Chapter 3
University Libraries of DU and JNU
Types of Library

1) National Library
2) Public Library
3) Special Library
4) Academic Library
   a) School Library
   b) College Library
   c) University Library

University Library

University library is a library attached to a university. It exists to cater the needs and requirements of students and teachers and to support the teaching and resource programmes of the university. The university library is governed by the statutory laws of the concerned university. Libraries in universities have so much important that the university cannot exist without it. Today university libraries have a very large role to play to meet a variety of documents of information and knowledge to cope up with the multidimensional activities of university.

Functions of University Library

University library helps the university in achieving the objectives of the university. The major functions that are derived from these objectives are as follows:

1) To acquire, Process, Organize and make available reading and other
materials to students, teachers and other staff member of the university.

2) To encourage the use of library initiating the fresh students and teachers and taking up readers education programmes.

3) To adopt new technology i.e. computerization in certain areas with a view to provide purposeful service in minimum possible time.

4) To make students, teachers and other members aware of their environment and development around them.

5) Refining their ethical and cultural values.

**Collection of University Library**

Building a library collection which should be able to meet the needs of the teacher, students and research scholars adequately is the major task of a university library. The collection of a university library is categorized in:

**Primary Sources**

Periodical, Journals, Patents, Standards, dissertations, research report, conference proceeding, technical bulletins.

**Secondary Sources**

Secondary periodicals, abstracting journals, indexing periodicals, books, encyclopedias, directories, yearbooks, monograph and bibliographies.
Tertiary Sources

Bibliography of bibliographies, List of abstracting and indexing journal, guide to literature.

Services of university library

- Lending service
- provision of general and specific information
- Compilation of bibliographies
- Assistance in location of document
- Reader advisory service
- Reservation of documents
- Documentary service
- Inter library loan service
- Maintenance of clipping
- Maintenance of vertical files
- Reference service
- Referral service
- Reprographic service
- Translation service
- Extension service
- Display of new addition
- Literature search
- Bibliography instruction and library orientation
TYPES OF UNIVERSITIES

The universities are classified into four types depending on the manner in which they set up. These are as follows:

1) Private university.
2) State university.
3) Deemed university.
4) Central university.

Central University

Central University are set up or recognized by an act of the parliament. There are many central universities in the country. The president of India is a visitor at all central universities. The university grants commission (UGC) is the agency that provides funding for maintenance and development of these universities.

UNIVERSITY OF DELHI

The University of Delhi is the premier institution of higher education in India. It was established in 1922 as a unitary, teaching and residential university by an Act of the then Central Legislative Assembly. The President of India is the visitor, the Vice President is the chancellor and the chief justice of the Supreme Court of India is the pro-chancellor of the university. When the university was founded, only three colleges existed in Delhi at the time: St. Stephen’s College founded in 1881, Hindu College founded
in 1899 and Ramjas College founded in 1917, which were subsequently affiliated to it. The university thus had modest beginnings with only three colleges, two faculties (Arts and Science) and about 750 students. In October 1933, the university offices and the library shifted to the Viceregal Lodge Estate, and till today this site houses the offices of the main functionaries of the university. The university has grown into one of the largest universities in India. At present, there are 16 faculties, 86 academic departments, 77 colleges and 5 other recognised institutes spread all over the city, with 132435 regular students (UG: 114494, PG: 17941) and 261169 students (UG: 258831, PG: 2338) in non-formal education programme.

The silver jubilee year of the university in 1947 coincided with India's independence, and the national flag was hoisted in the main building for the first time by VKRV Rao, the convocation ceremony for the year, however could not be held due to partition disturbances, thus a special ceremony was held in 1948, which was attended by prime minister Jawaharlal Nehru, Lady Mountbatten, Abul Kalam Azad, Zakir Hussain and S.S. Bhatnagar. Twenty-five years later the golden jubilee celebrations of 1973 were attended by then prime minister, Indira Gandhi, Satyajit Ray, Amrita Pritam and M S Subbulakshmi.
research scholars of postgraduate departments of the university as well as
by many other institutions in Delhi and its neighbourhood. The university
has recently laid fibre-optic network in the north and the south campuses
connecting all colleges and departments.

When the University of Delhi expanded in many directions to keep pace
with a rapidly growing city, South Campus was established in 1973 to
facilitate access for the residents of South Delhi. It moved to its present
location on Benito Juarez Road, near Dhaula Kuan, in 1984. The campus
is now spread across 69 acres of green, hilly terrain and its buildings
blend attractively with the natural surroundings. The various departments
are located in the Faculty of Arts and the Faculty of Inter-disciplinary and
Applied Sciences. S.P. Jain Centre for Management Studies is also
located at the South Delhi Campus. Besides these, the campus has a good
library, a Health Centre, a Bank, a Post Office, DTC Pass Section and
administrative and examination blocks. South campus also provides some
residential quarters for faculty members and the non-teaching staff.
Outstation students are offered accommodation in three hostels.

Over the last seven decades the university has grown into one of the
largest universities in India. At present, there are 14 faculties, 86
academic departments and 79 colleges spread all over the city, with
132435 regular students and 261169 students in non-formal education
programmes[1] and the annual honorary degrees (Honoris causa) of the
University have been conferred upon several distinguished people, including Amitabh Bachchan, Delhi Chief Minister Sheila Dikshit, Cardiologist Dr. Jayantibhai Patel, cartoonist R. K. Laxman and scientist CNR Rao.

University Library

Central Library

The Delhi University Library began in 1922 with a collection of mere 1380 gift Books. During the first decade of its existence it functioned from shifting locales. In 1933 it managed to get a relatively stable space, viz. the ‘Dance Hall’ of the Old Viceregal Lodge (the present office of the Vice-Chancellor). Sir Maurice Gwyer, Vice-Chancellor of the University from 1938 to 1950 was instrumental in the blossoming of the Library in its new locale. Under his care, it was transformed into “a place as well of beauty as of learning”. One of the early benefactors of the library was Shri G.D. Birla.

The Library moved to its present locale in the heart of the Campus on December 01, 1958. Prior to the appointment of a formal librarian, the entire collection was looked after by a “Library Committee” (amongst some of its office bearers were noted historians Professor I. H. Qureshi, Dr. T. G. P. Spear and Scientist Professor D.S. Kothari) and Honorary Librarians. Dr. S. R. Ranganathan, father of the Modern Library Science movement in India (then Librarian of University of Madras) and
Professor S. Das Gupta, the first Librarian (1942-66) were the moving spirits behind its constant upgradation in the University apparatus. During this early phase of the Library up to about 1960, four significant strides were taken in four altogether different fields. The Law Faculty Library, established in 1924, became a pioneer in legal education in the country. The forties witnessed the emergence of libraries of the Central Institute of Education (CIE, now called Department of Education), Department of Modern European Languages (MEL) and the renowned Delhi School of Economics (DSE). Inaugurating the CIE on December 19, 1947, Maulana Abul Kalam Azad, India's first Education Minister visualized it as a research centre that would turn out 'model' teachers for schools and be a 'beacon light for training institutions of the country'. Over the years, library of the Institute has played a complementary role in achieving this noble objective. Library of the MEL Department has been the hub of magnificent collection of books and periodicals on European Languages, culture and literary studies since 1948. (Recently, this Library has been segmented into two: (i) the Pablo Neruda Library, named after the Chilean Poet-Laureate, houses the collection of the Department of Germanic and Romance Studies, and (ii) the Library of the Slavonic & Finno Ugrian Studies, which is located in the Southcampus. The Library of the DSE, better known as the Ratan Tata Library (RTL) began in 1949. In the last more than fifty years, it has not only become a partial
depository of publications of the United Nations and several other International Organisations (30,000 such publications are available) but has also developed a phenomenal collection of 40,000 documents of the Central and State Governments, including Reports of various Committees and Commissions. The RTL is not confined to Economics. Since the 1960s, Departments of Sociology, Geography and Commerce, too, have become its integral components.

The decade of the 1960s was noticeable for a new trend in the growth of the Delhi University Library. Starting with the Faculty of Music and Fine Arts, several Departmental libraries took roots in Faculties of Arts, Mathematics, Social Sciences, Science, and Management Studies. Between 1962 and 1965 all major departments in the Science Faculty developed their separate collections. Some of these have, in more recent years, grown as nuclei of Advanced Centres (CARPA, CARB, CARC-for Physics & Astrophysics, Botany and Chemistry respectively). The Faculty of Mathematics, established in 1963, also started its own collection which has been growing steadily since then. The incorporation of the Departments of Statistics, Operational Research, and Computer Science within the Faculty (now designated as Mathematical Sciences) has further widened the scope of its holdings. The Library of the Department of Chinese & Japanese Studies (because of the addition of Korean studies, the Department has been renamed as East Asian Studies
in 2004) was started in 1967. Before the close of the decade, the Faculty of Management Studies also established its own library in 1969.

The 1970s were marked by certain meanderings. At one level, access to the Central Library was closed for the undergraduate students. But at another level, four Zonal Libraries located in the four cardinal directions and spanning over the entire length and breadth of the city of Delhi (but outside the Main Campus) were created for such students. Presently, only the South Zone Library is functioning — the rest were closed between 1998 and 2003. Libraries of the two Law Centres and that of the University of Delhi South Campus were also initiated in the 1970s.

Major structural transformation of the Delhi University Library took place in the early 1980s. Between 1981 and 1985 different degrees of financial and administrative decentralization resulted in the emergence of the Central Reference Library (CRL), South Campus Library, Central Science Library (CSL), Arts Library, RTL and Law Library as we know them today. However, the Delhi University Library System (DULS), of which these libraries are integral parts, continues to be headed by the University Librarian. In the last two decades the DULS has also taken initiatives to create a few specialized libraries and focus on newer academic disciplines. A library for the visually challenged scholars (Braille Library) has within it an Audio Book Research Centre with nearly 300 cassettes. During the Platinum Jubilee Year of the Delhi
University Libraries of DU And JNU

University, a separate Audio-Visual Library was added to the CRL. 450 educational video cassettes of high academic quality covering various academic disciplines were acquired in 1998-99 from agencies such as UGC sponsored Consortium for Educational Communication, IGNOU, Sahitya Academy and Tata Institute of Social Sciences. The Library of the Faculty of Music & Fine Arts treasures 1800 gramophone records in addition to substantive non-book audio-video material. The South Campus Library is taking keen interest in areas of applied sciences such as Plant Molecular Biology, Biochemistry, Biophysics, Microbiology and Operational Research. Similarly, the Central Science Library in the Main Campus is specially sensitive to the needs of the Ambedkar Centre for Biomedical Research, and Departments of Agrochemicals & Pest Management and Environmental Science. Keeping pace with the times, libraries of the Women Studies and Development Centre and the Non-Collegiate Women’s Education Board have also grown within the DULS. The DULS is largely funded by the University Grants Commission. Occasionally, a few libraries have also received some endowment funds through the Government of India, donations from individuals or private trusts. Shockingly scant financial resources become all the more glaring when the profile of users of the DULS is kept in view. In addition to taking care of the requirements of nearly 30,000 postgraduate students, the System is also catering to the research needs of nearly 7000 teachers.
and over 5000 research scholars (working for their M.Phil/ Ph.D. Degrees) belonging to over 40 departments. Further, many libraries of the DULS have also been serving hundreds of bonafide research scholars from different parts of India and abroad. However, the Faculties of Medical Sciences, Technology and of Ayurvedic and Unani Medicine remain outside the coverage of the DULS.

The Present holdings of the DULS include:

(a) Over 14,04,000 volumes.
(b) Regular subscription for about 2000 journals. Approximately 4000 journals are available online through Campus-Wide Networking operational in the CSL.
(c) Over 13,000 Ph.D Theses. The Library brings out a volume entitled ‘Doctoral Research’ every year on the eve of the Annual Convocation. It gives Abstracts of Theses on which degrees are conferred at the Convocation.
(d) Over 13,000 M.Phil Dissertations.
(e) Nearly 700 manuscripts of which Sanskrit and Persian account for 480 and 153 respectively. There are a few in Arabic, Urdu and Pushto as well.

Looking beyond the Centenary

Notwithstanding the aforesaid survey of the horizontal spread of the DULS, extending all over the city and comprising as many as 34 libraries
the System has indeed a long way to go for scaling some notable heights. Inspired by an instinct of self-analysis and introspection, Dr. C.D. Deshmukh, former Vice-Chancellor (1962-67) had invited Dr. Carl M. White, a renowned American Librarian in 1965 to conduct a survey of the Delhi University Libraries. Even after more than 40 years of the existence of the Delhi University, Dr. White was constrained to note:

"The hard fact to be faced is that the University of Delhi inherited an educational tradition which treated the library as a conventional but useless accessory". The year 2022 would mark the Centenary of both University of Delhi and its Library System. The DULS must set the goal of becoming a library of the 21st century. A plan worked out for a decade (1978-88) had underlined: "The DULS needs to develop and serve on the lines of the norms of some major universities of the world... where library systems play the role of an 'Academic Workshop' in research and higher learning". Nearly two decades have elapsed since then and yet the goal looks more of a mirage.

The automation and computerization of the system started in 1999 is yet to take off in a meaningful manner. Most of the libraries of the system have not taken even preliminary steps in this direction. Development of the Union Catalogue Division which was expected to record and show the location of all books journals and other materials in various libraries of
the system needs to be operationalised through computerization of all libraries within the DULS. We must also move in the direction of mechanization of book-shelving, book tracking and stock-taking.

Except at the RTL, and to a very limited extent at the East Asian Studies Library, there is hardly any documentation of periodicals being done elsewhere — not even in the CRL. Acquisition of readily available databases will have to be expedited but it would also require buttressing through regular documentation and bibliographic services by competent and professionally trained personnel.

The present building, originally conceived as the Central Library of the University, has now been reduced to Central Reference Library. And yet, the available physical space is woefully inadequate. Aesthetics have been sacrificed to artificially create stacking structures.

Finally, Library in the capital city of the linguistically varied and rich country and which also happens to be the library of country’s premier university, should be looking forward for a full-fledged library of Indian Languages, specially classical languages (Sanskrit, Pali, Prakrit, Arabic and Persian).

**Selection policy in University of Delhi**

In all the libraries books are recommended by the various department concerned to the libraries. Each department has a purchase cum selection committee having head of the department as its chairman. These
committees select books from the publishers catalogue and the books which have been shown by the suppliers and the list of books are then send to the various central libraries to which department are concerned. Then these libraries give this list to the suppliers then suppliers supply the books to the libraries with the bills. Then books are send to technical processing and the payment are made by the libraries.

LIBRARY SRVICES

The Central Library, university of Delhi provides the following services:

1. Membership

The Central Library provides the membership to the M.A students, M.A ex-student, M. Phil. Students, research scholars, college teachers, university teachers, non-teaching staff, retired teachers and non-teaching staff of the university.

2. Borrowing documents

The Central library offers the documents borrowing facility to its bonafide members. The library provides category wise document borrowing, which is shown in the table below:
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<table>
<thead>
<tr>
<th>Category</th>
<th>Number of documents</th>
<th>Number of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>University teachers</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>College teachers</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>Ph.D. students</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>M Phil. Students</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>M A. students</td>
<td>4</td>
<td>14</td>
</tr>
<tr>
<td>M.A.(Ex) students</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>Special Membership</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>Non teaching staff of the University</td>
<td>4</td>
<td>15</td>
</tr>
</tbody>
</table>

3. OPAC

OPAC is stand for online public access catalogue. It is computerized library catalogue available to the public. It is such type of cataloguing arrangement that is considerably more user friendly than a card catalogue since it provides a variety of help to the users, and can guide the users in a step by step manner in looking for information that he is seeking. The Central Library provides its users the online public access catalogue service.

4. Reference service

Reference service promote the use of document or reading materials and it bring together document and their readers by personal effort by the staff
of the library. Library provides the reference service to its bonafide members. Reference service is the ultimate goal of the university libraries.

5. Photocopying

The central library provides photocopying facility to its users. Photocopying means duplication of documents by machines. It is the most popular service of the library users that get the photocopy of relevant material.

6. Inter-library loan

Interlibrary loan is facility which supplement the library own's stock by obtaining which is not available in the university library for teachers, research scholars and Master level students. Members of the library may request the requisite books on interlibrary loan from the other libraries. The central library provides Inter library loan to its readers.

JAWAHARLAL NEHRU UNIVERSITY

The university was established in 1969 by an act of parliament. It was named after Jawaharlal Nehru, India's first Prime Minister, and was founded by Indira Gandhi, (Nehru's daughter), and G. Parthasarathy was the first vice-chancellor.

The objective of the founders was to make the university a premier institution of higher learning and to promote research and teaching
leading to the increasing engagement of its students and teachers in higher level academic work and national and international policy making.

The University is organised into ten Schools, each of which has several Centers as well as four independent Special Centers:

1. School of Arts and Aesthetics: This is one of the newest schools in the university. It is one of the few places in India that offers postgraduate degree courses in the theoretical and critical study of the cinematic, visual and performing arts. Moreover, it is the only place in India where these disciplines are offered in one integrated programme that allows students to understand the individual arts in a broader context of history, sociology, politics, semiotics, gender and cultural studies apart from being able to integrate the study of one art form with the other arts. The three streams of study offered at the school are Visual Studies, Theatre and Performance Studies and Cinema Studies.

2. School of Biotechnology: This school was set up in 2006 from the earlier Center for Biotechnology.

3. School of Computational and Integrative Sciences: (earlier School of Information Technology) This school offers M Tech in Computational and Systems Biology, and per-doctorate and doctorate courses in Computational Biology and Bioinformatics. The department has two centers, Center for Computational Biology and Bioinformatics and High Performance Computing Center.
4. **School of Computer and Systems Sciences:** Since its inception in 1974, this school has been attracting the largest number of applications as compared with the other schools. The school specially caters to three fields of study namely, Master of Computer Application (MCA), Master of Technology (M.Tech.) and Doctor of Philosophy (Ph.D.). The faculty and students deal with a wide range of computer science and technology areas for example: Database Systems, Artificial Intelligence, Computer Networks, Operation Research, Mathematical Modelling, Optimization Techniques, Software Engineering and many more. A student placement cell is functional at the school which facilitates the students to enter the Global IT Market after completion of the course.

5. **School of Environmental Sciences:** Research into Remote sensing application in Geosciences, especially Groundwater and Earthquake forewarning and Sun-Earth connection. Other research includes: Environmental Biosciences, Ecology, Geomics, Glaciology, Chemistry, Cell Biology, Immunology, Pollution studies, Radiation Physics and Environmental Physics.

6. **School of International Studies:** This is the oldest school. It predates the establishment of JNU as the Indian School of International Studies, which was set up in 1955. The centers in this school are the Center for Canadian, US and Latin American Studies, the Center for
East Asian Studies, the Center for European Studies, the Center for International Legal Studies, the Center for International Politics, Organisation and Disarmament Studies, the Center for International Trade and Development, the Center for Russian and Central Asian Studies, the Center for South, Central, Southeast Asian and Southwest Pacific Studies, the Center for West Asian & African Studies and the Group of Comparative Politics & Political Theory.

7. **School of Language, Literature and Culture Studies:** This is the only school that offers undergraduate courses with several centers: the Center for Arabic and African Studies, the Center for Chinese and South East Asian Studies, the Center for French and Francophone Studies, the Center for German Studies, the Center of Indian Languages, the Center for Japanese Korean and North East Asian Studies, the Center for English Studies, the Center for Linguistics, the Center for Persian and Central Asian Studies, the Center for Russian Studies, the Center for Spanish, Portuguese, Italian & Latin American Studies.

8. **School of Life Sciences:** The School of Life Sciences (SLS) was established on the basis of a report prepared by a working group headed by Prof. M.S. Swaminathan in the year 1970. The School stands today as a unique institution in the country where multidisciplinary and interdiscipli...
sciences have established permanent roots. The uniqueness of the School essentially lies in the fact that within the School’s faculty there are experts and active researchers representing almost all areas of modern biology. The School has been recognized as Center of Excellence under UGC-COSIST and DSA Special Assistance Programmes. Almost all the students completing Ph.D. degrees from SLS (285 till date), get opportunities for post-doctoral work abroad, and a great many return to serve the country. School’s faculty and students publish extensively in reputed national and international journals. To date, SLS has to its credit, over 2000 research publications.

9. **School of Physical Sciences:** This school was formed in 1986 with a faculty in Physics and later added with faculties in Chemistry and Mathematics. The degree programs offered are M.Sc. (in Physics) and Ph.D. (in Physics, Chemistry or Mathematics). The different areas of research interests include Theoretical and Experimental Condensed Matter Physics, Soft-Matter Physics, Non-equilibrium Statistical Mechanics, Quantum Field Theory, Classical and Quantum Chaos, Low Temperature Physics, Materials Science, Supramolecular Chemistry, Ultrafast Laser Spectroscopy, as well as extensive computational facilities with a dedicated Nonlinear Dynamics laboratory.
10. **School of Social Sciences:** It is the largest School (in terms of the number of faculty members) in JNU with 9 centres. The centers in this school include the Center for the Study of Regional Development, which is accredited as the Center for Advanced Studies (CAS) by the University Grants Commission and is the premier center in the Field of (GEOGRAPHY), the Center for Economic Studies and Planning, which is a premier institute in the field of economics, the Center for Historical Studies, which regularly brings out a reputed peer-reviewed journal entitled *Studies in History*, the Center for Philosophy, the Center for Political Studies, the Center for Studies in Science Policy, the Center for the Study of Social Systems, the Center of Social Medicine and Community Health, the Zakir Husain Center for Educational Studies.

**University Library**

**Central Library**

The Central Library, knowledge hub of Jawaharlal Nehru University provides comprehensive access to books, journals, theses and dissertations, reports, surveys covering diverse disciplines.

- **Location:** Jawaharlal Nehru University Campus, New Delhi.

**Objectives**

- To procure, organize and disseminate information in different formats.
• To support and promote the use of rich and diverse collection among
  the users.

• To preserve and house the collection for posterity.

**LIBRARY COLLECTION**

The Library collection is made up of over 50,000 books, audiovisual
items, over 10,000 journals in print format offering online access to more
than 20,000. It has been developed with 2 aims:

• To support the academic programmes of the University.

• To support the research pursuits of the teaching community and the
  research scholars. The holdings of the Library are particularly rich in
  Social Sciences and Humanities.

**Journals**

**Journals/ Serials/ Periodical Collection**

A journal or periodical or serial is a publication which is produced on a
continuing basis. For instance weekly, monthly, quarterly, annually.
Some journals are published irregularly.

The Library currently holds:

• 723 current periodicals (scholarly journals and popular magazines)

• 108752 bound journals

• 53 national and international newspapers

• 20,000+ e-journals
Books

The collection includes books from the various branches of knowledge.

- Social Sciences-
- Natural Sciences
- Humanities - 28018 items

Text book collection

The Library maintains a separate collection of textbooks which may be consulted within the Library after deposition of ID cards. The collection comprises 18,000 books and 5000 bound journals. These books are issued to the students for overnight use only. During examination days, these are issued to the day scholars, not hostel residents, for overnight use. If the students fail to return the book the next day, an overdue of Rs5 per day is charged.

The Text book section also includes Book Bank collection which exclusively meets the information needs of U.G. and P.G. students.

Government publication

The Government Publications collection which is housed on the first floor of the Library provides access to 30,000 documents which include the following:

- Census Data
- UN Journals
- UN Books
University Libraries of DU And JNU

- FAO Journals
- World Atlas
- NSS reports
- Undersize book etc.

**Russian Collection**

The Russian collection which is housed on 8th floor includes the following:

- 50,000 General books
- 3500 Reference books
- 600 Text books
- 10,000 Old Bound Journals
- 1000 General text books in English

**Theses and Dissertation**

The Library has approximately 16,000 Theses and Dissertations. Their bibliographical details and Contents pages are accessible through OPAC.

**Humanities**

The collection covers a wide range of books in various languages (English to Afro-Asian, European and Indic languages)

**Press clipping collection**

The Library has a collection of approximately 12.45 lac newspaper clippings concerning to topics relevant to the academic community of the
University Libraries of DU And JNU

University. The clippings from the following newspapers are scanned, digitized and archived for academic use.

- The Times of India
- The Hindustan Times
- The London Times
- The Deccan Herald
- The Tribune
- The Hindu
- The Financial Express

The database of Press clippings is accessible through OPAC on the Local Area Network of the University.

Membership

1. Only JNU Students, Researchers, Faculty and Staff as registered members are allowed to use the Central Library.

2. Members should produce their Library Membership card at the entrance of the Library.

3. The ex-faculty/staff members may be enrolled as members against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (non-refundable).

4. Some eminent academicians/scholars and other dignitaries may be enrolled as Special members on the recommendations of the Vice-
Chancellor, JNU only against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (non-refundable).

Circulation

1. Books are issued for a fortnight except textbooks which are issued for overnight use only.

2. Textbooks with more than 2 copies are checked-out after 2:00 p.m to day-scholars only during the examination period.

3. Students can reserve books at the Circulation Counter in case they are already issued.

4. Books in demand may not be renewed.

5. Readers are responsible for books issued against their names.

6. Library reserves the right to recall any issued book even before the due date.

7. The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued.

8. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

Book Selection policy in Jawaharlal Nehru University

It has been customary for the faculty and students to take part in book selection in the University. The Library staff usually recommends general reference books and those materials not covered by departmental subject
categories like books on library and information science etc. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being forwarded to the Schools and Centres from time to time. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library. The library also circulates reviews of books to the Schools to keep them informed about new publications.

**Book Purchasing Procedure**

The Faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by the Faculty for purchase for each School/Centre be always routed through the respective *Deans/Chairpersons*. The requisitions of students can be got approved by the concerned faculty and Dean/Chairperson. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.

The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review. Some very urgent requirements of books forwarded by the Deans/Chairpersons of respective Schools/Centres may be purchased with the approval of Chairperson of the Library Advisory Committee or by circulation to LAC members.
Once approved by the LAC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc..

The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Rector/Vice-Chancellor as per the financial powers delegated to each authority.

On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand but not more than five copies of any book are procured.

The library will change the earlier practice of ordering books through a select list of approved vendors. The Library may now place orders with any well recognised Vendors registered with Federation of Publishers and Booksellers Association in India (FPBSA) and Delhi State Booksellers & Publishers Association. The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be Government publications/institutional publications and nil discount items.

Also in some exceptional cases the vendors charge the library for handling on publishers’ demand. In case of multivolume books and encyclopaedia, efforts may be made to obtain higher discounts. On the basis of service and past records the review of the suppliers will be done on annual basis.

A system of online ordering of books and purchase of books by Faculty during their visits abroad has been introduced. Whenever, the faculty are
in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorised to purchase books on official foreign trips in similar way. Such requests may be processed by circulation to LAC. In such procurements discounts may or may not be available. Sometimes courier/postage charges are also included. The faculty may be reimbursed full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction.

Books purchased on Standing Order:

Faculty Publications:
The Library may now purchase three copies of Faculty publications as and when the publications are brought to the notice of the Library. The financial sanction for procuring the same may be obtained from the Librarian/Rector/VC depending upon their financial powers.

Government Documents:
Though JNU library is designated as a depository library of all Indian government publications, many Government documents do not reach the Library due to various reasons. Since they are immensely useful
information sources for research, therefore, all important Indian government publications have been placed on Standing Order. The list of such publications is to be finalised and should be approved by the LAC from time to time.

**Bill Processing:**

Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession nos. entered against each item. The In-charge, Acquisition Section certifies above procedure before forwarding bill to Accounts. The bills are put up to the Librarian by In-charge, Library Administration for expenditure sanction on the basis of approval by the competent authority. As per the present practice the Library follows the bank rates prevailing on 1st of every month for the bills from 1st to 15th of every month and the bank rate which prevails on the 16th, for the bills from 16th to 30th/31st of the month.

**Gifts:**

Constraints of space necessitate the library to stop accepting books from any individuals. Books gifted from major institutions and other
individuals may be accepted depending on their utility and physical condition.

**B. Subscription to Print/e-Journals and online Databases:**

The School wise/Special Centre wise lists of Print/e-Journals are compiled and forwarded to the respective Deans of Schools/Chairpersons of Special Centers before placing them in the Library Advisory Committee meeting.

Recommendations are received from the various Schools/Centers to subscribe/renew the Print/e-Journals.

A Negotiations Committee was formed by the Library Advisory Committee to negotiate with the online journals/database dealers about the subscription cost of each database. The tenure of the Committee may be one year with following composition:

Chairperson, Library Advisory Committee

University Librarian (Ex-officio)

Finance Officer (Ex-officio)

Five-six members from different Schools/Centers

After obtaining necessary approval and sanction from the competent authority, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.
In case e-resources are not available through any consortium, publishers of e-resources are directly contacted for raising the invoice.

The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.

The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.

The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing.

The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.

Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e-Journals is treated as Advance Payment. The payment is made from the budget head “Journals”. For any other head such as Plan Grant/Project Fund etc.

**LIBRARY SERVICES**

**Information Desk**

The information desk of the Library is located on the ground floor near the entrance. It supports our commitment to making the Library user friendly by providing the following services:

- Directional assistance on site and over the telephone.
Referral service for readers with queries beyond the directional or holdings verification stage to the interlibrary loan desk or service points.

Other queries about services, accessing electronic resources and technology in the library.

**Hellen Keller unit**

Located on the ground floor of the Library, this unit caters to the information needs of the visually challenged and partially sighted students. It has 24 computers installed with Kurzweil and JAWS software. These assistive technologies (software) support the reading, writing and learning experience of visually challenged/partially sighted students by converting print or electronic text to speech. Besides, the following are also provided to the students:

- Printers (Braille)
- Scanners
- Headphones
- Digital voice recorders
- CDROMS
- Duxbury Braille Translator (DBT)

**Cyber library**

200 PCs have been installed in the Cyber Library for students and research scholars enabling to access internet and online resources.
Reference Service

Trained Library staff provides assistance with general enquiries and guidance regarding the organization of the Library and use of the OPAC DDS/ILL.

If you cannot find the material you require within the Library, the staff will be pleased to assist you in locating alternative sources.

The Central library offers interlibrary loan services to its members for the books and journals not held by the Library. If an item you require is not held anywhere within the University, You are most welcome to make an Interlibrary Loan request to have the item supplied by another Library. This is facilitated through DELNET. The Inter-Library loan counter is located in the cyberlibrary on the ground floor.

Photocopy/Bindery

Photocopy facility is offered by a private operator on the mezzanine floor against payment.

Bindery section is located in the basement area of the Library. Its goal is to maintain and preserve books, periodicals and other materials used in the Library. It assists the users by ensuring that the documents which they use are fit, easy to use, open, read and photocopy.

Other services

1. Reference service is provided for each collection on the respective floor where it is housed.
2. Centralized Membership and Issue-return services are located on the Ground floor.

3. Textbooks for all disciplines are centrally managed and kept in the Textbook Section. Book Bank facility for P.G. students is also being provided by the Textbook Section.

4. Document Delivery Services and Inter-Library Loan facilities are available from the Cyber Library Counter.

5. Articles from Social Science journals, subscribed by the Library, are indexed in the Documentation Unit and online search is available through OPAC.

6. Card Catalogues of different collections are available on respective floors.

7. The faculty members can access OPAC and online resources in Information browsing unit, located on the ground floor.

8. The students are advised to record the details of untraceable books in the tracing files kept on different floors of the Library.

9. Library provides Tape Recorders & Audio Cassettes to visually challenged students.

10. Library provides a locker facility to the Research Scholars & Faculty Members, on request.