

INDEX

SN	PARTICULARS	PAGE NO.
1	Development of Library Document	1-6
2	Note to be circulated to collect requisitions of books for procurement along with Format 'A'	7
3	Format 'A' : Requisition of books.	8 - 9
4	Estimate of expenditure towards procurement of books	10
5	Note to be put up for procurement of books, along with the consolidated list in Format 'B'	11
6	Format 'B' : Procurement of Books	12
7	Note to be circulated for requisitioning of Journals along with Format 'C'	13
8	Format 'C' : Subscription of Journals	14
9	Estimate of expenditure towards subscription of Journals	15
10	Note to be put up for subscription of Journals along with Format 'D'	16
11	Format 'D' : Recommendation for subscription of Journals.	17

DOCUMENT

ON

**THE DEVELOPMENT OF
THE LIBRARY**

POLICY AND PROCEDURE

DEVELOPMENT OF THE LIBRARY

PREAMBLE

The Central Library is supposed to be the main source of information, required for supporting the academics in the form of regular teaching and learning and also research and development. The Library thus can act as a source of inspiration, if it is rich and resourceful.

The development of the Library is a very painstaking and slow process, analogous to development of a child, which requires patience and sincerity. The process also needs involvement of every faculty member and his/her contribution towards development of the Library. It is expected that every teacher is always on look-out for good titles and literature, and should suggest newer and suitable titles, inclusive of the old established ones. Strengthening of the library can become very effective, since there is now explosion of literature in many forms and the most of the titles are now available in less expensive paperback editions. The printed form of literature is now soon going to be partially replaced by e-form and on-line material. The Libraries will have to be prepared to handle the dissemination of knowledge in such situation.

METHODOLOGY

For the effective implementation of the method for the systematic development of the library, following procedure may be adopted:

- a) All the Principals will direct all HoDs to identify one faculty member to act as faculty incharge who would keep liaison with the Central Library, and also look after the departmental library.
- b) All the Principals will form a Library Committee with a senior faculty member as incharge and departmental incharges as members. This committee will function for the policy implementation and extend help to the Librarian for the overall development of the Library.

ROLE OF THE LIBRARIAN

The Librarian has to play a pivotal role in gaining the richness and the elegance of the information repertoire at the Library, through the support of the collective effort from one and all. The Librarian shall work out the requirements of titles, volumes and journals, as

per the norms and standards stipulated. The details of the procedure to be adopted are as follows:

A) Requisitioning of Books

Inviting the requisitions from various departments for procurement of books will be the responsibility of the Librarian.

1) Collection of titles and budgeting

For collection of the required title, Format A (with instructions) has been developed. This Format A, (alongwith the covering note) may be sent to all the departments. The list of requisitioned books/titles (hard and softcopy) should be collected from all the departments with proper endorsements. The final consolidation of these lists, in Format A, will give the estimate for procurement of books. This estimate should be put up for approval.

2) Procurement of Books

Once the proposed estimate is approved, the list of books for procurement may be finalized in Format B, to be sent to the supplier for procurement for the central library of the institute.

B) Requisitioning of Journals (International/National)

Inviting the requisitions from various department for subscribing the journals will be the responsibility of the Librarian.

1) Collecting Journal titles and Budgeting

For collection of the required titles of Journals (both International & National), Format C, has been developed. This Format C may be sent to all the departments. The list of requisitioned Journals should be collected (hard and softcopy) from all the departments. The final consolidation of these lists in Format C, will give the estimate for subscription of the journals. This estimate should be put-up for approval.

2) Subscription of Journals

Once the proposed estimate is approved, the list of Journals to be subscribed may be finalized in Format D, to be sent to the agency selected by supply of subscribed journals. However, the difference between a magazine and a journal should be clearly understood before proposing for subscription (Refer Annexure – I)

C) e-Books

Librarians should now take a note that many a good titles, old rare books are currently available in free downloadable form in PDF formats. Some publishers are also now providing some of their titles in e-form. Attempt should be made to explore such form of literature to be added to the library.

D) Video Courses

It is well known that Education Technology Centers of almost all IITs, have developed video course material on several engineering and science subjects in VCD/DVD formats. Availability of such course material in the multimedia section of the Library will strengthen course repository of the library. Librarians should update their knowledge about such video courses for the implementation of Technology Enhanced Learning at the institute level.

E) INDEST

INDEST (Indian National Digital Library for Engineering Science & Technology) is a consortium, is a project founded by MHRD, Govt. of India. Indest provides most of the important journals in on-line downloadable form. Librarian is supposed to be in full knowledge of this consortium and should handle these on-line journals in the best possible way for the benefit of the institute. (Refer Annexure-II)

ANNEXURE – I

Difference between Journal and Magazine

Following points can in general indicate the broad difference between a Scholarly Journal and a Popular Magazine.

Characteristics	Scholarly Journal	Popular Magazine
Length	Longer articles, providing in-depth analysis of topics	Shorter articles, providing broader overviews of topics
Authorship	Author usually an expert or specialist in the field, name and credentials always provided	Author usually a staff writer or a journalist, name and credentials often not provided
Language/Audience	Written in the jargon of the field for scholarly readers (Professors, researchers or students)	Written in non-technical language for anyone to understand
Format /Structure	Articles usually more structured, may include these sections: <i>abstract, literature review, methodology, results, conclusion, bibliography</i>	Articles do not necessarily follow a specific format or structure
Special Features	Illustrations that support the text, such as tables of statistics, graphs, maps or photographs	Illustrations with glossy or color photographs, usually for advertising purposes
Editors	Articles usually reviewed and critically evaluated by a board of experts in the field (referred)	Articles are not evaluated by experts in the field but by editors on staff
Credits	A bibliography (works cited) and/or footnotes are always provided to document research thoroughly	A bibliography (works cited) is usually not provided, although names of reports or references may be mentioned in the text

ANNEXURE – II

**INDEST – AICTE Consortium
Central Library
Indian Institute of Technology, Delhi
List of 26 E=Resources with their new rates for 2010 for members
of the INDEST-AICTE Consortium**

Resources under the Scheme

Sr. No.	Resources	Consortium Price in Rs.
1	ASCE Journals	220810
2	ASME Journals (+AMR)	183530
3	IEL Online (1 User)	381390
	IEL Online (5 User)*	-
	IEL Online (15 User)	4440580
4	DEL	77430
5	Springer Link (520 Journal)	283410
	Springer Link (1300 Journal)	462670
6	ABI Inform Complete	383960
7	ACM Digital Library	278260
8	ASTM Standards & Digital Library	502510
9	Emerald – 150	305360
	Emerald – 125	283340
	Emerald – 95	255070
	Emerald Book Series (Business Management, Economics & Social Science)	134950
10	IET Digital Library	136550
11	Indian Standards (New Subscription)	390150
	Indian Standards (Renewal)	156060
12	MathSciNet**(Renewal)	15610
13	Proquest Science Journals	301090
14	ICE + Thomas Telford	152940
15	Optical Society of America (Optics Infobase)	151590
16	IEC Standards	305040
17	Informs “Pubs Suite”	135250
Science Direct for Undergraduate Colleges (Each collection with current + 4 Years backfiles)		
18	SD (EE, ME, CE, CS, IT & IS)	458820
19	SD (CHE & Biotech)	344110
20	SD (Pharmacy)	344110
21	SD (EE, Electronics & Systems Engg, IT & CS)	301100
22	SD (ME-55 Journals)	286760

Sr. No.	Resources	Consortium Price in Rs.
23	SD (ME-30 Journals)	172060
24	SD (CE)	172060
25	Ei-Compendex	172060
Science Direct for Postgraduate Colleges (Each collection with current + 4 years backfiles unless specified otherwise)		
26	SD (Business Management & Accounting)	286760
	SD (EE, ME, CE, CS, IT & IS +)	1385400
	SD (CHE & Biotechnology +)	860280
	SD (Pharmacy)	688220
	SD (EE, Electronics & Systems Engg. , IT & CS)	573520
	SD (ME-55 Journals)	458820
	SD (ME-30 Journals)	286760
	SD (CE)	229410
	Ei-Compendex	516170

*To be Decided Later

**For New Members, rates will vary depending upon Mathematical Activity.

+ With backfiles from 1995 onwards

Besides the above rates of the e-resources, institution has **to pay an additional amount of Rs. 2000/- as Annual Membership Fee of INDEST-AICTE Consortium.**

You are requested to kindly send your orders along with bank/demand draft made in favour of **“Registrar, IIT Delhi”** and send to the following address:

Prof. G. P. Agarwal
INDEST-AICTE Consortium
Central Library
Indian Institute of Technology Delhi
Hauz khas, New Delhi – 110 016

NOTE

Subject : Requisition of Books for the session 2009-10.

Please find enclosed the Format 'A' (Library) for requisitioning of books for the department. The format 'A' should be circulated among all the faculty members for suggesting titles for the subject/subjects they are teaching. The departmental faculty incharge should compile all the lists and submit to the undersigned (along with soft copy as MS-WORD document).

It is requested that the instructions given along with Format 'A' (Library) be meticulously followed. These lists will be used for preparation of the budget for approval and procurement of books. All Catalogs are available in the Library in printed form for reference and also in e-form. These e-form catalogs can be copied and used in the department for the reference for all faculty members.

Librarian

Encl. : Format 'A'

To

All Heads of the Department.

Format 'A' (Library)

Requisition for Books (2009-10)

Name of the Institute :

Department of :

Subject Year.....Semester

S. N.	Author	Title	Ed.	ISBN	Publisher	No. of Copies		Cost/Title	Total Cost	Remarks
						Avbl.	Reqd.			
1										
2										
3										
4	Chitode, J. S.	Signals & Systems	1	978-81-8431-288-1	Tech. Pub.	03	02	280=00	560=00	Text Book
5	Oppenheim , Schafer & Buck	Discrete Time Signal Processing	2	978-81-317-0492-9	Pearson	11	02	325=00	650=00	Text Book

Faculty Member

Faculty Incharge

Head of the Department

(P.T.O.)

Following Instructions may be followed for preparation of the lists.

- a) IEEE Format given should be meticulously followed for recommending books for procurement. A few examples with details of data entry are shown in the format attached for reference.
- b) Most of the titles are now available as paperbacks & Asian Editions on rupee payments. Hence such titles should only be recommended.
- c) Original International hard bound titles will be procured only on recommendations from the HODs and the Principals, as special cases of “Essential Books”, since these books are prohibitively costly. It may also be noted that procurement procedure of such books is tedious and lengthy, as it involves payment in Foreign exchange, hence many a times is also associated with uncertainty. All care should be taken while recommending such books. For preparation of estimate following conversion rate may be considered, and a separate list of such books should be prepared for approval and independent processing.
 - i) One Dollar = 50 Rs. (App.)
 - ii) One Pound = 80 Rs. (App.)
- d) Entry in the remark column should be made in short, such as Text bk. (Text book), Ref. bk. (Reference book), Data bk., Hand book, Design bk., Monograph etc
- e) Guides, Cook- books etc; should not be recommended
- f) List of books for procurement should be submitted in MS-WORD format (Soft Copy) along with hard copy.
- g) ISBN can be obtained from the Publisher’s Catalogues / Web-Sites, and entry against Publisher’s column may be made using short names as given :

Short Names of Publishers

(1) TMH (2) MGH (3) Jaico (4) Scitech (5) Schroff (6) PHI (7) Pearson (8) Wiley (9) CRC Press (10) IEEE (11) Laxmi (12) Mahalaxmi (13) Oxford UP (14) Elsevier (15) New Age (16) S.Chand (17) Nirali (18) Himalaya (19) BPB (20) University Press (21) Acd. Press (22) Aff.E.W. (23) Anmol (24) B.S.P. (25) Butterworth (26) Central Techno (27) Khanna (28) Macmillan (29) Narosa (30) Wheeler (31) Cengage (32) Kataria (33) Cambridge (34) Navneeth (35) Add. Wes. (36) Charotar (37) Dhanpat Rai (38) Marcel Dek. (39) Vikas(40) Everest (41) Pentagon (42) Sterling (43) Orient Black. (44) Asia Pacific (45) Eastern Book (46) CBS (47) Dreamtech (48) Dreamland (49) UBS (50) Penram (51) Tech. Pub. (52) Tech. Max. (53) Firewall (54) Dorling (55) Cyber (56) Katson

(Name of the Institute)

NOTE

Subject : Estimate of expenditure towards procurement of books.

Please find enclosed the approximate estimate of expenditure for the procurement of books for the academic session 2009-10. The details are as follows.

SN	Course	Deptt.	UG/PG	Shortfall		Estimate (Apps.)
				Titles	Volume	
1						
2						
3						
4						
5#	Electronics & Telecom.	ET	UG	25	100	42,000=00*
Total Estimate						

Example shown

* As per the latest printed catalog prices.

The Estimate is hence put-up for the perusal. The approval may please be accorded.

(Principal)

(Librarian)

To

The Director (G.B.)
LTJSS

cc : Shri Abhijeet Deshmukh
LTJSS, Laxminagar,
Nagpur

(Name of the Institute)

NOTE

Subject : Procurement of Books for Academic Session 2009-10.

Please find enclosed the list of books to be procured (in Format 'B'), for the academic session 2009-10. The list has been prepared as per the estimate approved and also to meet the shortfall, for the courses that are being run at this institute. The details are as follows.

SN	Course	UG/PG	Books Regd	
			Titles	Volumes
1				
2				
5#	Electronics & Telecom (ET)	UG	60*	240
Total				

Example.

*To meet norms and standards.

It is proposed that procurement order for the books may please be released.

(Principal)

(Librarian)

To

The Director (GB)

cc : Shri Abhijeet Deshmukh,
Central Office, LTJSS
Laxminagar, Nagpur

Format 'B' (Library)
Procurement of Books (2009-10)

Name of the Institute :

Department of :

SubjectYear.....Semester

S.N.	Author	Title	Ed.	ISBN	Publisher	No. of Copies Reqd.
1						
2						
3						
4	Chitode, J. S.*	Signals & Systems	1	978-81-8431-288-1	Tech. Pub.	
5	Oppenheim, Schafer & Buck*	Discrete Time Signal Processing	2	978-81-317-0492-9	Pearson	

*Example for reference

NOTE

Subject : Requisition of Journals for the session 2009-10.

Please find enclosed the Format 'C' (Library) for requisitioning of the Journals to be subscribed for the Central Library. The final lists of International/National Journals should be submitted to the undersigned (hard & soft copy) for the preparation of the consolidated list for the institute, which will be used for preparation of budget. Attempt should be made to avoid recommendation of common titles of journals, for example, for EN and ET or CT and IT, etc.

The departments enjoying the benefit of INDEST subscription need not recommend additional international journals, related to their course/stream.

Librarian

To

All Heads of the Department.

Format 'C' (Library)

Requisition for Subscription of International / National Journals

Name of the Institution :

Department :

S.N.	Journal/Periodical	Freq. of Publication	Subscription Period *	Publisher	ISSN	Subscription Amount (Dollars/Pounds/Rs.)	Remarks
1.							
2.							
3.	ACM Transactions on Internet Technology #	Q	Jan. 09 – Dec. 09	Association of computing Machinery	1533-5399	\$ 145/-	
4.							

Frequency of publication may be mentioned as below :-

W = Weekly, **F** = Fortnightly, **M** = Monthly, **BM** = Bimonthly, **Q** = Quarterly, **HY** = Half Yearly & **Y** = Yearly.

*Subscription period : Jan. 09 – Dec. 09 or July 09 – June 10

Example for reference.

N.B. : Separate list should be provided for International & National journals.

Head of Deptt.

(Name of the Institute)

NOTE

Subject : Subscription of International/National Journals.

Please find enclosed the list (in Format 'D') of Journals to be subscribed for one year. Separate lists have been submitted for international and National Journals.

It is proposed that office order for this subscription to meet norms and standards may please be issued.

(Principal)

(Librarian)

To

The Director (GB)

cc : Shri Abhijeet Deshmukh,
Central Office, LTJSS
Laxminagar, Nagpur

Format 'D' (Library)

Recommendation for Subscription of International/ National Journals

Name of the Institution

S.N.	Journal/Periodical	Freq. of Publication	Subscription Period *	Publisher	ISSN	Subscription Amount (Dollars/Pounds/Rs.)
1.						
2.						
3.	ACM Transactions on Internet Technology #	Q	Jan. 09 – Dec. 09	Association of computing Machinery	1533-5399	\$ 145 (Rs. 7885/-)
4.						

Frequency of publication may be mentioned as below :-

W = Weekly, **F** = Fortnightly, **M** = Monthly, **BM** = Bimonthly, **Q** = Quarterly, **HY** = Half Yearly & **Y** = Yearly.

*Subscription period : Jan. 09 – Dec. 09 or July 09 – June 10 or 1 year/ 2 years etc

Example for reference.

N.B. : Separate Quotations for International & National journals should be submitted.