



Bhartiya Skill Development University

Knowledge Resource Center (Library)

User Guide

The **Knowledge Resource Center (KRC)** aims to play a proactive and important role in the teaching learning process. Approximately 270 square feet of area have been provided for development of the **Knowledge Resource Center** on 2nd floor of the Polymechanics Block.

Resources

The KRC has a collection of about 18155 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, Skill Development Collection, Reserve Book Collection and Reference Book 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.

Skill Development Collection: Comprises of different Sectors, published by National Instructional Media Institute (NIMI) under the Ministry of Skill Development and Entrepreneurship, Govt. of India. They provide three types of books Craftsman Training Scheme (CTS), Modular Employability Skills (MES) and Centre of Excellence (COE). All the books of different trades are available in theory and practical both. NIMI basically emphasized on practical work and they provide the updated information.

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. Material from reference collection cannot be checked out.

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.

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.

Print Periodicals: Print subscription of Journals and Magazines 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.

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.

Electronic Resources: Presently KRC have the separate digital library section. Users can avail the facility of searching and accessing the subscribed or open access material of different prominent publishers like Springer, Science Direct, Elsevier, Taylor & Francis etc.

Till now, the KRC has subscribed 56 print journals/magazine related to current affairs, general awareness and different subjects. 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. Beside this, users can access National Digital Library of India (NDL), 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, Reference Books and Reserve Books are arranged separately. The wall charts and OHP sheets on skill development related subjects are arranged separated. Current print periodicals and daily newspapers are also separately located. 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 10 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. Digital Library at <http://192.168.1.190:8080/jspui/>
3. NPTEL at <http://192.168.1.20:82/bsdu/index2.html>
4. EBESCO Database at http://krc.ruj-bsdu.in:81/bsdu/?page_id=3057
5. 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 Operations	620 engineering & Allied
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. 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 have the 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 krc@ruj-bsdu.in

bhoop.singh@ruj-bsdu.in

deepmala.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 <http://192.168.1.20>

Dr. Bhoop Singh

(Librarian)