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## Appendix

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About the Library

The IIT Delhi Library System comprises of a Central Library and 18 departmental libraries that collectively support the teaching, research and extension programmes of the Institute. The Central Library houses a total collection of over three lakh documents comprising of books, theses, journals, video cassettes and compact discs in the fields of science, engineering, humanities, literature and management. All in-house operations in the library are fully computerized using the LibSys software package that also provides web-based access to the online catalogue of Library.

The “Indian National Digital Library in Engineering Sciences and Technology (INDEST) Consortium” was set-up in 2003 by the Ministry of Human Resource Development (MHRD) on the recommendation of an Expert Group appointed by the Ministry. The IIT Delhi has been designated as the Consortium Headquarters to coordinate its activities. The Consortium enrolls engineering and technological institutions as its members and subscribes to electronic resources for them at discounted rates of subscription and favourable terms and conditions. The Ministry provides funds required for subscription to electronic resources for 62 centrally-funded Government institutions including IITs, IISc Bangalore, NITs, IIITs, IIMs and few other Institutions that are considered as core members of the Consortium. The benefit of consortia-based subscription to electronic resources is not confined to its core members but is also extended to all educational institutions under its open-ended proposition. 60 Govt. / Govt.-aided engineering colleges are provided access to selected electronic resources with financial support from the AICTE and 1015 engineering colleges and institutions have joined the Consortium under its self-supported category. The total number of members in the Consortium has now grown to 1269. The Consortium was re-named as INDEST-AICTE Consortium in December 2005 with the AICTE playing a pivotal role in enrolling its approved engineering colleges and institutions as members of the Consortium for selected e-resources at much lower rates of subscription. IIT Delhi is also the headquarters of the Joint Project of INDEST & INFLIBNET under NME-ICT for Cross-subscription of E-resources, entitled National Library and Information Services Infrastructure for Scholarly Content (N-LIST).
Reference Guide

Library Hours

<table>
<thead>
<tr>
<th>Operational Period</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>9.00 A.M. to 9.00 P.M.</td>
</tr>
<tr>
<td>Saturdays, Sundays and Holidays</td>
<td>10.00 A.M. to 6.30 P.M.</td>
</tr>
<tr>
<td>During Minor/Major Exams</td>
<td>9.00 A.M. to 12.00 Midnight</td>
</tr>
</tbody>
</table>

Only referral services are extended on Saturday, Sundays and Holidays when the Library operates on skeletal staff. However, Textbook Section remains operational all through the opening hours of the Library on all days. The Library remains closed on Republic Day (January 26), Independence Day (August 15), Dussehra, Diwali, Holi and Mahatma Gandhi's Birthday (October 2) in observance of the holidays. Special arrangements are made to keep the Library open up to 12.00 O’clock (mid-night), before and during the minor and major examinations.

A portion of Library on the ground floor has been segregated as an independent Library Reading Room where users can bring their personal books and other reading materials. Reading Room is open to authorized users 24 hours a day.

Physical Infrastructure, Layout and Floor Plans

The Central Library was initially setup in August 1961 in a hall in the North East of the Textile Block of the Institute. It moved to the main building of the Institute in 1968 and to its existing premises in 1988. The Library is spread over three floors with the total covered area of 60,000 sq. ft. (approx.) and is centrally air-conditioned.

The floor-wise distribution of services and resources of the Library is given below:

- **Ground Floor**

The ground floor houses the following important sections and facilities:

- **Text Book & Book Bank Section:** See “Library Organization” for further details.
- **Stacks Area:** Ground Floor has stacks area for books on social sciences, humanities, biographies and library science. Progress Reports (PR) including annuals, annals and other serial publications are also shelved on the Ground floor.
- **Library Reading Room:** A portion of Library on the ground floor has been segregated as an independent Library Reading Room.
- **Computer Applications Section with Lab:** See “Library Organization” for further details.
- **Acquisition and Processing Section:** See “Library Organization” for further details.
- **Bindery:** See “Library Organization” for further details.
First Floor

The first floor houses the following important sections and facilities:

- **Librarian’s Office**: Including Librarian’s Room and his office.
- **Reader Services**: Reader Services consists of a Room for In-charge of the Section, Membership Counter, Circulation Counter with adjoining staff area and Reference Collection.
- **Library Membership Counter**: Students, faculty members and employees of the Institute can register/renew their registration for the library membership here.
- **Stacks Area**: First Floor houses stacks area for books on pure sciences, engineering and technology, management sciences, computer sciences and fine arts. Reference collection and conference proceedings (CD) are also housed on the first floor of the Library.
- **Seminar Room**: Seminar Room is housed on the first floor of the Library and is used for holding meetings, workshops, seminars, user awareness programmes, etc.
- **Computer Lab**: The floor also houses a networked computer lab for providing access to different e-resources to the library users.
- **INDEST Consortium Office**: The floor also houses the office of the INDEST-AICTE Consortium.

Second Floor

The second floor apart from Room for Incharge, Serial Division also houses the following important sections and facilities:

- **Journals Stacks**: The second floor of the Library stacks comprises of current and back volumes of journals.
- **Journals Section**: See “Library Organization” for further details.
- **Photocopy Facility**: See “Library Services and Facilities” for further details.
- **Computer Laboratory**: For Accessing the electronic resources.
- **Library Compactors**: For keeping the very old volumes of the journals.

**Library Membership and Circulation: Policies and Guidelines**

**Library Membership and Loan Period**

All students, faculty and employees of the Institute are entitled for the membership of the Library. Library membership form is available at the Membership Counter at Central Library. The Library membership can also be availed by the retired employees and Alumni of the Institute. The Library has over 9500 valid members.
### Table 1: Number of Books and Loan Period

<table>
<thead>
<tr>
<th>Category of Member</th>
<th>No. of Books that can be issued</th>
<th>Duration of Issue</th>
<th>Membership Form Attestation By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Scientific &amp; Academic Staff</td>
<td>12</td>
<td>One Semester</td>
<td>Head of the Dept./ Centre</td>
</tr>
<tr>
<td>Retired/ Visiting Faculty</td>
<td>04</td>
<td>One Semester</td>
<td>Any other faculty member</td>
</tr>
<tr>
<td>Emeritus Fellow</td>
<td>06</td>
<td>One Semester</td>
<td>Any other faculty Member</td>
</tr>
<tr>
<td>Administrative staff equivalent to Asstt. Registrar and above</td>
<td>05</td>
<td>One Month</td>
<td>Head of the Dept./ Centre</td>
</tr>
<tr>
<td>Technical and Supporting Staff</td>
<td>02</td>
<td>One Month</td>
<td>Head of the Dept./ Centre</td>
</tr>
<tr>
<td>Other Staff of the Institute</td>
<td>02</td>
<td>One Month</td>
<td>Head of the Dept./ Centre</td>
</tr>
<tr>
<td>Research Scholars</td>
<td>08</td>
<td>14 days</td>
<td>Head of the Dept./ Centre Deputy Registrar (UG)</td>
</tr>
<tr>
<td>M.Tech. / M.Sc.</td>
<td>05</td>
<td>14 Days</td>
<td>Head of the Dept./ Centre Deputy Registrar (PG)</td>
</tr>
<tr>
<td>B.Tech.</td>
<td>05</td>
<td>14 Days</td>
<td>Assistant Registrar (UG)</td>
</tr>
<tr>
<td>Alumni</td>
<td>02</td>
<td>14 Days</td>
<td>Secretary/ President of the Association</td>
</tr>
</tbody>
</table>

#### Borrowing Rules

1. The readers should check the books thoroughly for missing pages, chapters, etc. while getting them issued.
2. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.

#### Loss of Identity Card/Library Card

The loss of Identity Card or bar-coded patron card should be reported to the Institute Security and Readers Services Section of the Library. The Institute Security or concerned section (UG/PG) will issue duplicate Identity card. Contact Readers Services for issuance of bar-code. Borrowers shall be responsible for any loss or misuse of their original/duplicate card.

#### Issue & Return Timings

1. General books are issued or returned on weekdays from 9.00 A.M. to 5.15 P.M.
2. Text Books can be consulted within the Library premises on depositing Identity Card at Text Book counter.
3. Two textbooks can be issued on loan for overnight from 2 P.M. to 6.30 P.M. Text books should be returned on the next day between 10.00 A.M. to 1.00 P.M.
Conventions for Issues / Return

1. General books are issued to all eligible members as per their entitlements.
2. Reference books and bound volumes are issued to members with special permission. Please contact Incharge, Reader Services/Librarian for obtaining permission.
3. Theses, dissertations, CDs, are not lent out of the Library.

Overdue Fine

Items that are returned after the due date are considered overdue. Overdue fines are assessed at the following rates:

1. Rs. 1.00 per day for the books issued from General Section.
2. Rs. 0.50 per hour for the books issued from the Text Book Section.

Librarian can exempt the charges under special circumstances.

Cost recovery of Lost books by the Library members

Following is the approved criteria for recovering the cost of lost books by Library members:

1. The cost of the book in foreign currency to be charged at the current conversion rate of the currency.
2. Lost book should be replaced by a new book with overdue charges, if any and with processing charges of Rs. 100/- for each book.
3. Minimum of Rs. 300/- to be charged if the cost of the book is less than Rs.300/- with processing charges of Rs. 100/- for each book.

Reservation of the Documents

Please contact Membership Counter / Circulation Counter for reservation of the books.

Corporate Membership

The industrial and corporate houses can become “Corporate Members” of the Library for availing the services of the Central Library on making an annual payment of Rs. 5,000.00 and one-time security (refundable) of Rs. 5,000.00. The corporate Members can avail consultation/book borrowing and inter-library loan (ILL) facilities from the Central Library. The Corporate members are entitled to borrow maximum two books at a time for a period of 15 days. Rs.1/- per day will be charged on late return of book(s).
Collections and Resources

The Library has extensive collections on science, technology, humanities, social science and management sciences. Besides, General and specialized collections in the Library are segregated with collection codes as mentioned below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Collection</th>
<th>Code</th>
<th>Location (Floor)</th>
<th>Collection Size in Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Collection</td>
<td>GEN</td>
<td>Ground &amp; First Floor</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Reference Collection</td>
<td>RL</td>
<td>First Floor</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Conference Proceedings</td>
<td>CD</td>
<td>First Floor</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Text Book</td>
<td>TB</td>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Book Bank</td>
<td>BB</td>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Progress Reports</td>
<td>PR</td>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Standards</td>
<td>ST</td>
<td>Ground Floor</td>
<td>26,923</td>
</tr>
<tr>
<td>9</td>
<td>Technical Reports</td>
<td>TR</td>
<td>Ground Floor</td>
<td>13,430</td>
</tr>
<tr>
<td>10</td>
<td>Theses and Dissertations</td>
<td>TH</td>
<td>Ground Floor</td>
<td>3,966</td>
</tr>
<tr>
<td>13</td>
<td>Microfiches and Microfilms</td>
<td></td>
<td>Ground Floor</td>
<td>2,261</td>
</tr>
<tr>
<td>14</td>
<td>Current Journals</td>
<td></td>
<td>Second Floor</td>
<td>690</td>
</tr>
<tr>
<td>15</td>
<td>Bound Volumes of Journals</td>
<td></td>
<td>Second Floor</td>
<td>1,05,200</td>
</tr>
</tbody>
</table>

Table 2: Collection and Resources in the Library

Reading Area at First Floor
Reference Collection: The Library maintains a separate reference collection consisting of encyclopedias, dictionaries, handbooks, technical data, almanacs, atlases, bibliographies, etc. The reference collection is organized in the following sub-categories:

- RL-AT Atlases
- RL-BIB Bibliographies
- RL-DY Directories
- RL-DIC Dictionaries
- RL-ENC Encyclopedias
- RL-HB Hand Books
- RL-TD Technical Data

Hindi Collection: The Central Library has built up a good collection of books in Hindi. Books in Hindi include books on various subjects being taught and researched at the Institute as well as books on literature in Hindi. Books in Hindi are prominently kept near the reference area in the Library to promote its usage. To increase the use of Rajbhasha Hindi, Central library offers borrowing facility of one extra Hindi Book to all its members apart from their entitlement.
**Hindi New Arrivals area in the Central Library**

- **Video Collection:** The Library is equipped with video viewing facility and has a collection of more than 1,800 CDs kept in the Computer Application Division of the Central Library for viewing.

- **Print Journals and Bound Volumes of Journals:** The Library subscribes to 714 current journals (print with online) with back volumes running into more than 1,05,200 bound volumes (print) of journals. Of 714 journals subscribed; 614 journals are also accessible online from the publishers’ web site. Links to these electronic journals are available through the Library web site as well through the Library Web OPAC at http://library.iitd.ac.in.

**Electronic Resources**

- **Network-based CD ROM Search Services**

The Library has complete collection of Indian Standards and ASTM Standards on CD ROM that is available on the Campus network. The resources can be accessed on the Intranet at the URLs given below or through library website at http://library.iitd.ac.in:

- IndianStandards http://10.116.2.102/bis/
- ASTMStandards http://10.116.2.102/astm/
- IEC Standards http://10.116.2.102/iec/
Electronic Journals and Online Bibliographic Databases

Besides, the Institute has access to over 10,000 full-text electronic journals and 6 bibliographic databases from a number of publishers and aggregators through the INDEST-AICTE Consortium. The INDEST-AICTE Web Site (http://paniit.iitd.ac.in/indest) hosts search and browse interface to locate these journals and their URLs. Details of resources made accessible to IIT Delhi through the Consortium along with their URLs is given at the end and on the Library & INDEST websites. Tutorials on e-resources accessible through the INDEST-AICTE Consortium are available on the INDEST-AICTE Web Site (http://paniit.iitd.ac.in/indest)-Appendix-1.

Besides access to current e-journals; the Library has also purchased backfiles of e-journals from a number of publishers/aggregators from their volume one onwards on “one-time payment and perpetual access basis”. The backfiles purchased by the Library includes: Elsevier’s Science Direct (24 subject collections, 1186 e-journals), Wiley InterScience (3 subject collections, 27 e-journals), Springer’s Open Journal Archives (11 subject collections, 812 e-journals), JSTOR (7 subject collections, 1548 e-journals) and Project Muse (296 e-journals).

Electronic Books

The Institute has access to electronic books from the following publishers / aggregators:

- E-brary (http://site.ebrary.com/lib/ittdelhi/home.action)
- Myilibrary (http://lib.myilibrary.com/home.aspx)
- E-Text Books (http://library.iitd.ac.in/txtbooks.php)

DElNET

The Central Library, IIT Delhi is a member of DELNET. As such, the users at the IIT Delhi can access databases hosted by DELNET. Password for accessing DELNET database is available at http://library.iitd.ac.in/resource/delnet.html

Home Page of the Central Library, IIT Delhi (http://library.iitd.ac.in)

The Central Library hosts a comprehensive Home Page as a part of the Institute’s web site. The Library Home page serves as an integrated interface for all computer and web-based services available through the Central Library. The interface, available at http://library.iitd.ac.in, offers the following computer and web-based services:

- Recent Additions to the IIT Library
- Electronic Resources on the Internet
- Electronic Reference Library (ERL) Services
- CD ROM Databases and CD ROM Search Services
- Web-based Library OPAC
- Access to DELNET Databases
- Web Access to Journals subscribed in Print, etc.
OPAC (Online Public Access Catalogue)

The Library’s Online Public Access Catalogue (OPAC) can be accessed on Intranet and Internet to search all the bibliographic records available in the Central Library database through a web-based search interface or with window client of the LibSys. The OPAC can be searched by author, title, subject, keywords, classified number and publisher. The OPAC also provides information about new arrivals of journals/books, etc. in the Library. The WebOPAC can be accessed at: http://10.116.2.6:8080/webopac/html/SearchForm or through http://library.iitd.ac.in. A brief tutorial for searching the Library’s Web OPAC is given in the Appendix-2.

Recent Additions to the Book Collection in the Library

Monthly list of books added to the book collection of the Library is available on the Library’s web site.

Reader’s Assistance

The Library provides assistance to its users ranging from location of a book to finding specific information required by a user. A suggestion book is maintained with Incharge, Reader Services where the users of the Library can suggest measures for improvements in its facilities and services.

Inter Library Loan (ILL) and Resource Sharing Facility

The Library arranges books and journals from other libraries in Delhi on Inter Library Loan (ILL). Photocopies of research articles are also arranged from other IITs under a resource sharing agreement signed by all IITs. The Library also facilitates Demand based procurement of research publications, photocopies of research articles, etc. from other IITs and institutions in Delhi as well as from other parts of India on reciprocal basis.
The Library provides photocopying facility within the premises of the Library through an external vendor on payment basis. The rates for photocopying and other services are as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Paper Size</th>
<th>Charges in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A4</td>
<td>00.50</td>
</tr>
<tr>
<td>2.</td>
<td>B4</td>
<td>00.75</td>
</tr>
<tr>
<td>3.</td>
<td>Foolscap</td>
<td>00.60</td>
</tr>
<tr>
<td>4.</td>
<td>Enlargement/ Reduction</td>
<td>01.00</td>
</tr>
<tr>
<td>5.</td>
<td>Transparency</td>
<td>04.00</td>
</tr>
<tr>
<td>6.</td>
<td>Spiral Binding</td>
<td>depending on number of pages to be bound (Thickness)</td>
</tr>
</tbody>
</table>

**Table 3: Photocopying Rates at Central Library**

The Library maintains a separate collection of text books that are recommended by the concerned departments/centres for different courses offered at the IIT Delhi. Text books can be consulted within the Library premises on deposition of Identity Card. Text books can also be issued for overnight after 3.00 PM which should be returned on the next day by 1.00 PM, failing which an overdue charge of Rs.0.50 per hour per volume is charged. Text books can be reserved for consultation or for overnight issue between 9.00 AM and 12.00 Noon on working days.

The Book Bank is also housed in the Text Book Section of the Central Library. The Book Bank holds multiple copies of selected textbooks for making them available to the students for the entire duration of a semester. The collection consists of prescribed text books in paperback editions. Students whose parent's income does not exceed Rs.2.00 lakhs per annum are given preference over others for renting books from the Book Bank. The Borrowers have to pay 10% of the cost of books as rental charges per semester. The scheduled caste and scheduled tribes students are given this facility free of charge. The book bank scheme is basically for undergraduate students only. Besides, text books and book bank, the section also houses theses, dissertations and rare books.

**Video Collection and Video Viewing Facility**

The Central Library has a good collection of videos. Most of the videos in the Library consist of video recording of series of class room lectures delivered by the IIT faculty to the undergraduate engineering students. These video recordings are done by the professional video recorders employed by the Educational Technology Services Centre. The videos in the CD/DVD format have been kept in the computer application division in the central library. This facility can be availed from 9.00 A.M. to 5.30 P.M. on all working days. A number of such other lectures from other IITs and IISc Bangalore are also available at NPTEL website (http://nptel.iitm.ac.in).
Computer and Networking Infrastructure in the Library

The Library has its own sub-LAN, which, in turn, is connected to the Campus LAN. It has over 100 PCs and eight servers spread over three floors of the Library. The Library is a part of fibre optic-based campus-LAN. Of 100 PCs in the Library, 70 Internet-enabled PCs are exclusively devoted for the Library users. As a member of the DELNET, the users can access databases offered by the DELNET. The Library Home Page provides a link to the DELNET database.

Computerization of In-house Activities

All in-house activities in the Library including Acquisition, Cataloguing, Circulation and Serials Control are fully computerized using Libsys Software Package. The Online Public Access Catalogue (OPAC) of the Library is operational both on Intranet and Internet. It can be accessed online to search more than 1,80,000 bibliographic records, available in the Library database through a web-based search interface or with a window client of the Libsys on Intranet as well as on Internet. The editing and updation activities are done on regular basis. Besides, the Central Library has two in-house databases for specialized collections. These databases include: Database of Ph.D. theses submitted to the IIT Delhi and Database of research articles by the faculty and researchers of the Institute.

The Library uses bar-code technology for computerized circulation system. Every document in the Library (except reference sources and bound volumes of journals) bear a bar-code tag that facilitates identification of document and the borrower in the circulation process. Similarly, all categories of users have a bar-coded patron card. The Library has developed in-house facility for bar coding of books and patron cards.
RFID Implementation in the Library

The Library has recently 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 of books, self-check-in (book drop), to control theft, to find misplaced reading material, sorting, inventory accuracy, stock verification procedures, security control, video surveillance, 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.
Video Surveillance integrated with the RFID based library system

RFID based Wireless Shelves Management System and Sample RFID Smart Card

Institutional Repository at IIT Delhi (http://eprint.iitd.ac.in/dspace/)

The Eprints@IIT Delhi has been set-up to host full-text of research publications of faculty and researchers of the IIT Delhi using Dspace, an open source Digital Library software developed by the Massachusetts Institute of Technology. The Dspace supports the Open Archives Initiative's Protocol for Metadata Harvesting (OAI-PMH), an internationally recognized protocol and interoperability standard. The Eprints@IIT Delhi provides a platform for faculty and researchers to deposit, reuse and share their research publications. The repository also has the ability to capture, index, store, disseminate and preserve digital materials created in any part of the Institute. Faculty and researchers can register themselves with the digital repository and submit their pre-prints (pre-refereed version of an article), post-prints (post-refereed final version) and publisher PDFs (if allowed by the publisher).
Database of Research Articles by the Faculty and Researchers of IIT Delhi

The Library maintains a web-enabled database of research articles published by the faculty and researchers of IIT Delhi. The database consists over 19,000 research articles and their abstracts that appeared in international peer-reviewed journals indexed by Science Citation Index/SCOPUS. The database is being updated regularly for new records that are added to the Science Citation Index/SCOPUS.

Library Organization

The Central Library is organized into the following six functional units:

- **Acquisition and Processing:** The key functions of the Acquisition and Technical Section is to procure all types of documents (except journals) and their classification and cataloguing. The process of book acquisition is fully computerized using the LibSys software package. The Section is also responsible for tooling of books which involves fixing labels, date slips, bar-code stickers, etc.

- **Computer Applications:** The Computer Applications Section coordinates with all Sections of the Library for library computerization. The Section is responsible for offering computer-based library services. It has servers and staff room as well as a Computer Laboratory that houses 30+ computers exclusively for the library users. The Section also houses content development team for the Institute Web Site.
Reader Services: The Reader Services is concerned with issue, return and renewal of documents to the members of the Library. Besides faculty, students, research scholars and supporting staff of Institute, the Library also offers memberships to corporate bodies, alumni, retired faculty and local libraries. It provides assistance to the readers in locating library material. The section is also responsible for providing orientation to new entrants (UG, PG & Research scholars), casual and special visitors. It attends to inter-library loan requests and helps students to visit other libraries. The section answers queries of readers about circulation in specific and about the Central Library in general. Readers may approach the Reference and Membership Counter for information or any assistance in the use of the library collections and services.

Journals Section: The Journals Section deals with all activities related to subscription to print and electronic journals, their receipt, display, follow-up and enabling access to e-journals on the Campus LAN. The Library subscribes to 714 current journals (print with online) and has access to more than 10,000 e-journals as a member of the INDEST-AICTE Consortium.
The text book collection in the Library consists of books prescribed in the courses of study or those recommended by the Institute faculty. The text books are either issued for overnight or are available only for reference. Students can borrow two books at a time from Text Book section between 2 to 6.30 P.M. The text books can also be reserved seven days in advance. The Central Library has purchased 38 E-Text books for Undergraduate students. The Book Bank holds multiple copies of selected text books for making them available to the students for the entire period of a semester against payment of 10% of total cost of a book as rental charges or Rs.20 per book, whichever is less. However, students belonging to Scheduled Castes and Scheduled Tribes are exempted from the payment of rental charges.

**Bindery:** The Bindery looks after the maintenance of library documents. Binding outfits are contracted to perform most of the binding jobs for the Library, however, soft binding of journals, not preserved for long, is done in the Library bindery. The Library Bindery also does the lamination work for the Institute.

### General Rules

i) The Library user shall not engage in audible conversation in any part of the Library;

ii) A person shall not write upon, damage or mark any book belonging to the Library;

iii) A person responsible for any damage caused by him/her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Librarian;

iv) The Security Guard at the Library gate will check all personal belongings including Library books issued to a member;

v) Personal book(s) shall not be allowed inside the Library. Please leave them at the Property Counter;

vi) Use of mobile phone in the Library is prohibited;

vii) The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books;

viii) Smoking, pan chewing and spitting in the library is prohibited;

ix) Photography is not allowed; and

x) Membership privileges of a user can be suspended on account of mis-behaviour with the Library staff or for indecent manners.
Contact Us

**Professor Incharge (Library) and Chairman, Advisory Committee for Library (ACL)**
Prof. B.D. Gupta  
Email: bdgupta@physics.iitd.ac.in; Ph. 2659 1451, 2659 6759

**National Coordinator, INDEST-AICTE Consortium**
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Email: librarian@library.iitd.ac.in  
Ph. +91-11 - 26591451; Fax: 2659 6759
# Central Library, IIT Delhi at a Glance

## Collection (as on March 31, 2012)

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>2,15,500</td>
</tr>
<tr>
<td>Bound Volumes of Periodicals</td>
<td>1,05,200</td>
</tr>
<tr>
<td>Standards</td>
<td>26,923</td>
</tr>
<tr>
<td>Technical Reports</td>
<td>13,430</td>
</tr>
<tr>
<td>Theses</td>
<td>3,966</td>
</tr>
<tr>
<td>Microfilm/ Microfiche</td>
<td>2,261</td>
</tr>
<tr>
<td>CDs</td>
<td>5,600</td>
</tr>
<tr>
<td>Current Journals</td>
<td>690</td>
</tr>
</tbody>
</table>

## Resources through the INDEST-AICTE Consortium

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-text Resources</td>
<td>20</td>
</tr>
<tr>
<td>Bibliographic Databases</td>
<td>06</td>
</tr>
<tr>
<td>Total Number of Electronic Journals</td>
<td>10,000</td>
</tr>
</tbody>
</table>

## Library Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>8.45 A.M. to 9.00 P.M.</td>
</tr>
<tr>
<td>Saturdays, Sundays &amp; Holidays</td>
<td>9.45 AM to 6.30 PM</td>
</tr>
<tr>
<td>During Examinations</td>
<td>8.45 A.M. to 12.00 Midnight</td>
</tr>
</tbody>
</table>

## Computer and Network Infrastructure

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Servers</td>
<td>8</td>
</tr>
<tr>
<td>Number of PCs</td>
<td>100+</td>
</tr>
</tbody>
</table>

## Online Public Access Catalogue (OPAC): Accessible on Intranet and Internet

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Bibliographic Records</td>
<td>1,80,000</td>
</tr>
</tbody>
</table>

## Library Services and Facilities

- Reference Service & General Assistance
- Borrowing Facilities
- Inter-library loan
- Photocopying Facility
- Book Bank and Text Book Facilities

## Web-based Computerized Services from the Library

- Electronic Reference Library (ERL) Services
- Network-based CD ROM Search Services
- Recent Additions to the Book Collection
- Links to Electronic Resources on the Internet
- Access DELNET Databases
- Scanned Images of Selected Journals
- RFID Based Services

## Ongoing Projects

- INDEST-AICTE Consortium
- N-List
Electronic Resources through the INDEST-AICTE Consortium for IIT Delhi

Tutorials for each Electronic Resource is available at http://paniit.iitd.ac.in/indest/

Full-Text E-Resources

ABI / Inform Complete (http://www.proquest.co.uk/en-UK/)

ABI / Inform is a world-renowned database of full text journals on business, economy and management, providing a comprehensive coverage on various micro as well as macro economic aspects of various economies of the world. It covers nearly 5,745 journals in business, management and social sciences with around 4,500 of them in full-text. ABI/INFORM provides fast, easy access to information on almost 2,00,000 companies, with coverage from at least 1992 forward and with backfile coverage to 1923. Among new sources added to ABI Inform includes EIU Newswire, Going Global Career Guides, etc. It includes Publications from world famous publishers like Sage, Kluwer, Macmillan, Oxford University Press, Wiley,

ACM Digital Library (http://dl.acm.org/)

The ACM Digital Library (DL) is a complete collection of all of ACM’s publications, including ACM journals, conference proceedings, magazines, newsletters, and multimedia titles. The ACM DL contains the largest and most complete full-text archive of articles on computing available today, consisting of:

- 2.0+ Million Pages of full-text articles
- 2,72,000 Articles
- 20,000 New full-text articles added each year
- 40+ High Impact Journals
- 270+ Conference Proceeding Titles
- 2,000+ Proceeding Volumes
- 9 Magazines (including the flagship Communications of the ACM)
- 43 Special Interest Groups contributing contents
- 800+ Multimedia Files containing audio, video, animations, and more.

AIP/APS Journals

American Institute of Physics is a not-for-profit corporation chartered in 1931 to provide publishing and distribution services for scientific and technical societies. AIP is the publisher of 13 journals, two magazines and the AIP Conference Proceedings series, many of which have the highest impact factors in their category. AIP’s online publishing platform, Scitation, currently hosts more than 16,00,000 articles from 185 publications of 30 scholarly publishers.
Appendix-1

American Physical Society is a not-for-profit corporation dedicated to the advancement and diffusion of the knowledge of physics. It publishes leading international physics journals, including Physical Review Letters, Reviews of Modern Physics, Physical Review A-E, Physical Review Special Topics, and Physics – a new, free, online publication spotlighting exceptional research.

ASCE Journals Online (http://www.pubs.asce.org/journals/jrns.html)

American Society of Civil Engineers (ASCE) represents more than 1,39,623 members of the civil engineering profession worldwide, and is America's oldest national engineering society. It publishes 33 journals, periodicals and transactions that cover a comprehensive range of the civil engineering profession. ASCE contains over 1,70,000 bibliographic records of everything ASCE has published since 1970. The Online Research Library is a comprehensive tool for locating online contents across all disciplines of civil engineering. The 6,90,000-page Research Library contains the full text of more than 73,000 journal articles and proceeding papers, and can be accessed either through a current subscription or by downloading a single article.

ASME Journals Online (http://www.asme.org/pubs/journals/)

Founded in 1880 as the American Society of Mechanical Engineers, ASME is the premier professional membership organization for more than 1,27,000 mechanical engineers and associated members worldwide. ASME also conducts one of the world’s largest technical publishing operations in the world, offering thousands of titles including some of the profession's most prestigious journals, conference proceedings, and ASME Press books.

The ASME Digital Library is ASME's primary repository of current and archival literature featuring:

- ASME's Transaction Journals from 1980 to the present.
- ASME's Conference Proceedings from 2002 to the present.
- ASME Press eBooks selected from 1999 to the present. Initially, the eBook package will include about 50 of our newest volumes, published from 2006 through mid-2009, with other books to follow.

As the ASME Digital Library continues to expand, it ultimately will include the complete archive of ASME's Transaction Journals dating back to 1880. To view what is currently available, use the tabs at the top of the page to navigate to the publication of your choice, then click on the "Available Volume List."

ASME sponsors approximately 30 conferences per year and publishes about 100 proceedings volumes annually, encompassing the total spectrum of topics of interest to mechanical engineers and associated industries.

Started in January 2008, the ASME Digital Library began to roll out more than 30,000 papers from archival proceedings volumes dating from 2002 up to the current year. Capabilities include browsing by conference series and name, volume title, areas of interest, and technology/industry group, as well as comprehensive search and open access to abstract level data. It conducts one of the world’s largest technical publishing operations, holds numerous technical conferences worldwide, and offers hundreds of professional development courses each year.
ASTM Standards + Digital Library (www.astm.org/digitallibrary)

ASTM International (ASTM), originally known as the American Society for Testing and Materials, is one of the largest voluntary standards development organizations in the world—a trusted source for technical standards for materials, products, systems, and services. Known for their high technical quality and market relevancy. It has a collection of more than 12,000 test methods and standards. ASTM has recently introduced all its publications online as a digital library. Now thru Digital Library you can have instant access to: 1000+ Special Technical Publications, 50+Manuals and Monographs and 10,000+Journal Articles.

Capitaline (http://www.capitaline.com/intranet/INDEST-AICTE-AICTE_consortium.htm)

Capitaline is a database of 13,000 listed and unlisted companies, classified under more than 300 industries, alongwith powerful analytic tool. It gives extensive financial and non-financial information on each of the companies. Balance sheet, profit & loss, consolidated financial data, segment data, and stock prices, board of directors. Industry (NIC) and product (ITC) classifications, corporate actions and Director’s reports run to over 10 years. Being marketed since 1986, CapitalinePlus has the USP of covering the largest number of data points (1,400+) per company. It has powerful screener module to identify companies satisfying varying criteria and trends. It is served on CD-ROM, with optional online access through IP addresses.

CRIS INFAC Industrial Information (http://www.crisil.com/)

Cris Infac is a reliable database by CRISIL which is India’s leading business information company & largest credit rating agency. It comprises of accurate and reliable news, information, analysis and forecasts on the Indian economy, industries, companies and financial markets. CRIS INFAC Industry Information Service presents a detailed and comprehensive analysis of the current trends and the long-term performance outlook on 45 industries in India. It includes the evolution of an industry, the regulatory environment, cost structures, nature and extent of competition, global trends along with statistical information on capacities, production, imports-exports, domestic and international prices, consumption patterns. It also contains monthly review, quarterly review and annual review of the industry. This information is updated on regular basis and 3-5 years long-term outlook is updated on an annual basis. The CRIS / INFAC is a window-based product installed on PCs in the subscriber’s Library.
Appendix-1

EBSCO Business Source Complete (http://www.ebscohost.com)

EBSCO is a worldwide leader in providing information access and management solutions through print and electronic journal subscription services, research database development and production, online access to more than 300 databases and thousands of e-journals, a full-featured OpenURL link resolver, and e-commerce book procurement.

Business Source Complete is the scholarly business database, providing the leading collection of bibliographic and full text content. In addition to the searchable cited references provided for more than 1,200 journals, BSC contains detailed author profiles for the 40,000 most-cited authors in the database. Journal ranking studies reveal that BSC is the overwhelmingly superior database for full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.

Elsevier’s Science Direct (http://www.sciencedirect.com/)

Science Direct is the web-based interface to the full-text database of Elsevier Science journals, one of the world’s largest providers of scientific, technical and medical (STM) literature. The Science Direct offers a rich electronic environment for research journals, bibliographic databases and reference works. The database offers more than 2500 scientific, technical and medical peer-reviewed journals, over 75 million abstracts, over 9.65 million full-text scientific journal articles, connect with over 3,75,000 life-Sciences researchers and 2.75 million articles from after 1994, an expanding suite of bibliographic databases and linking to another one million full-text articles via CrossRef to other publishers' platforms.

Emerald Management Xtra (http://www.emeraldinsight.com/)

Emerald Management Xtra is a combination of Emerald Full text database and Management reviews from leading 300 world’s best management & business Journals. It provide access to full-text of 95 to 150 journals depending on option one choose. It has access to over 85,000 full text management articles of the highest calibre. Its value added features include: Case study collection, Book review collection, Literature reviews, Guru Interviews & Key management readings. In 2009, more than 21 million Emerald articles were downloaded and read in research and study.
Euromonitor (GMID) (http://www.gmid.euromonitor.com)

The Global Market Information Database (GMID) from Euromonitor International provides key business intelligence on countries, companies, markets and consumers. It is an integrated online information system covering over 350 markets and 207 countries. GMID integrates research across a number of categories of information including statistics, consumer lifestyles, retailing, countries, consumer market sizes and forecasts, analysis, Euromonitor’s in-depth market analysis reports, major market profiles and journal articles covering consumer, industrial and service sectors. Also accessible are reports focusing on consumer lifestyles and the retailing industry. The GMID provides profiles for leading FMCG companies along with financial, market share and brand information.

ICE + Thomas Telford

(http://www.atypon-link.com/action/showPublisherJournals?code=ITELF)

Thomas Telford is the knowledge business of the Institution of Civil Engineers, creating specialist products and services for the civil engineering and construction markets. These include books, journals, recruitment and training, as well as best practice, news and networking opportunities around the NEC and Eurocodes.

IEC Standards (Intranet Version)

The International Electrotechnical Commission (IEC) is a not-for-profit, non-governmental international standards organization that prepares and publishes International Standards for all electrical, electronic and related technologies – collectively known as "electrotechnology". IEC standards cover a vast range of technologies from power generation, transmission and distribution to home appliances and office equipment, semiconductors, fibre optics, batteries, solar energy, nanotechnology and marine energy as well as many others. The IEC also manages three global conformity assessment systems that certify whether equipment, system or components conform to its International Standards.
IEEE / IET Electronic Library Online (IEL) (http://ieeexplore.ieee.org/)

The IEEE/IET Electronic Library (IEL) is industry’s most powerful engineering reference resource. It provides unparalleled full-text access to publications from Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Engineering and Technology (IET). It includes 126 journals from IEEE, 21 journals from IET, magazines, transactions and 850 + conference proceedings as well as active IEEE standards – over 1 million documents in all. More than 12,500 new titles are added per month. It provides access to 22,72,351+ full-text documents and more than three million full-page PDF images from backfiles from 1988 onwards and selected titles from 1950 onwards including all original charts, graphs, diagrams, photographs and illustrative material.

IET Digital Library (http://www.ietdl.org/)

IET (Formerly the IEE) is a world renowned society, which publish high quality Indexed Journals and Databases such as Inspec. The Digital Library hosts 23 Journals, the New E&T Magazine and archive of 7 magazines and entire conference proceeding and seminar digests for IET. IET’s Journals are indexed by SCI, Scopus, Inspec and a host of other global databases, providing users a global platform to publish their papers. IET Journals are one of the most sought after publications in Engineering and allied discipline. See www.ietdl.org for more information.

IDL provides access to Journal contents from 1994-Current to INDEST- AICTE members. The IDL platform also has amazing features and capabilities for users to maximize their resource search.

INSIGHT (http://www.insight.religaretechnova.com/)

Insight is a product that has evolved through perpetual gathering of financial data since 1988. It is a single pool of database of Stock Market, Listed Companies, Mutual Fund, IPO, Derivatives, Commodity, World Indices and Forex. For two decades, various technological tools have been developed and deployed to filter, refine, transform and enrich the raw data into financial interpretations. The experience in capturing and representation of financial data has now paved the legacy for core competency in data content. Today, Insight is reckoned as one of the most exhaustive products that encompass the widest and deepest of data relating to financial markets.

Insight is India’s leading database portal that provides access to financial information spanning 20 years of history on 10,000 listed, unlisted and PSU companies of India. The information base covers all aspects of the Indian financial markets including the primary markets, secondary markets (stock prices, derivatives) and mutual funds. The portal also provides access to 2 million news abstracts from the leading business dailies and newspapers of the country.

It gives extensive financial and non-financial information on each of the companies including sheet data, stock prices, Director’s reports, quarterly results, shareholding pattern for over 15 years. The digital documents section of the information base provides access to more than 50,000 digitally scanned annual reports and prospectuses of the companies covered by the database. The portal
provides analytical and graphical tools for querying, manipulating and plotting the data graphically on the time series data of stock prices. The portal is kept updated by the analysts of Asian CERC on day-to-day basis thus allowing the users of the same to be abreast with the latest happenings in business.

**McGraw-Hill’s Access Engineering (Formerly DEL)**
(http://www.accessengineeringlibrary.com/)

Access Engineering is a redesign of the online engineering resource, formerly known as McGraw-Hill's Digital Engineering Library. Digital Engineering Library is a collection of more than 4,000 articles from renowned reference books published by McGraw-Hill including 255 outstanding books classic reference works such as Marks’ Standard Handbook for Mechanical Engineers, Perry’s Chemical Engineers Handbook, Standard Handbook for Electrical Engineers Roark’s Formulas for Stress and Strain with new title added weekly. Digital Engineering Library is uniquely structured around 14 major areas of engineering and more than 200 topics, allowing users to quickly narrow their search down to their specialized information needs. Rather than merely directing users to a publication index, Digital Engineering Library delivers a menu of pinpoint articles to make a more streamlined and focused research possible.

**Nature**
(http://www.nature.com/)

Nature is the world's foremost weekly scientific journal and is the flagship journal for Nature Publishing Group (NPG) launched in 1869. NPG publishes journals and online databases across the life, physical and applied sciences and, most recently, clinical medicine. Content encompasses daily news from award-winning journalists, expert opinion and practical methodology, and more high impact research and reviews than any science publisher. Over 30 journals are published in association with prestigious academic societies. NPG also host the Nature India (www.nature.com/natureindia) a new website highlighting the best scientific research from researchers based in India. After the successful launch of nature archives from 1987 to 1996 in August 2003, NPG has also digitalized its archives dating back to 1950 to provide online access to original papers previously available in print only.

**OSA: Optics Infobase**
(http://www.opticsinfobase.org/)

Optics InfoBase is OSA's online library for OSA including 15 flagship journals, partnered and co-published journals. It contains recent proceedings from OSA conferences. With more than 2,00,000 articles including papers from over 360 conferences; The Optics InfoBase has a variety of simple and advanced search and browse features for locating articles. It offers a growing number of tools for creating custom alerts and RSS feeds, linking to related contents, exporting citations, and much more.
**ProQuest Science (formerly ASTP)** (http://www.il.proquest.com/pqdauto)

Proquest Science Journals (Formerly “Applied Science & Technology Plus”) is a comprehensive full-text database of applied and general science subject area, which provides detailed, in-depth coverage and powerful searching of the leading scholarly journals and trade publications in the field. Proquest Science Journals is a growing collection which currently offers 660 titles including 540 titles in full-text with coverage dating back to 1986. In full-text format, researchers have access to all the charts, diagrams, graphs, tables, photos, etc.

**SCOPUS** (http://www.scopus.com/home.url)

Scopus, launched in November 2004, is the largest abstract and citation database containing both peer-reviewed research literature and quality web sources. With over 18,000 titles from more than 4,000 international publishers; Scopus offers researchers a quick, easy and comprehensive resource to support their research needs in the scientific, technical, medical and social sciences fields and, more recently, also in the arts and humanities

Scopus at a glance (status Dec 2011):

- 18,000 titles:
  - 16,000 peer-reviewed journals.
  - Over 1,200 Open Access journals.
  - 650 trade publications.
  - 520 Conference Proceedings.
  - 3.6 million conference papers from proceedings and journals
- 36 million records, of which:
  - 18 million records with references dating back to 1996 (of which 75% include references).
  - 18 million records pre-1996 which go back as far as 1823.
- 318 million scientific web pages indexed via Scirus
- 23 million patent records from five patent offices
- “Articles-in-Press” from over 3,000 journals, etc.

**Springer Link** (http://www.springerlink.com/)

SpringerLink is one of the world’s leading interactive databases for high-quality STM journals, book series, online reference works, ebooks, and the online archives collection. SpringerLink is a powerful central access point for researchers and scientists. The SpringerLink Online Journal collection includes
more than 2,107 peer-reviewed journals, comprising of more than 1,00,000 individual documents. Titles include access to complete back issues from 1996 onwards, with digital conversion of all back issues under way, making every title available from Volume I, Issue I onwards. Springer organizes the Online Journals into fully indexed, fully searchable Subject Collections covering 11 subjects: including behavioural science, biomedical and life sciences, business and economics, chemistry and materials science, computer science, earth and environmental science, engineering, humanities, social sciences and law, mathematics, medicine and physics and astronomy. More than 150 Nobel prize-winners have published with Springer to the present date.

**Wiley InterScience (Cross Sharing)** ([www.interscience.wiley.com](http://www.interscience.wiley.com))

Wiley InterScience is a leading international resource for quality content promoting discovery across the spectrum of scientific, technical, medical and professional endeavours. More than half of Wiley's journals on Wiley InterScience are digitized back to Volume 1, Issue 1 as part of the development of the journal backfile initiative.

**Bibliographic Databases**

**INSPEC on EI Village** ([http://www.ei.org/ev2/home](http://www.ei.org/ev2/home))

INSPEC, from the the Institution of Engineering and Technology (IET), is the world's leading bibliographic database providing coverage of scientific and technical literature in the fields of physics, electronics, electrical engineering, and computer science. Primary coverage is of journal articles and papers presented at conferences, significant books, technical reports, and dissertations are also included in the database consisting of 8 million records. Sources include more than 3,000 journals and more than 2,000 conference proceedings, books and reports. Over 4,00,000 new records are added to the database annually.


MathSciNet is an electronic publication offering access to a carefully maintained and easily searchable database of reviews, abstracts and bibliographic information for much of the mathematical sciences literature. Over 1,00,000 new items are added each year, most of them classified according to the Mathematics Subject Classification. Authors are uniquely identified, enabling a search for publications by individual author rather than by name string. Continuing in the tradition of the paper publication; Mathematical Reviews (MR), which was first published in 1940, expert reviewers are selected by a staff of professional mathematicians to write reviews of the current published literature; over 40,000 reviews are added to the database each year. Extending the MR tradition, MathSciNet contains over 2 million items and over 10,00,000 direct links to original articles. Bibliographic data from retrodigitized articles dates back to 1800s. Reference lists are collected and matched internally from over 400 journals, and citation data for journals, authors, articles and reviews is provided.
SciFinderScholar (http://www.cas.org/SCIFINDER/SCHOLAR/index.html; access through a Z39.50 Client to be installed on each PC)

SciFinder is a research discovery tool that allows students and faculty to access a wide diversity of research from many scientific disciplines, including biomedical sciences, chemistry, engineering, materials science, agricultural science, and more! It is a Z39.50 Windows-based interface that provides easy access to the rich and diverse scientific information contained in the CAS databases including Chemical Abstracts from 1907 onwards. The SciFinder Scholar offers a variety of pathways to explore CAS databases as well as MEDLINE. SciFinder Scholar interface provides the most accurate and comprehensive chemical and related scientific information including: journal articles and patents together in one source, substance data, chemical reactions, chemical regulatory data, chemical suppliers, biomedical literature. SciFinder Scholar covers not only chemistry but also agriculture, biology and life sciences, engineering, food, geology, medical, physics, polymer and material sciences. It has references from more than 10,000 currently published journals and patents from more than 59 patent authorities.

Web of Science (http://isiknowledge.com)

The Web of Science provides seamless access to current and retrospective multidisciplinary information from approximately 8,700 of the most prestigious, high impact research journals in the world. Web of Science also provides a unique search method and cited reference searching. With it, users can navigate forward, backward, and through the literature, searching all disciplines and time spans to uncover all the information relevant to their research. Users can also navigate to electronic full-text journal articles. It has access to the Science Citation Index (1900-present), Social Sciences Citation Index (1956-present), Arts & Humanities Citation Index (1975-present), Index Chemicus (1993-present), and Current Chemical Reactions (1986-present), plus archives 1840 - 1985 from INPI.
Library’s Web OPAC (http://10.116.2.6:8080/webopac/html/SearchForm)


Searching LibSys WebOPAC

LibSys provides online facility to search the bibliographic databases extensively. While making a search, it is possible to see the complete bibliographic information of a specific title including the status of each copy indicating whether it is “Out on loan”, or “On shelf” or “Lost” or “Missing” or “In bindery”, etc. While searching books “On order” are also retrieved.

Online searches can be made on various LibSys databases, like Books, Conferences, Theses, or combined database. The database holds indices / catalogues for the followings:

- **Title**: Arranged alphabetically by title and series.
- **Author**: Arranged alphabetically by personal and corporate author name. In case of videos, Producer’s name is used.
Appendix-2 (Library’s WebOPAC)

- **Classified:** Organized list of class numbers as per the Classification rules (UDC). Positioning can be done more precisely by entering first three characters of author’s name.
- **Subject:** Alphabetic list of subject headings along with number of titles available under each heading. The titles under a particular subject heading can be seen on further selection.

These indices / catalogues can be positioned anywhere by entering as many characters of the corresponding information as known.

Search Results and Display of Records

The search results are displayed in a list of titles with author, publication year and call no. For a selected title, complete details along with the number and status of copies are displayed. There are options to see linked resources such as images, audio, etc, as also to put on reserve. Searches may be narrowed by specifying a period of publication and restricting them to particular types of documents.

Simple Search: Field selection Pull-down Menu in Libsys

When the user, clicks on any of these search options, s/he is prompted to enter words to be searched and as soon as the user performs any of the searches it displays the list and provides user with some more options in the form of buttons at bottom of the list. The options available to a user are: Copies, Put On Reservation and e-resource.
Advance Search option in Libsys

Search Results for “Bansal” and “Organic reactions” and “Chemistry”
Browsing (Catalogue / Indices)

Use browsing option to scan alphabetically arranged indices / catalogues for author, title, publisher, place of conference, subject, etc. Enter the initial character of the required word and click at ‘Go’ to position the catalogue on the display screen. One can find the location of the books, journals etc. from the display screen. Browse is the best option specially if a user does not have complete name of Author, Title, etc. The following catalogue / indices are available for browsing:

Author Catalogue
Title Catalogue
Classified Catalogue
Subject Catalogue

LIBSYS would respond by displaying a page consisting brief list and detail list of the first nine entries starting with the specified subject-giving no. of titles under each subject. The list of titles under a particular subject can further be seen by clicking a particular entry on the brief list.

Physical Location of Book(s)

Books are arranged by their Class No. in the Library. However, besides General Collection, the books are also kept in other collections like Text Book, Book Bank, Reference Section, Moreover, Some books are also transferred to the Departmental Libraries of various Departments/Centres. To find the location and status of books click at "Copies" from the full Bibliographic Records of a book. Depending upon the physical location of copy(ies) of book(s) in various collections of the Library, you may find following collection code(s):

- **BB**: Book Bank
- **GS**: General Section
- **TB**: Textbook Section
- **Ref**: Reference Section
- **Dept.**: The name of the department where the book is available

In case of multiple copies of books, collection code is displayed against each accession number.
Column 1 above gives the status of copies (i.e. on shelf / Issued (out) / reference. Column 2 displays location of book along with its accession number and the last column shows due date for book(s) if it is issued.

**Journals**

Journals module shows the list of journals available. As soon as user clicks on “Journal” button of toolbar, a list with two fields (i.e Title & Publisher) containing journals is displayed. Journals can be listed out either alphabetically based on their name or by broad subject category. The URLs of journals that are accessible electronically are also given. User can also view the detail of a particular journal by clicking on that particular entry in the list.

The details displayed are as follows: Journal Name, Publisher, Publishing Place, Country, Location, Frequency, Library, Issues, History Status. Along with these details, a list of loose issues is also displayed.
New Additions

New Arrivals module shows the list of New Additions for Books and Journals databases. As soon as user clicks at “New Arrivals”, new arrivals for books is displayed. User can change it to journals by clicking at “Journals”.

Appendix-2 (Library’s WebOPAC)
Patrons

Patron module basically gives details for a particular member of the library as soon as a user clicks on patrons button of the toolbar, the software prompts user to enter member Id (Employee No. / Registration Number). Users at IIT Delhi can ignore password. If Employee No. / Registration Number is correct it shows the details of the member and enables the following buttons of the toolbar:
Appendix-2 (Library’s WebOPAC)

- **Checkouts**: This would show the entries of all the items checked out by the patron. The items may be monographs (books etc) or under ILL or Bound Volumes or Journal Issues. For each item, it would show accession number wherever applicable otherwise `ILL' or `JRNL' as applicable; Due date; no. of reserves. This would be shown in a list with scrolling facility.

- **Reserves**: This displays the entries of titles/items on which patron has reserves.

For each entry, various data fields are displayed. You have to be signed out after using this service.

- **History**: Patron can view the titles read by them using this option, reposition button facilitates patron to position list as per their requirements.
Logout

Ends the users session and return to the search mode.