

IIIT-H Library Manual

Introduction

The IIIT Hyderabad was established in 1998. It is the first IIIT setup in India. It is a research university with specializations in core areas of Information Technology, such as Computer Science, Electronics and Communications, Civil Engineering and their applications in different domains. It is located on a sprawling campus of 66 acres on main road at Gachibowli well connected by bus, railway and air lines.

The Library is the heart of Institute with a rich collection of books, Journals and e-resources. The library sustains and supports the teaching, research and extension programmes of the Institute. All the students, research scholars, faculty and employees of the institute are entitled to be the core members of the library and make use of its rich collection and services. The library provides a calm and serene environment and an easy access to its resources to one and all.

The library has a rich collection of both print and electronic resources in the fields of Computer Science & Engineering, Electronics and Communication Engineering, Civil Engineering and Humanities. It has well qualified and professionally trained staff to cater to the needs of the Faculty, scholars and students to achieve academic excellence.

The Library manual is a Handbook or a guide book to all the library users of the library to inform them about the Institutes Library is and what it does. It is a sort of constitution of the Library.

The Aims and Objectives of the Library Manual are:

- To state the policies, functions and services of the Library
- To provide guidelines for procuring books, e-resources and Journals
- To mention the procedures adopted for technical processing and organizing library materials.
- To follow the rules and regulations issued by the Institute authorities from time to time.
- To adopt facilities for users to easy access the library resources and their optimum utilization
- To avoid pilferage of library documents
- To inform the users about different library sections and Book arrangement.

- To enlighten the library users about the timings of library and public holdings
- To list out the 'dos' and 'do not's' to be followed by all the library users in the library premises
- To serve as a consultation tool for library staff in case of any confusion during the discharge of their duties
- To delineate a clear policy for collection development in the areas of specialization of the Institute.
- To ensure networking among the libraries of similar organizations in and outside the country.
- To establish potential academic fraternity of faculty, research scholars, students and the management to maintain harmony.
- To take the notice of Institute administration regarding the expectations of the library users and thereby to run the library to their best satisfaction level.
- To prepare job description of every post/designation of the library.

The library has the following sections and bodies whose core objective is to work for the achievement of its aims and objectives.

- Library Advisory Committee
- Acquisition Section
- Cataloguing Section
- Circulation Section
- Reference Section
- Periodical Section

Library Advisory Committee (LAC)

The objective of the library advisory committee is to support the functioning of the library and to build up a rapport between the library, the faculty, students and the Institute Management. It also chalks out the library development plans and recommends them to the institute management for their sanction and implementation. The committee will be appointed by the Director of the Institution and generally consists of the following members.

- Faculty Member as the in-charge of Library who acts as the Chairman of the committee
- Faculty members as the Members
- Deputy Librarian as the Member Secretary

The Committee shall meet at least Three times in each semester of the academic year. The tenure of the committee shall be of two years. The Director shall appoint members for vacant positions from time to time. The minutes of the meetings shall be recorded by the member secretary and circulate the same among the committee members within the 8 days immediately after the meeting is commenced. The responsibilities and functions of the LAC are as under:

- To guide, advise and direct the library for an efficient management
- To create best facilities to library users and formulate policies and procedures to realize them.
- To make the library to play an instrumental role to assist and support the academic and research activities of the Institute
- To prepare plans and policies for procurement of print and electronic resources and subscriptions for the same.
- To act as a liaison between the Institute management and various academic schools/Departments to just aid them in realizing their objectives
- To monitor and evaluate the latest developments in Information Technology in networking, library automation, etc. and suggest the best for the library
- To review the staff strength from time to time and suggest or recommend plans to develop the human resources and their skills.
- To review periodically and subject/course/department/research-domain wise budget allocations and review the modifications from time to time
- To advise and assist the library in bringing out better library products and introducing new services
- To encourage library staff to participate in national and International Conferences/Seminars/Workshops and publish articles and author books in their domain.

Collection Development of Learning Resources

- The Library-In-Charge at the Constituent level shall follow the Guidelines regarding the collection development of learning resources informed by the Deputy Librarian of the Institute on the following aspects:
- Strengthening the existing collection of the library
- Acquisition section
- Policy regarding the purchase of best reading material for large number of users

Policy for purchase of Print collection/ Book(s) / CDs/DVDs

The policy to be executed for the procurement of Print collection, CD and DVD's etc. shall be as follows:

Print books

- Books Procured: Textbooks prescribed for courses bought in multiple copies, General and Reference books and also Conference Proceedings purchased in single copy and some books received as gift from different national and international sources.
- Book Request Form Separate Book Requisition forms for general and textbooks are available in the Library Webpage. One may also access these forms from the library website. Faculty members who wish to recommend new books may please fill up and forward these requisition forms to Library and further processing. Students may also recommend for textbooks and General Reading Materials by filling up the requisition forms. Apart from these, request through email queries from the user community.
- Information about New Books the Library receives catalogues and brochures from various national and international publishers. Such materials are displayed in the notice board opposite to the Circulation Counter. Interested users may also browse these catalogues in the Library.

Mode of Book Acquisition

- There are three modes of Book Acquisition:

- (1) The faculty members send their requisitions to the Library and the Library procure the books.
- (2) Conducting through Book exhibition by different vendors/publishers, faculty, students and staff can recommend the books for library.
- (3) Certain books are received as Gift from different national and international sources.

The Library staff would check for duplication and place the list of recommended books before the Library Committee for its review. Once approved by the Library Committee place the orders to vendors.

The Library place orders with any well recognized vendors on the basis of service and past records, review of the suppliers will be done on annual basis.

The discount insisted upon would be upto 20% Indian and 25% International on the printed/publishers price. The exceptions would be Government publications/institutional publications and nil discount items. Also in some exceptional cases the vendors charge the library for handling on publishers' demand. In some times publisher will offer special discount such books may be made to obtain higher discounts.

A system of online ordering of books and purchase of books by Faculty during their visits other cities/other countries has been introduced. Whenever, the faculty are in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com etc. using credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority

The basic objective of this section is to Procurement of library resources in the form of either purchase or a gift. This includes the compilation of book requests of all the users and submits the same for the approval of library advisory committee). This section initiates its actions only after having an approval of LAC. Placement of orders is subject to the terms and conditions of the library in particular and institute in general which highlights on the balanced collection of library resources for the best use of potential users. Cost-effective editions, if available, should be procured. For example Paper-back edition to paper-back edition is preferred.

The Invoice/Bill and the related document proof regarding the receipt of the library resources are to be thoroughly certified by library which would be later sent to finance/accounts section for payment process.

E-Resources Procurement Policy

While procuring e-resources, the library can enforce terms and conditions with the publisher/vendors regarding the pricing, access to the back volume, simultaneous access, archived rights, collection of usage statistics and Training the personnel in collecting the relevant information.

Accessioning Processes

Every procured/Gift document added to the library collection will have an Accession Number in the Accession Register having complete bibliographic details of the book. Accession Number to be assigned on the title page and on the secrete page of the book. The accession number is also recorded in the corresponding Invoice/bill.

Cataloguing

Cataloguing focuses on organizing all the material to facilitate easy searching and retrieval of library materials and to provide accurate online record. Every acquired document should have an entry in the catalogue module of Library Software in accordance with AACR2 Standards.

Technical Processing

Technical processing starts with an assignment of a call number which decides the appropriate place for the resources on the shelf. In this process the content of a particular document relevant to the domain will also be considered. The call number properly guides the user to the appropriate shelf and thereby to find his desired document. Popular Classification technique namely Dewey decimal classification is being used for the classification of books.

Circulation Section

The circulation section has an important role to play in the library which also would be referred to as 'Front Desk' of the library. The major activities of circulation section include:

- registration of new users
- Issue/Receipts of documents.
- Maintenance of statistics of individual users related to the Issues and returns of the documents during a particular period.
- Dispatch of overdue notices and collecting appropriate overdue fines from the members as per the library rules.
- No Dues/Clearance Certificate
- No Dues Clearance Certificate may be issued to members by clearing all the outstanding dues in respect of borrowed book (s) and delayed fines (if any).

Category of members	Maximum books issued	Duration of Issue
Faculty	15	One Semester
Technical and Supporting Staff	02	One Month
Research Scholars	05	Two Months
M.Tech / M.S	05	14 Days
B.Tech	04	14 Days
IIITH Employees Family Members	02	One Month

Circulation Desk Timings

Library operations are fully automated which uses LIBSYS, an integrated library software package

- Issues and returns at the circulation counter are handled through the Library Management Software
- The Circulation counter for Issues and Return of Books from 10:00 AM to 8:00 PM
- Sundays and Public Holidays Books return and renewals are extended

Renewals

The users need to bring the books to the Library at the time of their renewal. Books are issued to the members can be renewed unless they are reserved by someone else.

Return of Documents

Documents checked out from the Library should be returned at the circulation counter during its working hours, i.e. 10.00 AM to 8.00 PM on any working day.

Reserving the Documents

- Resources can be reserved through web-opac only when they are on loan and not available for issue.
- The reserved resource should be collected from Library within 24 hours of intimation, otherwise the reservation stands cancelled.

Book Over Due Charges

- An overdue charge of Rs. 1.00 per day per book will be collected for returning the books after the due date borrowed by them.

Loss of Books

- Lost book should be replaced by a latest edition (new book) with overdue charges. In case the book is out of print or not available in the market then the double of the cost mentioned in the Accession register should be charged.

Mode of Book Over due and Loss of Books Collection

- Any user charged with fine has to make payment through online mode the fine amount may be transferred online.
 - Submit the payment receipt in Library after the transaction or send email attachment.
 - Write your Name, Roll No. / Employee ID and make your signature on the receipt.

Periodicals Section

This section shall process the subscription of foreign and Indian journals/Magazines pay the subscription to the concerned publisher/agents in time. It takes care of all the issues received in time and the reminders of the non-receipts of journals/magazines. It also maintains the current and back volume journals. This section report to librarian time to time regarding the status of the receipts of journals and also their renewal.

E-Resources

The advancement of Technology and electronic gadgets leads to the availability of resources online on 24X7 basis and also their multiple access irrespective of time and place. Such online resources include e-journals, e-databases and e-books. IIIT-H also has an excellent access infrastructure supported by high speed internet and wi-fi connectivity which supports the access of the e-resource anywhere in the campus.

The following e-journals are subscribed by the IIIT-H Library:

- IEEE/ IEE Electronic Library,
- ACM Digital Library,
- Springer e-Journals ,1700+ Nature online
- Science Direct Two Subject Collection (Computer Science and Engineering)
- ASCE Journals,
- American Physical Society
- Science Onlin
- Physics Today online
- American Journal of Physics online
- Economic and Political Weekly and
- Harvard Business Review
- JSTOR
- SCOPUS
- INDIASTAT
- Manupatra

The following e-Books are Purchased and subscribing by the IIIT-H Library:

- ACS In Focus e-books
- EBSCO eBooks EngineeringCore Collectiion
- Springer e-books (Lecture Notes in Computer Science)

GENERAL RULES of the Library

- The ID card is essential for availing all kinds of Library Service
- Users should get the items duly issued at the circulation counter and collection them in person
- Personal books, printed books, printed materials are not allowed inside the Library
- The Library follows Open Access system
- Readers may approach the Reference Desk for any information or assistance regarding the Library collection and services
- The Reference collection includes all kinds of handbooks, dictionaries, encyclopedias Conference Proceedings and course reference books are not for circulation.

Services offered by IIT-H Library to its users

- All issue and return of Library materials is handled from the Circulation Desk during its working hours.
- Users are requested to make sure that the books are properly issued or returned.
- No material from the Library should be taken out without proper issue/ recording. Any type of violation may lead to disciplinary action.

Reading Room Facility

- Reading Room facility provided in the 1st Floor of the Library with a seating capacity of 54 persons. Reading room facilities to a variety of users who bring their own books and reading materials for self study. It is the most suited place for the users preparing for professional engaged in academics and research. Library subscribes to 4 newspapers and some General Magazines.

New Additions

- The Library announces regularly the list of new additions of books, Periodicals and CD-ROMs. This draws the attention of users towards the latest acquisitions in their fields of Interest. A separate space provided to arrange the new books.

Reference Service

- The Library provides wide range of reference services such as Hand Books, Encyclopedias, Conference Proceeding Volumes, Competitive examination Books, course reference Books, Theses, CDs, bound volumes of periodicals, current Journal, and current magazines etc.,

In a special case with recommendation of faculty we can issue Reference Books for Ph.D Scholar

Reprographic Facility

- The library facilitated to the users with modern reprographic service facility to the Faculty, students and staff members for print / Xerox of notes and other academic-related documents as per copy right

STOCK VERIFICATION

Physical verification of the library stocks has to be carried out to identify the loss, misplaced documents needs repair, etc. The Library adopts 100% physical stock verification every 5 years. The verification is carried out by a team of members appointed by the Library Committee and the library staff will involve the verification process.

The library staff has a role as information managers and not just the custodians. Therefore they should not be held responsible for the losses.

- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened. Library staff to make all possible efforts to locate the document not found during stock verification. Prepare pre-final list of the documents not found and publicize

LIBRARY TEAM

Library Staff

NAME	DESIGNATION
Dr Muralidhar G	Deputy Librarian
Mr Jithender Rao P	Assistant Librarian
Mr Sathish Kumar P	Assistant Librarian
Mr Balaji Danavarao P	Assistant Librarian
Mr Srikanth G	Library Assistant
Mr Sampath Kumar	Information Assistant (Consolidated)

Library Committee

NAME	DESIGNATION
<u>Dr Aniket Alam</u>	Chair, Library Committee
<u>Prof Tapan Kumar Sau</u>	Member, Library Committee
<u>Dr Subhadip Mitra</u>	Member, Library Committee
Dr Muralidhar G	Secretary & Convener

Procurement Committee

NAME	DESIGNATION
Dr Aniket Alam	Chair, Library Committee
Prof Tapan Kumar Sau	Member, Library Committee
Dr Subhadip Mitra	Member, Library Committee
Dr Charu Sharma	Faculty
Dr Diganta Das	Faculty
Dr Suryajith Chillara	Faculty
Dr Sushmita Banerji	Faculty
Cyrin Neeraj	Research Scholar
Dipanwita Guhathakurta	Student



INTERNATIONAL INSTITUTE OF
INFORMATION TECHNOLOGY
HYDERABAD

Library Office

Book Requisition Form

Enter email:

@

Password:

S.NO	AUTHOR*	TITLE*	PUBLISHER	TEXT/REF	NO.OF COPIES
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

INSTRUCTIONS

- Email and Password fields are mandatory
- For each book request author and title fields are mandatory
- Cost of each book should be less than or equal to **Rs. 2000/-**



International Institute of Information Technology
(Formerly Indian Institute of Information Technology)
Deemed University

IIIT-H -FAMILY LIBRARY CARD

To
Chair Library Committee,
IIIT-Hyderabad.

Dear Sir,

Sub: - IIIT-H Library – Issue of Library ID Card – Regarding.

* * *

I request you kindly to issue me IIITH-H Family Library Card. In this regard I am giving my family members particulars and photos to library. I agree to the rules and regulations of IIIT-H Library and undertake the responsibility for checked items against the family card.

Family details :

- 1.
- 2.
- 3.
- 4.

Regards

Signature