

E-RESOURCES: Dr. S. R. Lasker Library subscribes to 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 premises and most of these can be accessed by MyAthens (Remote Access Service) which is subscribed by Dr. S. R. Lasker Library.

- **UGC Digital Library Consortium:** Through UGC Digital Library Consortium, Dr. S. R. Lasker Library has access to a lot of online journals including Emerald, IEEE Xplore Digital Library, JSTOR and Wiley Online Books.
- **Library Consortium of Bangladesh (LiCoB):** Dr. S. R. Lasker Library is a member of LiCoB which is coordinated by Bangladesh Academy of Sciences. Through this consortium, Dr. S. R. Lasker Library has access to 27 e-journal and e-book databases.
- **Registered Online Resource:** Dr. S. R. Lasker Library has access to Research4Life Programs. Research4Life is the collective name for five programs – the five programs – Research for Health (Hinari), Research in Agriculture (AGORA), Research in the Environment (OARE), Research for Development and Innovation (ARDI) and Research for Global Justice (GOALI).

E-BOOKS: Sources and respective number of E-books are as follows:

Source	No. of E-books
AGORA	2,000+
HINARI	12,600+
OARE	1,900+
ARDI	23,000+
GOALI	1,500+
IEEE Xplore Digital Library	16,000+ (ASPP and POP ALL collection, Journal & Proceedings)
De Gruyter Books	2,300+
Project MUSE	20,000+
Springer	14,400+
Wiley Online Library	3,400
Wiley Online E-books	3,500

Online Journals : <http://lib.ewubd.edu/e-journals>
Remote Login service to E-Resources : <http://www.openathens.net>

MANUPATRA: Dr. S. R. Lasker Library started subscribing to the Manupatra database from August 2016. Manupatra, pioneer in online legal research in India since 2001. It is the leading law publisher and provider of Legal, Taxation, Corporate and Business Policy content.

Manupatra Home Page : <http://www.manupatrafast.in>

SOCIAL NETWORK WINDOW: Dr. S. R. Lasker Library maintains Facebook, Twitter, Pinterest, YouTube, Google Group as its social network window to provide specialized information services.

Dr. S. R. Lasker Library FACEBOOK Page :
www.facebook.com/ewulibrary96

REFERENCE MANAGEMENT SERVICE: Dr. S. R. Lasker Library assists its user to organize research sources and generate bibliographies /citation/reference in multiple citation formats through Mendeley, which works fine with pdfs.

VIRTUAL and INSTANT REFERENCE SERVICE:

Patrons also get virtual reference service and Instant reference service. Dr. S. R. Lasker Library integrated ZOHO software with its website to provide a virtual reference service as well as for Instant messaging service, Dr. S. R. Lasker Library is using WhatsApp.



DR. S. R. LASKER LIBRARY

<http://lib.ewubd.edu>

Phone: 096666775577 Ext. 210

Guidelines for Library Users

Dr. S. R. Lasker Library provides information and knowledge resources and services which inspire, encourage, and facilitate success in teaching, learning and research activities for its users.

MEMBERSHIP RULES:

1. **Library membership** is required to enjoy borrowing facilities of library resources.
2. **Proper authorization** from Registrar's Office/HR office to become library member.
3. Procedure of online registration:
 - **Fill up and submit registration form** through <http://lib.ewubd.edu>
 - Upload PP size photo with EWU ID using this URL <http://lib.ewubd.edu/form/submit-photo>
- Bring **EWU ID Card** and **Pay Slip** of tuition fees of current semester (for students) to Library Circulation Desk
- To activate membership after registration, it is mandatory for all new student members to participate in **the Information Literacy program**.
4. Membership should be **renewed** in each semester by showing the current semester's **Pay Slip** of tuition fees (for students).

ENTRANCE RULES:

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

1. **Undergraduate/Graduate** students are entitled to borrow **02 books** and **01 CD/DVD-ROM** for **7 (seven)** days.
2. Faculty members are entitled to borrow 05 books and 02 CD/DVD-ROM for each course **per semester**.
3. Staff are entitled to borrow 02 books and 01 CD/DVD-ROM for **07 (seven)** days.
4. UTA/GTA are entitled to borrow **01 books for the whole semester, another book and 01 CD/DVD-ROM** for **07 (seven)** days.
5. Reference books, journals, magazines, newspapers, dissertations, reports, and confined materials are not offered for loan, but may be used and photocopied within the library.
6. One cannot borrow a book or CD/DVD of the same title more than once without a break.
7. Only Library members can avail this facility.

FINES FOR OVERDUE AND COMPENSATION FOR LOST ITEMS:

1. If the students failed to return borrowed items on the due date, overdue (excluding holidays) are calculated from the date mentioned on the **due slip** of library materials.

A fine of **taka 25/-** for each textbook and **taka 5/-** for each CD/DVD-ROM per day will be imposed after the due date till the return of the book.

2. If the library material borrowed by students is not returned within **3 (three) weeks** after the due date, it will be assumed that the borrowed item has been lost by the borrower. 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 of fines, students may apply to the **Vice Chancellor** through Librarian mentioning the proper reason(s) along with relevant **doctor's prescription** or **hospital documents**, etc.

REPLACEMENTS/COMPENSATION FOR LOST ITEMS:

1. An application addressing Librarian is required mentioning the actual reason(s).
2. The borrower **must replace** the lost book/CD/DVD-ROM with a **new and unused** copy of the same author(s), title, and edition. The old edition can be replaced by the latest edition, or **compensation** must be paid as determined by the library authority.
3. The user will be liable for **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, and this assessment is final.
5. Replacements/ Compensation for lost or damaged items should be completed within **seven working days** after placing application.

PHOTOCOPY SERVICES:

1. Users may request to photocopy materials in prescribed form from the library collection only. 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. Fridays, Saturdays and after 5:00 pm of each working day, the same services are made available from the **(Block "D" 1st floor)** photocopy center.
3. The 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 (without break)**
Friday : **8:30 am – 5:00 pm (1:00 pm-2:00 pm break)**
Saturday : **5:00 pm – 10:00 pm (without break)**

The Dr. S. R. Lasker 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.**

DR. S. R. LASKER LIBRARY SERVICES AND SECTIONS:

Dr. S. R. Lasker 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 and Instant 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
Purchase Suggestion	Acquisition Section
Journal and Newspaper	Journal and Newspaper Section
Reference Management Service	Reference Section

LIBRARY COLLECTIONS:

The collection consists of printed books, e-books, reference materials, online and printed journals, magazines, newspapers etc. Details are as follows **(As on 07 December 2021)**:

Types	Quantity	Types	Quantity
Books	31395+ Copies	Report/Thesis	2987 Titles
E-books (subscribed and registered)	120000+ Titles	CD/DVD-ROMs	2685 Titles
Print Journals & Periodicals	167 Titles	Online Journals	58000+ Titles (subscribed and registered)
Newspapers	19 Titles	Maps (Large size)	06 copies

LIBRARY AUTOMATION:

Dr. S. R. Lasker Library is using widely used Integrated Library Management Software: Koha, which is open source, free and developed in New Zealand. This software comprises all required modules like OPAC, cataloguing, acquisition, serial control, patron management etc. Dr. S. R. Lasker Library uses Vu-find search tool for books, online journals, and digital library resources from focal point. To use Wi-Fi service in library please collect your username and password from EWU ICS. Library collections and users are observed by Close Circuit Camera for security. Dr. S. R. Lasker Library has redesigned its website using Drupal to integrate all the services.

Library home page : <http://lib.ewubd.edu>
Online Public Access Catalogue (OPAC) : <http://opac.ewubd.edu>

INFORMATION LITERACY PROGRAM: Dr. S. R. Lasker Library conducts Information Literacy 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. Old and new students can register themselves online using the library website. Information Literacy program is mandatory for the students for their library membership.

INSTITUTIONAL REPOSITORY:

Dr. S. R. Lasker Library introduced institutional repository services. This is a digital repository service of Dr. S. R. Lasker Library that collects, preserves, and distributes institutional digital materials such as projects reports and documents of several events pertinent to East West University.

Institutional Repository : <http://dspace.ewubd.edu:8080>