RESOURCE ROOM REGULATIONS

1) **ISSUING DATE AND TIMINGS**
   a) Any resource will be issued only through **college library card.**
   b) **For 1st, 2nd, and 3rd year students:**
      i) Each book shall be **issued for 2 days only**, and must be reissued after two days, in case of further need. A **fine of rupees 5** will be charged on each book issued, in case the book is not returned or reissued after 2 days.
      ii) NO issue and/or return of book(s) will take place on Saturdays.
      iii) **Timings: 1:30pm-3:00pm** for issue and return of the book(s).
   c) **For 4th year students:**
      i) Each book shall be **issued for 1 week only** and must be reissued after one week, in case of further need. A **fine of rupees 5** will be charged on each book, in case the book is not returned or reissued after a week.
      ii) NO issue and/or return will take place on Saturdays.
      iii) Each issued book must be **returned on Monday**, otherwise, a fine of rupees 5 will be charged on each book issued.
   d) Issue and return of book(s) will only take place in the presence of Preeti Ma'am (resource room in-charge) or of a teacher.
   e) Preeti Ma'am must be informed in person or via whatsapp about the issue and/or return of the book(s).
   f) Every issued book must be kept back in its place during the return.
   g) Only **2 books at a time** can be issued, not more than that.
   Exception: KITS
   h) Kits can be issued and only **one kit material** can be issued at a time.
   i) Except 1) e), all the other rules are applicable here.

2) **STATIONERY ITEMS**
   a) To be **used only in resource room** and no item shall be taken out of the resource room.
   b) To be used only after informing Preeti ma'am or a teacher.

3) **GADGETS AND CABLES**
   a) Wires and cables shall be issued using **college library cards** only.

4) **PROJECT SUBMISSIONS**

Preeti

a) A **project submission list** shall be pinned on the **notice board** in the resource room, in case they are being submitted to Preeti ma'am.
b) Mention the date of submission and whom to submit in the list.

5) **FURNITURE**
   a) Chairs must be kept back in the room, if taken outside.
   b) A minimum of **45-50 chairs** must remain in the resource room.

6) **KEYS**
   a) Library Keys shall be taken only in the presence of Preeti Ma'am or a teacher and shall be kept back in its place.

7) **CLEANLINESS**
   a) In case there are cleanliness issues in your respective classrooms, inform Preeti Ma'am.
   b) Consumption of food is not allowed inside the resource room.
   c) Keep your resource room clean.

Prachi Kalra

(Dr. PRACHI KALRA)
TIC, Dept. of
Elementary Education

Preeti

(Dr. PROMILA KUMAR)

DEPARTMENT OF MICROBIOLOGY
GARGI COLLEGE : SIRI FORT ROAD : NEW DELHI-49

SAFETY TIPS TO BE FOLLOWED IN THE MICROBIOLOGY LABORATORY.

1. WEAR APRONS/LAB.COATS WHILE WORKING IN THE LAB.

2. KEEP YOUR BAGS AWAY FROM THE WORKING TABLE.

3. TIE UP LONG HAIR WHILE WORKING NEAR THE FLAME.

4. TRIM YOUR NAILS AND KEEP THEM CLEAN, AVOID BITING YOUR NAILS.

5. BEFORE LEAVING THE LAB.,WASH YOUR HANDS WITH SOAP & WATER.

6. DISINFECT THE WORKING AREA BEFORE YOU BEGIN WORK OR FOLLOWING ACCIDENTAL SPILLAGE OF INFECTED MATERIAL.

7. CARRY OUT INOCULATIONS / SUBCULTURING UNDER ASEPTIC CONDITIONS.

8. AVOID MOUTH PIPETTING.

9. TRY TO EAT / DRINK OUTSIDE THE LABORATORY.

10. BEFORE LEAVING THE LAB. CLEAN YOUR MICROSCOPE AND WORK SEAT.

11. RECORD YOUR OBSERVATIONS, NEATLY AND CAREFULLY. DRAW DIAGRAMS WHERE NECESSARY.

12. COME IN TIME FOR YOUR PRACTICAL SESSION.

Dear Students

Library is inviting application for the "Best Reader" Prize.

Those are willing to apply, write in maximum 500 words on why you should be selected as "Best Gargi Library Reader"

Last date to submit an application along with your Name, Course, Year, Roll no and contact number is—27th February. There would be minimum three category prizes.

Library staff's decision would be final.

Dr. Babita Gaur

Librarian

NOTICE

We welcome our students to use the Computer lab for academic purposes. For optimum use of lab following should be observed:

1. Browsing **NET** for social sites such as **FACE BOOK, YOUTUBE** etc. is prohibited.
2. Access **EMAIL** only for **academic reasons**.
3. Do not sit and **chat** in the Computer lab.
4. Students may take print out of the matter related to their coursework but make sure that
   a) Print out of image/picture is not permitted.
   b) For PPT's print at least four slides in one sheet.

Any student found guilty will have to surrender her **College Identity Card** to the office and action will be taken.

By Order

Principal
Gargi College
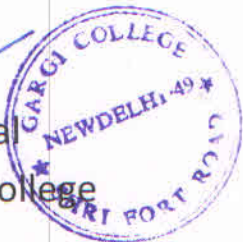
Computer Lab
Rules for Students

- Eating in the computer lab is strictly prohibited.

  o Food and beverage particles may get trapped within keyboards, making typing impossible and potentially causing damage.

- Kindly keep your bag & water bottle away from the key board.

- Don't charge mobile in the computer plugs.

- Before leaving the lab, users must close all programs positively and sign out.

- Please don't disturb while the class is going on.

Thank you for Adhering!!

Please check books physically before borrowing. If pages are torn or missing get it signed before issueing.

Please check fine before dropping into fine box.

Membership
Students, teachers and others

- M.A., M.Sc. : 5 Books
- B.A (H), B.Sc., B.Com, (Hons.), BBE : 5 Books
- B.Sc. (Program), B EL. Ed : 4 Books
- B.A. and B.Com (Program) : 4 Books
- Teachers :20 Books
- Administrative Staff : 4 Books
- Class IV Staff : 2 Books

RECOMMENDATIONS
&
BOOK REVIEWS

Elgaronline
The online content platform for Edward Elgar Publishing

2017 COLLECTION INFORMATION INCLUDED

Major subject collections available:
Law
Economics
Business & Management
Social & Political Science

Discover. Explore.
MUSE

Scholarly Books & Journals
Today's Research Tomorrow's Inspiration
The Johns Hopkins University Press

Project MUSE is eSdouth Sindhu Consortium Approved Product

Civil War History

Guidelines for
Open
Educational
Resources
(OER)
in Higher Education

Open educational resources (OER) are materials used to support education that may be freely accessed, reused, modified, and shared. These Guidelines outline key issues and make suggestions for integrating OER into higher education. Their purpose is to encourage decision makers in governments and institutions to invest in the systematic production, adaptation and use of OER and to bring them into the mainstream of higher education in order to improve the quality of curricula and teaching and to reduce costs.

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ASM   PubMed   World Bank

FOR INFORMATION

Scheme of Classification and arrangement of Books
COLON CLASSIFICATION

Z	Generalia	LX	Pharmocognosy
2	Library Science	M	Useful Art
B	Mathematics	N	Fine Art
C	Physics	O	Literature
D	Engineering	P	Linguistics
E	Chemistry	Q	Religion
F	Technology	R	Philosophy
G	Biology	S	Psychology
H	Geology	T	Education
HZ	Mining	U	Geography
I	Botany	V	History
J	Agriculture	W	Political Science
K	Zoology	X	Economic
		Y	Sociology
KZ	Animal Husbandry	Z	Law
L	Medicine		

The **Call Number** consists of three parts **Class Number**, **BOOK Number**, and **Collection Number**.
Classifying a document consists of the following steps succession.

Step 0   Raw Title

Step 1   Full Title

Step 2   Kernel Title

Step 3   Analyzed Title

Step 4   Transformed Titles

Step 5   Title in Standard Terms

Step 6   Title in Facet Numbers

Step 7 Class Number (gote by removing the symbol of analysis and inserting the appropriate Connecting Symbols between the facet numbers in accordance with the Rules).

The Ultimate Class of a book is the class of the smallest extension admitted by the scheme of classification, into which it can be placed.

Handle and Read us wisely.

Thanks

Books

Scheme of Classification and arrangement of Books
COLON CLASSIFICATION

Z	Generalia	LX	Pharmocognosy
2	Library Science	M	Useful Art
B	Mathematics	N	Fine Art
C	Physics	O	Literature
D	Engineering	P	Linguistics
E	Chemistry	Q	Religion
F	Technology	R	Philosophy
G	Biology	S	Psychology
H	Geology	T	Education
HZ	Mining	U	Geography
I	Botany	V	History
J	Agriculture	W	Political Science
K	Zoology	X	Economic
KZ	Animal Husbandry	Y	Sociology
L	Medicine	Z	Law

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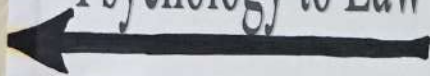
The **Ultimate Class** of a book is the class of the smallest extension admitted by the scheme of classification, into which it can be placed.

Handle and Read us wisely.

Thanks

Books

General Books

Psychology to Law

←

General Books

Maths to Philosophy

→

HISTORY (V)

CEASE
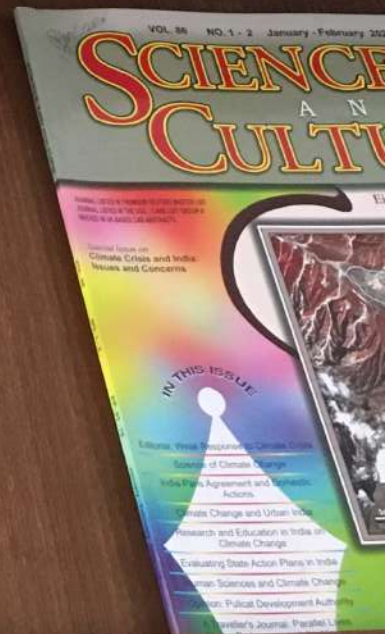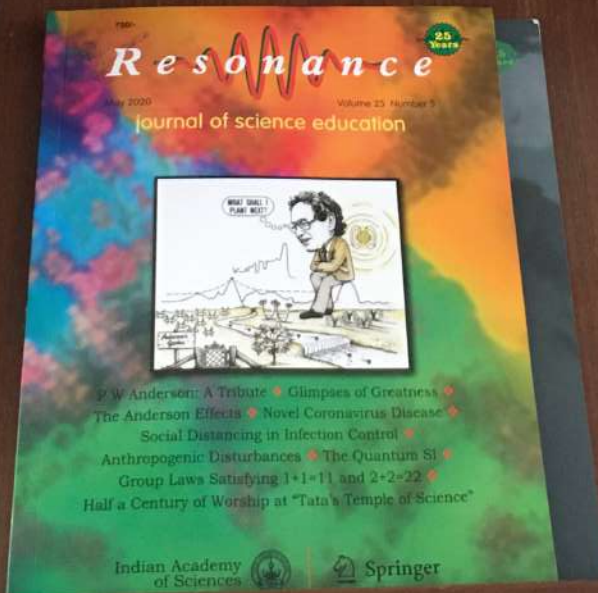FIRE

EXHIBITION OF PUBLISHED WORK

GARGI COLLEGE

GARGI FACULTY

<u>Gargi College Library staff</u>
cordially invites you to participate in the
Exhibition of Published Work by Faculty
members during last three years

Date: 9th March, 2018 to 13th March, 2018
Time: ECA Break
Venue: Library Reference Section

LIBRARY SERVICES

- REFERENCE
- RESERVATION
- DOCUMENTATION
- CURRENT AWARENESS
- CIS SERVICE
- SDI
- REPROGRAPHY SERVICE
- OPAC
- NEW ARRIVALS

NOTICE

For security purpose, students are advised to enter their Library membership number on the entry register of Library. No entry without ID.

Thanks

Librarian

NOTICE

Please take care of your personal belongings. Library staff is not responsible for loss of your belongings in the Library. You can take along with you mobile(silent mode), money and cards. Always write your Roll no./ Library no. in the visitor register.

Dr. Babita Gaur

Librarian

O P A C

Please ask staff for assistance.

Cyber Library

Cyber Library helps to access e-resources subscribed by DULS and NLIST project. It is also helpful in making Notes, Class assignments, Reports etc.

e-Library

The University of Delhi publishes four E-JOURNALS.

The Delhi University Journal of Undergraduate Research and Innovation please visit http://journals.du.ac.in/ugresearch

The Delhi University Journal of the Humanities and the Social Sciences please visit http://journals.du.ac.in/humsoc

DU-Vidha http://journals.du.ac.in/creative

e-Resources (A - Z)

http://www.du.ac.in/index.html

https://www.inflibnet.ac.in/

Some useful link of e-resources access through Delhi University library system

Arts and Social Science

- Follow link to access Indian Journal.com database.
  http://www.indianjournals.com/ijor.aspx
- Follow link to access J-Stor Database.
  http://www.jstor.org/
- Follow link to access to access indiastate.com database. http://www.indiastat.com/default.aspx
- Follow link to access Economic & political weekly. http://www.epw.in/
- Follow link to access Nature database.
  http://www.nature.com/
- Follow link to Know Open Access data.
  https://www.youtube.com/watch?v=y1txYjoSQQc

Science and Humanities

- Follow link to access American Microbiology society.
  http://www.asm.org/
- Follow link to access American Phytopathological Society.
  http://www.apsnet.org/Pages/default.aspx
- Follow link to access Cambridge University
  http://journals.cambridge.org/action/
- Follow link to access Complete work shakespeare. http://shakespeare.mit.edu/
- Follow link to access Anubhuti hindi magazine. http://www.anubhuti-hindi.org/

CYBER ROOM/
PERSONAL READING/
DISCUSSION ROOM

CYBER LIBRARY

(ONLY FOR THE ACADEMIC PURPOSE)

&

LEARNING COMMONS

PLEASE SWITCH OFF MOBILE

PLEASE SHOW YOUR I-CARD

Please check books physically before borrowing. If pages are torn or missing get it signed before issueing.

Please check fine before dropping into fine box.