Chapter-4
Profile of Libraries
CHPATER 4

PROFILE OF LIBRARIES

This chapter deals with an overall introduction about the under study libraries, its collection, users, staff and services in a systematic manner.

4.1 Concept of Library

The world has witnessed several information revolutions in the past. The first was 6000 years ago when writing was invented, which made the way for the development of manuscripts. The second information revolution took place in 1300 BC when the first written book was published. The third information revolution 'the invention of printing press' in 1455 AD initiated a new form of revolution called the document revolution. The Guttenberg’s invention brought vast quantities of uniform inexpensive reading materials to the mass. This led to the development of agencies to collect, store and circulate the printing materials to the needy public. These agencies are called libraries. Libraries began as a place where all the cultural and scientific records of the early societies were kept. Archives and libraries were maintained from as far back as third millennium BC. The greatest library of the ancient times was the one at Alexandria. The libraries have transformed drastically from the storehouses for books and journals to the powerhouses of knowledge and information since the middle of the 20th century. The information and communication technology, which is responsible for this revolution has drastically changed the organization, management and functioning of modern libraries. Modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. In addition to providing materials, they also provide the services of specialists, librarians, who are experts at finding and organizing information and at interpreting information needs. More recently, libraries are understood as extending beyond the physical walls of a building, by including material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amounts of knowledge with a variety of digital tools.

The term "library" has itself acquired a secondary meaning: "a collection of useful material for common use".
According to S.R. Ranganathan, “A library is a public institute or establishment charged with the care of a collection of books, the duty of making them accessible to those who required the use of them and the task of converting every person in its neighbourhood into a habitual library goers and readers of a books” thus a library is regarded as a public institution which is also expected to convert the potential readers into actual readers.¹

A.L.A. Glossary of Library and Information Science has defined library as, “a collection of materials organized to provide physical, bibliographical, and intellectual access to a target group, with a staff that is trained to provide services and programmes related to the information needs of the target group.”²

4.1.1 Objectives and Functions of the Library

The library aims at providing the necessary information and making them available to all the beneficiaries in the appropriate time. Generally, the objectives of library depend upon the types of library. The objectives of library are fulfilled through the functions and operations. A library function is a function that can be called by a program to perform some task, but it is not part of the program itself. Usually library functions are collected together into libraries, which comprise suites of functions that are loosely related in some way. A library should provide for lifelong self-education, Information/ documents on all subjects including local, national, international affairs to serve economic political and social welfare, Proper use of leisure, Advancement of culture and Preservation of literacy heritage for posterity.

4.1.2 Types of Library

Libraries can be divided into categories by several methods: by the entity (institution, municipality, or corporate body), by the type of documents or materials they hold, by the subject matter of documents, by the users etc. Here are categories by traditional professional divisions:

- National library
- Public library
- Special library
- Academic library
4.2 PROFILE OF LIBRARIES

The present study is on “Retroconversion of Documents in Central Secretariat Library, Zakir Husain Library, JMI, Nehru Memorial Museum and Library, New Delhi: An Evaluative Study”. The problem deals with the criteria, priorities, guidelines, policy matter, hardware and software requirements, in-house training of library personnel, cost effectiveness in outsourcings, impact on user services and satisfactory level of users etc. The study includes only three libraries of New Delhi namely: Central Secretariat Library, Zakir Husain Library, JMI, Nehru Memorial Museum and Library.

4.2.1 Central Secretariat Library

Central Secretariat Library (CSL) under the Department of Culture is one of the largest tangible treasures of knowledge next to National Library, Kolkata for Indian and foreign official document resources. CSL’s resources are an amalgamation of number of Secretariat Libraries of pre-independence India and many other old institutions including the resources of Imperial Secretariat Library, Calcutta that came into existence in 1891 as envisaged by Lord Curzon. Its existence was confirmed and validated by the Imperial Library Act of 1902. As on date it has a collection of about 9.50 lakhs printed and non-printed documents organized into different viable branches and divisions. “It was intended that it should be a library of reference, a working place for students and repository of material for the future historians of India, in which, so far as possible, every work written about India at any time can be seen and read”. With shifting of the Capital, the library was also moved to Delhi and since 1969 it is housed in a separate wing of the Shastri Bhawan Complex.

CSL comprises of –

1. Central Secretariat Library, G. Wing, Shastri Bhawan, New Delhi-110001.
2. Hindi & Regional Languages Wing (Tulsi Sadan Library), Bahawalpur House, Bhagwandas Road, New Delhi – 110001.
4.2.1.1 Library Hours

**Opening Hours:** 9.00 A.M. to 6.00 P.M. Monday to Friday.

9.00 A.M. to 5.30 P.M. on Saturday (for consultation only).

The library will remain closed on all public holidays notified by Government of India. All users must prepare to leave the Library ten minutes before closing time and to be out of the building by closing time. Items available for loan may be borrowed until ten minutes before closing time.

4.2.1.2 Library Collection (as on 2008-09)

Central Secretariat Library has total collection of 7.85 lakhs printed documents

4.2.1.3 Library Staff (as on 2008-09)

Central Secretariat Library has 25 total number of staff members, i.e 01 Director, 02 Library Information Officer, 09 Assistant Library and Information Officer, 08 Library and Information Assistant, and 05 others staff.

4.2.1.4 Members of the Library

At present there are approximately 3533 registered members of the library. The provision of membership is centralized and will be regulated from the Central Secretariat Library, Shastri Bhawan, New Delhi. The borrowing members are entitled to use the facility of other branch libraries of CSL. membership of the Library are categorized into following:

a. Central Government Employees.

b. Special Members.

c. Casual Members.

d. Corporate Members.

4.2.1.5 The Resources and their Organization in Central Secretariat Library

The total collection of the library has been segregated into various sections for the convenience of organization and reader’s services.
4.2.1.5.1 General Collection:

The general collection housed in the ground floor provides theoretical exposure to various disciplines and has a strong collection in Hindi language.

4.2.1.5.2 Reference Collection

The resources of the Reference Section contain a strong reference collection for quick retrieval of information through encyclopedias, dictionaries, handbooks, yearbooks, etc. in different spheres of knowledge. It is the policy of the CSL to update these reference sources periodically.

4.2.1.5.3 Serial Collection

The Serials Division of CSL has been making available the nascent information through 121 newspapers of Indian and foreign origin, and through 600 periodicals. Back issues of important periodicals are also kept in the library in bound form and are available to users for reference. Microfilms of newspapers – Times of India w.e.f. 1950 to 1998 and Navbharat Times w.e.f. 1951 to 1998 are also available for reference.

4.2.1.5.4 Area Study Collection:

The Area Study Collection is stacked in the mezzanine floor called Area Study Section and is very widely utilized. The organization of the section is according to the Geographical/Political area and within it by subject. There are approximately 60,000 books in this division. It includes books on SAARC countries. Subject specific books on ‘India’ are also part of the collection and are arranged from National to district level.

A rich collection comprising 5500 rare books pertaining to 18th, 19th and early 20th century on various subjects is also kept in Area Study Section. These books are for reference only. Books published within 30 years are loaned to members and remaining publications are for reference.

The biographical collection, the collection having emphasis on gender studies, the collection of different countries of the world and the rare document collection are some of the strongest asset organized in this division.
4.2.1.5.5 Indian Official Documents Collection

Indian Official Document Section (IOD) acts as the depository of Indian Official Documents by an official order. It has very rich collection of Government Official Documents, which includes Annual Administrative Reports of various Ministries/Departments, Budget and Plan Documents, Civil Lists, Census Reports, Gazettes and Gazetteers, Legal Documents, Parliamentary Debates and reports of various Committees and Commissions appointed from time to time by the Government of India as well as State Governments. This section has a substantial collection of Microfilms and microfiche of Census Reports etc. and other official documents of the British period. Microfilms of Indian Official Documents pertaining to British India and British Library, London are being acquired for research purposes. Under digitization project preparation of CD-ROM of Annual Reports, Demand for Grants, Performance Budget etc. of the Department of Culture and its subordinate offices has been undertaken. The publications are meant for reference only.

4.2.1.5.6 Foreign Official Documents Collection

Foreign Official Documents Collection consists of Official Documents pertaining to US, UN, UNESCO, UK and other countries like Australia and Korea. In this section there is a unique collection of UK Publications such as Command papers, Hansard reports, World Bank Reports, IFLA Publications, WTO publications like World Investment Reports, Disarmament Year Book etc. There is a large collection of UNESCO Publications. Under the US exchange programme, this section regularly receives US Government documents. There are about 50,000 publication in this collection.

4.2.1.5.7 Special Collection – Non-Print Material

In addition to normal printed documents CSL has started making concerted efforts to develop non-print media collection especially for research purposes. The library has started acquiring CD-ROM databases and microforms regularly. In this collection about 450 CD-ROM databases and 90,000 microforms are available. The library also has rich collection of Indian Official Documents in microform.
4.2.1.5.8 Books and Non-Book Collection of CSL, TSL and RKP

The entire collection of the CSL branches could be divided into three different groups:

1. English Language collection at CSL;
2. Collection in 14 constitutionally approved Indian Languages located at TSL; and
3. Text Book collection for undergraduate students located at RKP

4.2.1.6 Information Technology Applications at CSL:

In addition to the collection development process, the CSL has been venturing in the field of information and communication technology by providing strong infrastructure support to use IT gadgets. The Online Public Access Catalogue (OPAC) has been activated. CSL has outsourced its resources to different private agencies in order to provide access to OPAC with the bibliographical information of its entire collection available in different divisions. It has also planned to provide OPAC services for all its Hindi and other Indian regional language collection available in Tulsi Sadan. Such Online database has been planned with the help of international standards used in library and information science field. It is our endeavor to accomplish this task within a targeted period of two years. CSL also has planned to provide Web based services with the help of such databases. In addition to the OPAC services, CSL has been providing access to Internet service through dedicated line available through NIC and hope to develop a portal of all the Government of India libraries. CSL also venturing in the field of digitization by creating the database of all Government of India Gazette (Central Government) notifications issued by the Government of India and wish to make it available through web based services.

4.2.1.7 Services

CSL Provides following types of services:

- **Reprographic services:** The CSL has full-fledged reprographic unit comprising of complete microfilm/ microfiche processing and duplication equipment, photocopying machines, electronic duplicator, collator, and microfiche/ film reader printer. CSL provides a whole range of services to its users and to the Department of Culture. All types of members from the library may obtain
photocopying services on payment basis. Minimum charges are Rs.5/- (Re1 for A/4 size paper per exposure and Rs.2/- for A3 size paper per exposure).

- Hard copies from microfilm/fiche available in CSL can be had on payment basis.

- **Reference Service:** The library maintains a separate reference collection consisting of fast finding tools such as almanacs, atlases, biographical and language dictionaries, directories, handbooks and statistical compilations, encyclopedias, technical data, maps, films etc. The reference books are not issued but consulted within the library.

- **Inter-Library Loans:** In order to enhance the resources of the library books required for its members library acquires books on Inter-library loan. For books taken on Interlibrary Loan, the loan period is at the discretion of the lending library and the due date will be fixed accordingly. No renewals

- **Internet Service:** The library is providing the facility of Internet access to the bonafide members of the library. The bonafide members can use the Internet in the library by producing their valid membership card of the staff of the library.

- **CD-ROM Service:** Library database services consultation/printout service on payment basis.

4.2.2 Jamia Millia Islamia

4.2.2.1 About the University

Jamia Millia Islamia, an institution originally established at Aligarh in India in 1920. Maulana Mehmud Hasan laid the foundation stone of Jamia Millia Islamia at Aligarh on Friday 29 Oct 1920. Hakim Ajmal Khan, Dr. Mukhtar Ahmed Ansari and Abdul Majeed Khwaja supported by Gandhiji, shifted Jamia from Aligarh to Karol bagh in New Delhi in 1925. In 1928 the leadership of Jamia moved into the hands of Dr. Zakir Hussain who became its Vice-Chancellor. In 1936 Jamia was shifted to new campus at Okhla. On 4 June 1939, Jamia Millia Islamia was registered as a society. In 1962, the UGC declared the Jamia ‘deemed to be university’. By a special act of the parliament, Jamia was made a central University of India in Dec. 1988. Many new courses at UG and PG levels have since been added. Beside its six faculties, Jamia has a number of centers of learning and research. The Jamia is also marching ahead in the
field of information technology. Apart from this, the Jamia has a campus wide network, which connects a large number of its departments and offices.

4.2.2 Zakir Husain Library

The Library of Jamia Millia Islamia, Dr. Zakir Husain library was established with the establishment of the Jamia in 1920. The library was started first with a small collection donated by Maulana Mohd Ali Jauhar. The library was named Dr. Zakir Husain library in 1973 on the name of the former Vice-Chancellor of Jamia Millia Islamia and former president of India. Dr. Zakir Husain Library is the central library of the Jamia library system, which includes various faculty libraries. The existing building covers an area of 22,900 sq. ft. A new central library building covered area of 1,06,850 sq. ft. The building has been designed to reflect the Jamia’s contemporary image and accommodate the ever-increasing demands of the modern library system.

4.2.2.3 Library Hours

Opening hours of library are divided accordingly to season.

- Aug-Oct 09:00 a.m – 10:00 p.m.
- Nov-Feb 09:00 a.m — midnight
- Mar-May 09:00 a.m -- 02:00 a.m.
- Jun-July 09:00 a.m -- 09:00 p.m.

4.2.2.4 Library Collection (As on 2008-09)

Zakir Husain Library has total collection of 3.44 lakhs books and bound volumes of periodicals, 2000 manuscripts, and 1100 thesis. It subscribes to 649 print journals, and provides access to 6,000 e-journals. The collection caters to the teaching and research programmes of all of Jamia’s teaching departments and research centers. It has a textbook Section of about 8,000 books. These are reserved books, which are made available for consultation/overnight issue.

4.2.2.4.1 The Mohibbul Hasan Reference Collection

It comprises more than 5000 books in English, Arabic, Persian and Hindi, which covers encyclopedias, dictionaries, handbooks, almanacs, yearbooks,
biographical sources, and E-reference sources. Some reference source are available in CD format and online, and can be accessed throughout Jamia on the website.

4.2.2.4.2 Print Journals

Library subscribes 649 journals one of these 166 journal subscribe international and receives 53 periodicals as gift / exchanges.

4.2.2.4.3 Urdu Collection

Collection of 30,000 books on life and literature, history and culture, medicine and science are available in urdu. All Urdu publications of Maktaba Jamia, Idara-e Taleem-o-Taraqqi, NCPUI, etc. are available. A rare collections on Hinduism, Sikhism, and Jainism compiled in Urdu.

4.2.2.4.4 Arabic Collection

Collection of 5,000 books on Arab literature as well as reference material and writings of khalil Gibran, Taha Husain, Najuib Mahfooz, and Taufiqul Hakeem are written in Arabic language. Computerized database can be viewed on dedicated terminals in the OPAC area. Print copies available for reference.

4.2.2.4.5 Hindi Collection

Collection of 25,000 books on literature and also writings of Prem chand, Mahadevi Verma and other hindi collection are available. These Collection data can be accessed through online catalogue.

4.2.2.4.6 Manuscripts

Library has more than 2000 manuscripts on subjects like astronomy, astrology, music, Qurnic studies, Sufism, logic, philosophy, Unani medicine, mathematics, Oriental Studies, and Hinduism. These are in Arabic, Persian, Urdu, Pasto, Punjabi and Brij Bhasha, and pertain to the period 1591-1922 AD.

4.2.2.5 Library Staff (as on 2008-09)

Zakir Husain Library has 51 total number of staff, i.e., 01 Librarian, 01 Deputy Librarians, 06 Assistant Librarians, 01 Information Scientist, 14 Professional Assistant, 09 Semi-Professional Assistants, 18 Library Attendants, 01 Lecturer
4.2.6 Membership (As on 2008-09)

All the bonafide students, faculty members and other non teaching staff are the members of the library. At present there are approximately 14,718 member of the library, i.e., 1476 faculty members, 913 non teaching staff, 1131 researcher scholars, 7198 P.G and U.G. students and 4000 members of others categories.

4.2.7 Library Services

Zakir Husain Library provides the following services to its users:

- **Lending Service:** The library has made available the borrowing facilities of books between 9:00 am to 4:30 pm.

- **Reading Room Service:** Reading and studying facility for textbook collection is made available within the reading halls. The separate reading halls for scholars / teachers and PG students are available.

- **Orientation Programmes:** Individual and group orientation programmes are available for digital resources and services.

- **Document Delivery Service:** Bonafide members of the library can get reprints of journals / articles by filling up the form at the circulation counter.

- **Photocopy Service:** The library provides photocopy services through private contractors. The services are located as a separate unit next to main entrance of the textbooks section. The users can approach the unit directly. They may also request the circulation counter.

- **Inter Library Loan Service:** The library offers inter library loan service to its users for the books, periodical and articles that are not available in the library. This service is provided on No profit-No loss basis and expected to be prompt. The library, in turn also lends its resources to the libraries of other government and academic institutions. Library has institutional memberships of DELNET, British Council Division, American Centre Library & INFLIBNET.

- **Document Procurement Services:** Document procurement services can be made available from American Center Library, British Council Library, DELNET and INFLIBNET.
• **Reference Service:** The library maintains a separate reference collection consisting of fast finding tools such as almanacs, atlases, biographical and language dictionaries, directories, handbooks and statistical compilations, encyclopedias, technical data, maps, films etc. The reference books are not issued but consulted within the library. The library provides the reprographic service in this section also. Reference services provides assistance with factual and research questions, subject guides on finding and using materials and Library instructions and research consultation.

• **Internet Service:** The library is providing the facility of Internet access to the bonafide members of the library. The bonafide members can use the Internet in the library by producing their valid membership card of the staff of the library. The Library receives Content and indexed bibliographic records from Informatics (India) electronically by FTP or e-mail every week. To promote application of IT in the use of Library Services, Dr. Zakir Husain Library has organized 8 major seminar/conferences, 16 exhibitions since 2002 and continues with education programmes for staff and library professionals across the country.

• **OPAC:** OPAC the card catalogues have been replaced by computer based Online Catalogue in the library of JMI. The Online Catalogue is placed at the entrance lobby of the main building and the users can search the relevant documents by using OPAC terminals that have been placed there. The Online Public Access Catalogue allows the users to search the relevant documents by: Author, Title, Subjects, Keywords, and Class No. The computer catalogue, Online Catalogue is extremely user friendly and enables users to search the relevant information with much ease and speed. It also gives the availability status of documents, whether a particular document is available or on loan. On site orientation and guidance is available at the Online Catalogue terminals.

4.2.2.8 **Library Computerization**

Library’s LAN is linked to the fibre-optics backbone of Jamia’s campus-wide WAN. The LAN has an Compaq Proliant server based. There are 11 laser printers, 02 bar-code label printers, 01 card printer, 06 hand-held bar-code scanners, and four flat-bed scanners operational at the related service points.
4.2.2.9 Digital Resource Centre

Presently 100 systems have been providing to make it a gateway to Digital Resources. It provides access to 6,000 peer-reviewed scholarly e-journals in the various fields. Dr. Zakir Husain Library has launched the digital information resource centre for the Jamia Millia’s academic and research community. It provides the access to databases of electronic resources to the bonafide members. These services are available through intranet. The databases of electronic resources are constantly reviewed and updated according to the growing needs of the Jamia community. Orientation programmes on use of digital information resources are periodically conducted. The users may log on to the Jamia’s website. The users may also log on to the concerned website according to the URL indicated at the end of each database.

4.2.3 Nehru Memorial Museum and Library (NMML)

4.2.3.1 About Library

The Nehru Memorial Museum and Library (NMML) is located in the majestic Teen Murti House, the official residence of the first Prime Minister of India. The Government of India decided soon after Nehru’s death to dedicate the Teen Murti House to his memory and on 14 November, 1964, Nehru’s 75th birthday, the then President of India, Dr. Sarvepalli Radhakrishnan, inaugurated the Nehru Memorial Museum and Library. Later, on 1 April, 1966, the Government set up the Nehru Memorial Museum and Library Society to manage the institution as an autonomous body. The General Council and the President and the Vice President of the Society are nominated by the Union Government.

Initially, the Museum was set up in the eastern wing and the Library in the western wing of the sprawling building. With the passage of time and the rapid growth of research material in the Library, more space was required and an exclusive Library building was constructed. It was inaugurated by the then President, Shri V V Giri, in January 1974. However, the steady increase in the volume of material required for research further necessitated the construction of an annexe building, which was completed in 1989. The Centre for Contemporary Studies was set up in this building as a new unit in 1990. A personalia Museum on the life and times of Jawaharlal Nehru, a Library which has a pre-eminent position among the social science libraries in the country, the Manuscripts, the Oral History, the Research and Publications, the
Reprography and Preservation Divisions, Nehru Planetarium and finally the Centre for Contemporary Studies are the important units which now thrive under the aegis of the Nehru Memorial Museum and Library. The executive management of this prestigious institution is carried out by the Director, at present Prof. Mridula Mukherjee. The institution has emerged as a place of pilgrimage for the Indian masses on the one hand, and as a premier research centre and a forum for intellectual activity on the others.

4.2.3.2 Library Hours

**Opening Hours:**

- 9.00 A.M. to 7.00 P.M. Monday to Friday.
- 9.00 A.M. to 5.30 P.M. on Saturday

4.2.3.3 Library Collection (as on 2008-09)

Nehru Memorial Museum and Library (NMML) has total collection of 2.48 lakhs books, bound volumes of periodicals and other material, 4972 newspapers files, and 1287 thesis/dissertations. It subscribes to 503 print journals in which 189 are international and 314 journals are national,. Apart from these collections it has also more than 1, 65066 photographs of Pt. Nehru and of other eminent Indian leaders and national events, 600 private papers/oral History Transcripts, 18045 microform, 51,322 microfiche and 226 CDs/DVD ROM Disk.

4.2.3.3.1 Variety of Collection at NMML

The library is a rich treasure house of many rare printed materials, books, and periodicals, newspapers belonging to pre and post independence India. It also has unpublished records of institutions and private papers of renowned Indians which are an impeccable material for research scholars in modern history, economics, administration or even planning. The library houses materials pertaining to the various policies, treaties including five year plans that were undertaken under the aegis of Pt. Nehru. Apart from these books the library also boasts of a rare collection of newspaper clippings and photographs from the Independence movement. The library also has a good collection of books all from the personal inventory of the late Prime Minister. These include books in history, philosophy, religion and some important books penned by the great visionary himself. Since Nehru was an avid reader he had books of different foreign languages also. Apart from English books there are books in Urdu, Hindi and other Indian languages.
4.2.3.3.2 Conservation of Books

Conservation is one of the most important activities of the library and one of its trademarks. Through the various conservation activities the Nehru Memorial and Museum Library, Delhi endeavors to hand over rare books to the future generation. The different modes of conservation being: Physical Conservation, Chemical Conservation, Reprographic Preservation and Digitization. These books are extremely significant, as they not only give us an insight into Nehru's thinking but also very instrumental for future planning of India.

4.2.3.4 Library Staff (as on 2008-09)

Nehru Memorial Museum and Library (NMML) has 29 total number of staff i.e., 01 Director, 01 Deputy Librarian, 10 Senior Library and Information Assistant, 09 Junior Library and Information Assistant, 04 Assistant Library and Information Officer and 04 library attendants.

4.2.3.5 Membership (as on 2008-09)

At present there are 17,646 registered members of the library. The library offers both Individual and Industrial membership. For individuals there is both reading and lending facilities. Individuals need to subscribe annually in order to enjoy borrowing for which a certain amount of security deposit is charged extra that is of course refundable. The membership rule is however different for Industrial members who could be government sponsored or even working and retired bureaucrats.

Apart from that membership of the library is open to the following categories of bonafide members working primarily in the field of Humanities and Social Sciences:

- Professors, Readers and Lecturers of Universities in India and abroad.
- Bonafide research scholars.
- Bonafide P.G. Students
- Any other person engaged in research or writing related to the holdings in the organization.

Membership fee is very nominal for admission to the library, i.e., Rs. 50/ for a week, Rs. 200/ for two months and Rs. 500/ for a year.
4.2.3.6 Services: NMML provides the following types of services:

- **Reprographic Service:** The library provides reprographic services to the users. The services are located as a separate unit. The users can approach the unit directly. They may also request the circulation counter. For any difficulty or assistance, the users may approach the Incharge of user services.

- **Online Personal Catalog service:** Online Personal Catalog service has been replaced by computer based Online Catalogue in the library. The Online Catalogue is placed at the entrance lobby of the main building and the users can search the relevant documents by using OPAC terminals that have been placed there. The Online Public Access Catalogue allows the users to search the relevant documents by: Author, Title, Subjects, Keywords, and Class No. The Online Catalogue is extremely user friendly and enables users to search the relevant information with much ease and speed. It also gives the availability status of documents, whether a particular document is available or on loan. On site orientation and guidance is available at the Online Catalogue terminals.

- **Internet service:** The library is providing the facility of Internet access to the bonafide members of the library. The bonafide members can use the Internet in the library by producing their valid membership card of the to the staff of the library.

- **Inter Library Loan:** The library provides inter library loan service to its users for the books, periodical and articles that are not available in the library.

- **Referral Service:** Library also providing referral service to their users and helps the users in getting right information at the right personal way. Staff referred them at the right place to get the information which a user wants.

- **Bibliographic Service:** Library also providing bibliographic service to their users. Under this service user can get the complete bibliographic information about the documents related to their interest.

- **Microfilm copy and Microfiche copy:** NMML has a rich collection of microfilm and microfiche in the microfilm and microfiche section on the first floor of the reading room. Scholars are advised to meet the Incharge to get the service.
REFERENCES


4. http://www.csl.nic.in
