

**Prof B.Behera Central Library
Sambalpur University
(B B C L S U)**

(Last updated 22/01/2011)

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About Us

Established in the year 1970, Prof. B.Behera Central Library aims at selecting, acquiring, storing, retrieving and disseminating information for the benefit of academic community of Sambalpur University. To achieve this aim the Library acquires books, national and international periodicals, reports and theses etc and also builds up information services for its users.

Membership

Students (PG and M.Phil, Research Scholars, Faculty, Employees of Sambalpur University and others

Library hours

Text Book Reading Room- 9 AM to 8 PM.

All other Sections- 11 AM to 5 PM on all working days.

Units of the Library

The Library has been divided into a number of Units that include:

- Stack area and Circulation Unit (Ground Floor)
- Computer Centre, Internet-based Information faculty, E-Journals (First Floor)
- General Reference Books and Ph.D. theses (First floor)
- Administrative Office (First Floor)
- Photocopying Unit (First Floor)
- Reading Room for Text Books (Second Floor)
- Reading Rooms for Print Journals (Second Floor)
- Processing Unit (Second Floor)
- Back Volumes of Journals (Third Floor)

Library Services

The Library offers the following services:

- Reading Room for Text Books, Journals and Reference Books
- Reference services
- Photocopying
- Circulation of books
- Internet-based Information services
- Library Orientation
- Inter Library Loan

Resources

The Library houses a wide range of resources, which includes, as of dt. 27.11.2010, about 122523 books, about 4500 subscriptions to e-journals subscribed under the UGC-INFONET e-journal consortium programme, 13 newspapers, 14, 323 bound volume and 1988 theses besides 260 CDs. During the year 2010, books, journals and stacking materials worth Rs. 42, 11,464/- were purchased.

E-Journals through UGC-INFONET

The Library is a part of the UGC-INFONET E-Journal Consortium and the University academic community is able to access over 4500 e-journal covering all the disciplines studied in this University. The bandwidth has been raised to 2 MBPS by ERNET through the installation of a leased line connection. E-journals are now available to all departments, hostels and faculty residence through the Campus LAN.

Library Automation

Library Automation work is going on and in the first phase, it has been decided to automate the Textbook Reading Room Unit. It has been decided to complete the automation of this Unit by 20th December 2010. This will be a good opportunity for testing the software, developed by the e-governance project. If everything goes well, the entire Central Library can

be computerized within a year. Steps are being initiated to digitize the doctoral theses of the University soon.

Saptarshi (ISSN – 0973-3264)

Besides books, B B Central Library has also been assigned the task of bringing out ‘Saptarshi’, the quarterly Odia magazine, published by Sambalpur University since 1969.

Subscription Information

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|--------------------------------------|---|-------------|
| • Price per issue | – | Rs 40.00 |
| • Annual Subscription (with postage) | - | Rs. 200.00 |
| • Life Subscription (Institution) | - | Rs. 3000.00 |
| • Life Subscription (Personal) | - | Rs 1500.00 |

Subscription can be paid in the form of a Demand Draft *payable to* ‘The Production Officer, Saptarshi, Sambalpur University *payable at* State Bank of India, Jyoti Vihar branch , Burla –.

The demand draft may be sent to -

**Production Officer, Saptarshi,
C/O Librarian, Prof B Behera Central Library
Sambalpur University
Jyoti Vihar
Burla – 768019
Sambalpur (Odisha)**

Instructions for Contributors

- The following types of literary works, in Odia as well as Sambalpuri-Kosali, shall be considered for publication in Saptarshi : short stories, poems, one act plays, essays, criticisms, satires, travelogues, biographical essays, popular scientific essays, research papers, translated works, book reviews etc.;
 - The contribution should be written neatly with clear handwriting on one side of A4 size paper, duly paginated;
 - There is no provision to return the works not selected for publication;
 - If the work, sent by an author, is not published in four successive issues, he/she may send the work to another magazine;
 - The Editorial Committee is in no way responsible for the opinions/ideas reflected in the literary works published in Saptarshi;
 - The contributor must give his/her full address along with e-mail id and telephone number to enable the officials and editors of Saptarshi to communicate, if required;
- Contributions for publication may be sent to:

**Managing Editor, Saptarshi,
C/O Librarian, Prof B Behera Central Library,**

Sambalpur University,
Jyoti Vihar, Burla – 768019,
Sambalpur (Odisha)

Meher Jayanti Celebration

The 148th Birth Anniversary of Swabhaba Kabi Gangadhar Meher was celebrated on 24th and 27th August 2010. Well-assisted by the staff of Prof.B.Behera Central Library, the function was co-ordinated by the Librarian. On 24th August 2010, a Debate Competition was organized among the local school children. A literary programme was organized on 27th August 2010. Prof.Bauri Bandhu Sahu graced the occasion as the Chief Guest as well as Chief Speaker. Prof. Arun Kumar Pujari, Vice-Chancellor,Sambalpur University presided over the function. Eminent Oriya Writer Sri Pathani Pattnaik was facilitated with “Bharat Chandra Nayak Memorial Award” for the year 2009.

**Rules for
Professor Bhubaneswar Behera Central Library,
Sambalpur University, Jyoti Vihar, Burla**

In exercise of the power conferred by sub-section (2) (g) of Section 12 of the Sambalpur University, Act, 1990 (Orissa Act 5, 1989), the Academic Council do hereby make the following rules namely “Rules for Professor Bhubaneswar Behera Central Library, Sambalpur University”

1. Title and Commencement

- 1.1** These Rules may be called Rules for Professor Bhubaneswar Behera Central Library, Sambalpur University. They shall come into force from the date of its approval by the academic council.
- 1.2** All words and expressions in these rules shall have the meaning respectively assigned to them in the Act and Statutes.

2. Library Committee

2.1 Constitution of Library Committee

The Library Committee shall consist of the following members:

- a Vice- Chancellor (Ex-Officio Chairman)
- b Registrar (Member)
- c Prof. In-Charge, Library (Member)
- d Comptroller of Finance (Member)
- e Librarian (Ex-officio Member-Secretary)
- f Six members appointed by the Academic Council
- g Three Heads of the P.G. departments of Sambalpur University, JyotiVihar nominated by the Vice-Chancellor.

2.2 Term of Office

The term of office of the Library Committee shall be for a period of 3 years and any member may be reappointed for a further term or terms. The office of a member of the library Committee shall be vacated by death, resignation or by the member not attending three consecutive meetings of the Committee. A member appointed by the Academic Council shall cease to be a member of the Library Committee if he/she ceases to be a member of the Academic Council. Any such vacancy shall be filled up by the Academic Council.

2.3 Frequency of Meetings and Quorum

The Committee shall meet at least thrice in one academic year and at any other time, in consultation with the Chairman. Five members of the Committee shall form the quorum for the meeting of the Committee. In the absence of the Ex-Officio Chairman, a member present may be elected as such for the said meeting only.

2.4 Functions of the Library Committee

2.4.1 To sanction all expenditure for purchase of information resources, equipments, furniture and any other item required for the Library.

2.4.2 To make final allocation of funds for different PG departments for purchase of books and journals. *(The Librarian shall consult the Head of the Departments regarding their requirement for books and journals etc. and their suggestions shall be duly considered by the Library Committee while making the final allotments.)*

2.4.3 To arrange for proper enforcement of Library Rules.

2.4.4 To recommend to the Syndicate for creation and filling up of posts of required Library staff.

2.4.5 The Library shall be under the over-all supervision of the Library Committee. The Library shall remain open in such hours as the Prof In-Charge of the Library or Library Committee may, from time to time, decide but it may, in exceptional circumstances, be decided by the Librarian.

2.5 Contingent Expenses

A sum of Rs 5,000/- shall be placed at the disposal of the Librarian as imprest money for incurring miscellaneous incidental expenses.

3. Membership

3.1 Who can be a Member of the Library?

The following categories of people are entitled to use the Library on enrolling themselves as members:

3.1.1 Teachers working in PG Departments at Jyoti Vihar and teachers of constituent college(s) of Sambalpur University;

3.1.2 An institution under the jurisdiction of Sambalpur University;

- 3.1.3** Registered Research Scholars, JRFs, SRFs, PDFs and Project Fellows working at Jyoti Vihar. (Off-campus scholars may avail the library facility through their parent institutions if they are institutional members);
- 3.1.4** All students of University PG Departments at Jyoti Vihar;
- 3.1.5** The regular non-teaching employees of the University working at Jyoti Vihar as well as in constituent college (s);
- 3.1.6** Any other individual (including retired teachers of PG Departments of Jyoti Vihar) / institution / organization, pursuing or conducting scholarly investigation or research, subject to the permission of the Vice-Chancellor.

3.2 Duration of Membership

Category	Duration
3.1.1	As long as they serve the University / Constituent college
3.1.2	One year
3.1.3	As long as the fellowship lasts
3.1.4	For the entire course period
3.1.5	As long as they serve the University / the constituent college
3.1.6	One year

3.3 Registration

A person or organization intending to avail library facility shall apply for registration using a prescribed form. (Form for registration to be supplied by the Library Office) (Form – Appendix A enclosed).

3.4 Registration Fee

All members shall pay a non-refundable registration fee of Rs.50/- at the time of enrolment.

3.5 Library Fee

Individual members falling under the categories 3.1.3, 3.1.4 and 3.1.6, in addition to their registration fee, shall pay a sum of Rs. 50/- per annum as Library Fee, which is not refundable. Institutional members (category 3.1.2 & 3.1.6) have to pay a non-refundable annual fee of Rs.1000/- per annum.

3.6 Security Deposit

Individual members falling under category 3.1.6 shall pay an additional sum of Rs.2000/-, refundable after obtaining library clearance, as security deposit.

3.7 Membership Renewal

To enjoy uninterrupted library service, a member, when his/her/its membership expires, can apply for renewal by paying the requisite amount of Library Fee as specified at 3.5. However, if membership is not renewed within one year of expiry of

membership, a person or institution has to enroll himself/herself/itself as a new member.

4. Circulation of Books

4.1 Issue

4.1.1 Maximum number of books to be issued against various categories of members at a given time shall be as under:

Teachers, Demonstrators and Research Scholar of PG Depts at Jyoti Vihar – 5 (Five); Students of PG Depts at Jyoti Vihar – 2 (Two); Others–2 (Two); Institutions – 10 (Ten)

4.1.2 Special Case: Teachers and Research Scholars of Jyoti Vihar engaged in some specialized field of research may be issued a further number of books, not exceeding five, with the written permission of the Librarian, for a specified period.

4.1.3 Transfer: Books and Readers' Tickets are not transferable.

4.2 Return, Renewal, Retention Fee, Loss of books, Recall

4.2.1 Period of loan: A member can retain a book for a period of 30 days from the date of issue.

4.2.2 Renewal: A book borrowed may be renewed, not more than twice, provided that there is no demand for the book. Borrowers wishing to renew a book shall physically produce the book at the counter at the time of renewal.

4.2.3 Overdue

4.2.3.1 Overdue Charges: A retention fee of Rs 0.25 per day per book subject to a minimum of Re 1/- or its multiple, will be charged if the item borrowed is not returned on or before the due date.

4.2.3.2 Overdue Reminder: If a book is not returned by a borrower after one month from the due date of return, necessary steps will be taken by the library to remind the borrower to return the same. If it is still not returned, further reminders, at an interval of not more than one month, will be sent until the book is returned.

4.2.3.3 Long Overdue: If a book is not returned by a borrower after two months (six months for teachers and employees of the University) from the due date of return, it will be treated as lost and steps will be taken to recover the replacement cost of the book(s) in addition to handling charges and retention fee, if any.

4.2.4 Loss of Borrowed Materials: Loss of book(s) or any other material borrowed from the library must be immediately reported to the Librarian. The borrower shall either replace the lost book with an undamaged copy of the same or pay the replacement cost along with handling charges and retention fee, if any, as per Rules.

4.2.5 Replacement Cost: The replacement cost, which shall be reviewed and changed suitably by the Library Committee, for lost or damaged books shall be calculated as follows

Type of book	Replacement Cost
Books published during or before 1970	5 times the cost of the book as per the rate recorded in the accession register
Books published during the period 1971 - 1980	4 times the cost of the book as per the rate recorded in the accession register
Books published during the period 1981 - 1990	3 times the cost of the book as per the rate recorded in the accession register
Books published during the period 1991 - 2000	2 times the cost of the book as per the rate recorded in the accession register
Books published during or after 2001	Cost of the book as per the rate recorded in the accession register

4.2.6 Handling Charges: 10 % of the replacement cost will be realized towards handling charges.

4.2.7. Recall

4.2.7.1 If required, the Librarian may request a member to return any book borrowed by him/her before the due date.

4.2.7.2 Whenever the University decides to verify the stock of the Library, the Librarian may recall for specified period, books issued to the borrowers in any manner he deems fit, regardless of the rules specified at 4.2.1.

5. Library Clearance

5.1 When a member decides to cease membership for whatever reason(s), he/she/it shall obtain clearance from the library.

5.2 A student shall automatically cease to be a member of the Library if he ceases to be a student of the Sambalpur University PG Department for whatever reason(s).

5.3 A student must surrender his/her Reader's Tickets at the end of the course period. Admit Cards for final examination will be issued only after production of clearance from the Library.

5.4 If a student leaves the University without obtaining a clearance from the Library, necessary steps shall be taken by the University to realize the dues, if any, with a penalty of Rs. 100/- from him/her.

5.5 Institutional members must devise appropriate procedures to obtain clearance from the person(s) to whom they issue the books borrowed from Prof B Behera Central Library, before he/she leaves the institution for whatever reason(s).

6. Library Development Fund

All collections such as fee(s), fines, security deposits, forfeited amounts and donations shall be deposited in a subsidiary account of the University, jointly operable by Comptroller of Finance and Librarian, which shall be called Library Development Fund and shall be utilized for the development of the Library.

7. Refunds

Security deposits, after deduction of dues, if any, shall be refunded to the member after expiry of membership. However, if it is not claimed within two years from the date of expiry of membership it will be forfeited. If the due exceeds the deposit amount, suitable steps shall be taken by the Library to redeem the same from the member.

8. Textbook Section

8.1 There shall be a section of the Library called text Book Section, which shall contain multiple copies of each book prescribed for the different subjects taught in the University PG Departments. Purchase of Text Books shall be determined by the Prof. In-Charge, Library, in consultation with the Librarian taking into account the demand for the books. These books shall be used by students and teachers of the University during the working hours of the Library. The book shall not be removed from the Library. An assistant of the Library shall be in-charge of the Text Book Section who shall be accountable for the safe custody of the books.

8.2 However one Text Book may be issued to a borrower at the time of closure of the Library for the day against his Reader's Ticket and the book so issued shall be returned by the borrower in the early hour next day, failing which a retention fee of Rs.3/- per day up to a maximum limit of 7 days shall be charged on borrower.

8.3 In case, this book is not returned within one week after the due date other disciplinary action would be taken against the borrower as deemed fit by the Librarian, in consultation with the Professor in Charge, Library and a minimum penalty of Rs. 50/- be imposed in addition to the retention fee.

8.4 An updated list of holidays on which the Library shall remain closed shall be put up in the Reading Room(s) for reference of users.

9. Restricted Materials

- 9.1 Books and documents identified as rare by the Librarian shall not, on any account, be issued out of the library.
- 9.2 Journals and Reference Materials are to be used strictly inside the library. Some journals may, however, be issued overnight to faculty members on requisition with prior permission of the Librarian.

10. Reservations

- 10.1 A member may request to reserve a book that has been issued to another member. In such a case the person reserving the book gets the priority to borrow it when it is returned. However, if he/she does not get the book issued within five days after the date of its return it will be issued to others.
- 10.2 A member may be permitted by the Librarian to reserve not more than two books or manuscripts or journals to use for maximum three succeeding days. However, if he is not present in the Library on any such day such reservation(s) will cease to have further effect.

11. Stocktaking

Stocktaking of the Library shall be done as and when decided upon by the Professor-in-Charge, Library. The Librarian shall report the result of the verification to the Library Committee.

12. Reproduction of documents

No tracing, photocopies, copy of any manuscript or print shall be made without the written permission of the Librarian.

13. Maintaining an Environment Conducive to Library Use

Any behavior that interferes with another person's ability to use the Library is prohibited. This may include, but is not limited to:

- 13.1 soliciting, begging, selling, sleeping, talking loudly or otherwise vocalizing in a manner that disturbs other people, receiving and/or making telephone calls on a mobile phone, using personal listening devices or pagers that disturb others, running, game playing that disturbs others, lying on the floor, and transmitting over-powering, offensive, and/or obnoxious odours.
- 13.2 Bringing into the Library food or drink of any kind, including water that can damage materials and furnishings;
- 13.3 Indulging in damage, destruction, or theft of Library materials or property;

- 13.4 Harassment, verbal abuse, threats, fighting, or repeated unwelcome advances towards other persons;
- 13.5 Conducting any type of business for personal gain or any service for a fee;
- 13.6 Bringing animals into the Library, other than those assisting the disabled;
- 13.7 Smoking inside library premises.

14. Recommendation for procurement of reference materials: Users can record their recommendations for procurement of reading materials in a register kept for the purpose in the Library. Such suggestions shall be referred to the Head of the concerned PG department, who will pass on the suggestions to the Librarian for necessary action.

15. Suggestion and Complaints: A register will be kept in the office of the Library for users to record their views, complaints and suggestions regarding any issue or service related to the Library.

16. Visitors Register: Users visiting the Library shall record their names and purpose of visit in a register kept at the entrance. This will be used to study the pattern of use and to improve the services offered at the Library.

17. Information Brochure: An Information Brochure containing information such as working hours, services offered and library rules relevant to users will be printed. A copy of this brochure shall be made available to members of the Library on payment of Rs. 10/-.

18. Breach of Rules

18.1 Actions, deemed appropriate, shall be taken against person, found indulging in acts such as damaging, stealing or unauthorized shifting of any property belonging to the Library as well as for breaking its Rules. The penalty (minimum Rs.100/-) for the accused, in such cases, may be fixed by the Librarian in consultation with the Professor-in-Charge, Library.

18.2 The Library Committee may, without assigning any reason thereof, revoke or suspend any permission given by it to any user of the Library.

19. Extraordinary Matters: Notwithstanding anything contained in the above rules, in the event of an exigency, the Librarian, in consultation with the Professor-in-Charge, Library, may exercise his/her discretion to take an ad-hoc decision without such a decision being deemed to constitute a precedent, subject to its ratification in the next meeting of the Library Committee.

Sambalpur University Publications (Books)

Sl	Name of the Book	Author/Editor	Price Rs
1	West Orissa : A Study in Ethos	Dr. M.S.Pati	Rs.250/-
2	Mahabharata Katha (Part-III)	Dr. N Panigrahi	Rs.100/-
3	Tapaswini (Hindi)	Dr Harekrishna Meher	Rs.150/-
4	Kabita Parameswari	Dr Binod Chandra Nayak	Rs.150/-
5	Sambalpuri (Koshali) Vyakarana	Dr. N Panigrahi & Dr P K Tripathy	Rs.150/-
6	Rama Raha (Part I)	Hemachandra Acharya	Rs.250/-
7	Rama Raha (Part II)	Hemachandra Acharya	Rs.250/-
8	Gangadhar Meher: : Selected Works	Dr.M.S.Pati	Rs.950/-
9	Sambalpurra Swadhinata Sangram	Kumar Hasan	Rs.250/-
10	Nrusingh Guru: The Freedom Fighter	Dr.Chittaranjan Mishra	Rs.125/-
11	Mahabharata Katha (Part-IV)	Dr. N Panigrahi	Rs.125/-
12	Sambalpur Bhasa Sahitya Sanskruti	Dr.Adikanda Sahu	Rs.300/-
13	Parbati Giri: The Freedom Fighter	Dr.G.P.Guru	Rs. 70/-
14	Mahabharata Katha - Vol.V (Part-A)	Dr. N Panigrahi	Rs 300/-
15	Mahabharata Katha - Vol.V (Part-B)	Dr. N Panigrahi	Rs.300/-
16	Mahabharata Katha - Vol.VI	Dr. N Panigrahi	Rs.125/-
17	Bhaba Taraka	Dr.P.M.Nayak	Rs.260/-
18	Narada Gita	Dr.P.M.Nayak	Rs.190/-