

CENTRAL SCIENCE LIBRARY

A PROFILE

The emergence of Central Science Library (CSL) dates back to 1981 prior to that, it was a part of Central Reference Library (CRL), Delhi. However, the need to have a separate Science Library was shown much earlier by Carl M. White in 1966 who recommended "that a Science Library be created to serve the departments which consist the Faculty of Science and that the collection now maintained by these departments and related material in the main library be used to form the nucleus of the new library. A Science Librarian of outstanding ability to be employed to take charge of it and that a new building be erected to house the library".

With the growth of University, the membership of Central Library was also increasing continuously, as a result in due course of time with increasing membership and their changing information needs, it became inconvenient for Central Library to serve the users belonging to the faculty of science effectively. So CSL was separated from CRL and housed in separate building to serve members of science faculty. The three-storied building having a carpet area of 22,595 sq. feet with a sitting capacity of 185 seats started functioning independently with effect from 8th April 1981. The administration of CSL is under the Dean of the faculty of science. The important factors creating the need for emergence of CSL were as follows:

- ⇒ The membership of CRL increased to such an extent that it became difficult for CRL to serve the needs of the users belonging to science faculty adequately.
- ⇒ Need was felt to house the specialized collection of science and technology separately to serve users more effectively.
- ⇒ To fulfill the information needs of users by providing them specialized services.
- ⇒ Central Reference Library was finding it difficult to accommodate the increasing number of users in the sense of providing them proper reading space.

LOCATION

At present the Central Science Library is situated in vicinity of Science Departments viz Anthropology, Botany, Zoology, Physics, Chemistry, Geology, Environmental Biology and others.

DEPARTMENTS SERVED BY CSL

The CSL is situated in the north campus of the University of Delhi to serve the needs of 13 departments of science faculty. These are as follows

1. Ambedker Centre for Biomedical Research
2. Department of Agrochemicals and Pest Management
3. Department of Anthropology
4. Department of Botany
5. Department of Chemistry
6. Department of Computer Science
7. Department of Environmental Science
8. Department of Geology
9. Department of Mathematics
10. Department of Operational Research
11. Department of Physics and Astrophysics
12. Department of Statistics
13. Department of Zoology

LIBRARY HOURS

The Library functions for nearly twelve hours during most of academic session. Library hours are subject to change and all changes in timings are notified on the notice board well in advance.

The Library remains opens round the year except Republic Day, Holi, Independence Day and Gandhi Jayanti. The Library Hours are as follows:

| Days | Timings |
|----------------------|--|
| Monday to Friday | 9 AM to 8 PM |
| Saturdays & Holidays | 9 AM to 5 PM |
| Sundays | 9 AM to 5 PM (During Semester Examinations) |

RIGHT OF ENTRY TO THE LIBRARY RESERVED

The right of admission to the Library is reserved to the bonafide registered members of the Science Library. The entry to the Library will be against the Identity Card to be shown at the entrance. A serious view is taken of the unauthorized entrants and the trespassers.

Personal and private books, brief-case and printed matter other than library books are not allowed inside the Library. Library does not accept any responsibility for loss or damage of personal property or/personal effects left on its premises at the property counter.

PROCEDURE FOR ADMISSION TO LIBRARY MEMBERSHIP

Postgraduate, M.Phil. and Ph.D. Students, and Faculty members of the above mentioned discipline and college teachers of the same disciplines are eligible for the membership of the Library. They have to get their memberships renewed every year as all memberships are valid only for one academic year i.e. from July-June. In no case membership is valid for more than one academic year.

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 Library on production of the Identity cards (Identity Cards not applicable in the case of faculty members).

Applicants are required to obtain a recommendation on the application form from the Principal of the College or the Head of the Department of the University as the case may be.

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 books is misuse of this privilege and may lead to the withdrawal of membership. Books should not be kept beyond the due date marked on the date slip,(pasted inside the book) at the time of getting issued.

Members should keep the Library informed of any change of residential address, change of College, change of Subject, etc. during the period of their membership.

Members must satisfy themselves about the physical conditions of the books before borrowing them. They shall be held responsible for any damage, noticed/reported later on, at the time of returning. Members shall be required to replace/to deposite the cost alongwith binding charges) of the books reported lost or found damaged or defaced by marking etc. Defaulters may be suspended from the use of the Library by the Librarian Incharge of Central Science 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. | Teaching Staff of the University | 10 volumes for one month |
| 2. | Teaching Staff of the Colleges | 5 volumes for one month |
| 3. | Ph.D. research student enrolled on the register of University on the recommendation of the Chairman, Board of Research Studies on payment of Rs.500 as library security and Library Development Fund of Rs.200 to be deposited with the University. | 5 volumes for one month |
| 4. | M.Phil. students on the rolls of the University on the recommendation of the Head of the Department on payment of Rs.500 as library security and Library Development Fund of Rs.200 to be deposited with the University. | 5 volumes for one month |
| 5. | Postgraduate students on the rolls of the University/College on the recommendation of the Head of the Department of the University/Principles of College and on payment of Rs.500 as library security and Library Development Fund of Rs.200 to be deposited with the University. | 3 volumes for 14 days |
| 6. | Special members engaged in research or Higher studies with special permission of the Librarian In-charge, Science Library on Payment of Rs.500 as Library Security and an annual subscription of Rs.12 covering the financial year. | 2 volumes for 14 days |
| 7. | Non-Teaching Staff of the University (Engineering Office, USIC and Laboratory Staff) | 2 volumes for 14 days |

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

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.

Members of the categories 1-4 can get last two numbers of the tickets issued to them validated for use in any other Library Unit of the system if they so desire.

Membership enrolment as on 31-03-1004

The users of CSL consist of post-graduate students, research scholars and faculty members numbering to 1400 consisting of faculty teachers-98, college teachers-96, research associate-99, Ph.D.-248, M.Phil.-108, P.G.-815, special members-7 and non-teaching-5. In addition to enrolled members there are almost equivalent number of users who Faculty Members/Research Scholars make use of the library without obtaining membership of the library.

How to Locate Books

To find out if a book is available and where it is located in the library consult the Public Catalogue, which is in the card cabinet form and is placed near the entrance to the stack hall. 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 cards for each book have identical information. The catalogue through its multiple cards system endeavors to satisfy multi-dimensional approaches of the readers to a document.

PUBLIC CATALOGUE

The public catalogue is in four parts

1. Classified Part
2. Alphabetical Dictionary Part
3. Subject Catalogue
4. Advance Centre Catalogue
5. Online Public Access Catalogue (OPAC)

1. ALPHABETICAL OR DICTIONARY PART

In this part the entries are arranged under the letter of alphabets as in a dictionary. The cards are as in a dictionary. The cards are made out for authors, translators, editions, series, pseudonyms, fanciful titles etc. To find out a book whose author, collaborator, name of the series is known, consult it under the first letter in the alphabetical part of the catalogue. The card contains a Call Number which indicates the location of the book on the shelves.

2. CLASSIFIED PART

This is the subject approach 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. All the books available in the library on the subject irrespective of their location will be found listed in this part.

3. SUBJECT PART

The Key to the classified part is available in the subject part, which is arranged alphabetically kept in a separate catalogue cabinet. This cabinet is kept in the no.1 position of all card catalogue cabinets.

4. ADVANCE CENTRE CATALOGUE

It lists the books first in alphabetical order and later in classified order for Botany, Chemistry, & Physics Advance Centre respectively.

5. ONLINE PUBLIC ACCESS CATALOGUE

Since 1994 CSL has online catalogue of books and it is also available through DU Website <http://helpdesk.du.ac.in>. The access to book could be made through author, title, keywords, subject, descriptors etc.

CLASSIFICATION NUMBER

Care should be taken to note down the classification number as given on the card in full. Roman capitals, small letters, numerals and some connecting symbols are used in constructing the call number.

For sake of convenience selected classification numbers are given below for various science subjects:

| Symbol | Subject |
|----------------------|------------------------------------|
| A | General Science, Natural Science s |
| B | Mathematics |
| B28 | Statistics |
| B2T, B2893 (old no.) | Operational Research |
| D | Engineering |
| D65,8(B) | Computer Science |
| E | Chemistry |
| E9G | Biochemistry |
| F | Technology |
| G | Biology |
| H | Geology |
| I | Botany |
| J | Agriculture |
| K | Zoology |
| L | Medicine |
| U | Geography |
| Y | Sociology |
| Y7 | Anthropology |

To find out books available in the library on a particular subject, look up the subject part of the catalogue under the subject term. The subject card will give directions to look up the classified part of the catalogue under a particular class number. All the books available in the library on the subject will be found listed in this part. The classification number given on the first line (leading section) indicates the location of the book on the shelves. In addition to subject part, one must seek the help of library staff for satisfying the subject approach from computer database of books.

In case of any difficulty in consultation or use of the catalogue members may seek help from the reference Staff.

LOCATION GUIDE

There are various points and sections where books are kept in the library. To indicate the location of a book, a sequence symbol is written over by the Book Classification Number. Various sequences and their symbols used are as follows by along with their locations

| S. No. | Symbols | Location Poit |
|--------|---------------------------------------|--|
| 1. | Carb | Advance Centre of Botany. (Botany Department) |
| 2. | Carc | Advance Centre of Chemistry (Chemistry Department) |
| 3. | Carpa | Advanced Centre of Physics & Astrophysics (Physics and Astrophysics Department) |
| 4. | TB, TC, TD, TE, TG, TH, TI, TK, TY | Text Book Counter |
| 5. | RR | Reference Sectio (Central Science Library) |
| 6. | _____ _____ | Closed Section (Central Science Library) |

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 members, 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 only when the case settles.

CONDITIONS OF LOAN

Reference books, rare books periodicals (loose issue 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, Science Library.

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

Loan of books is not renewable

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 any one else.

Loss of library books /library tickets be reported immediately in prescribed forms to the Library In-Charge Science Library.

Members shall replace/deposit the cost (alongwith binning charges) of the books, lost or returned in a damaged condition.

When a library ticket is lost a 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 lost/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 Science 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 forms were recommended by them or not. Science Library shall not issue any clearance certificate in respect of non-members. This will be followed very strictly & responsibility will lie with the University Department & College Office entirely.

OPEN ACCESS AND SHELF ARRANGEMENT

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 of the shelves on no account should they be reshelfed by the members because of the danger of their misplacement.

TEXT BOOK SECTION (CLOSE ACCESS)

Science 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 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'.

Text Book Section is operated through the page service by the Library Staff and is not open to access by users.

Books are issued for 3 days from this section. Only the ticket marked No. 1 (Text Book) shall be used for borrowing books from this section.

The overdue charges for keeping the books overtime are Rs.1 per day (EC Res. No. 200 dated 27-08-1996).

PERIODICALS DEPARTMENT

Periodicals collection of Central Science Library is housed in the 1st & 2nd floors. CSL is subscribing to 325 learned and Scientific periodicals including abstracting and indexing journals like Chemical, Abstracts, Current Contents, Mathematical Reviews, Physics Abstracts and many Online Journals.

Bound volumes of journals are arranged according to Colon Classification Scheme same as used for Books. Loose issues are arranged broadly by subject and within subject alphabetically.

‘Current list of Subscription’ which is revised annually and a Holding List of periodicals is available in Science Library and kept at the Counter of Periodicals Section for locating availability of journals in CSL.

Periodicals Section also has Xeroxing facilities. Rules are the same as mentioned under Photocopying Services.

Periodicals are not issued out on loan, except for two hours for photocopying purpose (Whenever our photocopying machine is out of order) or in exceptional cases with the special permission of the Incharge, CSL. Periodicals Section through National Union Catalogue of Scientific Serials in India (NUCSSI) and Developing Library Network (DELNET) helps its clientele in identifying availability of Journals in other libraries in Delhi and make efforts in acquiring a photostat copy if available outside Delhi.

LIBRARY STAFF

The staff strength of CSL is 26 including the Prof. Senior as Incharge. The details of other staff are as follows:

| | |
|-----------------------|-----------------------|
| A) Prof. Senior | 1 – Vacant |
| B) Prof. Junior | 3 – Two Posts Vacant |
| C) Prof. Asstt. | 4 |
| D) Semi- Prof. Asstt. | 6 |
| E) JACT | 2 – One Post Vacant |
| F) Attendant | 6 – Four Posts Vacant |
| G) Farash | 1 |
| H) Chowkidar | 3 |

TOTAL **26**

LIBRARY BUDGET

The total budget of CSL is Rs.2,42,19,000/- out of this Rs.28.80 lakhs are for books under maintenance grant, which includes Rs.8 lakhs for four advance centres of Physics, Chemistry, Botany, and Deptt. of Computer Science, for periodicals the total grant is Rs.2 crore 4 lakhs. Besides these, library receives special grants eg. NBHM COSIST, SAP Plan etc. for various departments every year. The library also has a grant of Rs. 8 lakhs under the head ‘Internet Access Facility’ to maintain and provide the connectivity of Internet.

CSL has deposited Rs.8,64,000/- towards Library Development Funds since 2000-01 and Rs.6,01,070/- towards Internet Access Facility since 1998.

LIBRARY COLLECTION

The library has a total collection of about 1 lakh 80 thousands including books and bound journals. Some of the collections are also available in the form of CDs and floppies purchased as well as received along with the books. The books for various advanced centers are purchased and processed in CSL and then sent to them. The library is subscribing 325 foreign and Indian journals. The rare book section is housed on top floor of the library.

SERVICES PROVIDED BY CSL

Library is essentially a service organisation to cater to information needs of its users. CSL acquires the documents, processes and organizes them on the shelves for purposeful utilization of its resources and provides various useful services to its users. The various services provide by the library are given below

CIRCULATION

It is one of the most popular services of the library .It is also called lending service as books are lent or issued to the users by circulation section according to users entitlement. Library is using a Brown Charging System for charging and discharging of books. The general books and journals can be accessed through open access while textbooks are in close access and are issued for 3 days only. On an average 250 books issued and about 600 books are given for consultation against I-Card per day.

INTER LIBRARY LOAN (ILL)

No library is self-sufficient today on account of ever increasing such information needs of research scholars and ongoing multi disciplinary research being conducted in the university. So when the required documents are not available in the collection of respective library, ILL facility is used to acquire documents from some other library, for the purpose of use and consultation by it scholars and teachers. Library on receiving written request from its members, arrange for its ILL by sending requisition to the particular library. Similarly CSL also lends documents to other libraries on ILL.

BIBLIOGRAPHICAL SERVICE

Such services provided to Faculty Teachers and Research Scholars selectively on demand both manually and online from ejournals.

DISPLAY OF LATEST BOOKS AND JOURNALS

Display of books and journals is a regular feature of the CSL, which keeps the users aware of the latest literature, and the development taking place in their fields of specialization. Latest issues of journals are being displayed alphabetically by the titles under broad subjects in the periodicals department. Books are displayed in the ground floor which is replaced by a new lot of books on a fortnight basis. CSL also sent some selected journals for display for 10 to 15 days to South Campus Library.

REFERENCE SERVICE

CSL has a provision for reference services. The users who approach the library with a reference query are provided with the required information or source of information. For document tracing facility, which is a part of reference, library maintains a register where users fill the information about the document to be traced such as a Call Number, name of the author and title etc. Usually library takes a few hours to trace the document.

PAID SERVICES PROVIDED BY CSL

PHOTOCOPYING SERVICE

CSL has the provision of photocopying services through commercial photocopying service available to the users started in the year 1998 when CSL was finding it difficult to meet the user's demand. The demand of photocopying is very heavy and during the last financial year approximately 3.5 lakh pages from various journals and books have been photocopied. The CSL has enrolled with "Indian Institute of Science, Bangalore" for providing photocopy of articles from journals, which are available there on payment basis.

COMPUTERISATION AND INTERNET SERVICE

CSL library has 50 Personal Computers installed, and the computerization process of the library is in progress. The library is using 2 softwares for automation viz. CDS/ISIS and Troodon. The CDS/ISIS software is used in acquisitions and cataloguing section whereas for periodicals, Troodon software is used. Now efforts are being made to shift entire database on Troodon. The computerization for the documents acquired from the year 1994 onwards is being done on a regular basis and the retrospective computerization is in progress.

The library is having Internet connectivity and the service initially was open to all research scholars of all subjects, teachers of faculty and colleges of the university, and now due to availability of Campus Wide Networking, other libraries and departments have their own networking facilities and hence now this facility is available to science stream clientele only. The service is charged according to the time and period of use like Rs.150 for 40 hrs or 3 months, Rupees 250 for 100 hrs or 6 months, and Rupees 500 for 241 hours or one year. All Internet services like E-mail, browsing, and downloading are open to all the users. In some cases print outs of articles are also provided. Presently more than 25 databases and

online journals from various publishers are available through IAF. A list of such online journals is enclosed herewith.

E-mail

The periodical section is taking advantage of e-mail services in day-to-day correspondence with the publishers, hence curtailing expenditure on foreign postage. The library is also assisting users in searching information available through DELNET provided by CSL.

SPECIAL FEATURES

The university being central in character has provision to allow scholars of other universities to consult library resources free of cost. As a result more than 6,024 research scholars and teachers from universities like Agra, Indore, Meerut, Gorakhpur, Patna, Jaipur, Jodhpur, Chandigarh, Jammu, Punjab, Roorkee, Pune etc have consulted the library and a number of scientists and researchers from IIT, NPL, DESIDOC, INSA etc. Also regularly visited and consulted the library.

In 2003-2004 more than 3065 research scholars received the letter for permission from CSL for consultation and photocopying facilities from different libraries namely IIT, NPL, DESIDOC, INSA, CBT, IARI and NML. This facility provided by CSL results in less demand of journals and books on inter library loan, as the most of researchers prefer to go and consult other libraries themselves.