

# HOW TO ADD INTERNET RESOURCES IN E GRANTHALAYA 4.0

By

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## STEP 1. LOG IN TO E GRANTHALAYA 4.0

The screenshot shows the e-Granthalaya 4.0 login interface. At the top, there is a header with the e-Granthalaya logo and the text 'A Digital Agenda for Automation and Networking of Government Libraries from NATIONAL INFORMATICS CENTRE, Government of India'. Below this is a navigation bar with 'Kendriya Vidyalaya Libraries Network' and 'Ver. 4.0 Rel.10, 2020 (Enterprise Edition)'. The main content area is divided into three columns. The left column contains a 'Display Labels In:' dropdown, statistics (Total Titles: 224321, Total Copies: 292877, Member Libraries: 62), a 'Staff Login' section with 'User Code' and 'Password' fields, a CAPTCHA image showing 'Z7P4NZ', and 'Log In' and 'Forgot Password' buttons. The middle column has a 'Welcome to e-Granthalaya 4.0' heading and a paragraph of text describing the system. The right column has an 'About Cluster' heading and a paragraph of text. At the bottom, there is a large image of a library interior with bookshelves and a ladder.



**Click Here To See Video**



**Click Here To See Video**

### STEP 3. IN CATALOGUING, GO TO INTERNET RESOURCES

The screenshot shows the 'Internet Resources' form in the e-Granthalaya system. The form includes fields for Resource Heading\*, Sub Heading, URL (with http:// or https://), Description, Main Subject (with a dropdown menu and a 'Click to Add New Subject' button), Keywords, and Category\*. There are also upload buttons for 'Upload Resource Logo/Image\*' and 'Upload Digital File/e-Book/e-Chapter/Digital Doc.'. A 'Save' button is visible at the bottom right of the form area. The left sidebar contains navigation options like 'Library Administrator', 'Master Data', 'Acquisition', 'Cataloging', 'Circulation', 'Serials', 'Micro-Documents', 'Budgets', and 'Search & Reports'. The 'Cataloging' section is expanded, showing sub-options like 'Retro-Conversion', 'Change Copy Status', 'Stock Verification', 'Generate BarCode', 'e-Resources Manager', 'Update Holding', 'Authors Directory', and 'Internet Resources'.

STEP 4. HERE WE HAVE TO ADD INTERNET RESOURCE. SOME FIELDS ARE MANDATORY WHICH MUST BE FILLED LIKE RESOURCE HEADING, CATEGORY AND RESOURCE LOGO/IMAGE.

FOR EXAMPLE I AM ADDING HERE NATIONAL DIGITAL LIBRARY OF INDIA AS INTERNET RESOURCE.

The screenshot shows the 'Internet Resources' form filled with data for the National Digital Library of India. The fields are populated as follows: Resource Heading\* is 'NATIONAL DIGITAL LIBRARY OF INDIA', Sub Heading is 'ONE LIBRARY ALL OF INDIA', URL (with http:// or https://) is 'https://ndl.iitkgp.ac.in/', Description is 'AN INITIATIVE OF IIT KHARAGPUR. Content of all languages available. User interface available in widely used Indian languages', Main Subject is 'LIBRARY', Keywords is 'NDL:IIT KHARAGPUR:DIGITAL LIBRARY', and Category\* is 'NATIONAL DIGITAL LIBRARY'. The 'Upload Resource Logo/Image\*' field has a file named 'NDLI.png' selected. The 'Save' button is visible at the bottom right of the form area. The left sidebar and navigation options are the same as in the previous screenshot.

And now save it

Browser window: e-Granthalaya: A Digital Agenda | eg4.nic.in/kvs/Library/InternetResourcesApprovals.aspx

Last Login: 15/08/2020: 11:52:48 | Login: Rajul Sharma

eg4.nic.in says  
Record Added Successfully!

**e-Granthalaya**  
A Digital Agenda for Automation and Networking  
from NATIONAL INFORMATICS CENTRE, Government of India

**KV Multai Library, Kendriya Vidyalaya Multai, Multai** | Ver.4.0 Rel.10, 2020 (Enterprise Edition)

Display Labels In: [v]  
My Titles : 371  
My Copies : 538  
Member Libraries : 62  
Logout

**Internet Resources**  
Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)

Read Instructions

Click To View / Hide Search Pane

Select Category: All [v]  
Search Text: NATIONAL DIGITAL LIBRARY In Heading [v] with Any Word [v] Show 1 [v] Records  
Search

Select Report Format: Pdf Format [v] Record(s) Showing: 0

Waiting for www.gstatic.com...



**Click Here To See Video**

# APPROVAL

Internet Resources

Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)

Read Instructions

Click To View / Hide Search Pane

Select Category: All

Search Text: NATIONAL DIGITAL LIBRARY In Heading with Any Word Show 1 Records

Select Report Format: Pdf Format Record(s) Showing: 0

NOTE: All entries saved here must be approved by Librarian in Internet Resources Approval Form under LIB ADMIN MODULE.

Resource Heading\*: NATIONAL DIGITAL LIBRARY OF INDIA

Sub Heading: ONE LIBRARY ALL OF INDIA

Internet Resources

Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)

Read Instructions

Click To View / Hide Search Pane

Select Category: All

Search Text: NATIONAL DIGITAL LIBRARY In Heading with Any Word Show 1 Records

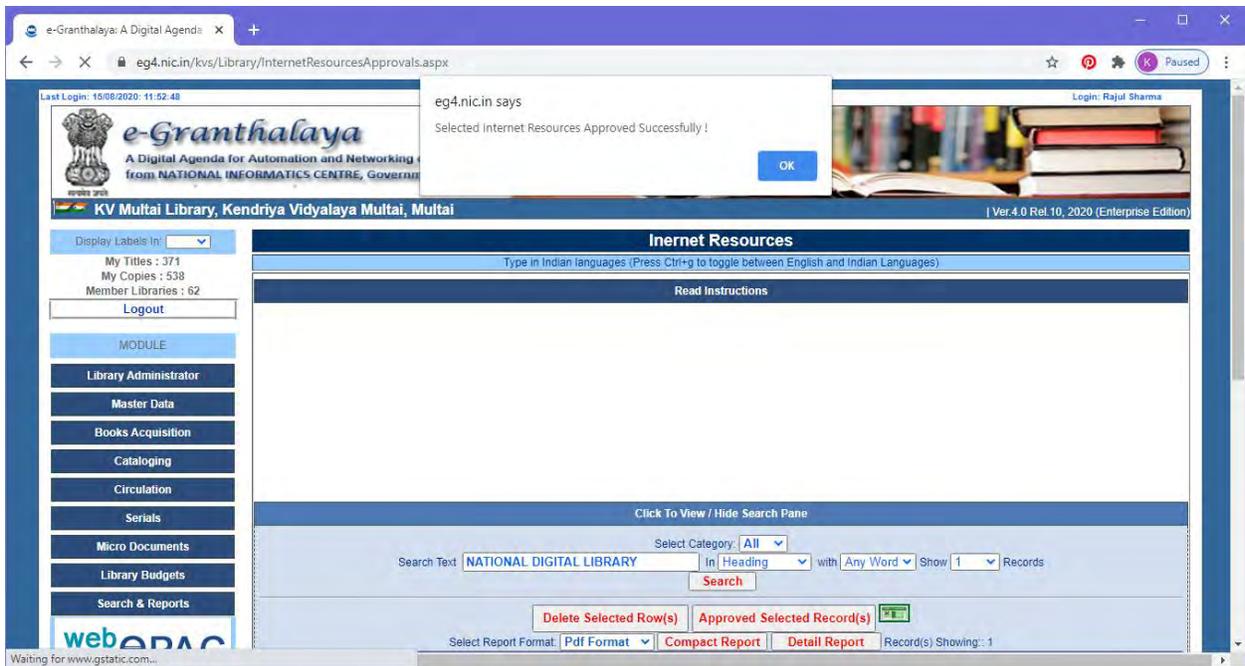
Delete Selected Row(s) Approved Selected Record(s)

Select Report Format: Pdf Format Compact Report Detail Report Record(s) Showing: 1

S.N.	Edit	Resource Heading	Sub Heading	Type	URL	ID	Select to Delete
1.	Edit	NATIONAL DIGITAL LIBRARY OF INDIA	ONE LIBRARY ALL OF INDIA	INTERNETRESOURCES	https://ndi.aitkgp.ac.in/	7	<input checked="" type="checkbox"/>

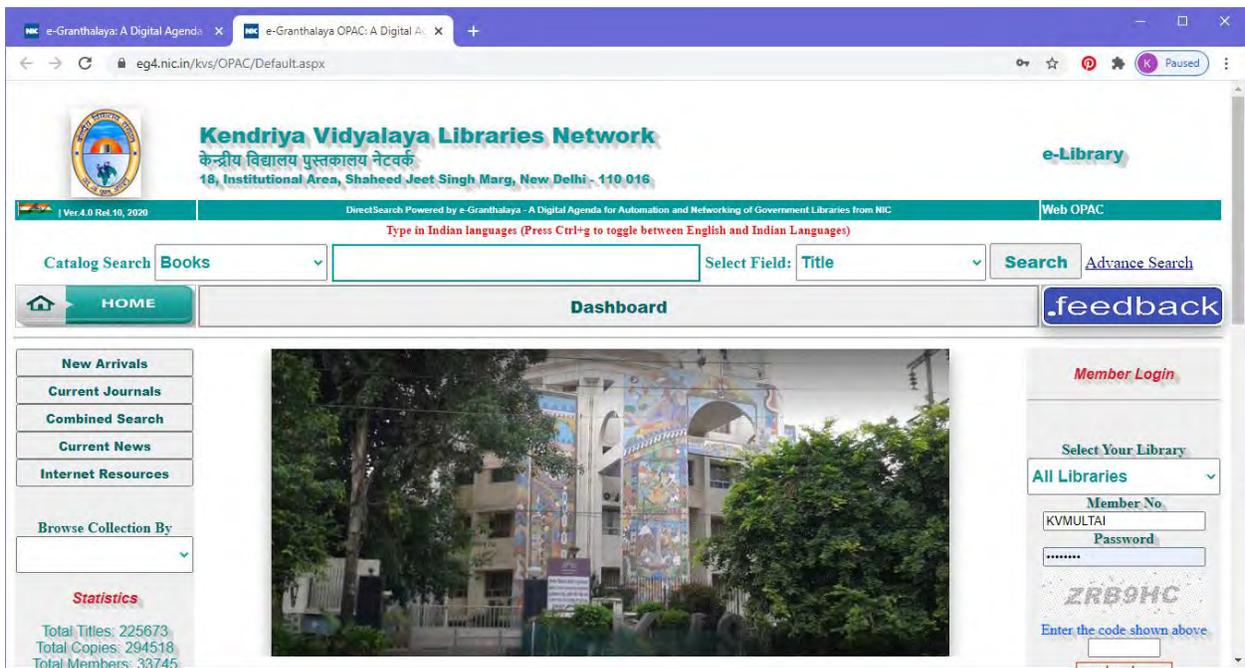
NOTE: All entries saved here must be approved by Librarian in Internet Resources Approval Form under LIB ADMIN MODULE.

**NOW TICK AT LAST END AND CLICK ON APPROVED SELECTED RECORD(S)**



NOW IT HAS BEEN APPROVED AND ADDED IN E GRANTHALAYA 4.0 SUCCESSFULLY.

NOW THIS RECORD WILL BE VISIBLE ON WEB OPAC OF EG4.





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