



**LOYOLA KNOWLEDGE  
RESOURCE CENTRE  
(LIBRARY)**

**Hand Book 2022**

**Loyola College of Social Sciences  
Thiruvananthapuram -17**



# **LOYOLA KNOWLEDGE RESOURCE CENTRE (LIBRARY)**

## **HAND BOOK**



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## **LOYOLA KNOWLEDGE RESOURCE CENTRE**

The Knowledge Resource Centre (Library) of Loyola College of Social Sciences came into existence in 1963 when the College was established in Thiruvananthapuram at Sreekariyam. The Centre aims to serve the needs of our Faculty, Research Scholars, Students, and other Academicians. It is the institution's heart and acts as a centre for collecting, organising, and retrieving literature predominantly related to Sociology, Social work, Human Resource Management, Counselling Psychology, Disaster Management, and allied subjects. It has developed a comprehensive collection of print and electronic resources useful for teaching-learning, research, and extension. Our Knowledge Resource Centre provides services keeping in mind the latest developments, aiming at the satisfaction of its user community.

### **Vision**

Create and sustain a culture of learning through inquisitive reading

### **Mission**

Make available updated knowledge resources expeditiously by applying cutting edge technology, for quality research and engaged learning

### **Location and Building**

The Knowledge Resource Centre is housed in a spacious and well-ventilated independent building adjacent to the main block. It consists of:

- Counter for circulation
- Air-conditioned computer room
- Reading room cum stack room with wi-Fi enabled reading corners
- Reference, Research and Periodical sections
- Stack room housing bound volumes of Journals, Dissertations and other special collections



## **Working Hours**

The Knowledge Resource Centre is kept open on all days except government holidays. The timing is:

Monday- Friday 8.30 am. to 4.30 pm

Saturday, during vacation - 9 am to 4 pm

## **Admission to the Knowledge Resource Centre**

All users must deposit their belongings at the property counter at their own risk. They are not allowed to take briefcases, bags, files, umbrellas, issued books, etc inside the library. Users have to check in and checkout using the biometric punching system.



## **Categories of Users**

- PG Students
- Research Scholars
- Faculty Members
- Non-teaching Staff
- Alumni Members
- External Users

The Centre promotes its use for academic purposes. Visitors/outsideers who wish to use the Centre are allowed only after obtaining permission from the Principal and Librarian with an

introduction letter from the concerned organisation/institution to which they are attached. A user fee is collected from external users for reference.

## **Resources**

| <b>Sl. No.</b> | <b>Resources</b>                                  |
|----------------|---|
| 1.             | Books   |
| 2.             | Journals  |
| 3.             | CD ROM data bases                                 |
| 4.             | Online Journals                                   |
| 5.             | E -books  |
| 6.             | Electronic resources from consortiums like N-LIST |
| 7.             | News Papers                                       |
| 8.             | Press clipping files                              |
| 9.             | Bound Volumes of Periodicals                      |
| 10.            | Dissertations                                     |

## **New Arrivals Display Rack**

The books added to the library are displayed in the ‘rotating new arrival’s display rack’, placed at the launch area, for two weeks.



### **Arrangement of Collection**

We follow Open Access system. The book collection includes General Collection, Reference Collection, Book Bank, Rare Books, Mathew Zacharia Collection, Joseph Chandy Collection, Gandhian Collection, ICSSR Collection, and Dissertations.

New books acquired are accessed, classified using Dewy Decimal Classification(DDC), scheme, catalogued, processed, and displayed in the new arrivals display rack for a week. After the display, they are put into circulation. Books are shelved according to call numbers. Users can search the Online Public Access Catalogue (OPAC) and get information regarding the availability and location of books.



### **Reference Sources**

The Reference Collection includes Dictionaries, Encyclopaedias, Theses and Dissertations, Atlases, Newspaper clipping Files, Census data etc. These are arranged in separate sequences.

### **Electronic Resources**

These include CD-ROM databases. online resources and digital library

#### **CD ROM Databases**

The members can use the well-arranged collection of CD ROM databases stacked in the library computer room. The collection includes:

- Bibliographical CDs.
- Full-text Journal CDs.
- Statistics like census reports.
- Encyclopaedias.
- CDs for communicative English and other educational CDs.

### **Online and internet services**

We have an OFC Internet connection with static IP provided by BSNL (40 Mbps). In addition to this, a leased line connection of 30 Mbps speed is also established to meet the increased connectivity requirements. The internet is provided through a gate way viz. Netspot so that the

users get a combined speed of 70Mbps. The high-speed connection can also be accessed in the wireless mode using the wi-Fi access facility.

## **NLIST**

The Centre is an institutional member of National Library and Information Services Infrastructure for Scholarly Content (N -LIST) and has subscribed to all its services.

The faculty and Students are offered unlimited access to academic information using the resources provided by N-LIST. This includes a large number of authentic electronic journals and electronic books.

## **E-journals and E-books**

In addition to the electronic resources provided by NLIST, the Centre also subscribed a few relevant e -journals and e-books.

## **Digital library**

A digital library is developed in the Centre using DSpace, an open-source software. The digital library also acts as a repository of the knowledge output from the college. Users can use this repository remotely.

## **College Publications**

Dissertations, Project Reports, Theses and conference proceedings from the College are kept in the Centre for reference.

## **Book Bank**

Books having only one copy, and some textbooks are kept in the book bank section. These are issued for overnight reading.

## **News Paper clippings**

Important newspapers are scanned for news items on Loyola, the identified items are collected, classified, indexed, and released as "Loyola College Library Press Clipping Service - Media speak on Loyola."



### **Periodicals**

The centre has a separate section for periodicals. It has more than 67 print periodicals (including gift and exchange). They are arranged alphabetically in the pigeon hole periodical display rack. The latest issues are displayed, and back issues are available in the corresponding pigeonholes.



### **Bound volumes of periodicals**

Bound volumes of periodicals are kept in the stack room and are arranged alphabetically.

### **Newspapers**

The library receives five English newspapers and five Malayalam newspapers. These are displayed in the reading facility provided in the periodical section.





## **TECHNICAL ORGANISATION**

### **Classification**

The library follows the Dewey Decimal Classification (DDC) System to classify books.

### **Cataloguing**

The catalogue is fully computerised. Users can search the catalogue online and offline using access points such as the author, title, keywords, call number etc. User terminals are provided in the reading room to search the database of books' bibliographical details, networked to the IBM server. The web OPAC is also available, enabling the users anywhere access to the library catalogue with status information of books.

### **Computerised Information Retrieval**

All the functions of the Centre are automated using a software, developed in-house. Some of the modules of the software are Acquisition, Membership, Circulation, Serial Control, Dues Calculation, Stock verification, and Online Public Access Catalogue.

### **Circulation**

- The issue - return operations are automated using a barcode system. Users are given barcoded identity cards and borrowers' tickets. At the borrowing time, users have to surrender their borrower's tickets. They should present the book physically for return. Renewal can be done offline or online.
- Each student will be given five barcoded borrower's tickets and a barcoded identity card while joining the College.
- The borrowers' tickets are not transferable, and students should return them to the Centre when they leave the College.
- If a card is lost, they should immediately inform the Centre of the loss
- Only one book will be issued against one card. At the time of issuing, the student has to submit the borrower's card and the book at the counter. While returning the book, the library staff will give back the borrower's card.
- Unless otherwise mentioned, books are issued for two weeks.
- Books must be returned on or before the due date
- If a book is not returned on the due date, the borrower will have to pay an overdue charge.
- Before borrowing a book, the user should ensure that the book is in sound condition. The borrower is fully responsible for the books borrowed in their account

### **Borrowing privileges**

| <b>Sl. No</b> | <b>Users</b>      | <b>No. of Books</b> |
|---------------|-------------------|---------------------|
| 1             | Students          | 5(For two weeks)    |
| 2             | Faculty           | 10(for two weeks)   |
| 3             | Research Scholars | 2 (For two weeks)   |

### **Renewals**

Users can renew books for two weeks, provided no other reader has reserved the book. They can send renewal requests online through the library website.

### **Reservations**

Books on loan can be reserved by entering the details into the reservation register. Reserved books will be issued according to priority. Reserved books are kept separately in the issue counter for two days for each member. The reservation lapses after two days and the next person on the list gets priority.

### **Dissertations**

We maintain a collection of dissertations of PG programmes. These are not issued and are kept only for reference purpose. The dissertations are also available in the digital repository, created using the open source software DSpace.

### **Reprographic Service**

The Centre provides photocopying services to the user community. The machine is kept in the circulation section.

## **Specialised Information Services**

- Reference service
- Documentation Service
- Press clipping service
- Current awareness service (Current contents, and New arrival's display)
- Career/ Employment information service

## **Website**

Loyola Knowledge Resource Centre has a comprehensive website with Online Public Access catalogue facility (OPAC) for searching books anywhere. Through the website, users can also access the electronic resources such as subscribed resources, NLIST and open access resources. Users can post queries to the librarian through the 'Ask a Librarian' feature. They can also renew borrowed books by sending requests online. They can also participate in the collection development process through online book selection.

## **Drinking water**

A water purifier is provided at the entrance of the centre for satisfying the safe drinking water need of our clientele.

## **Wash room**

A clean well-maintained wash-room with a wash basin for hand hygiene is provided for the library users.

## **Automatic sanitizer Sprayer**

An automatic sanitizer spraying equipment is installed at the entrance of the library near the bio-metric punching facility. A manual sanitizer dispenser is placed at the entrance, outside the library.

## **Ramp**

The library is disable friendly one. For enhancing library use by the disabled people, a ramp with convenient hand railing is provided.

## **NVDA and 'Bookshare'**

For helping the blind users to use the computer facilities, the library installed a screen reader software viz. NVDA and has been providing them access to 'Bookshare' database individually.

## **Energy efficient electrical facilities**

The centre replaced the existing lights with LED lighting, and a few fans with BLDC fans, and air conditioner with dual inverter technology.



### **IT infrastructure**

The centre provides sufficient IT infrastructure to its clientele, for accessing e-resources and OPAC. The IT infrastructure at the centre includes twenty-one computers networked with an IBM server computer for users and seven for administrative purposes, leased line Internet connectivity in addition to the existing broadband connection, 27 u rack for Local Area Network, advanced bio-metric punching device, printers, photocopier and barcode scanners.

### **Bi-metric Punching**

On its way to a smart library, the library replaced most traditional systems with electronic alternatives. One such change was the replacement of the gate register with bio-metric punching. It later helped a lot to collect data regarding footfalls.

### **Research section**

The college is an approved research centre of the University of Kerala in Sociology, Social Work, and Management Studies. Knowing the importance of research, the centre established a separate section for the research scholars with computers and other facilities.

### **Software for research**

The library provides access to software such as SPSS for quantitative data analysis, Turnitin, and Grammarly.

### **QR Codes**

For easy access to important services of the centre, QR codes are displayed at two locations, both inside and outside, of the library.

### **CCTV surveillance**

The centre is under CCTV surveillance. Seven cameras connected to a DVR have been employed for this.

### **Extension Services**

Librarian is the coordinator of a reading club called Loyola In the company of Friends(LITCOF), and a certificate programme on Library and Information Science (C.L.I.Sc.).

### **SMS Alert Service**

As a method of interaction with the user community, the library follows an SMS alert service to inform them about the overdue of their borrowed books.

### **Clearance Certificate**

After completing the programme, all those who leave the College must return all the documents borrowed from the Centre and surrender all the borrower's tickets. They have to obtain a 'No Dues Certificate' from the librarian.

The Centre has been undergoing the process of transformation towards a smart library. It is a never-ending journey as technological advancement is an ongoing process.