RECOMMENDATIONS.

After a detailed study of the feedbacks from the questionnaire, the following recommendations are made to augment the existing facilities in the matter of acquisition of documents; their organisation and finally the services to the user community.

1. ACQUISITION:

**Books:** The acquisition of books to be grouped under two heads i.e. (1) Information Needs and (2) Collection development.

   (1) The books which are required for immediate consultation must be acquired on top priority "By Air Mail", if necessary. (2) Need based criteria be followed in the matter of collection development so as to avoid ordering unconsidered books.

   **Reports:** The reports acquisition as far as possible should be on "Exchange" basis. When this is not possible microfiche copies may be procured in order to keep the expendititure at reasonable levels. Besides, it helps speedy acquisition too, as microfiche can be transported by air. The Microfiche Reader Printer may be extensively used to meet the needs of scientists for hard copy.

   **Periodicals:** A few publishers such as Pergamon and Elsevier supply journals by airmail free of charge and therefore in order to save time the journals published by them should be acquired directly instead of routing through agents. It is advisable to subscribe to journals directly with the publishers. Further the core periodicals may be acquired by air so as to make them available to the scientists immediately after their publication.
2. **PROCESSING THE INFORMATION RESOURCES.**

The delay in processing the books, reports and journals be reduced to a minimum. Automation be implemented gradually to speed up the work.

3. **ORGANISATION OF RESOURCES**

The classification scheme (CC) is more complicated and accordingly, the arrangement of books on the shelves are not easily accessible as mixed notation is unfamiliar to the users. It would, therefore, be necessary to devise a simple scheme, if necessary, a special scheme of classification with simple notation.

A card catalogue be provided for microfiche reports. In the absence of this catalogue, readers find it difficult to access the microfiche reports.

A list of core periodicals received during the week be put on the notice boards for the benefit of the scientific community.

4. **BINDING.**

The binding section should be organised properly so as to get the documents bound in time. For this purpose the journals may be grouped in to three categories such as (1) Core journals, (2) Peripheral journals and (3) General. The binder may be instructed to complete the job in one, two and three weeks time respectively. Similar categorisation may be done regarding books, depending up on their usage. A separate binding section with necessary equipment be created to speed up the binding work.

A list of documents sent for binding be announced on the notice boards for information. The pages missing in back volumes of journals be taken a serious view and efforts be made to replace them.
5. SERVICES.

(1) **Selective Dissimination of Information**: Importance to be given to service aspect by providing the information required by our readers. Selective Dissimination of Information Service be augmented in a big way covering the disciplines of all projects of the laboratory. It is not possible to handle SDI service on large scale manually and therefore, it is necessary to take up this service using computers.

(2) **Translations**: Translation service needs immediate attention. A panel of translators be appointed directly from the laboratory on contract basis. They should strictly adhere to the time schedules.

(3) **Personalised service**: Library personnel should meet the project leaders, scientists and engineers periodically and ascertain their needs and provide service accordingly. They should explain to them the services of the library which can be suitably modified to their needs. The information required by the scientists be provided as early as possible, using the library techniques, wherever applicable.

(4) **Reprography service**: The rules governing xerox copies be liberalised and an easy access provided to the users. A few more xerox machines may be acquired to ease the situation.

6. **CLEANLINESS, VENTILATION AND LIBRARY ETIQUETTE**.

The library stacks, furniture be kept clean and be free from dust. The windows on either side of the stack rooms as well as reading hall be kept open for free ventilation. Noise arising from walking up and down the reading hall and staff discussions should be checked to the minimum so that users could concentrate in their study.

7. **USER ORIENTATION PROGRAMME**.

User Orientation Programme may be conducted periodically so that they could be aware of the resources available, the services rendered and the library procedures followed in all its activities. A booklet containing the library collections, their organisation, retrieval methods and services etc., be brought out periodically for the general information of the users.
8. **FEED BACK FROM SCIENTISTS.**

It is advisable to know the quality of library services periodically and the feedback from the users could form the yardstick. It is therefore, essential to assign the task of liaison with the users to a group of library staff who in turn will report to the librarian for necessary action.

9. **EXHIBITION.**

Library should organise seminars and exhibitions periodically and appraise the services rendered to the users. The readers and librarians should meet on a common platform and exchange their views for further improvements.

10. **BELUR LIBRARY.**

The entire resources on the disciplines Aerodynamics, Fluid Mechanics and Propulsion be transferred to Belur Library.

A card catalogue showing the entire collection held in sub-library and main library be provided at Belur for an overall view of the resources available.

A Xerox machine and a Microfiche Reader Printer be provided at Belur Library to serve its readers.

A sub-library committee, consisting of scientists from Aerodynamics, Propulsion and Fluid Mechanics Division be set up in order to solve the day to day problems and improve the services.

**GENERAL.**

The resources like films, cassette tapes, magnetic tapes, microfiche, microfilm, etc., needs reorganisation for easy access. It is also necessary to preserve them in an airconditioned environment so as to avoid damage and deterioration. Necessary instructions be given to the borrowers of these materials for safe custody and free from damage.