

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 September 11, 2018):

Types	Quantity	Types	Quantity
Books	29,000+ Copies	Report/Thesis	2,300+ Titles
E-books (subscribed and registered)	1,10,000+ Titles	CD/DVD-ROMs	2,400+ Titles
Print Journals & Periodicals	500+ Copies	Online journals	45,000+ Titles (subscribed and registered)
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, ACM Digital Library, IEEE Xplore Digital Library, JSTOR and Wiley Online Books.
- **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 29 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	10,752
HINARI	26,723
OARE	12,022
ARDI	21,700
GOALI	2,325
De Gruyter LIS books	40+
Project MUSE	13,000+
Springer	12,000+
Wiley Online Library	6,000
Wiley Online Ebooks	3,500
IMF e-library	2,910

Online Journals : <http://lib.ewubd.edu/e-journals>

Remote Login service to E-Resources : <http://www.openathens.net>

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

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

SOCIAL NETWORK WINDOW: EWU Library maintains Facebook, Twitter, Pinterest, YouTube, Google+ as its social network window to provide specialized information services.

EWU Library FACEBOOK Page : 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 which works fine with pdfs.



EWU LIBRARY

<http://lib.ewubd.edu>

Phone: 096666775577 Ext. 210

Guidelines for Library Users

EWU 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/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 **Information Literacy program**
4. Membership should 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 who have 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 using 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 **foods and drinks** are 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 on 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 of 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** of damage or theft of personal belongings left unattended in library.
13. 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:

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 whole semester, another book and 01 CD/DVD-ROM** for **07 (seven)** days.
5. Reference books, journals, magazines, newspaper, 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 same title more than one time without break.
7. Only Library member can avail this facility.

FINES FOR OVERDUE AND COMPENSATION FOR LOST ITEMS:

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

A fine of **taka 25/-** for each text 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 material borrowed by students is not returned within **3 (three) weeks** after 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 by 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. 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, 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. 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 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 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 AUTOMATION:

EWU 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. EWU 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. EWU library have 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>

VIRTUAL and INSTANT REFERENCE SERVICE:

Patrons also get virtual reference service and Instant reference service. EWU Library integrated ZOH software with its Website to provide virtual reference service as well as for Instant messaging service, EWU library is using WhatsApp.

DIGITAL LIBRARY:

EWU Library is the first digital library in Bangladesh using Greenstone Digital Library Software for its digital library. EWU Digital Library consists of News clippings, Report, Journal articles, audio, video and Images etc. There are more than 1400 documents in this digital library.

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

INFORMATION LITERACY PROGRAM: EWU 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 library website. Information Literacy program is mandatory for the students for their library membership.

INSTITUTIONAL REPOSITORY:

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

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