

# **ARTS LIBRARY**

## **Introduction**

Arts Library was created under the authority of the Executive Council Resolution No. 613 in February, 1982 with the decentralization of Delhi University Library System. It came into being as a separate entity only w.e.f. 1<sup>st</sup> January, 1985 when the administrative responsibilities of the Arts Library was vested on the Dean, Faculty of Arts from the University Librarian.

## **Organizational Setup**

Arts Library is one of the major Divisional Libraries of Delhi University Library System. It supports the research, academic and teaching programmes of the university with the help of books, journals and other reading materials in the following 16 Departments of Faculty of Arts and Faculty of Social Sciences.

<b>S. No.</b>	<b>Department</b>	<b>Faculty</b>	<b>Courses</b>
1.	Department of African Studies	Faculty of Social Science	M Phil and PhD
2.	Department of Arabic	Faculty of Arts	M.A., M Phil and PhD
3.	Department of Buddhist Studies	-do-	-do-
4.	Department of English	-do-	-do-
5.	Department of Hindi	-do-	-do-
6.	Department of History	Faculty of Social Science	-do-
7.	Department of Library and Information Science	Faculty of Arts	B.Lib Sc, M.L.I.Sc, M.Phil, PhD.
8.	Department of Linguistics	Faculty of Arts	M.A., M Phil and PhD
9.	Department of Modern Indian Languages	Faculty of Arts	M.A. in Bengali, Telugu, Tamil, Sindhi, Gujarati, Assamese, M.Phil in Comparative Indian Literature
10.	Department of Punjabi	Faculty of Arts	M.A., M Phil and PhD
11.	Department of Persian	Faculty of Arts	-do-
12.	Department of Philosophy	Faculty of Arts	-do-
13.	Department of Political Science	Faculty of Social Science	-do-
14.	Department of Psychology	Faculty of Arts	-do-
15.	Department of Sanskrit	Faculty of Arts	-do-
16.	Department of Urdu	Faculty of Arts	-do-

Arts Library has three segments located separately. The first segment is located in the ground floor of Tutorial Building. It has big Reading Hall with 150 seats, Technical Hall, Membership/ Issue Return Counter, Reference Department, Reading Section for Teachers and Research Scholars, Stack Halls no. 4-6 consisting of books in all the subjects and languages. Online Public Access Catalogue (OPAC) is available in the Reference Department and Technical Hall.

The second segment is Text Book Unit located in the Faculty of Arts, Room No. 23-28, along with covered area of the corridors. All the text books for postgraduates and collection of books of African Studies and Buddhist Studies is there. Service is provided to the students from this unit.

The third segment is Periodical Department located in the right wing of the Central Reference Library. All the journals bound and unbound in all the subjects mentioned above are housed here and service is provided to the readers. There is mezzanine floor consisting of current issues of journal and bound volumes of journals of Library & Information Science and African Studies. It also includes reading hall for readers and photocopying unit in ground floor.

### **Library Hours**

Arts Library functions for nearly twelve hours round the year except on **Republic Day, Holi, Independence Day and Gandhi Jayanti.**

Working Days	:	8 A.M. to 8 P.M.
Saturday, Sunday and Holidays	:	9:00 A.M. to 5:30 P.M.

#### **Text Book Unit**

Working Days including Saturday and Holidays	:	9:00 A.M. to 5:30 P.M.
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#### **Periodicals Department**

Working Days	:	9 A.M. to 8 P.M.
Saturday, Sunday and Holidays	:	9:00 A.M. to 5:30 P.M.

Library Hours are subjected to change and all changes in timings are notified on the notice board.

### **Right of Entry to the Arts Library**

The right of admission to the Arts Library is reserved to the bonafide registered members of the library. The entry to the library is against Identity Card to be shown at the entrance as well as for availing the facility of Reading Room. Unauthorized entrants and trespassers will be subjected to penal action by the University.

Personal and private books, brief cases and printed matter other than library books should not be brought inside the library. Arts Library do not accept any responsibility for the loss or damage to personal property left on their premises.

### **Library Membership**

Postgraduate, M. Phil and PhD students, Research Associates, Teachers/Faculty members in the disciplines of African Studies, Arabic, Buddhist Studies, English, Hindi, History, Library and Information Science, Linguistics, Modern Indian Languages, Persian, Philosophy, Political Science, Psychology, Punjabi, Sanskrit and Urdu are eligible for the membership of the Library.

A schedule for the registration of eligible members is notified to the concerned University departments and colleges by the library in the month of July every year.

Application for membership is to be made on the prescribed form obtainable from the Membership Section of the Arts Library on the production of the Identity Card (not applicable in the case of faculty members and college teachers).

Duly filled application forms are required to be recommended by the Principal of the College/ Head of the Department of the University as the case may be. No application is accepted without the recommendation.

After the submission of a completed application form, the applicants by showing their identity card can receive the Library Tickets from the membership section.

### **Membership for Teachers**

Teachers/Faculty members of the colleges and departments and Non-Teaching Staff of the University are eligible for membership of Arts Library.

Membership is given against the duly filed prescribed form recommended by Head of the Department/Principal of the Colleges or Head of the Department of Administrative Office.

**Special Membership-** Special Membership is given to retired teachers of Colleges/ University and staff of the University against duly filed prescribed form.

### **Membership Fees**

As approved by EC Membership of all the members is valid for Academic Year and to be renewed yearly.

MA, M. Phil. and PhD. Students have to deposit Rs. 500/- security and Rs. 200/- annual fee for Library Development Fund. Membership for teachers and non teaching staff is free.

### **Responsibility of the Members**

Library tickets are not transferable as they are tokens of privilege which only the member to whom they are issued to. Sub-lending of books is misuse of this privilege and may lead to the withdrawal of membership.

Books should not be kept beyond the date marked on the date slip pasted inside the book.

Members should keep library informed of any change of address, change of college, change of subject etc. during the period of their membership.

Members must satisfy themselves about the physical condition of the books before borrowing them. They shall be held responsible for any damage noticed/ reported later or at the time of returning. Members shall be required to replace/ to deposit the cost (along binding charges) of the book reported lost or found damaged defected by marking. Defaulters may be suspended from the use of the library by the Librarian I/c of Arts Library pending the discharge of their liabilities.

## **Privileges of the Members**

The under mentioned categories of members shall be entitled to borrow the specified number of volumes from the library for the period mentioned against each. (A.C. Res. Dated 31-10-1976 and EC Res dated 03-02-1976).

1. University Teachers	10 Books for one month
2. College Teachers	6 Books for one month
3. PhD	6 Books for one month
4. M Phil	6 Books for 14 days
5. Post Graduate Students	4 Books for 14 days
6. Non Teaching Staff	3 Books for one month
7. Special Membership	2 Books for 14 days

\* Two last tickets in the series are convertible to and from the Arts Library to any other Library.

\* In the Text Book Unit, text books are issued for 7 days only.

A member is entitled to library privileges according to only one of the above mentioned categories.

Library security deposit is refundable on claim within two year of the expiry of membership and after this period the deposit money lapses to the university.

## **Text Book Unit**

Arts Library Text Book Unit also known as Seminar Library contains reading materials covering prescribed readings, recommended readings, allied and relational readings and such other reading materials as may be considered important for placement along with such text- related materials.

Minimum one and even more copies as may be considered necessary be retained in the text book collection "For Consultation Only".

## **Book Issue System and Overdue Charges**

On each occasion the book is borrowed, a library ticket is to be given at the Issue Counter and the Identity Card shown. The library ticket shall be restored to the member when the book is returned but the library ticket may be retained by the library staff if any problem is detected at the time of return of the book to be discharged when the case is settled.

An overdue charge of Rs 1 per volume per day is charged for the books returned after due date. This provision is for general books only. Overdue charges shall be collected through the '**Conscience Box**' method and receipt is not issued for it.

### **Conditions of Loan**

Manuscripts, Reference Books, Rare Books, Periodicals (loose issues and bound volumes) and such other reading materials as marked 'Not To Be Issued' 'For Consultation Only' shall not be issued out on loan except with the special permission of the Librarian In-Charge, Arts Library.

Books marked "Consultation Only" or "Not to be issued" are obtainable for consultation only against the Consultation Book Ticket.

Books on loan with members can be recalled by the Librarian In-Charge Arts Library at the time without assigning any reason thereof.

Loans of books is not renewable the same very day.

### **Loss of Library Books/ Library Tickets**

Members are responsible for the books borrowed on their library tickets. Neither the books nor the tickets be lent to anyone else.

Loss of library books is immediately reported in prescribed form obtainable from the Circulation Section of the Library.

Members shall replace or deposit the cost (along with binding charges) of the book lost or returned in a damaged condition.

When a library ticket is lost, the member shall deposit a library security of Rs. 500 which shall be refunded to him/her on the expiry of the validity of the lost ticket. Duplicate ticket shall be issued on the payment of Rs 5/- per ticket. **The member shall, however continue to be responsible for any loss that the library may suffer through the loss/misuse of the lost ticket.**

### **No-Dues Clearance Certificate**

Library tickets are the property of the library. Before taking the university examination or terminating connection with the college or the university, every member has to return the library tickets and clear all dues, if any, and a no-dues clearance certificate is to be obtained.

No college/institution/department shall issue a discharge certificate to its students/teachers/non-teaching staff who had been recommended by them for library membership without obtaining a no-dues clearance certificate from the Arts Library.

The cases of non-members shall be settled by the College Office/Department Office locally after the verification of their records whether their membership form were recommended by them or not. Arts Library shall not issue any clearance certificate in respect of non-members.

## **Management of Stack Halls**

Books on the shelves of stack halls are arranged by subject according to scheme of **Colon Classification**.

All the members have the privilege of **Open Access** in the stack halls. It is important that the arrangement of books be maintained on the shelves for the convenience of members themselves. While books can be freely taken out, on no account should they be re-shelved by the members because of the danger of their misplacement.

Periodicals (both bound and loose) will be available for consultation only within the Periodicals Section against Identity Card/Consultation Ticket/Reader's Ticket.

## **Computerization**

Arts Library is using TROODON 3.0 Library Software for record keeping of its documents.

English Language Books and Hindi Language Books in all the subjects prior 1999 have been entered in computers from the Public Catalogue. (Editing is not done) and 1999 onwards data is prepared from the books after books are processed. All the books are marked computerized.

Data entry of Punjabi Languages books has been started recently from the books. These are being Bar Coded also.

Efforts are being made to procure the software for other languages. Catalogue cards are provided from the computer on the basis of AACR II. OPAC is available in the Reference Department

## **Services**

- **Lending Services** - Books are issued to the members as specified.
- **Reference Services** – Ready Reference Service is provided on demand. Books not available in the stacks are being traced. Preservation/Conservation services through binding and lamination of books etc is provided by Reference Department.
- **Inter Library Loan** – Books required by different libraries under DULS or other institutions/ libraries are issued for limited period.
- **Bibliographic Services** -Bibliographic Services to search scholars on demand through OPAC. Bibliography on specified subject required by research scholars is provided in print format on demand through OPAC of Arts Library.
- **Internet Access** -Internet Access is started. Members are allowed to search the required information for limited period.
- **Photocopying Services** - Photocopying facilities for reproduction of research material required by the bonafied members of the library are available on payment basis (Subsidized Rates). There is an authorized vendor in Periodicals Department who photocopy work for the users on payment.

- **New Arrivals** -Computerized List of new books added in Arts Library collection is being sent to every department quarterly. Monthly list of new books is being displayed in the Reference Department. Current Journals are entered in the computers as soon as issues are received. List of current journals is available in computer. Work of holdings of bound journals is in process.

### **Atmosphere of Study**

As the library is a place of individual study and research it is necessary to maintain an atmosphere of quiet and dignity inside the library.

Members are therefore, reminded that conversation or consultation among themselves or noisy or demonstrative greetings inside the library are not permissible.

Members can consult the books in Main Reading Hall. Teachers and Research Scholars can use Research Area in Reference Department and Mezzanine Floor near the stack No. 4-6 for reading. There are approximately 300 seats in Arts Library in all Reading Areas.

Smoking is not allowed inside the library.

### **Important Statistical Information**      **2003-2004**

1. Budget
 

Books-	Rs. 20,000,000 (Recurring)
Periodicals-	
Arts	Rs. 30,00,000
CRL	Rs. 20,00,000
  
2. Total Collection
  - a. Books : 5,25,500 (Approx.)  
(Including Periodicals, Bound Volumes. Books in Urdu, Arabic, Persian, Hindi, Sanskrit, Punjabi, Bengali, Assamese, Telugu, Tamil, Malayalam etc.)
  
  - b. Periodicals  
(Periodicals Department is combined for Arts Library and Central Library)
 

Arts	:	305
CRL	:	125
Bound Volumes	:	80,000
  
3. Membership : 4000 (Approx)

## ARTS LIBRARY STAFF PROFILE

### Non-Vocational Academic Staff

Category	Sanctioned	Available	Vacant
Professional Senior	2	0	2
Professional Junior in Professional Senior Scale	-	1(Working as I/c)	-
Professional Junior	4	1as above	3

### Non Teaching Staff

Category	Sanctioned	Available	Vacant
Professional Assistant	12	7+1	2

These include

- 3 Senior PA who are given officiating allowances and assigned duties.
- 1 has been transferred to African Studies
- 1 has been transferred to History Department
- 1 is working in Arts Library but salary is given from CRL.
- 2 are retiring in July

Semi Professional Assistant	17	15	2
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These include

- 1 Shri Amin Khan has sought VR on medical ground. He is not coming for no. of months

Library Attendants	21	13-1 = 12	5
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These include

- 3 Adhoc on compensate ground
- 1 has been transferred to History Department but salary is paid from Arts Library

Cleaners/ Farash	5	2	3
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Safai Karamcharis	3	1+1	1
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These include

- 1 on daily wages on compensate ground
- 1 recently expired