



# Bhartiya Skill Development University

## Knowledge Resource Center (Library)

The **Knowledge Resource Center** (KRC) aims to play a proactive and important role in the teaching learning process. Approximately 200+ square feet of area have been provided for development of the **Knowledge Resource Center** in 2<sup>nd</sup> floor of the Polymechanics Block.

### Resources

The KRC has a collection of about 14200+ print volumes and an array of electronic resources. The KRC in addition to the professional reading, also have a good amount of leisure reading and books for Soft Skills Development. All subjects related to the University's academic and research programmes have been included in the collection.

Print Resources of the KRC have been divided into General Collection, Reserve Book Collection and Reference Collection.

**General Collection:** Books, monographs etc. from this collection can be checked by the members as per their entitlement. General Collection includes professional texts and course related books on all disciplines. The readers may consult treatises, commentaries, review and collection of short articles for in depth study of the topic and as a supplement to the textbooks and other course material. The KRC, as a matter of policy, stocks only limited number of copies of main textbooks for each course.

**Reference (REF) Collection:** Comprises of a comprehensive collection of encyclopedias, dictionaries, directories, manuals, geographical sources, handbooks, multi-volume treatises on specialized subjects. Readers may also find a few copies of main textbooks and course related supplementary readings placed as 'Reserved' on the request of the faculty concerned. Material from reference collection cannot be checked out.

**BSDU Publication (BSDU):** BSDU publication under various series in the form of books are kept in this category. One copy out of three copies received is kept reserved and only other copies can be borrowed. The Copies, have been arranged in order of publications numbers.

**Reserve Book (RB) Collection:** Reserve book collection consists of one copy out of three multiple copies of each text and reference books as well as competitive exam preparation books available in single copy are kept in this section. They are not allowed to be borrowed. These can be read/ referred in the KRC only.

**Print Periodicals:** Print subscription of Journals and Magazines and Newspapers are kept in this section and are arranged for display under their main streams alphabetically.

**Bound Volumes of Journals (BV):** All Journals and Magazines are bounded by the KRC after receiving all volumes and are kept in this section nearby the Reference section.

**Transparency Sheets (TR):** These can be used for Training with OHP and not for loan to students.

**Wall Charts (WH):** Wall Charts collection refers to various skill development trades and E-Resources and can be borrowed for training classes.

**Till now, the KRC** has subscribed 8 print journals/magazine related to current affairs and general awareness. Access to an additional journals and magazines can be got through open access resources which are available in various links available in the computers area. The subscription of Online journals, magazine, e-databases and consortiums in the KRC are being planned separately. Beside this, users can access National Digital Library of India, NPTEL, e-thesis and dissertation by Sodhganga, DOAJ, DOAB etc. in the KRC.

#### **Multimedia or CD/DVD**

CD and DVD received as accompanying material or purchased separately for teaching, research or reference purpose are kept here and arranged by Accession no. These can be referred to in KRC only on production of ID card and not meant for borrowing. Only faculty is allowed to borrow it for the purpose of training.

**KRC Layout & Organization** -- The KRC is handed in one room only. All collections are divided in to two parts. Higher Education Collection and Skill Development Collection. In Higher Education, General Collection and Reserve Books are arranged separately. Skill Development Collections are further divided into three parts like Craftsmen Training Scheme, Modular Employability Books and Center of Excellence Books. The wall charts and OHP sheets on skill development related subjects are arranged separated. Current print periodicals and daily newspapers are also separately located. Bound volume periodicals are being arranged in a different category. All available CD/DVD are arranged in a separate bookcase under lock key. The KRC provides comfortable seating in middle of the same. Access to electronic resources is available through internet facilities in the KRC. Members can also use their own laptops, although 5 computers are available for searching the KRC catalogue and databases by the users. Laptop charging points are available in certain sections of the KRC.

#### **How to Locate Material in the KRC –**

1. The best way to find the book that you are looking for is through online public access catalogue

(OPAC) at <http://192.168.1.20>

2. Search the catalogue by author/title or key terms, and see what is available. Follow the call number sequence of the relevant item on the KRC shelves. All learning resources (except e-resource) in the KRC are available on open access, arranged subject wise according to Dewey Decimal Classification (DDC) Scheme. Some important DDC numbers are:

000 Computer Science, Information, General Works	510 Mathematics
001 Knowledge	530 Physics
001.4 Research, Statistical Methods	540 Chemistry and allied Science
003 Systems	570 Life Science
004 Data Processing Computer Science	640 Medicine
005 Computer Programming, Programs, Data	620 engineering & Allied Operations
006 Special Computer methods	621 Mechanical Engineering
020 Library and Information Science	621.3 Electrical Engineering
030 General Encyclopedia works	621.38 Electronics & Com. Eng.
100 Philosophy, Psychology	624 Civil Engineering
150 Psychology	628 Environmental Engineering
300 Social Science	630 Agriculture & Related Technologies
320 Political Sciences	658 Management
330 Economics	658.3 Human Resource Management
340 Law	670 Manufacturing
370 Education	690 Buildings
400 Language	720 Architecture
403 Dictionaries	-- 800 Literature
	823 Fiction
	900 History

For additional numbers, users can see the link in the (KRC guide) of 192.168.1.20

### **KRC Membership and Lending Services**

All students, faculty, trainers and staff at BSDU automatically become eligible for KRC membership. However, a formal registration step is required to be completed. The Individual should provide their photo identification cards issued by the University/KRC at the Service Desk and complete a Registration Form. The enrolment number or employee code will be the KRC membership number. All

of the users may ask for a User ID and password which enable them to login to KRC system and offer additional privileges. An automatic e-mail will be received by KRC after confirmation of membership. Books are checked out under the KRC Rules. All books are barcoded and can be checked out using ID cards. Which will need your photo identity card duly registered in the KRC for the purpose. The members can also check their account at the KRC by using user ID and password. Members will receive an e-mail as a check out slip once the transaction is successful. At the time of check out, individual signature is mandatory in the prescribed register. Books should be returned by users personally to the counter of KRC.

Please do not allow others to use your card. Users are responsible for the items checked out on their card. In case of loss of card, please inform the KRC staff who will disable your lost card to prevent any misuse.

### **Reprography, Printing and Scanning Services**

Subject to copyright regulations, KRC material can be photocopied on payment basis. The KRC offers limited numbers of black & white photocopying and printing in A-4 size only.

### **Access to other Libraries' Resources**

Today, various online resources are also available via Internet. KRC will soon get membership of DELNET, which offers access to about 6000+ libraries in India and abroad. Through DELNET, the members can request for any document which are not available in KRC, in the form of photocopy, scan or hard copy by Inter Library Loan (ILL).

### **Working Hours of Knowledge Resource Center**

8:30 AM to 5:30 PM

### **Suggestions**

Any suggestions to improve the facilities of KRC are welcome.

### **Important Contacts in the KRC**

By mail [library@ruj-bsdu.in](mailto:library@ruj-bsdu.in)

[bhoop.singh@ruj-bsdu.in](mailto:bhoop.singh@ruj-bsdu.in)

By phone: - 0141-6655440, Ext. No. - 311

For more details, please check the Online Public Access Catalogue (OPAC) of Knowledge Resource Center by IP address of 192.168.1.20. Rules and regulation of the KRC also available Service Desk or online at 192.168.1.20

**Dr. Bhoop Singh**