

## Library Sections

Section	Person in charge	Time	Nature of books/work	Location
<b>Library Director Room</b>	Rev. Dr A.Louis Arockiaraj S.J.	,	Representative of Jesuit Management	Near the entrance --- Left hand side First room
<b>Librarian Room</b>	Dr M.Parthiban	09:00 am to 05:00 pm	Library management; any clarification regarding Library	Near the entrance --- Left hand side Second room
<b>Assistant Librarian Room</b>	Ashok Kumar.P	12:00 to 08:00 pm	--Maintaining Accession Register -- Library Management	Near the entrance --- Right hand side First Cabin
<b>Technical Section</b>	Stanley Joseph.R Susana Felcia.A/ Maria Dennis Sahayam.T	08:00 am to 05:30 pm	--- Books and Journals processing, --- Accounts Maintenance	Left Side – Inside Librarian cabin
<b>OPAC-Online Book search &amp; New Arrivals</b>	Sugumaran.K / Stanley Joseph.R	08:00 am to 08:00 pm	-Search from computer regarding available resources in our library -- Display of New Arrivals	Left side--- next to the Librarian Room
<b>Reception</b>	Sugumaran.K/  Stanley Joseph.R	08:00 am to 08:00 pm	---Monitoring entry & exit of Library Users; --- User should not bring any printed non library material beyond this point into the Library	Right side --- Next to Electronic Gate
<b>Photocopier Cabin</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 07:00 pm	To Photocopy only Library materials	Right side --- behind Reception (Inside)
<b>Book Self Service Terminal</b>	Joseph Xavier.V / Susana Felcia.A / Maria Dennis Sahayam.T	08:00 am to 05:30 pm	---Monitoring students transactions Book Issue, Return, Renewal -- T.C. Clearance	Right side ---Next to Reception

<b>Reference Section</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:00 am to 08:00 pm	---Books from all subjects are kept Call Number wise, for Reference only;	Central Hall --- From BSST to History Section
<b>Journal Section</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:00 am to 08:00 pm	---Current issues of subscribed journals are kept arranged in alphabetical order in the Journal Display Rack --- Issues of current year will be kept inside those racks --- Back volumes of the past years are bounded & kept arranged title (alphabetically) and year wise	Left side of Reference Section – upto Social Science Block
<b>Science Section - Block 1 &amp; 2</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 05:30 pm	---Books related to all Science subjects	Right side to the Reference Section
<b>English (Language/ Literature) Section</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 05:30 pm	--- Books related to English Language and Literature	Right side End of Science Section
<b>Social Science Block -1</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 05:30 pm	Commercial Laws, Accounts, Management, Marketing, Advertising, Social Work, Arts , Public Administration, Education	Left side to the Reference Section
<b>Social Science Block – 2</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 05:30 pm	---Psychology, Sociology (women, caste, terrorism, population ), Media, Communication, ---Economics, Banking, Foreign Trade,	Left side --- Adjacent to Social Science block -1
<b>History Section</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 05:30 pm	---Political Science, Human Rights, Elections, Law, --Geography, Tourism, Biography; --History (Asian, American, European)	Next ---To the Journal Back Volume Section

<b>Language Section</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 05:30 pm	--- Journalism, Philosophy, Religion, Sports; ---Tamil, Sanskrit, Hindi, Telugu, French, German	Above --- History section [first floor]
<b>Book Bank Section</b>	Gnanaprakasam.D / Nirmala Geraldine.A	08:30 am to 05:30 pm	--- Text Books (multiple copies) of all subjects	Above --- Printing & Science Block-2 [first floor]
<b>Bag Counter</b>	Antony Raj.L	08:00 am to 06:30 pm	To deposit bags (Only Library users)	Left corner of Central Library Entrance
<b>Digital Library</b>	Joseph Xavier.V/ Maria Dennis Sahayam.T	08:00 am to 08:00 pm	--three computer labs available to browse e- resources -Monitoring students usage of e-resources and System service	Above --Social Science Block-2 [first floor]
<b>Reading Room</b>	Antony Raj.L	08:30 am to 05:30 pm	--space to read their own books	Right hand side of Central Library Entrance
<b>Printing Centre</b>	Photocopier Operator	09:00 am to 06:00 pm	--Printing & Photocopy facility available	Right side corridor of Central Library – entry outside