

Status Note for the Period April 2007 to March 2008

Placed herewith the activities carried out by the libraries of DULS during the period mentioned above.

LIBRARY SERVICES

1. Online catalogue of the DULS has continued to be strengthened with the placement of more and more bibliographical records. As per the information received from various library, the current status of the development of Online Public Access Catalogue is as follows:

Name of the Library	Size of the Collection (Books and Periodicals)	Size of the On-line Catalogue	Total Accession Numbers	
Central Library Complex (Arts + CL)		2,40,699	3,67,300	Indian language books not yet done.
Central Science Library	1,89,500	75,231	81,000	
Ratan Tata Library	3,67,000	1,60,000	1,64,163	About 1 lakh books to be processed a fresh
South Delhi Campus Library	1,50,000	26,000	26,146	Started the operation in Oct. 2006
East Asian Studies Library	42,546	39,000	39,000	
Department of Education Library	82,500	27,000	29,430	Started the operation in September 2007
Department of Social Work Library		29,895	29,978	
Faculty of Music and Fine Arts Library	15,593	2,587	2,587	
Faculty of Management Studies Library	48,835	17,902	20,341	
Department of Germanic and Slovanic Library				
Faculty of Law Library	64,342	22,067	29,601	
Law Centre I Library	38,857	18,000	24,201	

Collection of other Departmental Libraries have not been included in the OPAC system.

2. The Information Literacy and Competency Programme were conducted for the benefit of the post-graduate students in the classroom environment by visiting different departments and empower them with the benefits of ICT. The Departments, which were, covered are-Economics, Sociology, Management Studies, S.P. Jain Institute of Management, Geography, Psychology, Linguistics, East Asian Studies and Music. The Central Science Library has also been conducting such orientation programmes to acquaint the users with library resources and services, the e-resources and e-services and the programmes were conducted in Operation Research, Computer Science, Statistics, Botany, Zoology, Adult Education and ACBR. In addition, this programme was undertaken in five different colleges, namely, Sri Venkateswara College, Hindu College, Keshav Mahavidyalaya, Lady Irwin College, and Lady Sri Ram College for Women, wherein teachers from different colleges located within their vicinity were requested to be present. DULS also has conducted a workshop under the aegis of NASSDOC on Information Competency Programme for the doctoral students in the Social Sciences, Humanities and Science discipline. In all 657 post-graduate students and research scholars; 318 teachers from different colleges; and 66 library professionals have been benefited from this programme. An overwhelming feedback has been received from the students, which encouraged the DULS to undertake this programme regularly. Recognizing the structure of the programme Department of Information Technology has provided a grant of Rs. 7.20 lakhs to built an ICT infrastructure for hands-on practice;

The objectives of the such Information Literacy/ Competency Programmes are:

- a. To acquaint the users with the power of Internet;
- b. To provide an indication as to what is there on Internet related to their course of study;
- c. To show how web resources could be of immense use in their academic pursuit and research;
- d. To show the usefulness of various multimedia resources on web related to their syllabi;
- e. To promote the use of subscribed databases in academics and research;
- f. To describe specific features of various databases being subscribed by DULS;
- g. To acquaint the users with the use of various search techniques to retrieve relevant information;
- h. To recognize the need for information, and to evaluate, organize, interpret, and communicate information in all its formats;
- i. To promote that Information Competency is for participants' academic and vocational success and for lifelong learning;

- j. To provide course-integrated instruction in collaboration with the faculty and in alignment with course objectives;
 - k. To establish a direct interaction between users and library professionals.
- 3. There has been a total reorganization of collection in the Central Library, which was carried out with the amalgamation of the document resources of Central Library as well as Arts Library. As on date, following sections have been streamlined.
 - a) Pre1960 collection has been merged together and shifted in the Eastern Wing of the Central Library in double storey stacking space.
 - b) Post 1960 collection has been merged together and is placed in the Western Wing of the Central Library.
 - c) Doctoral Theses and M.Phil Dissertations have been placed in the Eastern Wing of the Central Library.
 - d) The total reference collection has been brought at one place and stacked in the Eastern Hall of the Central Library.
 - e) The Indian Language Sections along with Arabic and Persian Sections have been placed in the Western Wing of the Central Library.
 - f) Important Reference Sources have been placed in the Main Hall of the Central Library and have continued to be strengthened with new additions.
 - g) With the introduction of mandatory membership for PG students, especially who register them in different colleges; the Membership Services of the major libraries have increased to a large extent. While membership of the most of major libraries remained with the enrolments made in specific subjects, the increase has been noticed in the membership strength of Post Graduate students in the Central Library and Central Science Library. The membership of PG students in the Central Library during the year 2006-07 was 973, which has increased to 1370 in 2007-08. Similarly, the membership of PG students in the Central Science Library, which was 1200 in the year 2006-07, has increased to 1444 in the year 2007-08. This has resulted into more use of the library collection and increase in the circulation activities. However, it has been noticed that the students enrolling for M.Phil and Ph. D. courses do not compulsorily deposit the library security and development fee, which has shown a declining trend in their registration in major libraries. This is despite the effort made by the library to appraise various Departments and the Finance to include the library fee as mandatory fee. While depositing the dissertations/ theses the students do not pay the library dues but are given the no-dues. This trend has resulted into decline in the revenue collection especially the Library Development Fee.
- 4. The Academic Council in its meeting held on 28th February 2008 had approved the proposed amendments in the Library Rules and Regulations, whereby the integration of the library services across the major libraries of

DULS could be undertaken in an effective manner. This is for the first time that series of library services have been introduced as part of the Library Rules, which would make the libraries obligatory to provide such services on a regular basis. The copy of the amended Library Rules has been sent to members as part of the Agenda Item no. 2 for information. This will be made effective after the approval of the Executive Council.

5. The services to the Research Scholars in the Central Library have been streamlined effectively. Each registered scholar have been provided with 30 temporary library tickets in the Central Library to pick up the books from the shelves and place the same in the identified cubicles by recording the same with the staff of the research floor. The possibilities of providing independent Internet Services in the Research Floor of the Central Library are being extended.
6. Most of the major libraries of DULS have been provided with more computing facility for their students. As on date the Central Library has 20 computers; the Ratan Tata Library has 28, the Law Faculty Library and Law Centre I have 22 and 20 computers respectively. The Library of the South Delhi Campus has also been provided with 25 new computers to be used by the students.
7. The students and teachers of the Department of Slavonic and Finno-Ugrian Studies have been provided the library services in the North Campus through the Central Library .The Collection of the Department along with staff and the budgetary allocation will now be under the control of the Central Library.
8. The Central Library continued to produce Article Alert services in major subjects of Social Sciences and Humanities. ~While the List of Additions were already being placed on the website by the Ratan Tata Library and Central Science Library, the additions made by the Central Library and Arts Library is also being placed on the Website of DULS. The Abstracting Bibliographical service of Doctoral Programme has reached its 9th addition and for the last three years such service has also been placed on the Web Site of the DULS.

ELECTRONIC RESOURCES AND IT RELATED ACTIVITIES

9. In accordance with the decision of the Governing Body and with the approval of the Pro-Vice Chancellor, a high power committee comprising of Deans from various Faculties, The Finance Officer, The Director, DUCC, and Library Expert had deliberated the usefulness of the electronic resources being subscribed by the DULS. The Committee had deliberated various issues and recommended to continue the e-resources being subscribed along with suggesting few new e-resources. Special emphasis was made towards the one time purchase of back-files of major databases. The Committee was of the view that purchase of back files of the electronic resources to be accessed online may be made on a pilot mode starting with ScienceDirect e-journals back files on perpetual basis.

However, it was pointed out that since most of the libraries have space constraint, it would be advisable to make a study of the space which is being occupied by the printed volumes of back files purchased. The members were of the opinion that the print form of the back volumes of journals which are part of the back files of the databases may be either weeded out from the respective libraries or a separate warehouse with service facility is created within the university system and in lieu, space for providing necessary IT infrastructure to access such resources is developed. The pilot mode of study is being undertaken in the Central Science Library.

10. DULS continued to subscribe to the following electronic data-bases:
 - a. Academic Search Premier
 - b. SocINDEX TM with Full Text
 - c. Business Source Premier,
 - d. Humanities International Complete
 - e. Crodo Reference (formerly Xrefer Plus)
 - f. LexisNexis
 - g. ScienceDirect
 - h. Scopus
 - i. ABI Inform Complete
 - j. Journals of Nature Publishing Group
 - k. Chicago Manual of Style (Online version)
 - l. ACM (Association of Computing Machinery)
 - m. IEL Online (Single User)
 - n. Lecture Notes on Computer Science (LNCS)
 - o. Science On-line
 - p. Geo-Science World
 - q. Wiley Interscience Online

The newly subscribed Electronic Databases are as follows:

- a. Sage Online Journals;
- b. Early English Books Online;
- c. Women's History Online;
- d. Oxford Grove Art Online;
- e. Oxford Dictionary of National Biography;
- f. Emerald Management Extra;
- g. EconLit;
- h. Capitaline;
- i. Indlaw.com;
- j. Manuptra
- k. American Geological Union ;
- l. American Society for Microbiologists
- m. Scifinder Scholars

All these databases have been placed on the campus network except IEL Online and are made accessible to all those colleges who have accessibility of campus network.

11. It is heartening to know that University of Delhi alone has more than 2 lakh hits for accessing the e-resources provided under the UGC-INFONET Digital Library Consortium
12. Digitization of 3000 books under the pilot project was carried out in collaboration with CDAC, Noida. About 10.5 lac pages have been digitized and the same have been placed on DULS Website. Presently, the search engine associated with this digitized resource has been activated by CDAC and is part of the DULS website.
13. A proposal was sent to the Department of Information Technology, Ministry of Communication and Information Technology on the following important components to be carried out in the DULS:
 - a) **Creation of digital documents for 20000 books of DULS :** DIT has approved the digitization of 20000 free from IPR/copyright books or 60 lac pages and has sanctioned a grant of Rs.60 lacs for above job to be completed in two years period. They have also sanctioned to fund for 2Tera Byte RAID server to make the digital document web enabled. Presently the DIT has released a grant of Rs. 34.05 lakhs towards the digitization work and Rs. 3 lakhs for purchase of 2TB server . The Library has purchased two high-ended book scanners along with 2TB server, four computers, a 3 KVA UPS and other peripherals and has started the work of creating the digital document from 6th February 2008. Till 31st March 2008, 4, 45,312 pages comprising of 1048 books have been scanned and also carried out other operations. The operation concerning the creation of Metadata and hosting on the web will be carried out in near future.
 - b) **Development of a Computer Laboratory for Information Literacy and Competency Programme:** DIT has also sanctioned a grant of Rs. 7.95 lakhs for creating an infrastructure and developing the e-based tutorials for the programme. The funds will be utilized within a span of two years. Details of the activities carried out have been given at para no. 2 of this status note.
14. **Development of IT Infrastructure for Physically challenged:** In order to provide more services to physically challenge academic community, University of Delhi signed an MoU with National Thermal Power Corporation (NTPC). The University in lieu had earmarked the present Graphic Arts Centre to be converted as DU-NTPC Resource Centre. As per the MoU, the NTPC will provide the financial support in terms of renovation of The Resource Centre; provision of ICT infrastructure; provision of technical manpower to provide necessary services. The Equal Opportunity Cell of the University has constituted a Committee to develop various programmes, which will be conducted by the Resource Centre. The Resource Centre will be working under the charge of the University

Librarian under the overall guidance of the Chairman, Equal Opportunity Cell and hope to start its programmes from the next academic session.

MANPOWER DEVELOPMENT AND TRAINING

15. The Pro-Vice Chancellor had constituted a Kathpalia Committee in April 2007 to look into the existing promotion policy, of DULS. The Committee had submitted its exhaustive recommendations, which is considered to be a major breakthrough in the manpower deployment. The recommendations of the committee has been approved by the Executive Council in its meeting held on 20th August 2007 and have been implemented. The summary of the recommendations in the form of Instruction for Implementation is placed herewith as **Annexure X (A)**
16. On the Recommendation of the Kathpalia Committee and with the approval of the Executive Council, fifteen Professional Assistants whose cases were pending with the University for the last 25 years on the issue of providing designation of Assistant Librarian/ Documentation Officer, were promoted after due process of selection. They have since been posted in different libraries/ units. The details are as follows:

Ms Meena Nayyar, In-charge, Technical Processing and Periodicals , SDC Library;

Ms Usha Tayal, In-charge, Technical Processing, Central Library Complex;

Ms Ira Chakravarty In-charge In-charge, Collection Development and other operations at SDC Library;

Ms Indra Bhatia, In-charge UGTB Library, South Extension;

Ms Tripta Chopra, In-charge, Periodicals Section, Central Science Library;

Dr. K.K. Taneja, In-charge, Law Centre I Library;

Dr. Sharda Kulshreshtha, In-Charge, Research Floor and Maintenance in the Central Library Complex;

Ms Suman Bhatiani at the Central Science Library;

Shri U.N. Mathur at the Central Science Library;

Ms. Aruna Garg, In-charge, Membership and Circulation including stack maintenance at the Central Library Complex;

Dr. K.K. Sharma, In-charge, Faculty of Law Library;

Dr. O.P. Sachdeva, posted at Ratan Tata Library but still working at Department of Library and Information Science to complete a backlog. Will be sent back soon;

Ms Asita Pachal, In-charge, Department of Social Work Library;

Dr. Mahendra Pal Singh, In-charge, Law Centre II Library;

Ms Tasnim Zia-u-Din, In-charge, East Asian Studies Library

In addition Shri P. Mada Swamy, Professional Assistant has also been promoted to the post of Documentation Officer at Centre for Canadian Studies in the South Delhi Campus.

17. One of the major recommendations of the Committee was to provide extensive training to the existing library staff of the DULS and Colleges and to acquaint them with the modern approach to library services. A grant of Rs.8 lacs was sanctioned for developing the infrastructure to provide such training to the library staff. The Library is in the process of establishing a training centre and would be providing multi-fold exposure to different categories of Professional and Para-professional library staff of DULS and of Colleges. The Library will be in a position to start the programme by the next academic session.
18. The merger and reorganization of the professional staff of the Central and Arts Library has been made operational effectively. Those merged section are -- Acquisition Section, Technical Processing Section, Reference Section, and Membership and Circulation Section. The display of current issues of Periodical has been improved in the Central Library.
19. A proposal to provide an avenue to the those students who complete their Master's course in Library and Information Science from University of Delhi to serve as an Internee for a period of six months have been approved by the University. Under this proposal, a batch of 13 students who have completed their M.L.I.Sc. Course in previous three years will be suggested by the Department of Library and Information Science and will be posted in the major libraries of the DULS. A roster of students to rotate them in different libraries every two months was prepared and according they were posted. The In-charge of the Library was asked to provide them all possible training in various developmental activities of the library and also expose them with the routine work of the library. At the end of the period in a particular library, the students were asked to submit their report, highlighting their work and what they have learned as well as the constraints they faced. They have also asked to prepare the final report of their training at the end of the six months duration before they are awarded with a Certificate. Each Student is paid a stipend of Rs. 7500/- p.m.

BRAILLE LIBRARY

20. With a grant of Rs.9.27 lakhs provided by NIVH, Dehradun, and the Braille Library has been given a new look with a provision of several computers and other equipments. In addition, the Force Foundation, Netherlands, also has extended a donation of about Rs. 3.50 lakhs for the creation of an environment for Braille Production through Braille Embosser Two technicians have also been appointed to undertake various editing jobs for the creation of Talking Books. In addition, several student volunteers have been appointed to lay their voice for preparing the Talking Books for the use of visually impaired students. A new ambiance has been given to the Braille Library wherein several activities are being carried out simultaneously to create Talking Books, Braille Books.

The Library has created Digital Audio document for 66 books in DAZY form, 170 books were scanned for E-text production, 46 titles were produced in Braille form (English books), 14 books were produced in

Braille form (Hindi books), 72 books were structured for preparation for recording of books and to create CDs, 11 volunteer students were engaged on payment basis for recording of books to be converted into CDs and other digital form after proper editing.

INFRASTRUCTURE DEVELOPMENT

21. Seminar Library located in the Arts Faculty building has been completely renovated and a new ambiance has been given.
22. Furniture of the library was also augmented with a provision of 50 newly constructed reading tables, 150 chairs for students and new Reference-cum-Circulation Counter placed in the Centre of the Main Hall of the Central Library. The Central Library also has re-furnished its Display system, has built property counter and pigeon holes so that users are allowed to keep their personal belongings which will be duly manned to provide the facility. The Central Library, The Law Campus Library and Law Center I Library have also received new reading tables, chairs, and reading cubicles for research scholars, signage system, and other important furniture.
23. A detailed plan for the renovation of the Central Library prior to the commencement of the Commonwealth Games has been submitted to the Vice Chancellor, which has received attention. Possibility of adding more space to organise the collection of the Central Library is being explored.
24. The Eastern Hall of the Central Library has continued to be used for providing Internet facility with about 20 computers. On an average about 100 users are using such facility per day.

ACTIVITIES IN OTHER MAJOR LIBRARIES

RTL, which began its rejuvenation in terms of its physical, infrastructural and library services, has been progressing smoothly. The rooftop of the entire RTL has been replaced due its dilapidated condition. The main reading hall and book stack halls are also being renovated including the air conditioning of the reading and stack halls. An exclusive electronic library is being developed and the furniture of the library is also being replaced partially. However, the services of the library have been kept intact without any complaint, in spite of the problems due to the physical renovation,. The computing facility has been strengthened with more facilities. About 1.60 lakh documents with its bibliographical details is now the part of the On-line Public Access Catalogue The deficit on account of payment towards subscription of periodicals has been removed with the generous support from the Ministry of Finance and the University.

There has been a complete rejuvenation of the Faculty of Law Library. The library has started the bar coding its documents, continued to update its bibliographical database. The reading halls have been air conditioned and the membership and circulation area has been fitted with new furniture.

25. Central Science Library, which has developed its infrastructure in a better way compared to other libraries, has undertaken the activity associated with web mail services for communicating with faculty members and research scholars. The entire book collection has been made accessible through Web OPAC. Eight to ten CCTV cameras have been installed in the book stacks of the ground floor. A proposal is being worked out to convert one floor of the Library as Electronic Library by removing the back volumes of periodicals and placing them at a convenient place within the North Campus and provide back files of such periodicals in electronic form.

FINANCIAL MATTERS

26. The efforts made by the DULS to increase the revenue received through University Library Development Funds have yielded its result. Colleges have started responding and the Library began to receive cheques against the deposits made for Development Fund. While some of the colleges had sent the requisite amount through the Library, some of them have directly deposited on the account number provided for the purpose. It is intended to initiate the process of re-conciliation of such funds so that real position is known. However, the Guidelines for the utilisation of the LDF submitted to the Finance Department have not yet been received.
27. The DULS has submitted its 11th Plan Proposal for which all the libraries took extensive exercise. Copy of the same is enclosed for necessary perusal (**Annexure X (B)**). In nutshell following budgetary provisions have been envisaged:

(Rs. in Lakhs)

Equipments	Staff Development	Books & Journals	Infrastructure	Other activities
302.22	54.70	1110.00	656.00	1141.25

INSPECTION COMMITTEE

28. As per the clause 2.5 of the Ordinance XVI related to DULS, an Inspection Committee was constituted to take stock of the functioning of major libraries. With the approval of the Pro-Vice Chancellor and Chairman of the Governing Body an Inspection Committee consisted of Prof. Pulin Nayak, Director, Delhi School of Economics as Chairman of the Committee; Prof. M.P. Srivastava, HOD, Department of Physics; Prof. R.C. Sharma, HOD, Department of Linguistics; The University Librarian; The Administrative Head of the concerned library; One students representative and In-Charge of the concerned library had undertaken the exercise of visiting the major libraries and take stock of the situation. The proceedings of each library are enclosed for perusal. The Committee has also prepared its recommendations, which has far reaching

implications(see **Annexure IX**). The Governing Body will be discussing such recommendations to take a further view

ANNUAL REPORT OF THE DULS

29. The DULS has submitted its annual report for the year 2006-07 to the University. Copy of the same is enclosed for kind perusal (**Annexure X (C)**).