



# Presidency University

**No: 86/1, College Street, Kolkata-700073. West Bengal**

## User Manual

### **EFFECTIVE INFORMATION RESOURCES RETRIEVAL STRATEGIES**

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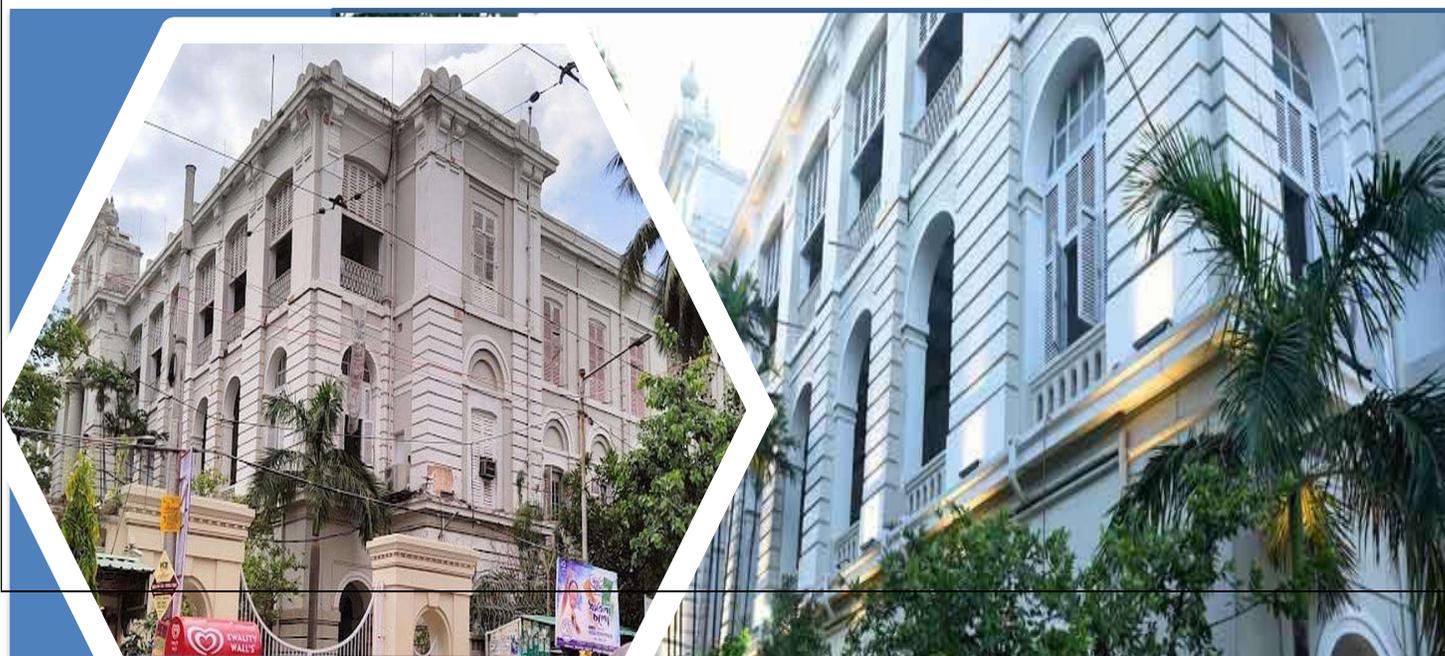
#### **Contributors:**

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Dr. Rabisankar Giri, Assistant Librarian, Presidency University, Kolkata.

Dr. Sutapa Chatterjee, Assistant Librarian, Presidency University, Kolkata.



**Module Title:**

**Enhancing Resource Discovery: Effective Information Resources Retrieval Strategies**

**Contributors:**

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**Date:** 24<sup>th</sup> August, 2023

**Subject Areas:** Interdisciplinary, Library and Information Science.

**Target users:**

Academicians, Students (Undergraduate, Postgraduate), Research Scholars, Staff, or any other members of the Libraries who need information regarding

- Whether the information resources, the library users need are available in the library or not?
- What information resources are available in the library?
- How can bibliographic information be retrieved using the library catalogue/OPAC/Web OPAC?
- How can databases be searched using different search Strategies?

This is also helpful for the skill development of the Library Staff in assisting the library users to find the relevant resources.

**Contents:**

1. Introduction of the Module
  2. Objectives
  3. Background
  4. Retrieval strategies
    - a) Simple Search Techniques
    - b) Advanced Search Techniques
  5. Exercises
-

## **1. Introduction to the module**

This module is designed to provide information on the different retrieval techniques of information resources/bibliographic resources. It aims to enhance the knowledge and skills of library users, students, faculty members and researcher scholars in effective resource search.

## **2. Objectives**

- Learners including Library staff and users will get acquainted with the structure and the functions of the OPAC interface through NewGenLib Library Automation Software.
- Learners will learn different search options necessary to get the appropriate resources on time.
- Learners will understand how to find similar resources even if their knowledge is limited about the available resources through resource linking.
- Learners will be able to access their accounts meant for different services and information dissemination related to the library

## **3. Background**

Information retrieval (IR) is the process of finding relevant information from a collection of data. Effective search techniques can result in more relevant data retrieval.

In this module, the search techniques are illustrated with the help of the Presidency University Web OPAC.

### **Presidency University Library: A Brief Introduction:**

Being the library of a two-hundred-year-old institution, The Presidency University (Erstwhile Hindu College/Presidency College) Library has a very unique and rich collection of books, periodicals, and manuscripts along with electronic and multimedia resources. The collection includes some of the rarest books and reference materials along with thousands of important documents and journals.

The University Library comprises of two main units - i.e., - the Arts Library, and the Science Library alongside the individual departmental libraries. The primary aim of the library is to support the academic and research programs of the University by providing access to its rich physical and digital repositories of learning resources. With its rare archives and the most current databases, the University library is designed to cater to the University's current and future teaching and research interests.

### **NewGenLib Library Automation Software**

Presidency University Library has been automated with the NewGenLib (NGL) Library Automation Software, developed by Verus Solutions Private Limited, Hyderabad – 500049. NGL Core Engine version 3.3 – Helium, Release Date: 26th January 2023 is being used at present.

Data Entry, Cataloguing, Membership, Circulation and many other works are being automated using different modules of the NGL Software.

## Library Online Public Access Catalogue (OPAC) /Web OPAC Interface of NewGenLib

Presidency University Library's OPAC/Web OPAC offers an easy-to-use platform for searching the collections of books and other library resources.

The catalogue can be searched from any internet device like [desktop](#), [laptop](#), [mobile](#), etc.

The Online Public Access Catalogue (OPAC) of the University Library is **accessible – anytime, from anywhere**. The OPAC shows the real-time availability of the library learning materials.

To locate learning resources (i.e., books and other materials) available in the library following steps to be followed:

**Step-1-** Go to the University home page ([www.presiuniv.ac.in](http://www.presiuniv.ac.in)) and then click on the Library tab. The following screen will come.

The screenshot shows the web interface for the Presidency University Library OPAC. At the top, the browser address bar displays the URL [www.presiuniv.ac.in/web/library/aboutlibrary.php](http://www.presiuniv.ac.in/web/library/aboutlibrary.php). Below the address bar is the Presidency University Kolkata logo. A navigation menu includes links for Home, Students, Academic, Library, Research, Alumni, Advertisements, Public Lectures, and Staff Login. A banner image shows a library aisle with bookshelves. On the left, a sidebar menu lists: Library Home, OPAC, Digital Archive, e-Resources Campus Access, e-Resources Open Access, Research Guide, Rules & Regulations, and Collection Development Policy. The main content area is titled "About Library" and contains the following text:

The Presidency University Library has a very unique and rich collection of books, periodicals and manuscripts as well as multimedia resources built over nearly two hundred years. This includes some of the rarest reference materials along with thousands of important documents and journals.

The University Library comprises two main units - i.e., - the Arts Library, the Science library alongside the individual departmental libraries. With the vast stock of old and rare books as well as the growing maintenance demands, plans for further infrastructural development and expansion are underway.

**Mission**

The primary mission of the library is to support the educational and research programs of the University by providing access to rich physical and digital repositories of learning resources. With its rare archives and the most current databases, the University library is designed to cater to the University's current and future teaching and research interests.

Announcements

**Step-2.** Click on OPAC (on the left-hand side). By default, all users accessing OPAC will see a common interface and same set of menu option.

→ ↻ 🏠 🔍 presiuniv.ac.in/web/library/opac.php

  
PRESIDENCY UNIVERSITY  
KOLKATA

Home | Students | Academic | Library | Research | Alumni | Advertisements | Public Lectures | Staff Login

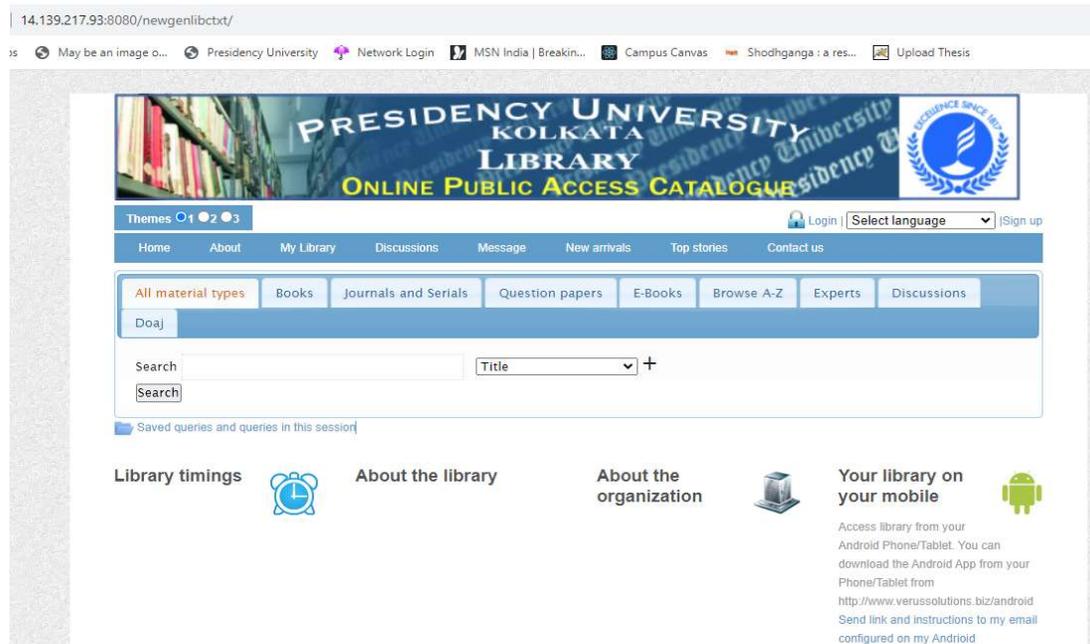


**OPAC**

Library Home  
**OPAC**  
Digital Archive  
e-Resources Campus Access  
e-Resources Open Access  
Research Guide  
Rules & Regulations  
Collection Development Policy  
Forms  
Presidency University ETD-Theses Repository

Library OPAC

**Step 3.** Click on Library OPAC. The following screen will appear.

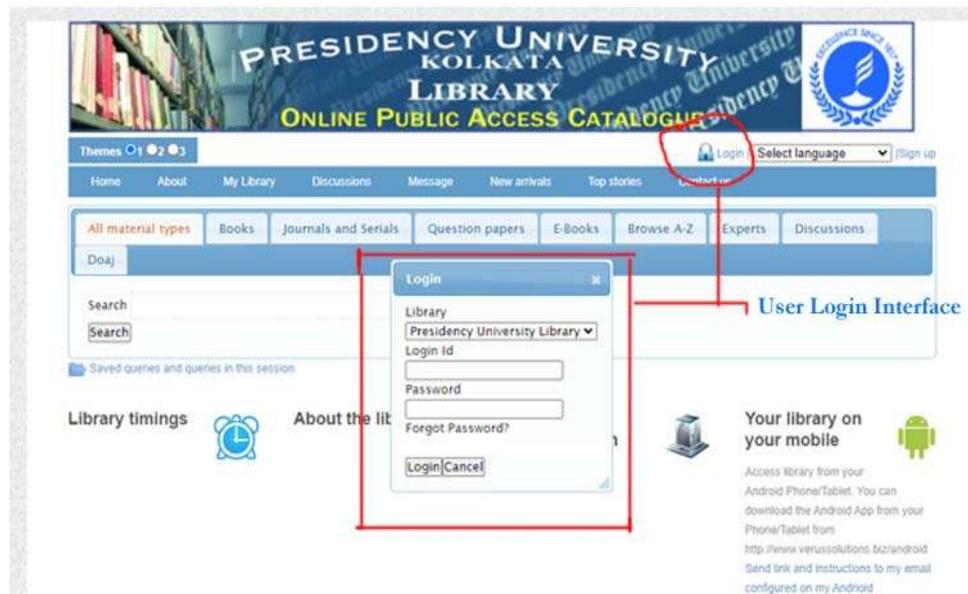


Or, Users can directly click on the link:

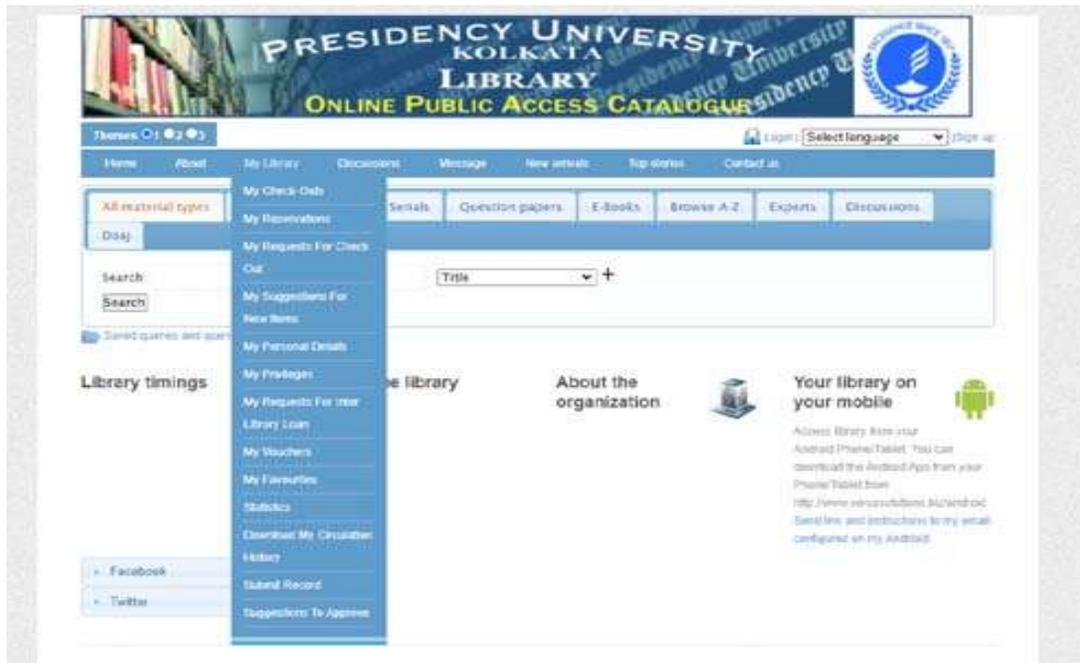
<https://www.presiuniv.ac.in/web/library/opac.php>

### **Login to OPAC:**

Members of the Library can also login to the Library OPAC using the Login ID and password provided by the Library.



**OPAC interface:** The following picture shows how to login to the OPAC interface as a user and the facilities that may be availed after login as a user.



## 4. Search Strategies

Search strategies may be simple as well as advanced. Browsing is also one kind of search strategy used to retrieve documents with author, title, etc., in alphabetical order.

### 4.1 Simple Search Strategies:

Through Simple Search Strategy, a user may search the library collection by the following options:

- Title,
- Author,
- Keywords,
- Classification Number, and
- Accession Number.

If one does not know which field has to be searched, a user may use the ‘**anywhere**’ option.

The screenshot shows the library's homepage with a search bar and a dropdown menu. The dropdown menu is open, displaying the following options: Title, Author, Subject, Keywords, Classification number, Accession number, and Anywhere. The search bar contains the text "Search" and a "Search" button. The page header includes the library's name and logo, and the navigation menu includes Home, About, My Library, Discussions, Message, New arrivals, Top stories, and Contact us.

Note: All the search results are **arranged alphabetically based on 'Title Words' by default**. However, one can sort the search results by Authors (i.e., Surname of Authors), Date (Ascending) or Date (Descending) based on publication year.

### a) Search using the 'Title' option

To find a book with the Title "A Shakespeare Manual", a user has to write the title in the search box and select the title option and then click on search. **The result will be as follows:**

The screenshot shows the search results page for the query "A Shakespeare manual". The search bar contains the text "A Shakespeare manual" and the dropdown menu is set to "Title". The search results show one result: "A Shakespeare manual / S. C. Sen Gupta". The result details include the author's name, the subject, the publisher, the call number, and the type of book. The availability is listed as "Available At: Main Library -> Arts Library". The result also includes a "Discover" button and a "Refine results by" section with options for "Sub location" (Main Library (1)) and "Shelving location" (Arts Library (1)).

## Searching Documents in Bengali languages

When searching for a Bengali document, it may be done both in Bengali and in English scripts since the title and author of Bengali documents are recorded in both languages.

For example if we write 'Matantare' or 'মতান্তরে' in the search box and select Title the search will retrieve the following book written in Bengali:

Search  Title  +

Saved queries and queries in this session

 **মতান্তরে মনান্তরে রবীন্দ্রনাথ/ সুব্রত রায়চৌধুরী দ্বারা সম্পাদিত**

Physical description: ২৩৬পৃ.;  
Author(s): রায়চৌধুরী, সুব্রত (RoyChowdhury, Subrata);  
Subjects: বাংলা সাহিত্য; Bengali literature; বাংলা প্রবন্ধ; রবীন্দ্রনাথ ঠাকুর; Bengali Essay;  
বাংলা সাহিত্য; Rabindranath Tagore;  
Publisher: : পত্রলেখা কলকাতা , ২০১০;  
Call number: B 891.444 R813M;  
Type: Book  
Available At: Main Library -> Science Library, Main Library -> Arts Library  
Availability:  View details  
Reviews: ★★★★★ (0 reviews)   
Quick view |

Holdings

Download MARC Record

Leader	
001	###86104385#
008	180726 2010
082	0 \$aB 891.444\$bR813M
100	\$aরায়চৌধুরী, সুব্রত (RoyChowdhury, Subrata)
245	\$aমতান্তরে মনান্তরে রবীন্দ্রনাথ\$cসুব্রত রায়চৌধুরী দ্বারা সম্পাদিত
246	\$aMatantare manantare Rabindranath
260	\$bপত্রলেখা\$aকলকাতা\$c২০১০
300	\$a২৩৬পৃ.
600	\$aবাংলা সাহিত্য

## Searching Documents in Hindi languages

When searching for a Hindi document, it may be done both in Hindi and in English scripts since the title and author of Hindi documents are recorded in both languages.

For example if we write 'Akbari darbar' or 'अकबरी दरबार' in the search box and select Title the search will retrieve the following book written in Hindi:

Search   +

Search

Saved queries and queries in this session

Back to search results

 अकबरी दरबार के हिन्दी कवि और रहीम/ बी. कैलाश सिंह

Physical description: 184p.;

Author(s): सिंह, बी. कैलाश (Singh, B. Kailash);

Subjects: आलोचना (कवि);

Publisher: कानपुर : अन्नपूर्णा प्रकाशन , 1999;

Call number: H 891.43109 Si64A;

Type: Book

Available At: Main Library -> Science Library

Availability:  View details

Reviews: ★★★★★ (0 reviews) [View/Add reviews](#)

Quick view | [Tag This Record](#) | [Add To Favourites](#) | [ReservethisItem](#)

[Print Record](#) | [Email Record](#) | [Add Record To Buffer](#)(You can print all records in buffer) (You can print all records in buffer)

Holdings [For Librarians \(MARC Record View and Download\)](#)

Download MARC Record

Leader	
008	160610 1999
082	\$aH 891.43109\$bSi64A
100	\$aसिंह, बी. कैलाश (Singh, B. Kailash)
245	0\$aअकबरी दरबार के हिन्दी कवि और रहीम\$cबी. कैलाश सिंह
246	\$aAkbari darbar ke hindi-kavi aur rahim
260	\$aकानपुर\$bअन्नपूर्णा प्रकाशन\$c1999
300	\$a184p.
650	\$aआलोचना (कवि)

## b) Search using the 'Subject' option

To find a book with the Subject "Physical Chemistry", a user has to write the title in the search box and select the title option and then click on search. **The result will be as follows:**

search?searchText=physical+chemistry&Index=Subject&SelectedUnixNames=&From=Library&ResultSetOffset=1&LibraryId=1&FormName=All&Api

The screenshot shows the search results for 'physical chemistry' on the Presidency University Kolkata Library website. The search results are sorted by Title (Author) Date(Acending) Date(Descending) and show 109 results. The first result is 'A mathcad primer for physical chemistry/ M. P. Cady and C. A. Trapp'. The book details include: Author(s): Cady, M. P.; Trapp, C. A.; Subjects: Physical chemistry; Publisher: Oxford University Press New York, 1999; ISBN: 0190503590; Call number: E 541 C161M. The book is available at the Main Library -> Science Library. The status is 'Available'. There are options to 'View details', 'Add To Favourites', 'Reserve this item', 'Print Record', 'Email Record', and 'Add Record To Buffer'.

After clicking on the particular title, the user will get:

The screenshot shows the holding details for the book 'A mathcad primer for physical chemistry/ M. P. Cady and C. A. Trapp'. The physical description is 'x, 334p.'. The author is 'Cady, M. P.; Trapp, C. A.'. The ISBN is '0190503590'. The book is available at the Main Library -> Science Library. The status is 'Available'. There are options to 'View details', 'Add To Favourites', 'Reserve this item', 'Print Record', 'Email Record', and 'Add Record To Buffer'. Below the holding details is a table for 'Presidency University Library' holdings.

Bar code	Accession number	Status	Location	Material type	
S24153	S24153 E 541 C161M	Available	Main Library -> Science Library	Book (Print, Microform, Electronic, etc.)	Request this item for check- out
S24187	S24187 E 541 C161M	Available	Main Library -> Science Library	Book (Print, Microform, Electronic, etc.)	Request this item for check- out

- User may note down the title, author, accession number and call number of the desired books to trace them easily in the library.

Users may further **narrow down their search** by using **Refine results** option given at the Right side of the search results using following options-

**Shelving Location, Author, Subject, Nature of Publications, etc.**

To know the real time availability of the desired learning material and its location, see the 'Available At' and 'Availability'.

Note:

**Accession number:** Unique Identification Number of a book/document.

**Status:** If a document is available it will show Available.

**Location:** If a book is available in the Arts Library, it will show

**Arts Library** in location.

Other locations are –

**Science Library** and different **Seminar Libraries**.

## Virtual bookshelf:

The 'Other Books in the rack' is the virtual bookshelf that will inform the users about *other related books* available in the Library based on the 'Title' selected.

Holdings		For Librarians (MARC Record View and Download)			
<b>Presidency University Library</b>					
Bar code	Accession number	Status	Location	Material type	
S24153	S24153 E 541 C161M	Available	Main Library -> Science Library 	Book (Print, Microform, Electronic, etc.)	Request this item for check- out
S24187	S24187 E 541 C161M	Available	Main Library -> Science Library 	Book (Print, Microform, Electronic, etc.)	Request this item for check- out

## Other books in the rack



Physical  
Chemistry /  
R. Stephen  
Berry, Stuart  
A. Rice and  
Ross Jhon



Physical  
Chemistry : a  
molecular  
approach /  
Donald A.  
McQuarrie  
and John D.  
Simon



Concepts of  
physical  
chemistry /  
Jyotirmay  
Lahiri



Physical  
chemistry :  
quanta,  
matter, and  
change /  
Peter Atkins,  
Julio de  
Paula and  
Ronald  
Friedman



A mathcad  
primer for  
physical  
chemistry / M.  
P. Cady and  
C. A. Trapp



Physical  
chemistry /  
Gilbert W.  
Castellan ;  
with a  
foreword and  
suggested  
exercises by  
V. M. Khanna,  
M. M. Kapoor  
and V. P.  
Sharma



Elementary  
physical  
chemistry / S.  
R. Palit



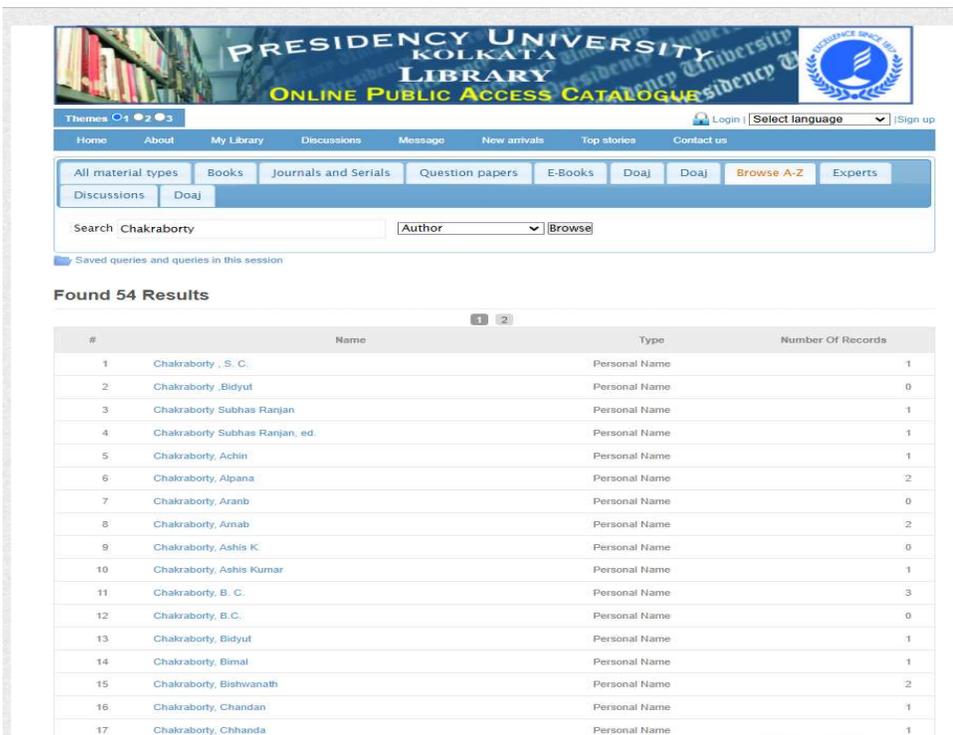
Introduction  
to physical  
chemistry /  
Mark Ladd

### c) Browsing

When a user **doesn't** know the particular 'Title' or 'Author' of the learning resources or if the user wants to explore the different resources available, he/she **may browse the whole database with Subject, Author and Title as shown** below



### Example of browsing with the Last name – Chakraborty

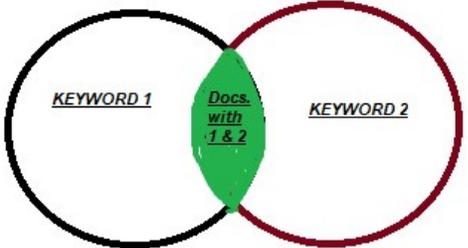
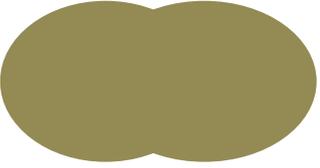
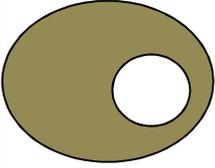


#### 4.2 Advanced Search Strategies:

In an advanced search strategy, some techniques are used to broaden or to shorten the searches. Advanced search techniques include Boolean Search, Proximity Search, etc.

a) **Boolean Search** - Besides the aforementioned simple search options, one can use Boolean Search Operators by clicking on the + sign

**Boolean Operators are** – AND, OR and NOT

<b>AND</b> (Narrows a search. Green Area)	<b>OR</b> (Broaden a search. All the coloured area)	<b>NOT</b> (Narrows a search. Area excluding white part)
		
<b>AND</b> – retrieves documents with all the keywords included	<b>OR</b> - retrieves documents with all the keywords included either separately or together	<b>NOT</b> -retrieves documents with the keywords given excluding the keyword with <b>NOT</b>

**And** – when documents with two or more keywords are to be retrieved

**For ex.** Organic AND Chemistry in Title (Advanced Search)– will retrieve all the books having both the keywords in their title

Search **Organic** **Chemistry** **Title** **Title**

AND Search Search

Search

Saved queries and queries in this session

Resort results by: Title | Author | Date(Ascending) | Date(Descending)

**Found 268 Results**

Save This Query Subscribe To RSS Feed

1 2 3 4 5 6 7 8 9 10 11



**3000 solved problems in organic chemistry/Estelle K. Meislich, Herbert Meislich and Joseph Sharefkin**

Author(s): Meislich, Estelle K.; Meislich, Herbert; Sharefkin, Joseph;

Subjects: Chemistry, Organic --Problems, exercises, etc; Organic chemistry;

Publisher: New Delhi : Tata McGraw-Hill Education , 1994 ;

ISBN: 9780070085268 ;

Call number: E 540 G564S;

Type: Book

Available At: Main Library -> Science Library

Availability: ● (Item Available)/View Details

Reviews: ★★★★★ (0 reviews) [View/Add reviews](#)

It is to be noted that- if 'Organic Chemistry' is written together in one box only (Simple Search), books with Organic Chemistry with these words exactly in the order given will be retrieved.

Home About My Library Discussions Message New arrivals Top stories

All material types Books Journals and Serials Question papers E-Books Doaj

Discussions Doaj

Search **Organic Chemistry** **Title**

Search

Saved queries and queries in this session

Resort results by: Title | Author | Date(Ascending) | Date(Descending)

**Found 244 Results**

Save This Query Subscribe To RSS Feed

1 2 3 4 5 6 7 8 9 10



**3000 solved problems in organic chemistry/Estelle K. Meislich, Herbert Meislich and Joseph Sharefkin**

Author(s): Meislich, Estelle K.; Meislich, Herbert; Sharefkin, Joseph;

Subjects: Chemistry, Organic --Problems, exercises, etc; Organic chemistry;

Publisher: New Delhi : Tata McGraw-Hill Education , 1994 ;

ISBN: 9780070085268 ;

Call number: E 540 G564S;

Type: Book

Available At: Main Library -> Science Library

Availability: ● (Item Available)/View Details

Reviews: ★★★★★ (0 reviews) [View/Add reviews](#)

**OR-** When OR is used, documents with either of the terms or both the terms will be retrieved.

Search Sociology | Title | +  
 OR Search Philosophy | Title | + -  
 Search

Saved queries and queries in this session

Resort results by: Title | Author | Date(Ascending) | Date(Descending)  
**Found 1955 Results**

Save This Query | Subscribe To RSS Feed

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
 21 22 23 24 25 ...79

 9250 objective type (multiple-choice) expected question on Sociology/Gopal K. Puri and Shailaja Wanchoo  
 Author(s): Puri, Gopal K.; Wanchoo, Shailaja;  
 Edition: 8th ed.;  
 Subjects: Objective type question -Sociology;  
 Publisher: New Delhi : IIMS Publications , 2004-2005 ;  
 ISBN: 8176030570 ;  
 Call number: CG/E 301 P973N;  
 Type: Book  
 Available At: Main Library -> Arts Library  
 Availability:  (Item Available)/View Details  
 Reviews: ★★★★★ (0 reviews) [View/Add reviews](#)

Quick view | Tag This Record | Add To Favourites | Reserve This Item  
 Print Record | Email Record | Add Record To Buffer(You can print all records in buffer)

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 A brief history of analytic philosophy from Russell to Rawls/Stephen P. Schwartz  
 Author(s): Schwartz, Stephen P;  
 Subjects: Analysis ; Philosophy; Analytische Philosophie;  
 Publisher: Chichester : Wiley-Blackwell , 2012 ;  
 ISBN: 9780470672082 ;  
 Call number: E 146.409 Sch9B;  
 Type: Book  
 Available At: Main Library -> Arts Library  
 Availability:  View Details  
 Reviews: ★★★★★ (0 reviews) [View/Add reviews](#)

Quick view | Tag This Record | Add To Favourites | Reserve This Item  
 Print Record | Email Record | Add Record To Buffer(You can print all records in buffer)

**Shelving location**

- Arts Library (1,486)
- Science Library (413)
- Access from University Campus Only (59)
- 2nd Campus (New Town) - Tower 2 (24)
- Seminar Library - English (18)
- Seminar Library - History (15)
- Seminar Library - Political Science (13)
- Seminar Library - Philosophy (10)
- Seminar Library - Sociology (8)

(3)

**Refine results by**

**Sub location**

- Main Library (1,955)

**Author**

- Giddens, Anthony (13)
- Copleston, Frederick (10)
- Weber, Max (10)
- Indian Council of Social Science Research (2)

**NOT-** is used to exclude the documents with a term not required

All material types Books Journals and Serials Question papers E-Books Doaj Doaj Browse A-Z Experts

Discussions Doaj

Search English Literature  Title  +

NOT  Search Rogers, Pat  Author  + -

Saved queries and queries in this session

Resort results by: Title | Author | Date(Ascending) | Date(Descending)

Found 137 Results

Save This Query

1 2 3 4 5 6



**A chronology of English literature/Martin Gray**

Author(s): Gray, Martin;  
Subjects: English literature - Chronology;  
Publisher: Essex : Longman , 1989 ;  
ISBN: 058205141X ;  
Call number: R/E 820.9 G791C;  
Type: Book  
Available At: Main Library -> Arts Library  
Availability: ● (Item Available)View Details  
Reviews: ★★★★★ (0 reviews) [View/Add reviews](#)

[Quick view](#) | [Tag This Record](#) | [Add To Favourites](#) | [Reserve This Item](#)  
[Print Record](#) | [Email Record](#) | [Add Record To Buffer\(You can print all records in buffer\)](#)



**A companion to history of english literature/Avik Gangopadhyay**

Author(s): Gangopadhyay, Avik;  
Subjects: English literature - History;  
Publisher: : Shreya pub Kolkata , 2000 ;  
Call number: E 820.09 G155C;  
Type: Book



**Discover**

- Google Books (5867)
- Springer Online documents
- Springer Open Access documents
- IEEE
- IEEE Open Access documents

**Refine results by**

**Sub location**

- Main Library (137)

**Shelving location**

- Arts Library (100)
- Seminar Library - English (16)
- Science Library (10)
- 2nd Campus (New Town) - Tower 2 (7)
- Access from University Campus Only (5)
- Seminar Library - Bengali (1)

Here books on English literature will be retrieved excluding the books by the author Rogers, Pat.

## b) Truncation search:

A truncation search is a search technique that finds in which, the search is conducted for different forms of a word having the same common root.

Example: Catalogue / Catalog/Cataloguing– documents with both the spelling can be retrieved using “catalog”

The screenshot displays a library search interface. At the top, a search bar contains the word "catalog" and a dropdown menu is set to "Title". Below the search bar, there are options for "Saved queries and queries in this session". The results are sorted by "Title" and show "Found 18 Results".

The first result is "A.L.A. cataloging rules for author and title entries: prepared by the Division of cataloging and classification of the American Library Association/edited by Clara Beetle". The author is Clara Beetle, and the edition is the 2nd. The publisher is the American Library Association in Chicago, 1949. The call number is R/E 025.32 B393A. The book is available at the Main Library -> Arts Library.

The second result is "Cataloging and classification: an introduction/Lois Mai Chan". The author is Lois Mai Chan, and the publisher is McGraw-Hill in New York, 1981. The ISBN is 0070104960. The call number is E 025.3 C36C-P. The book is available at the Main Library -> Science Library.

The third result is "Catalogue and hand-book of the archaeological collections in the Indian Museum/John Anderson". The author is John Anderson, and the publisher is Indological Book Corp in Patna, 1977. The call number is E 934.00740954. The book is available at the Main Library -> Arts Library.

On the right side, there is a "Discover" section with links to Google Books (4009), Springer Online documents, Springer Open Access documents, IEEE, and IEEE Open Access documents. Below this is a "Refine results by" section with filters for Sub location (Main Library (18)), Shelving location (Arts Library (10), Science Library (6), Seminar Library - History (3)), Author (Sehgal, R. L. (2), Indian Museum (1), Allan, John (1), Datta, K. K. (1)), Subject (Cataloging (6), Cataloguing (3), Library and information science (2), Descriptive cataloging - Rules (2), MARC formats (2)), Geographic Names (Indo-Antiquities-Catalogs (1)), and Nature Of Contents.

### Exercises:

- a) What will be the search strategy to retrieve documents with-
- 1) Keywords: Dictionary, Statistics both in Title
  - 2) program, programme, programming anywhere
  - 3) Bengali Literature by Rabindranath Tagore excluding the poem
  - 4) Search books on हिन्दी कविता by सरस्वती भल्ला
- b) Browse and find what books by the author William Shakespeare are available.

### References:

1. <https://egyankosh.ac.in/bitstream/123456789/26257/1/Unit-3.pdf>
  2. <https://library.adhl.africa/bitstream/handle/123456789/2145/module3.pdf?sequence=7&isAllowed=y>
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