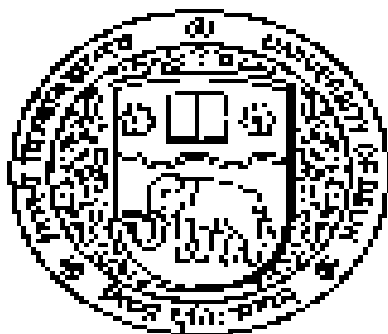


UNIVERSITY OF DELHI

LAW CENTRE-I LIBRARY



INFORMATION PROFILE

Law Centre –I Library
Auditorium Hall(II Floor),
Faculty of Law, ChhatraMarg,
University of Delhi
Delhi-110007

WELCOME TO

LAW CENTRE-I LIBRARY

Law Centre-I Library is one of the unit libraries of Delhi University Library System. It was set up in 1971 with the aim to support research, academic and teaching programmes of Law Centre-I, with the help of books, journals and other non-book materials like computer discs, floppy etc. Initially the library was situated in Mandir Marg, New Delhi, but in 1994, it was shifted to North Campus, Delhi University and presently it is housed on II Floor, Auditorium Hall, Faculty of Law, University of Delhi, Delhi-110007.

Faculty Members and students pursuing Law degree courses from Law Centre-I are entitled to use this library.

LIBRARY HOURS

Law Centre-I Library functions for nearly ten hours during most of the academic session. Library hours are subject to change and all changes in timings are notified on the notice board. Generally, following working hours are observed in the library.

Monday to Friday 9.00 a.m. to 8.00 p.m.

*Saturdays & Holidays 9.30a.m. to 6.00 p.m.

**Sundays (During Examinations) 9.30 a.m. to 6.00 p.m.
(Nov-Dec. & April –May)

*Library remains closed on these holidays e.g. Republic Day, Holi, Independence Day, Gandhi Jayanti and Diwali

** (Time schedule for Sundays is changed subject to change in date-sheet of examinations)

RIGHT OF ENTRY TO THE LAW CENTRE-I, LIBRARY

The right of admission to the Law Centre-I Library is reserved to the bonafide-registered members of the Library. The entry to the Library will be against the Identity Card to be shown at the entrance as well as for sitting in the Reading Hall. Unauthorized entrants and trespassers will be subject to penal action by the University.

Personal and private books, brief cases, carry-bags and printed matter other than library books must not be brought inside the library. Law Centre-I Library do not accept any responsibility for the loss or damage to personal property left on their premises.

LIBRARY MEMBERSHIP

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

Applicants are required to obtain recommendation of the Professor-in-Charge, Law Centre-I on the prescribed application form. After the submission of a completed application form the applicant is intimated the date for collecting library tickets. While collecting library tickets, the applicant has to produce Identity Card to the Membership Section.

Renewal of membership of Second year and Final year students of L.L.B. is done on the production of the renewed Identity Cards as well as the receipt under which the member has paid annual dues.

Present strength of Library members is as follows:-

Faculty Members	30
L.L.B students	1400

RESPONSIBILITY OF THE MEMBERS

Library tickets are not transferable as they are tokens of privilege, which only the member to whom they are issued is entitled to. Sub lending of Library tickets/ 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 the Library informed of any change of address 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 (alongwith binding charges) of the book reported lost or found damaged or defaced by marking. Defaulters may be suspended from the use of the library by the Library In-charge of Law Centre_I Library pending the discharge of their liabilities.

PRIVILEGES OF THE MEMBERS

The undermentioned categories of members shall be entitled to borrow the specified number of volumes from the library for the period mentioned against each.

- | | |
|--------------------|--------------------------|
| 1. Faculty Members | 10 Volumes for one month |
| 2. L.L.B Students | 3 volumes for ten days |

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

LIBRARY COLLECTION

Law Centre-I Library Collection contains reading materials covering prescribed readings, recommended readings, allied and relational readings and such other reading materials as may be considered important for faculty members and students of Law Centre-I. It comprises of 35000 books and bound volumes of periodicals and other non-book materials like CDs and Floppies etc.

TEXT BOOK SECTION

Law Centre-I Library Text Book Section contains reading materials covering prescribed readings, recommended readings, allied and relational readings and such other reading materials as may be considered important for placement alongwith such text-related materials.

TextBook Section is operated through the page service by the library staff and is not open to access by users.

Books are issued for 10 days from the TextBook Section.

REFERENCE COLLECTION (For Consultation only)

Minimum two and even more copies as may be considered necessary are retained in the reference collection 'For Consultation Only'.

GENERAL COLLECTION

Reading materials relating to allied and relational readings, old editions of text books and such other reading materials as may be considered important for placement as general readings are kept in the general collection sequence of the library.

Books are issued for 10 days from the General Collection.

PERIODICALS

Presently 32 journals are being subscribed in the library. It includes six important foreign journals. Loose issues of journals are displayed on the display rack kept in the reading hall of the library. The loose issues are strictly for consultation within the library and are not lent out to any member.

ACCESS TO LIBRARY COLLECTION

The members have the privilege of direct access to shelves 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 reshelf by the members because of the danger of their misplacement.

Books in the text book collection have close access and are issued to the readers on demand by the counter staff.

Books in the reference collection are not issued out and are for consultation within the library.

Periodicals (both bound and loose) will be available for consultation only within the reading hall of the library.

SHELF ARRANGEMENT

Books are arranged on the shelves according to Call Number based on the Colon Classification Scheme. Guide Cards have been pasted on the shelves to show the sequence of Call Number.

Bound volumes of periodicals are arranged alphabetically by the name of journals.

BOOK ISSUE SYSTEM & 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 late. Overdue charges shall be collected through the 'Conscience Box' method and no receipt is issued for it.

CONDITIONS OF LOAN

Manuscripts, reference books, periodicals (loose issues and bound volumes) and such other reading materials as marked 'Not be Issued' 'For Consultation Only' shall not be issued out on loan except with the special permission on the Library Incharge, Law Centre-I Library.

Books on loan with members can be recalled by the Library In-Charge Law Centre-I library at any time without assigning any reason thereof.

LOSS OF LIBRARY BOOKS/LIBRARY TICKETS

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

Loss of library books/library tickets is reported immediately in prescribed forms obtainable for the Circulation Section library.

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

When a library ticket is lost, a duplicate ticket shall be issued on the payment of Rs.2/- 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 obtained.

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

PHOTOCOPY FACILITY

On the request for getting photocopy of few pages of any book/journal, the books and bound volumes of journals are lent out for photocopy purpose against the users Identity Card or against the borrower's ticket given to photocopy shop in the Faculty of Law Campus.

INTERNET&COMPUTERISED SEARCH SERVICES

Users can scan information through Internet and other CD's containing information of important legal journals. Presently library is subscribing the following two important on-line legal services-

1. Supreme Court Case Finder (SCC online)
2. Grand Jurix

In view of the limited availability of computers, time limit for using such services have been set for the users, which may be changed with the provision of more computers.

STAFF POSITION

Law Centre-I Library is providing services on extended hours almost throughout the year, with the provision of single shift staff. The staff strength of Law Centre-I Library is as follows:

1. *Professional Junior	One
2. Professional Assistant	One
3. Semi-Prof. Assistant	Two
4. Semi-Prof. Assistant(personal)	One
5. *Library Attendants	Three
6. Farash	Two
7. Junior Assistant/Typist	One

*Post of Professional Junior is lying vacant since 1996 and post of one Library Attendant is lying vacant since 2000.

LIBRARY BUDGET

The budget provision of the library for the year 2004-5 is detailed below:

1. Books and Periodicals	4,00,000
2. Periodicals	1,50,000
3. Contingency	8000
4. Stationery	5000
5. Repair of Furniture	2000
6. M/o Equipment	2000
7. Lib. Supplies & Printing	3000
8. Re-cataloging	5000
9. Ptg. & Binding thr. U.P.	4000
10. Book Binding(Commercial)	5000
11. Computer stationery	3000

12. M/o Buildings

10,000

PROCESSING WORK

CLASSIFICATION

After accessioning of all books received in the library, classification and cataloguing of books is done so that these can be retrieved and made available to the users through various approaches made by the users e.g. subject, author, title etc.

Colon classification scheme, Rev edition 6, is being used for classification of documents.

CATALOGUING

Catalogue cards are prepared according to Classified Catalogue Code Ed.5. Main entry and added entries of each document are prepared to enable the user to get require document .

Computerised data entry of documents have also been prepared with the help of accession register, so as to enable the reader quick and easy search of books.

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 is not permissible.

Smoking is not allowed inside the library.