

## LIBRARY COLLECTIONS:

The collection consists of printed books, e-books, reference materials, online and printed journals, magazines, newspapers etc. Details are as follows (The data as on Dec. 15, 2015):

Types	Quantity	Types	Quantity
Books	27,142 Copies	Report/Thesis	1000+ Titles
E-books(subscribed annually)	88,886 Titles	CD/DVD-ROMs	1600+ Titles
Print Journals & Periodicals	143 Titles	Online journals	40000+ Titles
Newspapers	18 Titles	Maps (Large size)	06 copies

## E-RESOURCES:

EWU library subscribes world renowned **E-Resources** some of them through consortia for flexible and economic benefits and registered some selected free E-Resources. These resources are accessible from the university premise and most of these can be accessed by MyAthens (Remote Access Service) which is subscribed by EWU Library.

- **UGC Digital Library Consortium:** Through UGC Digital Library Consortium, EWU Library has access to a lot of online journals including emerald (<http://www.emeraldinsight.com/>), ACM Digital Library (<http://dl.acm.org/>) and JSTOR (<http://www.jstor.org/>).
- **Bangladesh INASP-PERI Consortium (BIPC):** EWU Library is a member of BIPC which is coordinated by Bangladesh Academy of Sciences. Through this consortium, EWU Library has access to 37 e-journal and e-book databases.

## E-BOOKS:

Sources and respective number of E-books provided by EWU Library is as follows:

Source	No. of E-books
AGORA	5,800
HINARI	46,000
OARI	18,000
WIPO	19,000
De Gruyter LIS books	86
<b>Total</b>	<b>88,886</b>

EWU library has Project MUSE e-books 2014-2015 TBC complete collection.

**Online Journals** : <http://lib.ewubd.edu/eresources>

**Remote Access Service to E-Resources** : <http://www.openathens.net/>

**Online Registration to MyAthens** : <http://lib.ewubd.edu/myathens>

## SOCIAL NETWORK WINDOW:

EWU Library maintains facebook page as its social network window to provide specialized information services.

**EWU Library FACEBOOK page** : [www.facebook.com/ewulibrary96](http://www.facebook.com/ewulibrary96)

## REFERENCE MANAGEMENT SERVICE:

EWU Library assists its user to organize research sources and generate bibliographies /citation/reference in multiple citation formats through Mendeley and RefWorks.

## INFORMATION LITERACY PROGRAM:

EWU Library conducts IL program round the year for students and faculty members. The main objective of this program is to develop essential skills for working in the information society. Students can register themselves through <http://lib.ewubd.edu/il/>.



## EWU LIBRARY

<http://lib.ewubd.edu>

Phone: 096666775577 ext. 210

## User Guideline

### MEMBERSHIP PROCEDURE:

1. Procedure of online registration:



- **Fill up and submit registration form** through <http://lib.ewubd.edu/>
  - Send PP size **color photo** with EWU ID to [library.ewu@gmail.com](mailto:library.ewu@gmail.com) within 7 days
  - Bring **EWU ID Card** and **Pay Slip** of tuition fees of current semester(for students) to Library Circulation Desk
  - Participation in Information Literacy program is mandatory to activate membership. To attend in this program, **please register yourself through <http://lib.ewubd.edu/il/>**
2. Membership need to be **renewed** in each semester by showing current semester's **Pay Slip** of tuition fees (for students).

### ENTRANCE RULES:

1. Library is open for all having EWU ID card be shown at the entrance or inside the library.
2. **Silence** is to be strictly maintained in the Library.
3. **Seats** and **computer** terminals of the library are not reserved. One computer is for one user only, maximum using period 30 minutes at a time.
4. The library is a place for **self-study**; users' **behavior should reflect** this and they should respect the needs of others. User shall abstain from **discussions, group study** and any other form of noise.
5. The consumption of **foods and drinks** are not permitted in the library.
6. Personal **books/spiral bindings/envelops/files etc.** are not allowed in the library. Users are requested to keep their shoes on shoe holding box outside the library.
7. **Mobile phones should be switched off or kept in silence mode.**
8. Users' who have been found **guilty of misconduct**, or who interfere with the comfort of others, make **excessive noise**, cause **damage of library materials** may be excluded for the remainder of that day and shall compensate for any damage caused.
9. Exercise khata, pens, pencil, rubber, geometric boxes, and calculators, loose pages, laptops, tabs etc. are **allowed** inside the library.
10. The library **has no accountability** of damage or theft of personal belongings left unattended in library.
11. Library users may avail **PIGEON-HOLE FACILITIES (Ground floor, Block B) to keep their personal books, umbrellas, jackets, bags, attaches, briefcases, newspapers, helmets etc.** before entrance into the library.

**BORROWING FACILITIES:**

Types of User	Books	CD/DVD-ROM	Duration
Staff & students	02	01	7 days
Faculty members	05 per course	02 per course	whole semester
UTA/GTA	01		whole semester
	02	01	7 days

- Reference books, journals, magazines, reports and confined materials cannot be borrowed, but may be used and photocopied within the library.
- One cannot borrow a book or CD/DVD of same title more than one time without break.
- Only Library member can avail this facility.

**FINES FOR OVERDUE AND COMPENSATION FOR LOST ITEMS:**

1. If students failed to return borrowed items on due date, overdues are calculated (excluding holidays) from the date mentioned on the **due slip** of library materials. A fine of **taka 25/-** for each book and **taka 5/-** for each CD/DVD-ROM per day will be imposed after due date till the return of the book.

2. If the library materials borrowed by students is not returned within **3 (three) weeks** after due date, it will be assumed that the borrowed item has been lost. S/he will be liable for the **full replacement cost** and **accumulated fines** for the item borrowed.

3. There is **no option of fine waiver** except medical ground. For fine waiver or reduction, students may apply to the **Vice Chancellor** through Librarian mentioning the reason(s) along with **medical documents**.

**REPLACEMENTS/COMPENSATION FOR LOST ITEMS:**

1. An application to Librarian is required mentioning the actual reason(s).
2. The borrower **must replace** the lost book/CD/DVD-ROM by a **new** copy of the same author(s), title, and edition. The old edition can be replaced by the new edition, or **compensation** must be paid as determined by the library authority.
3. User will be liable for the **full replacement cost** and **accumulated fines** for the item borrowed.
4. Compensation for library materials damaged or lost by the borrower will be assessed by the library.
5. Replacements/ Compensation for lost or damaged items should be completed within **seven working days** after placing application.

**PHOTOCOPY SERVICES:**

1. Users need to request in prescribed form to get the service. The service is available from **8:45 am to 4:45 pm through Sunday to Thursday** with a break from 2:00 pm to 2:30 pm.
2. The service is available on Friday, Saturday and after 5:00 pm of each working day, at photocopy center (**Block "D" 1<sup>st</sup> floor**).
3. This service is only for library collection. Entire book cannot be photocopied.
4. Rate of service is taka one per page (one side in photocopy paper).

**LIBRARY HOURS:**

**Sunday to Thursday** : 8:30 am – 10.00 pm  
**Friday** : 2:00 pm – 8:30 pm  
**Saturday** : 5:00 pm – 10:00 pm

The EWU library remains closed on government holidays and as per academic calendar.

\*\*Services start 15 minutes after library opening and close 15 minutes before the library closing.

**EWU LIBRARY SERVICES AND SECTIONS:**

EWU Library Services	Concerned Section
Circulation, Membership and Clearance Services	Circulation Section
Current Awareness and Selective Dissemination of Information Services	Reference Section
Reference Services	All Section
Virtual Reference Service	Reference Section
Online Journal & E-books services	E-Resource and Digital Library Section
Internet Service / Library Wi Fi Zone	E-Resource Section
News clippings Service	Reference Section
Photocopy Service	Reserve Section
Readers Service	All Sections
Online Purchase Suggestion	Acquisition Section
Journal and Newspaper	Journal and Newspaper Section
Reference Management Service	Reference Section

**CORPORATE MEMBERSHIP:**

EWU Library has corporate membership with Archer K. Blood American Center Library and International Federation of Library Associations and Institutions (IFLA). Users may avail borrowing facilities and e-journal services of those institutions.

**LIBRARY AUTOMATION:**

EWU Library uses widely used Integrated Library Management Software: Koha. EWU library website is developed with Drupal to integrate all the services. Vu-find search tool has been integrated with library website for searching books, online journals and e-resources from a single point. For Wi-Fi service please collect your username and password from ICS dept. Library collections and users are observed by Close Circuit Camera for security.

**Library home page** : <http://lib.ewubd.edu/>

**Online Public Access Catalogue (OPAC)** : <http://opac.ewubd.edu>

**VIRTUAL REFERENCE SERVICE:**

Patrons also get virtual reference service from library website. EWU Library service integrated ZOHO with its Website for this service.

**DIGITAL LIBRARY:**

EWU Digital Library is the first digital library in Bangladesh using Greenstone Digital Library Software. This consists of News clippings, Report, Journal articles, audio, video and Images etc.

**Digital Library** : <http://gsdl.ewubd.edu/>

**INSTITUTIONAL REPOSITORY:**

EWU Library developed institutional repository to collect, preserves, and distribute digital information materials such as projects reports, EWU publications, newsclippings pertinent to EWU.

**Institutional Repository** : <http://dSPACE.ewubd.edu/>