

BRAINWARE UNIVERSITY

LIBRARY GUIDELINES 2025

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

Website: www.brainwareuniversity.ac.in

Email: info@brainwareuniversity.ac.in

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Library Overview

Central Library System

Brainware University operates a comprehensive library system designed to support academic excellence, research activities, and lifelong learning. The library serves as a knowledge resource center housing extensive collections of books, journals, digital resources, and research materials.

Library Network

The university library system consists of:

- **Central Library:** Main library facility
- **Department of Pharmaceutical Technology Library**
- **School of Law Library**
- **Institute of Nursing Library**
- **Department of Allied Health Sciences Library**

Total Collection

- **16,000+ Books** across all disciplines
- **1,909 Titles** with 8,492 volumes
- **25 Career guidebooks**
- **28 Dictionaries** for reference
- **102 Story books** for recreational reading
- **National and International Journals**
- **Digital Resources and Online Databases**

Library Hours

Central Library

Day	Timings	Services
Tuesday - Saturday	8:30 AM - 7:00 PM	Full services
Monday	8:30 AM - 7:00 PM	Reference and book return only
Sundays & Holidays	Closed	-

Specialized Libraries

Pharmaceutical Technology Library

- **Days:** Tuesday - Saturday
- **Hours:** 9:30 AM - 6:30 PM
- **Contact:** +91 33 69010528

School of Law Library

- **Days:** Tuesday - Saturday
- **Hours:** 9:30 AM - 6:00 PM
- **Contact:** +91 33 69010596

Institute of Nursing Library

- **Contact:** +91 33 69010611

Allied Health Sciences Library

- **Contact:** +91 33 69010587

Special Hours

- **Reading Rooms:** Extended hours during examination periods
- **Internet Section:** Same as library hours
- **Membership Section:** 10:00 AM - 6:30 PM (Central Library)

Note: Library hours may be modified during holidays, examinations, or unforeseen circumstances at the discretion of the Librarian, Registrar, or Vice Chancellor.

Membership

Eligibility

- **Students:** All registered students of Brainware University
- **Faculty:** All teaching staff members
- **Staff:** All non-teaching staff members
- **Researchers:** Enrolled PhD candidates and research scholars

Membership Application Process

1. **Submit Application:** Duly filled membership form
2. **Photograph:** 1 passport-size photograph
3. **Address Proof:** Valid address verification document
4. **Fee Receipt:** Show money receipt (for students)
5. **Processing:** Library staff will process the application
6. **Card Issuance:** Receive library membership card

Membership Rules

- **Non-transferable:** Library membership cannot be transferred to others
- **ID Requirement:** Library or university ID card must be shown when requested
- **Address Updates:** Notify librarian in writing of any address changes
- **Access Control:** Unauthorized persons not allowed in library

Collections and Resources

Book Collections

Subject-wise Distribution

- **Engineering and Technology:** Computer Science, Electrical, Mechanical
- **Science and Mathematics:** Pure sciences, applied sciences, mathematics
- **Management and Commerce:** Business administration, economics, finance
- **Law:** Legal studies, constitutional law, criminal law
- **Allied Health Sciences:** Medical technology, nursing, pharmacy
- **Liberal Arts:** English literature, psychology, media studies
- **Reference Materials:** Encyclopedias, dictionaries, handbooks

Types of Collections

1. **Text Books:** Course-prescribed reading materials
2. **Reference Books:** Encyclopedias, dictionaries, handbooks (non-circulating)
3. **General Books:** Fiction, non-fiction, biographies
4. **Competition Books:** Examination preparation materials
5. **Research Materials:** Theses, dissertations, research reports
6. **Periodicals:** Magazines, journals, newspapers

Digital Collections

- **E-books:** Electronic versions of popular texts
- **Online Journals:** Access to national and international publications
- **Databases:** Academic and research databases
- **Audio/Visual Materials:** CDs, DVDs, multimedia resources
- **Previous Question Papers:** Examination preparation materials

Services

Online Public Access Catalog (OPAC)

- **24/7 Access:** Available round the clock
- **Web Address:** <http://bwu-opac.blacal.in/>
- **Features:**
 - Search entire library catalog
 - Check book availability

- View borrowing history
- Check due dates
- Renew books online
- Reserve books

Circulation Services

Book Lending:

- Issue and return of library materials
- Renewal of borrowed books
- Reservation of books currently on loan
- Overdue notices and fine collection

Reference Services:

- Information assistance from library staff
- Help with research queries
- Database search guidance
- Citation and bibliography assistance

Internet and Computer Services

- **Free Wi-Fi:** Available throughout library premises
- **Computer Terminals:** For catalog search and internet access
- **Printing Services:** Document printing facilities
- **Digital Resources Access:** Online databases and e-journals

Special Services

- **Inter-library Loan:** Access to books from other libraries
- **Document Delivery:** Photocopying and scanning services
- **Research Support:** Assistance for research scholars and faculty
- **Orientation Programs:** Library usage training for new users

Borrowing Privileges

Lending Limits and Duration

User Category	Book Limit	Duration	Reference Books	General Books
UG Students	4 books	15 days	Not allowed	1 book for 15 days
PG Students	4 books	15 days	Not allowed	1 book for 15 days
PhD Students	2 books	30 days	Not allowed	1 book for 30 days
M.Tech Students	2 books	30 days	Not allowed	1 book for 30 days
Faculty (Regular)	5 books	30 days	Not allowed	1 book for 30 days
Faculty (Part-time)	2 books	30 days	Not allowed	1 book for 30 days
Staff Members	2 books	30 days	Not allowed	1 book for 30 days

Non-Circulating Materials

The following materials are for reference only and cannot be taken outside the library:

- **Reference Books:** Dictionaries, encyclopedias, handbooks
- **Competition Books:** Competitive exam preparation materials
- **Rare and Valuable Books:** Special collection items
- **Current Periodicals:** Latest issues of magazines and journals
- **Newspapers:** Daily newspapers
- **CDs/DVDs:** Can be used from 9 AM to 7 PM within campus only

Renewal Policy

- **Online Renewal:** Through OPAC system
- **Maximum Renewals:** As per university policy
- **Renewal Conditions:** No outstanding fines, no reservations by other users
- **Contact Library:** For renewal assistance if online system unavailable

Rules and Regulations

General Conduct

1. **Library Ethics:** Observe basic principles of library behavior and discipline
2. **Dress Code:** Maintain proper dress code even beyond class hours
3. **Respect Property:** Handle books and equipment with care
4. **Follow Instructions:** Comply with librarian's directions

Prohibited Activities

- **Conversation and Gossiping:** Maintain silence in reading areas
- **Sleeping:** Not allowed in any part of the library
- **Smoking:** Strictly prohibited throughout the library
- **Eating and Drinking:** No food or beverages allowed
- **Mobile Phone Use:** Mobile phones prohibited within library premises
- **Loitering:** Purposeless wandering not allowed

Seating and Furniture

- **Chair Arrangements:** Do not disturb seating arrangements in reading rooms
- **Table Manners:** Do not sit on tables
- **Personal Belongings:** Responsible for your own items
- **Cleanliness:** Keep study areas clean and organized

Reading Room Guidelines

- **Quiet Environment:** Maintain silence for conducive study atmosphere
- **Individual Study:** Reading rooms are for individual study
- **Book Handling:** Handle books carefully to avoid damage
- **Lighting:** Use available lighting efficiently
- **Space Sharing:** Be considerate of other users' space needs

Newspaper and Periodicals

- **No Cutting:** Do not cut articles from newspapers or magazines
- **Photocopying:** Articles can be photocopied with librarian's permission
- **Sharing:** Allow others to read after you finish
- **Proper Handling:** Handle with care to avoid tearing

Fines and Penalties

Overdue Fines

- **Rate:** As prescribed by university policy
- **Calculation:** Per day per book
- **Maximum Fine:** Upper limit as per regulations
- **Payment:** At library circulation desk or accounts office

Lost or Damaged Books

- **Replacement Cost:** Current market price of the book
- **Processing Fee:** Additional charges for replacement processing
- **Alternative:** Provide exact replacement copy if available
- **Report Immediately:** Inform library staff about lost/damaged items

Violation Penalties

Minor Violations:

- Verbal warning from library staff
- Temporary suspension of borrowing privileges
- Written notice to student/department

Major Violations:

- Suspension from library for specific period
- Forfeiture of library membership
- Disciplinary action through university administration
- Restoration only through Library Committee approval

Digital Resources

Online Catalog Access

- **URL:** <http://bwu-opac.blacal.in/>
- **Features:** Search, reserve, renew, check account status
- **Available:** 24 hours a day, 7 days a week
- **User Login:** Use library card number and password

E-Resources

- **E-Journals:** Access to electronic journals in various subjects
- **E-Books:** Digital collection of popular textbooks and references
- **Databases:** Academic and research databases subscription
- **Digital Archives:** University theses and research papers

Internet Services

- **Free Wi-Fi:** Available throughout library premises
- **Computer Terminals:** For catalog search and internet browsing
- **Time Limits:** Fair usage policy applies during peak hours
- **Technical Support:** Available during library hours

Special Collections

Career Guidance Collection

- **25 Career Guidebooks:** For career planning and development
- **Competitive Exam Materials:** Preparation books for various competitive exams
- **Skill Development Resources:** Books on personality development and soft skills
- **Industry Guides:** Information about various professional fields

Fiction and Recreation

- **102 Story Books:** Fiction and literature for recreational reading
- **Biographies:** Lives of famous personalities
- **General Knowledge:** Books for overall knowledge enhancement
- **Cultural Materials:** Books on art, culture, and heritage

Research Collection

- **Theses and Dissertations:** University research outputs
- **Research Reports:** Faculty and student research projects
- **Conference Proceedings:** Academic conference publications
- **Government Publications:** Official reports and documents

Contact Information

Central Library

- **Librarian:** Ms. Bandana Basu
- **Qualification:** MLISC, PGDLAN, B.Ed
- **Phone:** +91 33 69010527
- **Email:** librarian@brainwareuniversity.ac.in

Library Staff Directory

Central Library Staff

Name	Designation	Contact
Partha Sarkar	Library Assistant	ps.lib@brainwareuniversity.ac.in
Subhajit Acharya Bhowmick	Junior Library Assistant	sab.lib@brainwareuniversity.ac.in
Rakesh Agrawal	Junior Library Assistant	ra.lib@brainwareuniversity.ac.in
Abhijit Biswas	Library Assistant	ab.lib@brainwareuniversity.ac.in

Specialized Libraries

Library	Librarian	Phone	Email
Pharmaceutical Tech	Biplab	+91 33 69010528	biplab.lib@brainwareuniversity.ac.in
Law Library	Mita Acharya	+91 33 69010596	ma.lib@brainwareuniversity.ac.in
Nursing Library	Chandana Ghosh	+91 33 69010611	cg.lib@brainwareuniversity.ac.in
Allied Health Sciences	Sujan Bandhu Chakraborty	+91 33 69010587	sbc.lib@brainwareuniversity.ac.in

General Information

- **University Main Phone:** +91 33 69010532
- **University Email:** info@brainwareuniversity.ac.in
- **Library General Queries:** Through respective library contacts
- **Technical Support:** IT Department during library hours

Campus Address

Brainware University Library

398, Ramkrishnapur Road, Barasat
Near Jagadighata Market
Kolkata - 700 125, West Bengal, India

Important Notes:

- Library rules are subject to change with proper notification
- Users are responsible for knowing and following current regulations
- All library communications are through official university channels
- Regular updates are posted on university website and library notice boards
- For specific queries not covered in these guidelines, contact the respective librarian

The library is committed to providing excellent services to support your academic and research needs. Please help us maintain a conducive environment for all users.