

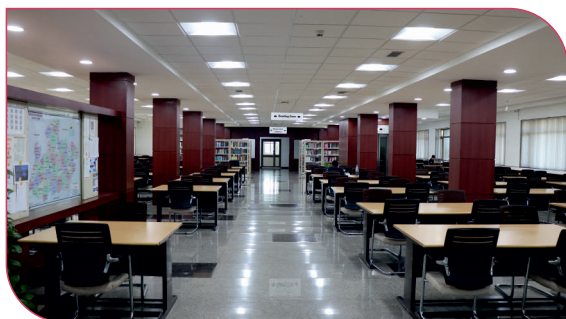


A Guide to The Library



Central Library

India Institute of Science Education and Research Bhopal
Bhopal By-pass Road, Bhauri, Bhopal - 462 006, Madhya Pradesh



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Mission

The mission of the Central Library, IISER Bhopal is to provide access to high quality information resources in all forms to the faculty, students and staff in support of teaching, learning, scholarship and research mission of the Institute. With a commitment to excellence in services, the Library offers information resources and innovative services to support the intellectual inquiry, research and learning needs of academic community at IISER Bhopal.

Our Motto

Achieve the objectives of the Five Laws of Library Science by Serving the Users:

- Documents are for use
- Every user his/her document
- Every document its user
- Save the time of the user
- Library is a growing organism

Objectives

- To establish and maintain an effective relationship with the students, faculty, researchers and staff of the Institute to ensure an informed and integrated approach to the creation and delivery of information services.
- To select, collect, create, organize, preserve, manage and provide access to information sources in print, non-print and digital forms, regardless of physical location, to support scholarly pursuit, learning, teaching and research in the Institute.
- To facilitate and promote access to the fast growing and expanding collection of digital sources of primary and secondary information.
- To develop and provide quality collections/resources, user facilities and library staff, to maintain an environment conducive to study and research
- To create and deliver a range of networked information and document delivery services that encourage the study, scholarship and collaborative learning.
- To manage the information resources effectively and actively to promote the

optimum usage.

- To serve as Learning Resource Centre for knowledge management development in the field of Basic Sciences and related areas.
- To collaborate with other libraries, networks and consortia to optimize the access to knowledge base.
- To continually evaluate services and resource provision to ensure relevance and cost effectiveness.

About the Library

Central Library, IISER Bhopal plays a vital role in furthering the academic and research mission of IISER Bhopal and facilitates creation and dissemination of knowledge. Library is a special place in the IISER Campus with its rich collection of books and journals in the field of Basic Sciences and related areas, the efficiency and effectiveness of our electronic resources and our professional services. Library stands as a Knowledge Centre that offers access to essential and specialized information resources and services to meet the growing information needs. Our mission is to enhance and enable discovery through the effective utilization of information resources.

The Library at IISER Bhopal is rapidly developing its collection of books, reference books, reports, periodicals, and electronic resources. The Text Book Collection in the Library provides vital support for on-going BS-MS Program and PhD program. The books are on various disciplines ranging from Biological sciences, Physics, Chemistry, Mathematics, Earth and Environmental Science, Engineering Science, Humanity and Social Science. The collection for Post Graduate programs is also being developed simultaneously.

The Library operations are automated using KOHA Open Source Library Management Software. Library currently houses over 7000 books and provide IP based access to more than 10000 e-journals. Our Mission is to enhance and enable discovery through the effective utilization of information resources.

1. Library Hours

The Library is kept open on all the 365 days in a year except for the following holidays:

26th January (Republic Day), Holi ; 15th August (Independence Day); 2nd October (Mahatma Gandhi Birth Day); Dussehra ; Diwali and Christmas

Library Hours

Monday - Saturday : 9:00 AM – 10:00 PM

Sundays/Holidays : 9:00 AM – 9:00 PM

Circulation Hours (Issue & Return)

Mon-Fri : 09:30 AM – 6:00 PM

Sat/Sun/Holidays : CLOSED

The timings and days of operation shall undergo changes.

2. Collection and Resources

The Library is having a collection of more than 7000 documents and providing access to over 10000 online full-text and abstracting journals. The collection consists of Books, Conference Proceedings, Reports, CD-ROM databases and Audio-visual materials.

3. Book Collection

The library uses Dewey Decimal Classification (DDC) system to classify its documents. DDC groups the Universe of Knowledge into ten broad Subjects: Computer Science, information, and general works, Philosophy & psychology, Religion, Social Science, Language, Sciences, Technology, Art & recreation, Literature, and History & geography. Each subject is assigned a classification number to classify a book. Books are arranged on the racks in the ascending order of classification numbers.

3.1 Reserve Collection

Books in this collection are not for Loan. This section houses copies of the textbooks prescribed by faculty on subject covered in various curricula and also the books which are on constant demand and frequently used by the users. These books can be referred in the Reading area only.

3.2 Reference Collection

Reference books consist of Bibliographies, Biographies, Dictionaries, Directories, Encyclopedias, Geographical Reference Tools, Guidebooks, Handbooks, and Yearbooks. These

books are not to be issued out at any circumstances. Academic calendars / prospectuses / annual reports, and newsletters / bulletins of different academic and R&D institutions, industries, publications of government departments and voluntary organizations, periodicals received on gratis are kept under reference collection.

3.3 Text Book Collection

Books available in this section can be borrowed by bonafied library users as per borrowing privileges given to them.

Hindi Collection: The Central Library has built up a good collection of books in Hindi. Books in Hindi include books on various subjects.

4. Circulation Services

- Membership registration
- Check-out, Check-in, Renewal of books
- Overdue email alert services
- Check-out, check-in email alert services
- Issue of no dues / clearance certificate
- Inter Library Loan (ILL)
- Document Delivery Service (DDS)

4.1 Borrowing Privileges

Only Registered Members can borrow the books, except books marked for 'Course Reserve' and 'Reference' for stipulated periods as mentioned below:

Borrowers	No. of Documents entitled	Loan Period
Academic Staff	10	6 months
Non-Academic staff*	5	1 month
Students	5	15 days
Ph.D. Scholars	5	1 month
Visiting faculty	10	6 months
Adjunct faculty	10	6 months
Post Doctoral Fellow	10	2 months
<ul style="list-style-type: none">❖ Among the Non-academic staff, certain class of employees gets library facilities at the discretion of the Librarian.❖ Borrowing privileges may go on changing from time to time		

4.2 Renewal of Books

For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user may renew the book for consecutively two times only. The Library has the right to recall a book at any time if the same is required by another user.

4.3 Overdue charges for books

An over-due charge of Rs. 2 per day shall be charged against each book/document not returned within the due date.

4.4 Replacement of lost book

Borrowers are responsible for the documents they borrow. Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern. The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case be) else equivalent amount plus an additional charge of 20% of the price for the documents published abroad and 10% for the documents published in India. If the damaged document belongs to a set, then the user is responsible for the entire set.

4.5 No dues / Clearance Certificate

No dues / Clearance certificates are issued provided all the outstanding dues in respect of borrowed book(s) and overdue charges are cleared.

Other rules related to the borrowing of books

- i. Library borrowed books are not transferable and hence should not be lent to others.
- ii. Users are liable for the damage and loss of books, if any.
- iii. If the damaged book belongs to a set, then the user is responsible for the entire set.
- iv. Users should check the physical condition of a book while borrowing the same.
- v. Immediately after the issue of a book, the user is required to take out the same from the library.
- vi. While going out of the library, users should

ensure that they do not carry book(s) that are duly not issued on their name(s), failing which disciplinary action will be taken against them.

- vii. Every user is requested to check the status of book(s) outstanding against his/her name soon after a transaction is over at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained.
- viii. When there is demand for a borrowed book, the same must be returned to the Library.
- ix. Users are responsible for complying with copyright act while photocopying library document.
- x. All outstanding dues in form of overdue charges or lost book must be cleared within the current academic year falling which membership will be treated as delinquency.

4.6 Termination of Membership

An outgoing member should return all the documents outstanding against his/her name, along with the overdue charges, if any.

- If any member is found misusing/mutilating/stealing/cutting pages from a book, disciplinary action will be initiated against him/her, besides withdrawing the library facility.
- Improper use of library facilities by a member will lead to the suspension or termination of his/her membership.

5. Implementation of RFID Technology in the Library

The Library has implemented the Radio Frequency Identification (RFID) system. It is the best automated library automation system used worldwide and is an effective way of managing collections of the library and providing enhanced services to the users having benefits like: self check-out, self check-in to control theft, to find misplaced reading material, sorting, inventory accuracy, stock verification procedures, security control, people counter, Smart Card

issuance, etc. It is an automatic data capture technology that uses tiny microchips and miniature antennas affixed to documents. RFID plays a vital role in redefining the library processes to make everyone's job easier right from the users to library staff.

6. Electronic resources

The Library subscribes to several electronic databases to provide seamless access to full text articles from journals published by major publishers. These e-resources are unique and are of high quality in nature and content. They are considered best among the academic and research community in the field of basic sciences & engineering.

The library is also a member of INDEST consortium through which access is provided to many e-journals. Since access is IP based, students can access these e-Resources across the campus network.

List of subscribed e-journals is available at:
<http://www.iiserb.ac.in/library>

6.1 Full-Text e-Resources:

- AAAS
- AACR
- ACS Web edition
- AIP/APS e-journals
- AGU e-journals
- AMS e-journals
- ASM e-journals
- CUP e-journals
- ESA e-journals
- Elsevier's Science Direct Collection
- Faculty1000
- GSA e-journals
- ICSD Web
- IOP e-journals
- JoVE
- JSTOR

- Nature + 33 NPG e-journals
- Oxford Jnls: Life Sci., Mathematics and Physical Collection
- RSC Gold e-journals
- Royal Society of Publishing e-journals
- Wiley e-journals
- World Scientific e-journals

Archival collection (e-Resources)

- ACS Legacy Archive (1879-1995)
- AGU Archival Collection (Vol.1-1996)
- IOP Historic Archive perpetual (1874-2008)
- IOP Recent Archive perpetual
- Lecture Notes on Mathematics (1964-1996)
- Lecture Notes on Physics (1969-1996)
- Nature Archive
- Nature Review Genetics Archives (2000-2009)
- NPG Archival (23 Titles)
- RSC Journals Archive (1841-2004)
- Science Classic (through JSTOR)
- Scientific American-Archive (1845-2011)
- Springer OJA Biomedical & Life Science
- Springer OJA Biomedical & Mat. Sc.
- Springer OJA Mathematics & Stats.
- Springer OJA Physics & Astronomy
- Synlett Archives (1989-2010)
- Synthesis Archives (1969-2010)
- Oxford Science Digital Perpetual Archival Collection
- Web of Science (1965-2012)
- Wiley Archival Collection

6.2 Bibliographic / Citation Databases:

- SciFinder
- Scopus
- Web of Science

6.3 INDEST Databases

The Library is a member of the INDEST Consortium (Indian National Digital Library in Engineering Science and Technology). INDEST membership facilitates the users to access the following online

full-text journals:

- APS
- AMS MathSciNet

7. IISER Bhopal e-resources: Usage policy

- Electronic resources such as e-journals, e-databases, e-books etc. made available by the Central Library, IISER Bhopal are for academic use.
- These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.
- Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is also prohibited.
- Please be aware that systematic downloading will cause the publisher to block to the entire community of users @ IISER Bhopal from accessing these resources.

8. Library Services & Facilities

8.1 Circulation Service

Borrowing Facility is given to the Faculty members, Visiting Faculty, Research scholars, Student and Staff those who are registered in the *Library, IISER Bhopal*.

8.2 Reference Service

The Reference services are provided to assist the users in locating a book or periodical, providing information on a topic, an event, a person, a date, a place, or a word, and giving instructions regarding the method of using the Online Public Access Catalogue (OPAC), and offering research and advisory services to library users, and meeting enquiry about library services.

8.3 Document Delivery Service

The Library arranges to get photocopies of papers from journals, conference proceedings that are not held in its collection from other academic institutions

(as IISERs/IITs/IISc/NITs/TIFR etc.) for faculty members/research scholars at IISER Bhopal . To make a request please email at library@iiserb.ac.in

8.4 Inter Library Loan

The Library arranges to borrow documents that are not available in its collection, on Inter Library Loan from other academic institutions (as IISERs/IITs/NITs/IISc/IISERs/TIFR etc.) for academic and research purpose. This is done on an Institution-to-Institution basis. Such materials will have to be handled with utmost care and returned to the Library well on time. Both DDS and ILL services are provided for academic and research purpose to the faculty members and research scholars. Members are requested to send a formal request to the Central Library with complete bibliographic details of documents required. To make a request please email at library@iiserb.ac.in

8.5 Web-OPAC

The Library's Online Public Access Catalogue (OPAC) enables users to search all the bibliographic records available in the Central Library database through a web-based search interface of KOHA Library Management Software. OPAC can be searched by author, title, subject, call number, and ISBN OPAC also enables library users know their checkout status, issue history and so on. They can also reserve books online, and avail more advanced services. . The OPAC also provides information about new arrivals of books etc. in the Library. Web OPAC Kiosk (with touch Screen) is an interactive system which is located near the library entrance. By using this, Users can locate the available of library books.

Web OPAC Link: <http://webopac.iiserb.ac.in/>

8.6 Photocopying Facility

The Library provides photocopying facility within the premises of the Library through an external vendor on payment basis.

8.7 Property counter

Please keep your belongings in the property counter placed near the entrance of the library at your own risk. Do not keep money or any other expensive item

in the counter. Library will not be responsible for any lost or damage of your property.

9. Library Orientation

The Library offers the orientation program to the students and others in the beginning of every academic year. Through this program, an effort is made to familiarize every new member with the resources, services, and facilities offered by Library and its policies to use the same. Library will be happy to design and offer training programs to assist users to develop the ability to locate, identify, use, and interpret information effectively. Central Library would like to promote the role of the library as a resource for lifelong learning, through this program.

10. Visitor

The Library serves primarily the IISER Bhopal community. However, visitors from other academic and research institutions, Government officials, are also welcome to use the collection and services of the Library for a short duration. No borrowing facility is available to visitors. Advance intimation about the visit will be appreciated.

11. Appeal to the users

- Keep silence in the Library.
- Do not hide, mishandle or upset the arrangement of books/journals. Such practices create problems for other readers. It is not easy for the library staff to trace the misplaced books or journals.
- Please do not replace a book on shelves; we will do it for you. Remember, a misplaced book is equivalent to a lost one.
- Do not tear off pages from books or journals. Do not deprive other readers of a benefit you are keen on getting. The copy of the book or journal you are mutilating may be the only copy available in the whole of this region or in the whole country.
- While entering the library, please keep your personal belongings in the property counter. While checking out, please declare to the checkpoint staff the items that you are carrying.

- The library is your own property; help us to maintain it well.
- If you face any difficulty please do not hesitate to contact the library staff.

12. General Rules

- All the students/scholars and outsiders entering the Library shall keep their bags and other belongings at the entrance. Do not leave any valuables at the Check Point. Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the security guard at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.
- Identity Card is compulsory for getting access to the library.
- Books removed from the shelves by users, should be kept on the book trolley or on table nearest to them after use. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Readers should not deface, mark, cut, mutilate or damage library resources in any manner. If anyone is found doing so, he/she will be charged the full replacement cost of the resource as per rule. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
- Students are advised not to issue Books to others on their names. Proxy is strictly prohibited.
- All the books issued to the UG students must be returned once end examination is over before leaving the station.
- In case, students stay in the campus during the summer vacation and want to make use of the Library, she/he has to get permission from the Librarian on the recommendation of their respective faculty member.
- Before registering for new semester, all the dues of the library must be cleared including

overdue books else borrowing facilities shall be withhold.

- Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.
- Spouse and children of the employees residing in the institute campus may be allowed for library consultation purpose against their valid identification card.
- Smoking is strictly prohibited in & around the Library premises.
- All users are requested to keep their mobiles switched off or in silent mode in the Library.
- Beverages and Eatables are not allowed inside the library.
- No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He/ She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
- No photograph of the Library shall be taken without the prior permission of the Librarian.
- Library reserves the right to call back any issued book/item at any time.
- All the rules, terms & conditions as mention in Library Manual go on changing from time to time with due approval from the Librarian/LAC/Director.

13. Contact Us

Professor Saptarshi Mukherjee, Chairman, Library Advisory Committee

0755-6692323, saptarshi@iiserb.ac.in

Mr. S K Bose, Advisor, Library and Information Services

0755-6692306, skbose@iiserb.ac.in

Dr. Sandeep Kumar Pathak, Deputy Librarian

0755-6692307, skpathak@iiserb.ac.in

Ms. Ruchi Srivastava, Assistant Librarian

0755-6692305, ruchi@iiserb.ac.in

Mr. Jai Krishna Jha, (Superintendent)

0755-6692309, jkjha@iiserb.ac.in

Mr. Ajay Shanker Mishra, Library Information Assistant

0755-6692309, ajaym@iiserb.ac.in

Mr. Santosh Thakur, Library Information Assistant
(Contractual)

0755-6692356, santosh@iiserb.ac.in

Library website : <http://iiserb.ac.in/library>

Web-OPAC : <http://webopac.iiserb.ac.in>

Postal Address

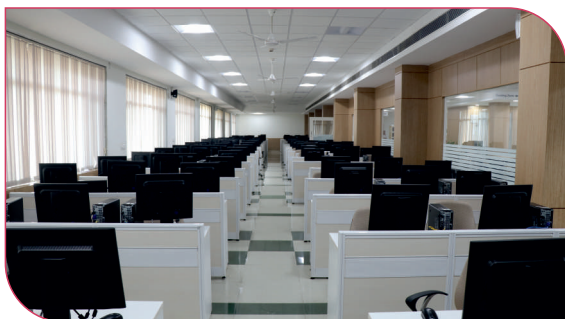
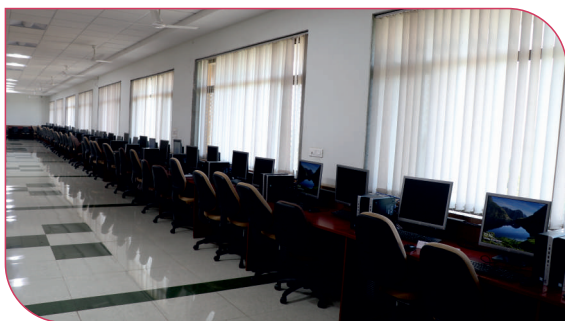
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URL: www.iiserb.ac.in/library



केन्द्रीय पुस्तकालय



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
भोपाल बाय-पास रोड, भौरी, भोपाल - 462 006, मध्य प्रदेश