

O. P. Jindal Global University

The Global Library

The Global Library aims to play a proactive and important role in the teaching learning process. Approximately 20000 square feet of area has been provided for development of the Library in T-2 Block of Academic Building.

Resources

The Library has a collection of about 25000 print volumes and an array of electronic resources. The print collection includes books, monographs, research reports, law reports, and back volumes of periodicals etc. The Library provides, in addition to the professional reading, 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 Library has been divided into General Collection, and Reference Collection.

General Collection: Books from this collection can be checked out by the members as per their entitlement. General Collection includes professional texts, course related books and monographs on all disciplines. You may be often required to 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 Library, as a matter of policy, stocks only limited number of copies of main textbooks for each course. Most of these will be available either only for reference or short term loan. Therefore, students are advised to buy their own personal copies of the text books from the University Book Store or any other place. Some other books in this collection such as bare acts, may also be available only for short term loan.

Reference Collection comprises a comprehensive collection of encyclopedias, dictionaries, directories, handbooks, legislations; subordinate Legislation, case law digests, multi-volume treatises on specialized subjects. You may also find a few copies of main textbooks and course related supplementary readings are placed as reserved on the request of the faculty concerned. Material from reference library cannot be checked out.

Periodicals

The Library subscribes to over 100 print journals and law reports. Access to an additional 3000+ journals and law reports is available through electronic resources subscribed by the Library. The Library maintains back volumes of important journals, law reports and other continuing resources for the research purposes. For a complete list of print and online journals please visit the following link: <http://www.jgu.edu.in/Library/Journals.aspx>

Electronic Resources cover a variety of e-contents such as journal articles, case studies, news, reviews, statutes, e-books, case law, treaties, news etc. All the e-resources are accessible to everyone through campus wide network. A few computer terminals have been provided in Digital Resources section in T-2 First Floor for use by the students. Library's subscription list includes the following electronic information products.

- LexisNexis
- Westlaw
- Hein Online
- Manupatra
- SCC Online
- JSTOR
- Marketline
- ABI Inform
- EBSCO Host
- IndiaStat
- CMIE Prowess
- HBS Cases

Requests for HBS Cases should be placed through your teacher. For an up to date list, description and access to e-resources please check the **E-resources** link on the Library webpage <http://www.jgu.edu.in/Library/EResources.aspx>

Short training programmes on each of the above products are arranged by the Library from time to time. Please check the Library website or contact the Library Service Desk next schedule of training programmes.

Library Layout & Organization

Main entrance to the Library is from T-1 Block on second floor. It has four wings and a central block. General Collection is organized in East and West Wings. North Wing is spacious main reading hall which also houses reference collection and current print periodicals.. Central Block houses back volumes of periodicals and teaching aids. A media section is also operational in the Central Block. The Library provides comfortable seating in all the sections apart from the main reading hall. Access to electronic resources is available via campus wide wi-fi network. Members are expected to use their own laptop, although a few computers are available for searching the library catalogue and databases by the users. Laptop charging points are available in certain sections of the Library.

How to locate material in the Library

The best way to find the book that you are looking for is through online public access catalogue of the library at <http://koha/jgu.edu.in>

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 library shelves. Most learning resources in the Library are available on open access, arranged subject wise according to Dewey Decimal Classification (DDC) Scheme. Some important DDC numbers are:

100	Philosophy	658.1	Financial Management
320	Political Science	658.3	Human Resources Management
330	Economics		
327	International Relations	658.4	Executive Management, Strategic Planning
340	Law		
341	International Law	658.8	Marketing Management
345	Criminal Law & Criminal Procedure	808	Writing skills incl legal writing
346	Private Law	823	Fiction
346.02	Contract Law	900	History
346.03	Torts Law		

For a detailed list of DDC Number please see the link www.library.jgu.edu.in/libraryguide. Some books may have been borrowed by another member. Such books can be reserved. In case of difficulty please contact

service staff on duty. Registered users can also place on-hold requests and suggest new items for acquisition online at the above site.

Current journals are displayed alphabetically, so are the back volumes.

Library Membership and Lending Services

All students, faculty and staff at JGU automatically become eligible for library membership. However, a formal registration step is required, by producing your photo identification cards issued by the University at the Library Service Desk and completing a registration form. Your enrolment number or employee code is your library membership number. Faculty and Research Scholars may ask for a



User ID and password which enable you to login to Library system and offer additional privileges.

Books are checked out under the Library Rules. Books can be checked out using one of the self-check-out kiosks placed in the library. You will need your photo identity card duly registered in the Library for checking out books. You can also check your account at the Kiosk. System will generate a check out slip once the transaction is successful. The check-out slip is required to be signed and deposited with the security staff while leaving the Library.



Books should be returned by dropping into the Electronic Drop Box located just outside the Library entrance any time. Please do not forget to collect your Check-in slip as a proof of return of books. Overdue books attract a fine, and such books should be return to the staff at the Service Desk.

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

Reprography and Printing Services

Subject to copyright regulations, Library material can be photocopied on payment basis. The Library offers black & white and colour photocopying and printing up to A-3 size. Users are advised to place reprography requests before 5.30 PM as only limited reprographic services is available thereafter. ***Library users may opt for prepaid reprographic account as they themselves can print/photocopy, in addition to 25% discount on the cost.*** A pre-paid account can be purchased with rupees 150 and multiple thereof.

Access to other Libraries' Resources

Your Library is a member of Developing Library Network (DELNET) which offers access to about 2000 libraries in India and neighboring countries. DELNET Union Catalogue is available at <http://delnet.nic.in> It is possible to borrow books from other libraries on inter library loan on selective basis for research purpose, if the title cannot be made available in the Global Library for any reason. Similarly, photocopy/prints from the journals not subscribed by the Library can be requested from other Libraries. DELNET levies a nominal charge towards photocopying and postage for each request.

Library Hours

The Library remains open throughout the year except National Holidays. During the academic terms, the Library remains open from 9.00 AM to 12 midnight from Monday to Saturday; and from 9.00 AM to 5.30 PM on Sunday. During the examinations days the Library hours are extended up to 4 AM (Monday-Saturday) and 12 midnight (Sunday). During vacations the Library hours are Monday to Friday 9.00 AM to 5.30 PM. Entry to certain sections may be restricted after 5.30 PM. Circulation Services will stop at 11.30PM on weekdays and 5.00 PM on Sundays.

Suggestions

Should you have any suggestions on general library services please contact the library staff at the service desk in the first instance. You may also email to SUGGESTIONSLL@JGU.EDU.IN

Faculty can suggest books online by logging to Library system at <http://koha.jgu.edu.in>. Students' procurement requests should be supported by a member of faculty.

For more details please check the library website www.library.jgu.edu.in
Library rules are available at the Library Service Desk or online at <http://dspace.jgu.edu.in:8080/dspace/handle/123456789/49>

Important Contacts in the Library

- Library Service Desk: 0130-305- 7848, 7850
- Single Point Contact for JGLS Ms. Richa Srivastava, Assistant Librarian rsrivastava@jgu.edu.in
- Single Point Contact for JGBS and JSIA Mr. Sanjay Jha, Assistant Librarian skjha@jgu.edu.in
- Library Director bpchauhan@jgu.edu.in



*Come, and take choice of all my Library,
And so beguile thy sorrow.*

-William Shakespeare