Library Routines
Classification Systems

The books and other forms of documents in the library are classified according to

*Universal Decimal Classification system (UDC).*

The UDC system implies that the whole field of human knowledge is divided into 10 broad division denoted by decimal fractions.


1. Philosophy. Theology.

2. Religion. Theology.


5. Pure Sciences.

6. Applied Sciences


Each of these 10 major categories are further subdivided into 2 - digit categories, which in turn are after further subdivided into 3 - digit sub - categories.

Further narrowing down of the subject area is achieved by using decimal point. Connecting symbols other than a decimal point are used to indicate a cross relations between 2 different subject categories.

The chemical technology oriented documents are mostly available in this library. So, the classification focused on the core subjects such as

<table>
<thead>
<tr>
<th>6 Applied Science</th>
<th>5 Pure Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>66 Chemical Technology</td>
<td>54 Chemistry</td>
</tr>
</tbody>
</table>

The primary importance has been given to the following areas

<table>
<thead>
<tr>
<th>Area</th>
<th>Class No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Engineering</td>
<td>621.01</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>621.3</td>
</tr>
<tr>
<td>Measurement &amp; Instrumentation</td>
<td>543.08</td>
</tr>
<tr>
<td>Fires</td>
<td>614.84</td>
</tr>
<tr>
<td>Public Health &amp; Safety</td>
<td>614</td>
</tr>
</tbody>
</table>

The secondary importance has been given to the other fields namely.

1. Security System
2. Transport System
3. Administration and Accounts
Call No. & Arrangement:

Call numbers consist of class No. and book no. Each book bears a call number label on its spine and arranged on the shelves according to the call numbers.

- Cataloguing System

Library and information service division follows the Anglo - American cataloguing rules (2nd edition) AACR2. and Online Public Access Catalogue (OPAC). For cataloguing purpose a software called “Integrated Information System”, is being used. A detailed information is available in Automation chapter.

- Circulation Control System

All the staff members of the HWP Tuticorin are entitled to borrow documents from the library during working hours.

Library Timings

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8:30 Am – 16:30 Pm.</td>
</tr>
<tr>
<td>Lunch Time</td>
<td>12:30 Am – 1:00 Pm.</td>
</tr>
</tbody>
</table>

Library remains closed on public holidays, 2nd Saturdays and Sundays.
Every Staff member should register himself / herself as a members of the library by filling up an application form available for the purpose at the circulation counter, after which his / her name will be recorded in the register (ledger) and the details will be computerized.

Each member is eligible to borrow three documents at a time in his credit for a loan period of 15 days.

Under special circumstances on the authorization of the concerned authorities more number of books can be issued.

The ledger system is followed for the circulation purpose in the library. In this system, separate pages have been allotted to each borrower and the page will contain serial number, date of time, author, title, date of return, receiver's signature and Librarian's Signature. One can easily find out a document which is charged in the name of a reader by this register.

After the end of the library timings the details of the charging & discharging will be computerized.

The books borrowed will be renewed to the same borrower if there is no reservation against the same. For this purpose a reservation slips and registers are maintained. Based on the reservation slip entries will also be made in the computers.
The loan period of books and reports will be 15 days and these should be returned to the library on or before the due date.

In case a book issued is required urgently by the library, the borrower may be asked to return it immediately, without any reason being assigned thereof. The library reserves the right to recall any materials on loan before the due date of return, if it is urgently required by other users.

All the documents borrowed should be returned before going on deputation, extraordinary / special or any other leave exceeding one month.

In case a book is lost, the double cost of the book / document will be recovered from the borrower. In case of loss, the borrower should at once inform the matter to the circulation counter in writing to enable the circulation staff to initiate action to recover the double cost and overdue charges, if any. One has to pay the usual overdue charges up to the date of reporting the loss. If the library is not in a position to procure a new copy of the book for replacement, the borrower is liable to pay two times the cost of the book. No photocopy will be accepted as replacement for the lost book.
The borrower should not make notes or underline, tear off pages, damages or mutilate the publications borrowed by him.

Smoking is strictly prohibited in the library also.

* Stock Verification

Annual stock verification is carried out once in two years and found that all the collections are available in the library. For this purpose, the head of the institution will issue a proceedings and will form a committee, called stock verification committee for verification purpose. This committee consists of the staff of various departments both in technical and administration. This committee members and the Scientific Officer (Library) will completely verify the collection in the self-register method.