



LPCPS

LUCKNOW PUBLIC COLLEGE OF
PROFESSIONAL STUDIES

(Affiliated to University of Lucknow, Lucknow)

Swami Vivekananda Library

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS Software	KOHA
Nature of automation (fully or partially)	Fully Automated
Version	19.11.03.000
Year of automation	2020

Course: BCA, BBA, B.Com (H), B.Com, B.Sc. (M), BA-JMC

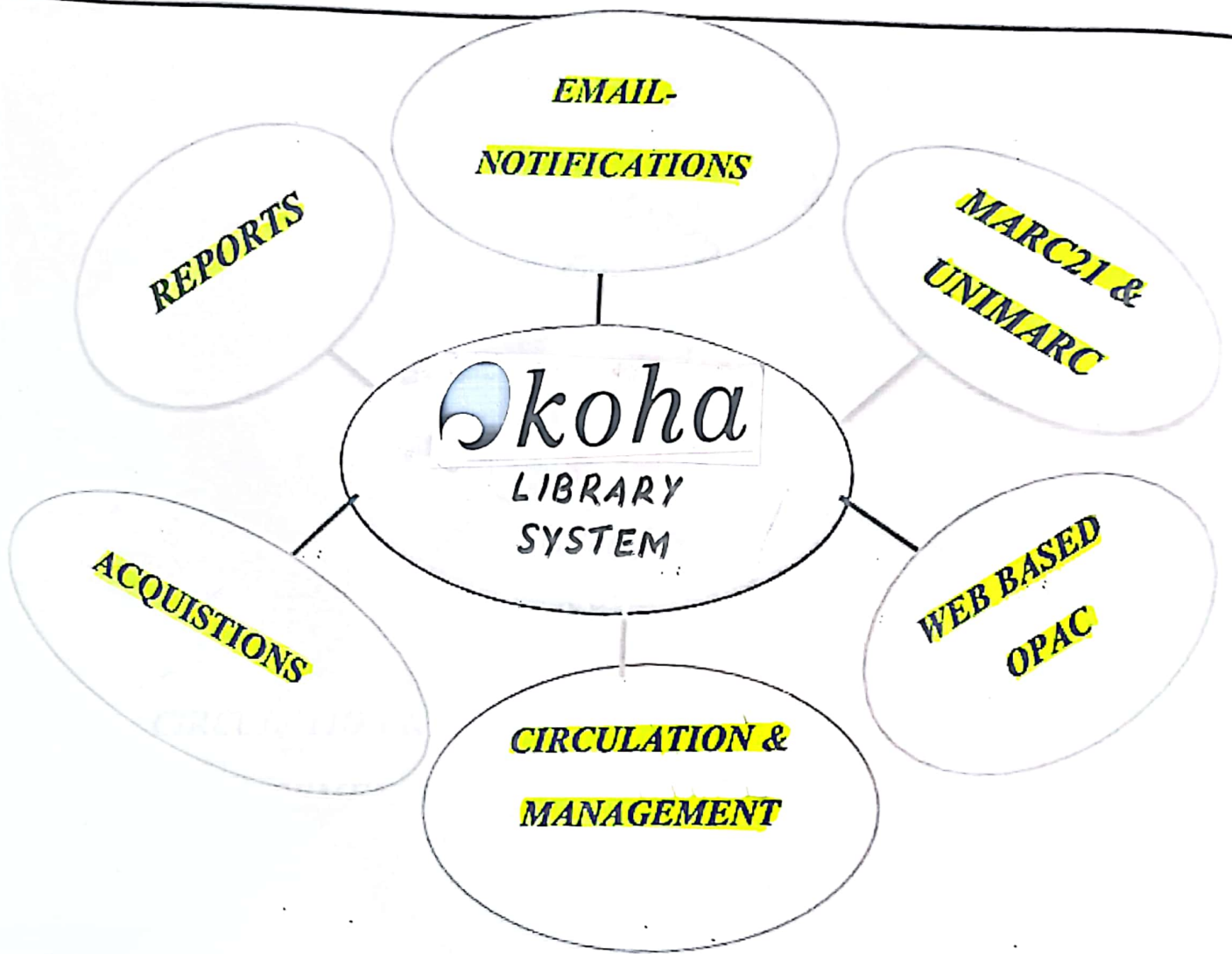
www.lpcps.org.in

VINAMRA KHAND, OPP. KATHAUTA LAKE, GOMTI NAGAR,

LUCKNOW (U.P)



Library Management System



Acquisitions

Cataloguing

Koha
OPAC

Serials

Circulation



Enter patron card number or partial name

Submit

Check out Check in Renew Search patrons Search the catalog

Home

News

Welcome to Koha

Welcome to Koha. Koha is a full-featured open-source ILS. Developed initially in New Zealand by Katipo Communications Ltd and first deployed in January of 2000 for Horowhenua Library Trust. Koha is currently maintained by a team of software providers and library technology staff from around the globe.

Posted on 28/10/2007 Edit Delete New

What's Next?

Now that you've installed Koha, what's next? Here are some suggestions:

- Read Koha Documentation
- Read/Write to the Koha Wiki
- Read and Contribute to Discussions
- Report Koha Bugs
- Submit Patches to Koha using Git (Version Control System)
- Chat with Koha users and developers

Posted on 28/10/2007 Edit Delete New

- Circulation**
- Patrons**
- Advanced search**
- Lists**
- Authorities**

- Cataloging**
- Serials**
- Acquisitions**
- Reports**
- Tools**
- Koha administration**
- About Koha**




Swami Vivekananda Library

**4.2.1 Library is automated using Integrated Library Management System .
(ILMS)**

INDEX

S.N.	Description
1	Authentication Certificate
2	Library is automated using Integrated Library Management System (ILMS) write up
3	KOHA description
4	Introducing KOHA 21.05
5	About KOHA
6	Patron Section- Create new patron
7	Cataloging Section –Books Information
8	Circulation Section – Counter Service
9	Transaction Report Section Issue- Return
10	Transaction Report Section
11	Item search section
12	Add Patron Student faculty and Staff
13	Library OPAC View
14	Salient Features of the Library




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(1)

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4.2.1 Library is automated using Integrated Library Management System (ILMS)

Authentication Certificate

This is certifying that as per the following details, the Library is partially automated using the following Integrated library Management System, (ILMS).

Name of ILMS Software	KOHA
Nature of automation (fully or partially)	Fully
Version	19:11.03.000
Year of automation	2020

Neelam Kanaujia

(Librarian)



Dr. Anil Singh

(Principal)

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Lucknow Public College of Professional Studies
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(2)

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4.2.1 Library is automated using Integrated Library Management System (ILMS)

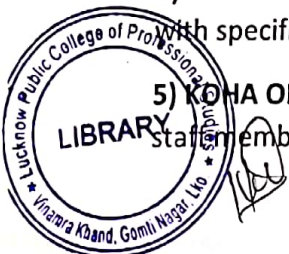
The **Swami Vivekananda Library** is located in the basement of A block building. The library area is 2407.89 Sqf (223.70 Sqm). This library has a seating capacity of approximately 100 students. There are **20438 bar-coded books (maximum)**, 14 computers with Wi-Fi facilities using and one projector with screen in this library. This library is automated using **Integrated Library Management System (ILMS). KOHA**, based on cloud service which gives a user-friendly interface for searching resources in the library, along with its positions and availability status. The library has **Web – OPAC** for providing remote access to its students, faculties and other staff members.

Name of the ILMS Software.	KOHA
Nature of automation	Fully
Version	19.11.03.000
Year of automation	2020

KOHA is Multilingual, Multiuser and multitasking software, which not only helps to effectively manage a library but also helps in reducing the overhead cost.

Swami Vivekananda Library is used for following purposes:-

- 1) **Patron Section-** To create new patron – Patron permissions are used to allow staff member's access to the staff client.
- 2) **Cataloging Section (Add MARC record)** - Information about books
- 3) **Circulation Section – Counter Services** – It is a service point meant for issue and return of books.
- 4) **Transaction Report Section- Issue & Return-** Course wise transaction of issued & returned books with specific date.
- 5) **KOHA OPAC facilities (Tag cloud services)-**OPAC Id has been given to all students, faculties & staff members.



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(3)

S.NO.	KOHA DESCRIPTION
1-	Students Teachers & Staff Membership Entries
2-	Books Entries
3-	Books Issue & Return
4-	OPAC
5-	View the Reports

Thus the version (19.11.03.000) of KOHA software in the library was partially automated by the Web-OPAC in 2020-21, which turned into fully automated in 2021-22. This has been taken to make the entire library operation smart, digital and computerized.

Nature of Automation: Fully Automated:-

Version: 19.11

Academic Year	Name of ILMS	Nature of automation (Fully/Partially)	Version
July-2020-June-2021	KOHA	Partially	19.11.03.000
July-2021-June-2022	KOHA	Fully	19.11.03.000



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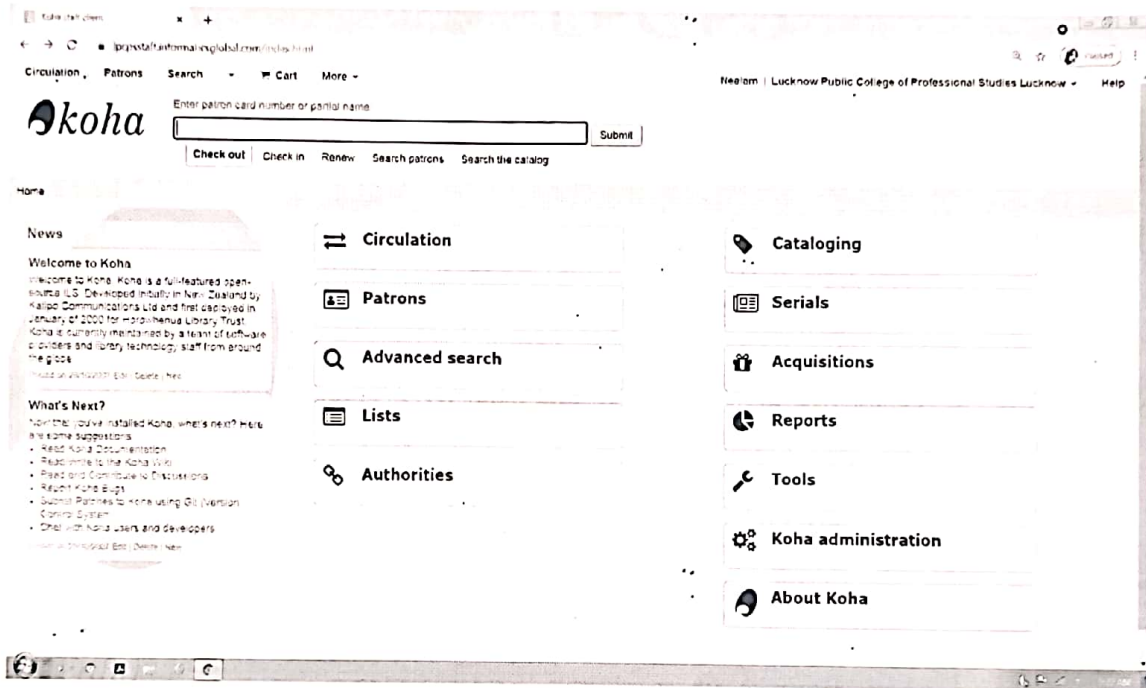


(4)

Swami Vivekananda Library

Koha is the first free and open source integrated library system (ILS). Development is sponsored by libraries of varying types and sizes, volunteers, and support companies from around the world.

Introducing KOHA 21.05





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(5)

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About KOHA:-

The screenshot shows a web browser window displaying the 'About Koha' page. The page has a navigation menu with 'Server information', 'Perl modules', 'System information', 'Koha team', 'Licenses', 'Translations', and 'Timeline'. The 'Server information' section is active and displays the following details:

- Koha version:** 19.11.03.000
- OS version (uname -a):** Linux app.koha13.19.0-69-generic #05-14.02.1-Ubuntu SMP Fri May 13 17:27:10 UTC 2016 x86_64
- Perl interpreter:** /usr/bin/perl
- Perl version:** 5.018002
- Perl @INC:** /home/kohauser/kohachrone/perl/koha-dev/koha/lib/plugins, /etc/perl, /usr/local/lib/perl5/18.2, /usr/local/share/perl5/18.2, /usr/lib/perl5, /usr/share/perl5, /usr/lib/perl5, /usr/share/perl5, /usr/local/lib/site_perl
- MySQL version:** mysql Ver 14.14 Distrib 5.5.49 for debian-linux-gnu (x86_64) using readline 6.3
- Apache version:** Server version: Apache/2.4.7 (Ubuntu)
- Memcached:** Servers: undefined | Namespace: koha | Status: unknown | Config read from: [redacted] Note that the right place to define the memcached config is in your \$KOHACONF file. Currently you do not have a valid memcached configuration defined. | Effective caching method
- Zebra version:** Zebra 2.0.44 (C) 1994-2010, Index Data ApS Zebra is free software, covered by the GNU General Public License, and you are welcome to change it and/or distribute copies of it under certain conditions. SHA1 ID: 419ad7596072691fa379799a051e03e551c6541 Using ICU
- Date and time:** 30.07.2021 10:35
- Time zone:** Used Asia/Kolkata | Config: Undefined | Environment (TZ): Undefined



(6)

Swami Vivekananda Library

1) Patron Section- Create new patron:-

The screenshot shows the Koha library management system interface. The top navigation bar includes 'Home', 'Tools', and 'Patron lists'. The main content area is titled 'Your patron lists' and displays a table with the following data:

Name	Patrons in list	Shared	Actions
ajay gupla	0	by you	Actions

Below the table, it indicates 'Showing 1 to 1 of 1' entries. The left sidebar contains various administrative tools and options, such as 'Patron lists', 'Patron cards', 'Comments', 'Import patrons', 'Overdue notices', 'Patron card creator', 'Batch patron deletion and archiving', 'Batch patron modification', 'Tag moderation', 'Upload patron images', 'Catalog', 'Batch item deletion', 'Batch item modification', 'Batch record deletion', 'Batch record modification', 'Automatic item modifications by age', 'Export data', 'Inventory', and 'Label creator'.



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(7)

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2) Cataloging Section –Books Information:-

The screenshot shows the Koha library catalog interface. At the top, there is a search bar with the keyword '3540' entered. Below the search bar, the results page displays '22 result(s) found for "kw.wrdl: 3540"'. The results are listed in a table with columns for 'Results' and 'Location'. The first three results are:

Results	Location
<input type="checkbox"/> 1 An Introduction to Statistical Methods C-1 by Gupta C B Material type: Book; Format: print; Literary form: Text fiction Language: English Publisher: Tannirani Publications, 2004 Description: 301 Edition: 2nd Edition Holdings (0) Add to cart Edit record Edit title	1 Item, 1 available: Lucknow Public College of Professional Studies Lucknow (1) Book
<input type="checkbox"/> 2 An Introduction to Statistical Methods C-1 by Gupta C B Material type: Book; Format: print; Literary form: Text fiction Language: English Publisher: Tannirani Publications, 2004 Description: 301 Edition: 2nd Edition Holdings (0) Add to cart Edit record Edit title	1 Item, 1 available: Lucknow Public College of Professional Studies Lucknow (1) Book
<input type="checkbox"/> 3 BCA Mathematics C-21 by Chauhan J P	1 Item, 1 available: Lucknow Public College of Professional Studies Lucknow (1) Book



Swami Vivekananda Library

3) Circulation Section – Counter Services:-

The screenshot shows the Koha library system interface. At the top, there are navigation tabs for Circulation, Patrons, Search, Cart, and More. A search bar is present with the text "Enter patron card number or partial name". Below this, the user profile for "Ms Neelam Patel (LIB01)" is displayed, including a photo and details such as "Category: Staff (ST)", "Home library: Lucknow Public College of Professional Studies Lucknow", and "Barcode number: 9".

The main section is titled "Circulation history" and shows a table of borrowing records. The table has columns for Date, Title, Author, Call no., Barcode, Number of renewals, Checked out on, Checked out from, Date due, and Return date. The records are as follows:

Date	Title	Author	Call no.	Barcode	Number of renewals	Checked out on	Checked out from	Date due	Return date
25-07-2021 21 36	Consumer Behaviour: Applications in Market c1	East Robert	658.8	1234	0	25-07-2021 21 35	Lucknow Public College of Professional Studies Lucknow	24-08-2021 23 59	25-07-2021 21 36
24-07-2021 14 26	Consumer Behaviour: Applications in Market c1	East Robert	658.8	1234	0	24-07-2021 14 25	Lucknow Public College of Professional Studies Lucknow	23-08-2021 23 59	24-07-2021 14 25
24-07-2021 14 19	India 2015 C-11(Eng-ishi)	Manjula, S.		2035	0	14-07-2021 12 27	Lucknow Public College of Professional Studies Lucknow	13-08-2021 23 59	24-07-2021 14 19
03-01-2021 11 37	Consumer Behaviour: Applications in Market c1	East Robert	658.8	1234	0	10-05-2020 10 53	Lucknow Public College of Professional Studies Lucknow	10-07-2020 23 59	03-01-2021 11 37
03-01-2021 11 37	Business Mathematics	Zameeruddin Qazi		4163	0	10-05-2020 10 52	Lucknow Public College of Professional Studies Lucknow	10-07-2020 23 59	03-01-2021 11 37

At the bottom of the interface, there are buttons for "Check out", "Details", and "Accounting".



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(9)

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4) Transaction Report Section- Issue & return report:-

Mr Ajay Gupta (FAC119)

Checking out to Mr Ajay Gupta (FAC119)

Attention: Overdues: Patron has ITEMS OVERDUE. See highlighted items below.

7 Checkouts(s) 0 Holds 0 / 0 Claim(s) Restrictions

Number of checkouts by item type

Due date	Title	Record-level item type	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call no	Charge	Fine	Price	Renew
18/01/2021	AN Introductions to Data base system by Desai Bijn - U B S Bill No:22382 1485	Book				Lucknow Public College of Professional Studies Lucknow	18/12/2020 11:47	Lucknow Public College of Professional Studies Lucknow		0.00	0.00	0.00	0 Not renewable
18/01/2021	I.T. tools and applications by Bangia, Ramesh - By purchase Bill No. UBS/15880 748	Book				Lucknow Public College of Professional Studies Lucknow	18/12/2020 11:45	Lucknow Public College of Professional Studies Lucknow		0.00	0.00	0.00	0 Not renewable
18/01/2021	An Intro DBMS C4 by Masre Rahul Chauhan - I B D C Bill No:1492	Book				Lucknow Public College of	18/12/2020 11:44	Lucknow Public College of		0.00	0.00	0.00	0 Not renewable



Swami Vivekananda Library

5) Transaction Report Section Return:-

Mr NAGENDRA PRATAP (FAC052)

Checking out to Mr NAGENDRA PRATAP (FAC052)

Checked out: International human resource management (345) Due on 29/06/2021

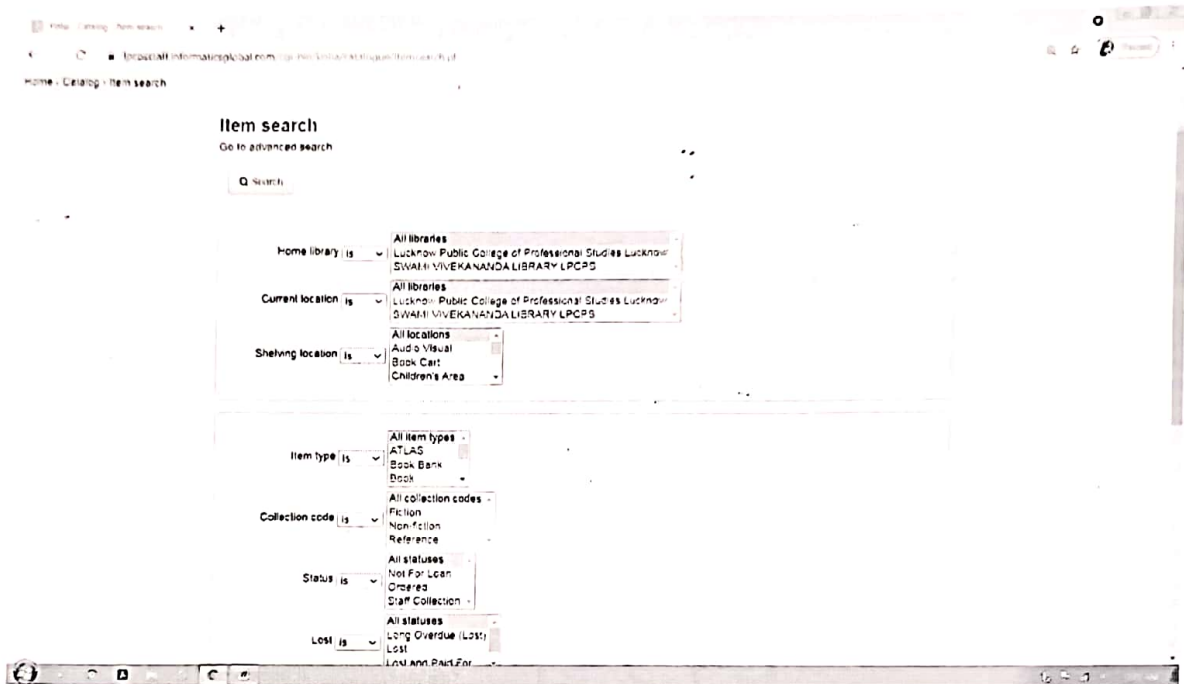
1 Checkout(s) 0 Holds 0:0 Claim(s) Restrictions

Due date	Title	Record-level item type	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call no	Charge	Fine	Price	Renew	Check in
	International human resource management by Sengupta, Nilanjani - By purchase Bill No. UBS/15870 345	Book				Lucknow Public College of Professional Studies Lucknow	30/07/2021 09:31	Lucknow Public College of Professional Studies Lucknow		0.00	0.00	0.00	0 Not renewable	Checked in
Totals:										0.00	0.00	0.00		



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6) Item Search Section:-





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7) Add Patron Student, faculty and Staff:-

Koha - Patrons - Add patron (STUDENT)

ipocssall.informaticsglobal.com/cgi-bin/koha/members/member-entry.pl?top=add&categorycode=STU

koha Search patrons Check out Check in Renew Search the catalog

Home - Patrons - Add patron (STUDENT)

Add patron (STUDENT)

Save Cancel

Patron identity

Salutation: [Mr] v

Surname: [vivekanand] Required

First name: [swami]

Date of birth: [09/03/2003] Age: 11 years, 7 months

Initials: []

Other name: []

Female Male None specified

Main address

Street number: []

Address: []

Address 2: []

City: []



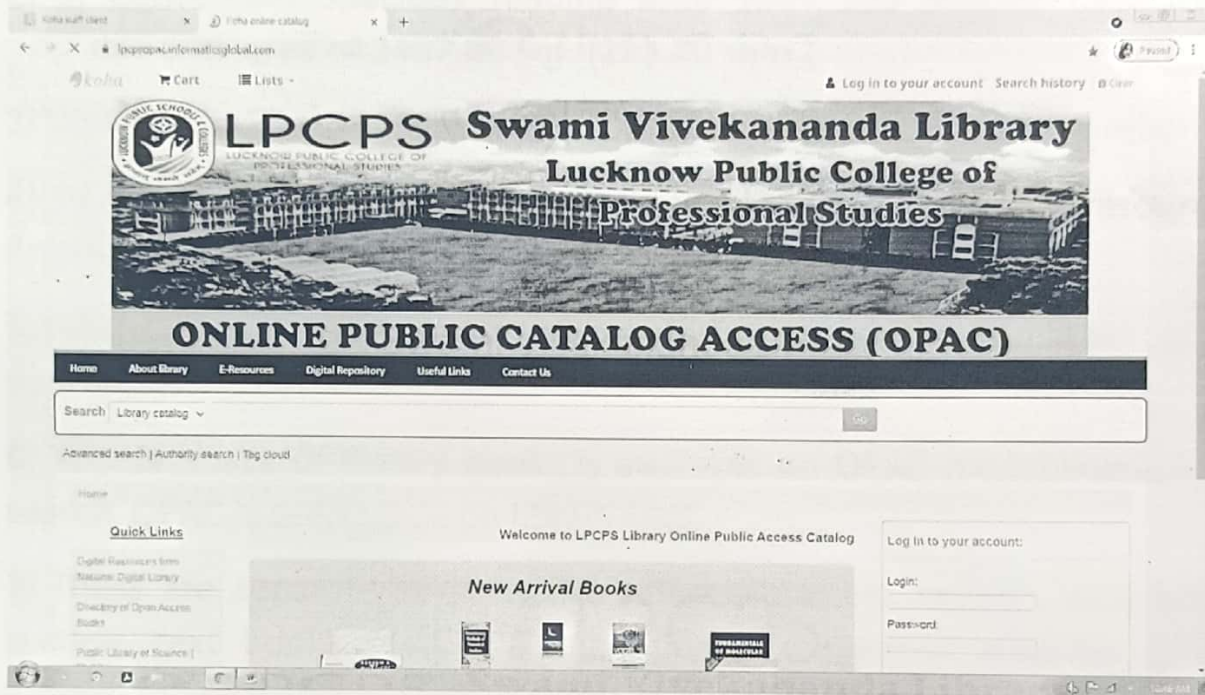
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(13)

Swami Vivekananda Library

8) Library OPAC View:-





Salient Features of the Library:-

- 1) Swami Vivekananda Library established in 2009 have 20433 stocks of books.
- 2) A Convenient spacious reading area with 100 seating capacity is available with area of 2407.89 Sqf. (223.70 sqm.).
- 3) Wi-Fi connectivity available 24 X 7 (faculty, students & Staff Members).
- 4) 14 Computers and 1 projector are provided to access the e-resources. Printer is also installed in the library.
- 5) Our Library has complete computerization and automation of all operations.
- 6) The database of library books is available on OPAC for bibliographical search. OPAC is searchable on library LAN.
- 7) There are separate sections like reference Books section, rare books section, text books section & magazines, newspaper available in the library.
- 8) **Bar-coding used** – Each Books is barcoded issue and return is carried out with the help of barcode system.



Aswini
Principal

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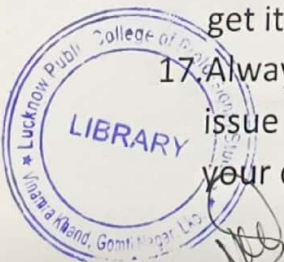


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Swami Vivekanand Library

LIBRARY RULES

1. Visiting hours for the library is 8:30 AM to 3:30 PM in summers and 9:00 AM to 4:00 PM in winters.
2. Lunch hours of the library are between 2:00 PM and 2:30 PM.
3. Students are not allowed in library during lunch hours.
4. Entry is prohibited in the library without library card.
5. Book Bank issue timing for B.Com and BJMC is after the 1st half of the College.
6. Books of the book bank have to be returned on the next day of the semester examination or as per the date given by the college otherwise the fine of Rs. 10 per day will be charged.
7. In case you are not able to return the books on time due to any emergency then inform this to your class teacher or coordinator of the college.
8. Reference Books will be issued for 10 days only. Only two books will be issued at a time. Books can be re-issued after 10 days.
9. Fine of Rs. 10 per day will be charged as late fees for reference books after 10 days of issue of books.
10. Always take the receipt of the fine that you are paying.
11. Damage and lost books shall not be given new Accession No.
12. New arrivals in stock is given new identification no.
13. If the books are torn/mutilated/damaged/pages found missing or any scribbling/marking/drawing/notes etc. are written in the books either with pen or pencil or any spot of the chai/coffee/shake/pickle/vegetable/oil or anything else is found in the book, then fine will be charged from you which will be equal to the price of the books or you have to get the same book of the same subject, publication & author as a replacement.
14. If it is holiday on the day of returning of the book then will be returned on immediate next working day without any fine. After that day, the fine will be applicable.
15. Do not argue with the librarian in any case.
16. In case of any issue in the library, contact your class teacher, to take their help to get it resolved.
17. Always put cover on your books of book bank with the brown sheet at the time of issue of books, so that it remains clean and fresh for the whole semester. Keep your cover back with yourself while returning and use it for the next slot of books.





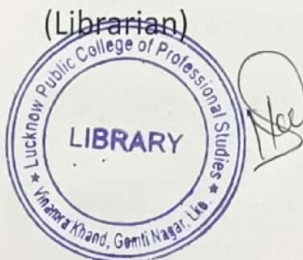
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18. Books lost or torn will be compensated by a new book or the cost of the book has to be paid by the concerned person.
19. Books will not be issued without library card.
20. New library card will be issued, if already issued card is lost, only after paying fine as per the college rule.
21. Students are supposed to make entries in the library entry register before entering the library.
22. Students are allowed to access the library only in their free period or allotted period.
23. Boys and Girls are instructed to sit on their respective side of the seats.
24. Use of mobile phones are strictly prohibited in the library, anyone found using the same will be liable for punishment (phone will be retained by the college for at least 48 hours)
25. Bags should be kept at the bag rack in the library. You are not supposed to carry the bag inside the library.
26. Do not carry any valuable items in the college. College is not responsible for loss of any valuable items.
27. Students found talking or disturbing in the library will be debarred from the library for the entire day.
28. If any student is found in the library during the class will be suspended from the college.
29. Students are not allowed to eat lunch or snacks in the library.
30. Students not abiding by the library rules and regulations will be debarred from the library and suitable disciplinary action will be taken against them.
31. In case of any grievance in the library, students can contact the library committee.
32. (Names: Coordinators Mr. Ajay, Dr. Ashish and the class Teacher of the respective class).

Ms. Neelam Kanaujia

(Librarian)




Prof. Anil Singh

(Principal)

Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomti Nagar Lko



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Swami Vivekananda Library

Rules and Instructions For Book bank Books

1. Anyone who violates the rules & regulation of the library would be liable to lose the Privilege & library membership. The books will be issued to the student only, but returns can be through anyone,
2. Students are responsible for checking of the books (Neatness, tidy and not marked with pen or pencil) at the time of issuing book bank. If found any short coming contact to librarian immediately.
3. All the students must ensure returning the entire set of books provided to them within **1 week/ date provided by library** of completion of their Final Examination of the concerned semester/ year. If the student does not return the books within a week after the exam, then he will have to pay a late fine.
4. If any student fails to return the books with in due date. (As stated above), then he/ she will be charged fine decided by the authority.

S.No.	Fine Statement	Paid fine
1-	After Due date within one week	10 Rs.Per day
2-	Between 8 to 15	125.00 Rs.
3-	Between 16 to 90	250,00 Rs.
4-	Between 90 to 180	1000.00 Rs.
5-	After 181 days	1500.00 Rs.

5. Loss/damage/disfiguring/tearing of pages of library books, twice the prevailing cost of the book (as replacement cost) will be charged in case of non – replacement fines till the date of replacement books submission of books replacement cost will be applicable, **barring few exception** *
6. Defaulters, in case of delay in the permissible period shall not be issued any publication till they clear the past account dues of the library.

Note: -

- ❖ Librarian has the authority to condone the fine on merit & in genuine case.
- ❖ Anyone who violates the rules & regulation of the library would be liable to lose the Privilege & library membership.

Ms. Neelam Kanaujia



Anil Singh
Prof. Anil Singh
(Principal)

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