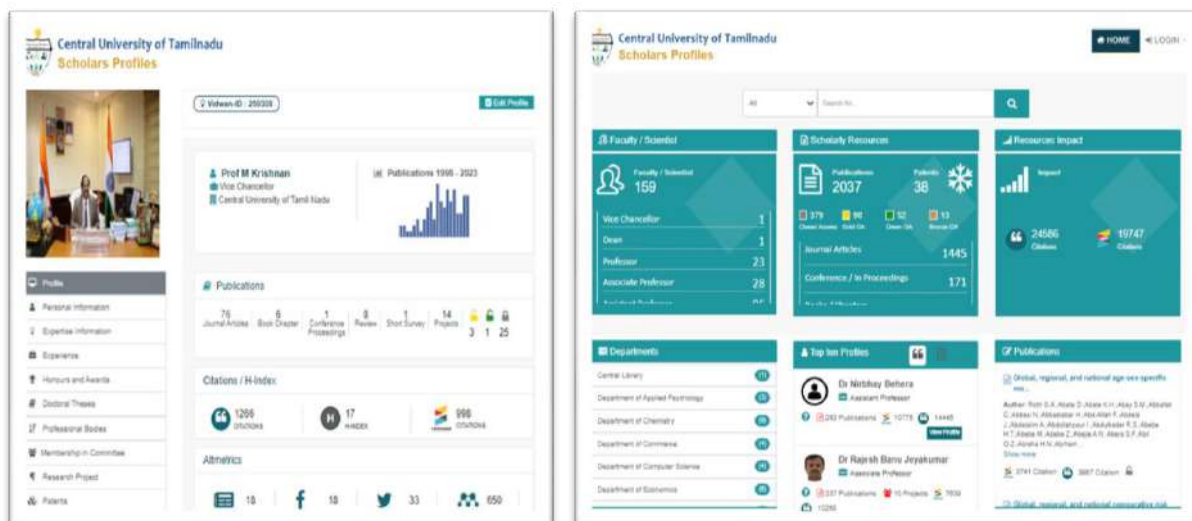
The 'Television' inside the Central Library has the facility to telecast high-quality educational programmes through SWAYAM PRABHA on a daily basis. Every day, there will be new content for at least 4 hours which will be repeated 5 more times a day, allowing the students to choose the time of their convenience. The contents are provided by NPTEL, IITs, UGC, and CEC.

EXTENSION ACTIVITIES

- The Central Library is extended and permitted to the general public, who want to utilize the Library for academic development.
- The Government School and college students of Thiruvarur and its nearby Institutions are permitted to utilize the Chozha Central Library for the academic purpose.

CUTN-IRINS:

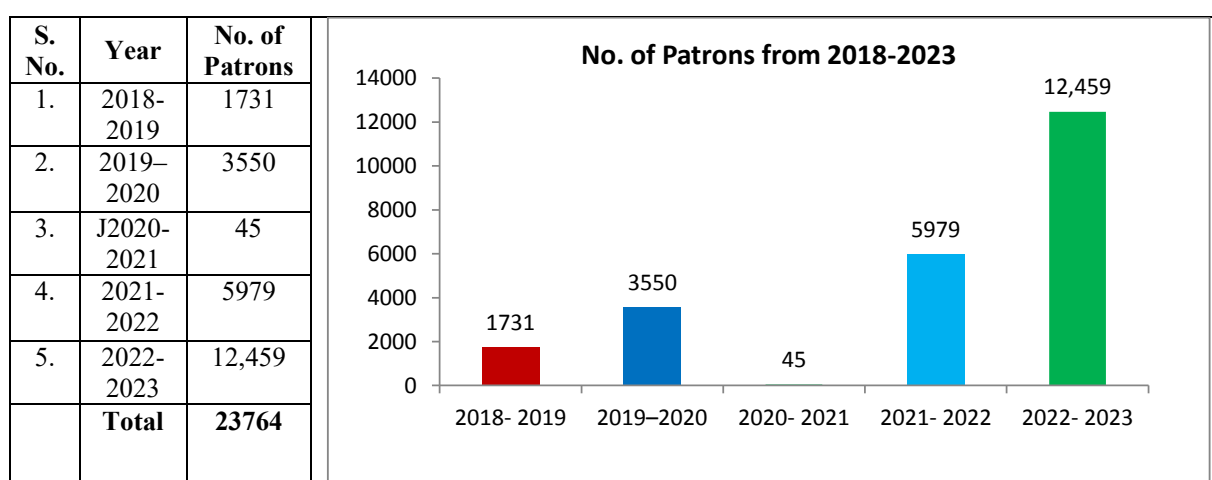
IRINS is web-based Research Information Management (RIM) service developed by the Information and Library Network (INFLIBNET) Centre. The IRINS would support integrating the existing research management system such as HR system, course management, grant management system, institutional repository, open and commercial citation databases, scholarly publishers, etc. It has integrated with academic identities such as ORCID ID, Scopus ID, Research ID, Microsoft Academic ID, and Google Scholar ID for ingesting the scholarly publication from various sources.



E-SHODHSINDHU STATISTICS:

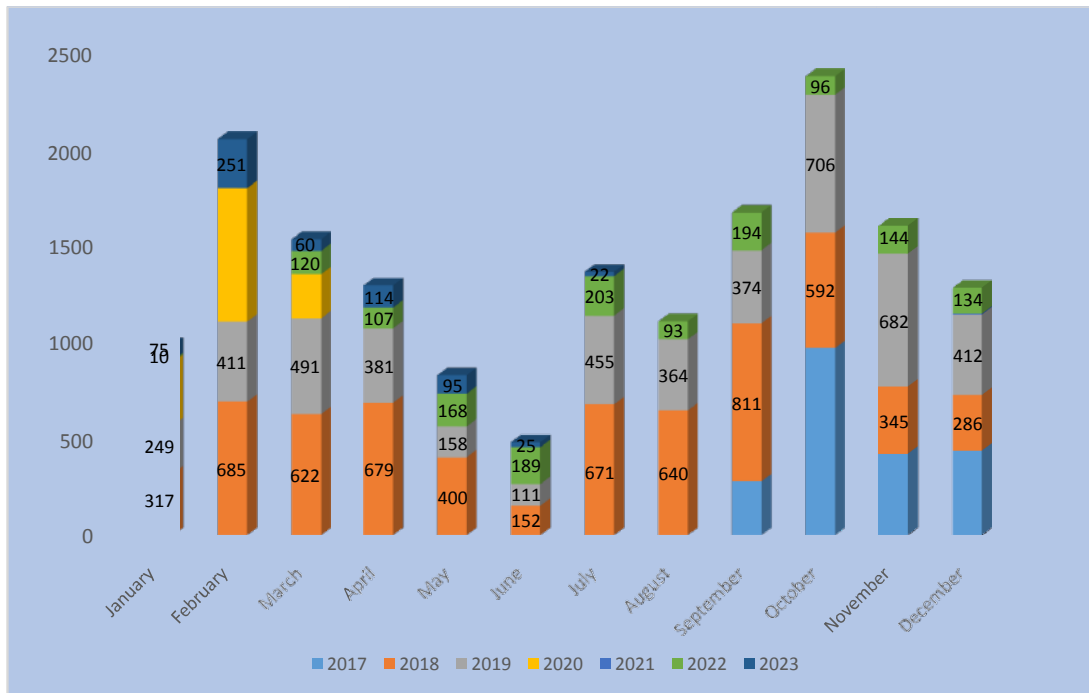
Based on the recommendation of an Expert Committee, the Ministry of HRD (now renamed as Ministry of Education) has formed e-ShodhSindhu merging three consortia initiatives, namely UGC- INFONET Digital Library Consortium, NLIST and INDEST-AICTE Consortium. The e- ShodhSindhu will continue to provide current as well as archival access to more than 10,000 core and peer-reviewed journals and a number of bibliographic, citation and factual databases in different disciplines from a large number of publishers and aggregators to its member institutions, including centrally-funded technical institutions, universities and colleges that are covered under 12(B) and 2(f) Sections of the UGC Act.

Usage of Own Book Reading section (24*7*365)




DIGITAL LIBRARY USAGE STATISTICS:


Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
2017									276	960	416	432
2018	317	685	622	679	400	152	671	640	811	592	345	286
2019	249	411	491	381	158	111	455	364	374	706	682	412
2020	324	685	226	-	-	-	-	-	-	-	-	-
2021	-	-	-	-	-	-	-	-	-	-	-	5
2022	10	-	120	107	168	189	203	93	194	96	144	134
2023	75	251	60	114	95	25	22	-	-	-	-	432
Total	975	2032	1519	1281	821	477	1351	1097	1655	2354	1587	1269




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Library Mobile App




Subject Guide




Subscribed E-Books



Subscribed Databases



Institutional Repository



Remote Access to E-Resources



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