

RATAN TATA LIBRARY

BULLETIN

RATAN TATA LIBRARY

DELHI SCHOOL OF ECONOMICS

INTRODUCTION

The Delhi School of Economics (DSE) was established in 1949, at the initiative of Professor V.K.R.V. Rao, as an institution for advanced studies and research in economics and allied disciplines with the Department of Economics and Commerce of the University of Delhi as the nucleus. The School was given a certain measure of autonomy in its activities and administration, subject to the overall control of the Executive Council of the University.

In 1952, a formal registered body under the name of Delhi School of Economics Society was formed and the Delhi School of Economics became one of its component. The DSE Society constituted a Governing Body for the administration of the School. The School had thereafter a mixed status, functioning both as the University Department of Economics and Commerce and as an Institute of national & international importance. Its funds also came both from the University budget for its activities as a Department and from the funds collected by the Society from other sources. In 1956, the School moved into its own new building which was built out of donations received from private sources and partly with assistance given by the University Grants Commission.

In 1959, the University established a Department of Sociology and a Department of Human Geography. Both of these were formed as part of the School. In 1967, the University established a separate Department of Commerce which also formed part of the School. In May 1993, a new Faculty of Commerce and Business Studies was established with Commerce as a Department.

The responsibility of general administration and problems common to all the departments located in the DSE are entrusted to the Director who is appointed for the purpose by the Vice-Chancellor, from among the professors in the Departments according to seniority for a period of three years by rotation. The departments of Economics and Sociology in the Delhi School of Economics have been recognized by the U.G.C. as Centers for **Advanced Study** in Economic History and Economic Development, and Sociology respectively. Both the departments have **Area Studies Units** for the study of the economic & social problems of neighbouring countries (particularly of Pakistan and Bangladesh). Besides, the Department of Economics has an additional unit named as **Transport Economics Unit**.

RATAN TATA LIBRARY

The Delhi School of Economics Society received a benefaction of Rs. One lakh from the Ratan Tata Trust for its library. That is how the name Ratan Tata Library of Delhi School of Economics came to stay. Subsequently in 1980, the Ratan Tata Trust, gave a grant of Rs.2 lakhs to meet partly the cost of adding an annexe to the Library building which was completed in 1986 at a cost of Rs. 6 lakhs. The addition of the new block, enabled the library to consolidate the holdings of periodicals. The ground floor houses the back files of periodicals and in the first floor current issues of periodicals are kept and displayed. This floor also serves as an exclusive reading room for current periodicals, serials, NSS reports and census reports.

In 1992 the Government of Netherlands, as part of its world wide effort in international co-operation bestowed a benefaction of Dutch Guilders 80,000/= including an endowment of Dutch Guilders 43,750/= (App. Rs.9,50,000) for readings materials, to establish “Prof. Sukhamoy Chakravarty Study Room” fully airconditioned in Ratan Tata Library in memory of late Prof. Sukhamoy Chakravarty.

In 1993-94 Government of India bestowed an endowment of Rs. 5 Crores to the Delhi School of Economics for the maintenance and modernization of journals collection of the Ratan Tata Library. Rs. 2 Crores are given in addition at the end of the financial year 2003-2004. Only 50% of the interest could be used for the purchase of periodicals.

With a modest beginning in 1949, the library has built-up its collection with great care and efforts. Due to keen interest taken by the Library staff and the faculty members in building up the library collection, Ratan Tata Library today, is considered one of the best in the country, particularly, in the specialized fields of Economics, Commerce, Sociology, Geography and Management.

The Ratan Tata Library became a part of the University Library in 1957, when the Delhi School of Economics ceased to be an autonomous institution and its management was taken over by the University of Delhi. The Ratan Tata Library now serves post-graduate students, research scholars and faculty members of the University and its affiliated Colleges in the above mentioned disciplines.

Besides the regular members (2000) about 500 scholars from India and abroad visit the Library for varying periods and make use of its valuable resources. The total collection of the library, at present, is about 3.5 lakh including books, bound volumes of periodicals, government reports and documents of international organization etc.

The Library has been designated as a partial depository of publications brought out by the United Nations and International Organizations. The Library has also exchange agreement with a number of institutions all over the world and receives publications in exchange of “Indian Economic Review” .

In addition to the Ratan Tata Library, the book resources of following libraries situated in & around the DSE Campus are available to the scholars:-

- (i) Agricultural Economics Research Center Library
- (ii) Faculty of Management Studies Library
- (iii) Institute of Economic Growth Library.

SPECIAL COLLECTIONS

Following are some of the special collections separately organized in the Library for the use of the patrons.

Government Documents

This collection comprising of 40,000 documents is kept in a separate sequence. This collection includes, the reports of various committees and commissions, departmental reports, administrative reports, statistical reports & data books of both Central and State Government of India.

United Nations Documents

The collection consists of nearly 30,000 publications of United Nations and select documents of specialized agencies, namely, ECA, ECE, ECLA, ECWA, EEC, ESCAP, FAO, GATT, IFC, ILO, UNCTAD, IMF, UNESCO, UNIDO, IBRD etc. Selected documents of League of Nations are also available in the library.

Reference Collection

The Library has a very good reference collection in the field of Economics, Sociology, Commerce, Geography and Management. This collection is kept in the reading hall which is very easily accessible to the readers.

Periodicals Collection

There is a collection of 90000 bound volumes of periodicals. The library receives about 672 current titles by subscription, exchange and gift. The collection includes publications of learned bodies, institutions of higher studies, universities, professional associations, United Nations and government agencies.

Demographic Collection

Demographic Collection of 11,000 documents comprise of Census Reports, Gazetteers, National Sample Surveys, Vital Statistics for India, maps etc.

Reserved Books Collection

The Reserved Books Collection consists of curricular and co-curricular books prescribed in courses studied as well as those recommended by individual teachers for study. The collection also includes Xeroxed copies of the periodicals articles suggested by the teachers in the class. The bulk of the reading needs of the vast majority of students are served by this collection.

Old Books Collection

The books published up to 1962 have been kept separately in the Stack Hall No.4. The collection consists of about 40,000 documents.

Newspapers

The library receives only one newspaper i.e. Economic Times, which is bound and kept for reference for research scholars.

READERS SERVICES

Reference Services

The library provides reference service and gives assistance to research scholars in compilation of bibliographies and citation work. This unit also organizes library orientation programme, in the beginning of each academic year, for the benefit of new students with the cooperation of each department. Special talks are arranged for the newcomers on the use of the library services and its materials.

Inter-Library Loan Service

The library has arrangements on reciprocal basis with most of the leading research institutions, learned bodies, universities and special libraries to get books, journals, documents not available in the library on inter-library loan for bonafide members of the library. Normally text books; reference books; Ph.D. Thesis; M.Phil. dissertations; periodicals are not loaned out on inter-library loan. However, photocopies of some of the materials can be obtained.

Documents Location Service

This service is provided to assist the patrons in locating the books, which are not found by them on the shelves for one reasons or the other. The **Documents Location service Desk** is located near the stack halls where the readers are suggested to note down their requirements in the register. The staff makes special efforts to trace the books. These books may be issued out, being consulted by other members sitting in the library, misplaced, might have been sent for binding or taken away by some one at that point of time.

Photo-Copying Service

The photo-copying facilities for reproduction of research material required by the bonafide members of the Library are available on nominal charge. There is an authorized vendor appointed by the Delhi School of Economics on the Campus, who undertakes duplication work for the users, on payment, as fixed by the School from time to time.

New Arrivals

The new books and the list of new books added to the library is prepared on the computer and is displayed in the reading hall periodically for the information of the users.

Serials Control & Service

Periodicals Section is located in the annexe of the main building. The ground floor houses the back files of periodicals. About twenty seats are provided for the use of bound volumes of periodicals in the Hall. On the first floor of the annexe latest issues of the periodicals are displayed. The back issues of the current volumes of periodicals are kept in the special boxes. There are about fifty seats for the use of the readers

Reservation of Books

A book which is out on loan may be got reserved by filling up a reservation slip at the counter. The information of such books when returned is displayed at the counter and issued to the readers on demand.

Computerized Services

The Library has Five P4 Computers. Largely the computers are used for the housekeeping operations. However, the library has made efforts to provide certain library services at a limited scale, generally as a by product of house keeping operations. Following projects are underway on the Computers:-

- (a) A database for the holding of the periodicals publications available in the library was created in 1991 and as an output a hard copy of the list of serial's holding is kept at the reference desk for the use of members. The steps are being taken to update the Holding List.
- (b) Since January 1989 a database for the monographs (books) being added to the library is being created with the aid of CDS/ISIS Version 3.07 database management system. The catalogue cards for the public catalogue and the lists of new books added to the library collection are being generated on the computer.
- (c) The Ratan Tata Library is an active participant of DELNET (Developing Library Network) sponsored by NISSAT (National Information System for Science and Technology) to facilitate Intra Library Cooperation and sharing of library resources of DELNET. Now through E-Mail facility the library has access to the resources of other member libraries of DELNET. This has greatly improved and increased effective inter-library cooperation, location and borrowing of materials.

Reading Hall

The Main Reading Hall of the library has 120 seats. Textbook Hall is fitted with three big size desert coolers, which keep the mercury low and make the dry summer more pleasant for study and research.

Working Hours

The Library is open throughout the year from 9 A.M. to 6 P.M. a day except for marginal variations during examinations and on public holidays. The closed days and the working hours of the library are notified from time to time.

HOW TO LOCATE BOOKS

To find out which books are available and where they are located in the library, member may consult the Public Catalogue, which is maintained in the card form. The catalogue cabinets are placed near the entrance to the Stack Halls. The catalogue is a key to all the books available in any collection of the library. The library follows unit card system i.e., all the cards 5-6 for each book have identical information. The catalogue through its multiple cards system endeavours to satisfy multi-dimensional approaches of the readers to a document. The books in the library are arranged on the shelves in classified order in each sequence.

The Public Catalogue

The Public Catalogue is in two parts:-

- (i) Classified Subject Part and
- (ii) Alphabetical/Dictionary Part

Alphabetical or Dictionary Part

In this part the entries are arranged under the letters of alphabets as in a dictionary. The cards are made out for authors, translators, editors, series, subject, pseudonyms, fanciful titles etc. To find out a book whose author, collaborator, name of the series is known, look under the first letter in the alphabetical part of the catalogue and examine each card till you find an entry of your choice. Each catalogue card contains complete bibliographical details about a given document. In addition it contains a unique identifier called CALL NUMBER which indicates the location of the book on the shelves.

Classified Part

This is the subject catalogue of the books available in the library. The collection is classified according to the Colon Classification Scheme. The cards are arranged in the classified order. The key to the classified part is available in the alphabetical part under the commonly sought after subject headings. All the books available in the library on a subject irrespective of their location, will be found listed in this part. To find out a set of books on a subject which may be available in the library, look up the alphabetical part of the catalogue under the

subject. The subject card will give directions to look up the classified part of the catalogue under classification number. All the books available in the library on the subject will be found listed in this part. The call number given on the first line (leading line) of a catalogue card in the classified part of the catalogue indicates the relative location of the book on the shelves.

Illustration

While looking for books on ***“Industrial Relations”*** check the card in the alphabetical part of the catalogue under this subject descriptor and such a card shall contain following information:-

INDUSTRIAL RELATIONS

For books in this class and its subdivisions see the classified part of the catalogue under the class number

X:97

Various Collections of Documents in the Library

There are various locations, points and sections where documents are kept in the library. To indicate the location of a book kept in special collection, section or room in the library the collection and/or location symbol is written over the classification number. Various collection numbers and location symbols used for this are listed below:

Symbol	Collection	Location
TD	Text Books	Text Books Reading Hall
RR	Reference Books	General Reading Hall
BB	Bibliographies	Mezzanine Floor
UN	United Nations Documents	Stack Hall No.5
GD	Government Documents	Stack Hall No.5
TH	Theses/Dissertations	Almirahs outside the Processing Section
	Books published up to 1962	Stack Hall No.4

Area Catalogue

For the benefit of the users, special Area Catalogue is maintained to list the books and other documents available in the library on various geographical areas of India in particular and the world in general. It ensures that information about documents on a particular area irrespective of their subject or location in the library, is available at one place.

FUNCTIONAL UNITS AND THEIR LOCATION

Main Library Building – Ground Floor

The following facilities, services and units are located in the ground floor of the library:-

- (i) Exit and Entrance, Property Counter
- (ii) Text books Section
- (iii) Reading Hall
- (iv) Public Catalogues
- (v) Prof. Sukhamoy Chakravarty Study Room
- (vi) Doctoral & M.Phil Dissertations
- (vii) Location Desk
- (viii) New additions on Display

Annexe – Ground Floor & Mezzanine Floor

The following facilities, services and units are located in this area:-

- (i) Bound Volumes of Periodicals
- (ii) Bibliographical Collection
- (iii) Binding Section

Annexe – First Floor

- (i) Current Periodicals' Display
- (ii) Loose issues of current periodicals
- (iii) Demographic collection/Census Reports
- (iv) NSS Reports

Stack Hall No.1

The books on Mathematics, Economic Theory, Economic History, Foreign Trade, Economic Development/Growth, Management, Labour Problem etc. are kept in this Stack Hall.

Stack Hall No. 2

Books on Econometrics, Environmental Economics, Industry, Transport, Commerce, Public Finance, Taxation, Computer Science, Agricultural Economics, Multinationals, Philosophy, Psychology, History, Political Science etc.

Stack Hall No. 3

Books on Sociology, Geography, Research Methodology, Geology are kept in this Stack Hall.

Stack Hall No. 4

All documents published upto 1962 are kept in this Stack Hall.

Stack Hall No. 5

Government & United Nations Documents are kept in this Stack Hall.

Main Library Building – Second Floor

The following facilities, services and units are located in this floor:-

- (i) Joint Stock Companies Annual Reports
- (ii) Reading Hall

- (iii) Central and State Government Budgets, Parliamentary Debates
- (iv) Acquisition section

RULES AND REGULATIONS

Admission to the Library

The Library is open to the bonafide members of the Ratan Tata Library. The admission to the library will be against the identity card issued by the College or the Department where the student is admitted, to be shown at the time of entrance as well as for borrowing books on loan as well as for getting reserved book for consultation or otherwise.

Readers are requested to sign the Gate Register kept at the Entrance. Bags, brief-cases, personal belongings and books borrowed from other libraries must not be brought inside the library. These must be deposited at the Property Counter. The property left at the counter must be taken back the same day. Please do not deposit valuables at the property counter.

While leaving the library, members are required to show their files, file covers, books etc. to the staff on duty at the Exit Gate.

Membership

Membership of the Ratan Tata Library is open to:-

- (a) Teachers, Teacher Fellows, Research Associates, Research Scholars (Ph.D. & M.Phil) and Post-Graduate degree students of Economics, Commerce, Sociology, Geography, Management Studies of the Delhi University excluding students of External Cell, School of Correspondence Courses and Non-Collegiate Women Board.
- (b) Post-Graduate Ex-Students enrolled for examination of the Delhi University, who were earlier members of the Ratan Tata Library, on the recommendation of the Director Delhi School of Economics. On payment of Rs.500/- as refundable library security, Rs.500/- as DSE Library Service, Rs.200/- as D U Library Development Fee and Rs.12/- as annual subscription, to be deposited with the Delhi School of Economics.

- (c) Ph.D/M.Phil students and teachers of other departments of Delhi University wanting to make use of it for specific purposes. Two of their borrowers cards issued by their parent Library can be converted for use in the Ratan Tata Library.
- (d) Research staff of Agriculture Economics Research Centre.
- (e) Those scholars engaged in higher studies and research under special permission of the Librarian on payment of Rs.500/- as Library security and an annual (financial year) subscription of Rs.12/-
- (f) Technical Staff of the Delhi School of Economics, Agricultural Economics Research Centre, Faculty of Management Studies can get two of their borrower's cards issued by the University Library, converted for use in the Ratan Tata Library.
- (g) Teachers and research Scholars of other Universities and Research Institutions (Indian & Foreign) as guest members for consultation for a specified period.
- (h) Retired teachers of the Delhi University, who were earlier members of the library on payment of a refundable security of Rs. 500/- and an annual subscription of Rs.12/-
- (i) Post-graduate degree students who are eligible to become members have to deposit special annual fee of Rs. 6/-, Library Development fee of Rs.200/- per annum, a refundable security Rs. 500/- and Rs.500/- as DSE Library Service Fee.

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

HOW TO BECOME A MEMBER

The person eligible for membership has to fill up the prescribed form, available in the library, and submit the form duly attested by his/her Principal/Head of the Department etc. to the Librarian, Ratan Tata Library.

Enrollment of new members or renewal of membership starts from 1st July

Renewal of Membership

Membership is granted only for one year in all cases. Therefore, it must be got renewed on or before the date of expiry. For purpose of renewal the member will be required to produce all the borrower's cards at the membership counter along with the duly filled membership form. Library membership not renewed on or before the date of expiry lapses automatically.

Getting Clearance Certificate

Taking clearance certificate or "No Dues Certificate" is obligatory for members when their membership expires. The library cards are the property of the library and are to be returned and dues if any paid. No College/Institution/Department of the University shall issue discharge certificate to any of its student/teacher/staff member (Non-teaching) who is a member of the library without obtaining a "No Dues Certificate" from the library. A research student is required to submit a clearance certificate from the library to the Board of Research Studies before the research work is accepted for examination. Teachers going out of Delhi on study leave, extra-ordinary leave, sabbatical leave, deputation are required to obtain "No Dues Certificate" from the library.

Clearance certificate is not issued to non-members. Library security or any other special deposit with the library is refundable on claim within two years of the date of expiry of membership beyond which the money lapses to the University.

Loan Privileges

Each member is entitled to borrow the number of books from the library for a specified period as under:

Category	No of Books	Period of loan
Teachers & Research Staff		
(i) Delhi School of Economics Faculty of Management Studies Research staff of the Agricultural Economics Research Centre, Research Associates	15	2 weeks
(ii) Constituent & Affiliated Colleges	6	2 Weeks
(iii) Teacher fellows	8	2 Week

Students

(i) Ph.D./M.Phil	6	2 Weeks
(ii) Master`s Degree Students (DSE) & Management Faculty	4	1 Week
(iii) Affiliated & Constituent Colleges	2	1 Week
(iv) Ex- Students	2	1 Week

Others

Special members	2	1 Week
Retired teachers	2	2 Weeks

RULES FOR THE USE OF TEXTBOOK COLLECTION

The text books are available at the text book counter and are available to the students for consultation or overnight issue against the "Text Book card" only. The textbooks are issuable only after 3 P.M. and to be returned by 11 A.M. on the next Working day of the University Reservation slips for the text books will be accepted up to 1.00 P.M. only.

CONDITIONS OF LOAN

A member is entitled to borrow the number of books equal to the number of borrower` cards issued to him. On each occasion the book is borrowed a borrower`s card is to be exchanged at the library counter and the identity card shown. The card will be returned to the member only when the book is returned.

Library tickets are not transferable as they are tokens of privileges which only the member to whom they are issued is entitled to. Sublending of books and cards is misuse of this privilege. The cases of misuse may be reported to the University authorities, which may lead to withdrawal of membership.

Borrowers must satisfy themselves about the physical condition of the book before borrowing; Otherwise, they will be held responsible for any damage or mutilation noticed later or at the time of returning. Defaulters may be suspended from the use of the library pending the discharge of their liabilities .

Books on loan with the members can be recalled by the library at any time when in demand by others.

RETURNING OF BOOKS:

An over due charge of Re.1/- per day per volume will be levied for the late return of books.

“Conscience Box” method of collecting overdue charges is used in the library. Members are requested to drop the exact amount into the “Box” kept at the library counter. No receipts are issued for such payments.

CARE OF BOOKS AND BORROWER`S CARD:

The member is responsible for the books borrowed on his/her borrower`s card. Neither books nor cards be lent to another person. The library books are for the use and benefit of not only the present but also the future members of the library and therefore they should be handled with care and consideration. Readers and borrowers must not write or mark or otherwise disfigure books. If any journal, article, book or document is removed from the library without getting it properly issued, the cases of individuals found guilty of such offences will be immediately reported to the university authorities which may lead to expulsion from the university and withdrawal of all the facilities it offers.

Borrower`s will be asked to pay for or replace the book lost or returned in a damaged or mutilated condition. Loss of library books or cards must be reported in written immediately on the prescribed form, available at the library counter. A duplicate Borrower`s card will be issued on payment of Rs. 5/- per card. The member , however, will continue to be responsible for any loss that the library may suffer through the loss/misuse of the lost card . In case the borrower`s cards get mutilated because of use or otherwise, it must be reported to the library , under no condition these should be overwritten. Any change in address and/or status of the member should be immediately reported to the librarian and got incorporated in the borrower`s cards and the identity cards.

OPEN ACCES AND SHELF ARRANGEMENT:

The members have the privilege of direct access to the shelves in the stack halls and the freedom to browse among the books during specified hours. It is important that the arrangement of books on the shelves in the Stack Hall is maintained for the convenience of the members themselves. Therefore while books can be freely taken out of the shelves, on no account should these be reshelfed by the members because of the danger of misplacement . Any book misplaced innocently or deliberately is virtually lost to the patrons.

GENERAL INFORMATION

The library is a place of individual study and research. Therefore, it is necessary to maintain an atmosphere of quiet dignity inside the library. Members are therefore reminded that conversation or consultation among themselves, group study or noisy and demonstrative greetings of friends or wearing of squaky shoes or dragging the chair inside the library should be avoided. Smoking is not allowed in any part of the library. Do not throw paper bits or others scrap on the floor. Do not spill ink on the floor or write on the tables and the walls. It is your library and is for you. Please help us to keep it clean, and serve you better.