APPENDICES
APPENDIX I A
MODEL OR EXPERIMENTAL LIBRARY

The Indian Institutes of Technology are centres of excellence in engineering education in the country with the status of national importance.

All the five I.I.Ts which are of about the same size, each having between 2500-3000 students and about 300-400 faculty members. By Indian standards, they also enjoy comparatively substantial support and currently have an annual recurring budget of the order of Rs.100 millions each.

Apart from the various branches of engineering, all IITs have besides, a department each in the humanities.

Naturally the libraries in these institutes of higher learning and research are major sources of information in the country in the field of science and technology. They are well developed and organised compared to libraries of the regional and other engineering colleges due to better provision of finance, physical facilities and staff.
The IIT at Madras was founded in 1959. It was the third in the chain of five institutes established in India with substantial assistance from West Germany. In fact, it could be said that it is the largest West German educational project in the world and is an outstanding example of Indo-German collaboration and partnership for a quarter of a century.

As observed by the Radhakrishnan Commission (1949) in its report "the library is the heart of all the Universities' work; directly so as regards its research work and indirectly as regards its educational work, which derives its life from research work. Scientific research needs a library as well as its laboratories, while for humanistic research the library is both library and laboratory in one".

The pattern of library planning, organisation and services existing at IIT, Madras aims to translate into action the above observation in its own modest yet imitable way by supporting the teaching, research and consultancy activities of the institute so as to bring forth the fullest educational effectiveness.

**Library Building and Its Layout**

The library which was originally functioning in a wing of the Civil Engineering Block moved in 1967 to its
own present impressive building located at the centre of the Institute Campus amidst its sylvan surroundings.

It is a two storeyed block designed on modern functional lines with 3-tiered stacks and two basements on either side housing the library binding and reprographics section. The carpet floor area of the building is roughly 30,000 sq.ft which can accommodate about 1,00,000 volumes and 250 readers.

The significant areas:

1) Service Counter: - The service counter is located in (near) the entrance hall of the library. Books are issued to the readers and discharged on their return here. Queries regarding the location of the books, reservations etc., are attended to here.

2) Catalogues: - The catalogue cabinets are located adjacent to the service counter on the ground floor. The catalogue consists of two parts - the classified and the alphabetical.

The Alphabetical part contains cards filed under the names of authors (joint authors) editors, translators and compilers arranged in alphabetical sequence.
The Classified part is made up of two parts: one containing cards for books according to UDC members and other for pamphlets filed according to Colon numbers or according to accession order where they are not classified.

The following colour scheme adopted for the catalogue cards aids readers in quickly identifying the form of the publication and its location.

Books and other publications - White cards
Pamphlets - Yellow Cards
Micro Fische/subject reference - Pink cards
Publications issued on permanent loan to departments. - Green Cards

3) Reading Halls: - There are two air-conditioned reading halls and one group-study room.

Reading Hall (Ground Floor): - This is situated facing the service counter. At the northern end of the hall, are arranged conventional reference books like dictionaries, encyclopedias, yearbooks etc., and in the southern end, the abstracting and indexing periodicals like Chemical Abstracts, Engineering Index, are kept.
One or two copies of text books for which multiple copies are available in the loan areas are also kept in this hall for reference.

Reading Hall (First Floor): This is situated adjacent to the periodicals service counter. All the current issues of periodicals are displayed in this hall. They are arranged broadly subjectwise. A linedex kept at the service counter, enables the reader to have the particulars of a periodical like its title, periodicity, volume and year from which it is available in the library and its placement number. Seating accommodation is provided for 100 readers.

There is also an air-conditioned group-study room adjacent to the lobby here to seat 25 readers.

4) Stacks:

Stack 1 (Ground Floor): Books on sciences, Engineering and Technology are housed here.

Stack II: Books and back volumes on humanities and social sciences, pamphlets, reports including art and special collections in separate enclosure are housed here.
The book-bank is also kept here in the enclosures.

Stack III: Back volumes of periodicals are shelved here. They are arranged according to their placement numbers. A duplicate linedex is kept at the entrance to the stack for the use of readers.

All the book stacks are provided with subject/shelf/bay guides for easy location of required publication.

Library System and Resources

The library system of IIT, Madras consists of the Central Library and the several book collections, lent on block-loan to the various departments and centres of the Institute.

The major part of the library's holdings is in the form of books and bound volumes of periodicals displayed on open shelves. Some publications because of their physical form (pamphlets) are kept in the specially made boxes.

The library has over a lakh and eighty thousand volumes of books, technical communications, reports, thesis, standard specifications, proceedings and bound volumes
of periodicals, covering all branches of science and technology, humanities and social sciences taught at the Institute and in which R & D work is carried on. The collection is increased annually by about 5000 volumes. Basic sciences and technology claim a high percentage of these annual additions.

The library receives more than 1300 primary journals and cover to cover translations from Russian and other non-English journals.

Text books in demand are provided in multiple copies and one copy of each of them is kept in the text-books reference collection.

Besides, there is a book-bank for the convenience of the weaker sections of the student community.

A considerable collection of theses and dissertations accepted by West German Universities is also available in the library.

Media resource section of the library includes a small but increasing collection of technical films and user education kits. The Central Library of IIT, Madras is a partial archives of Encyclopedia Cinematographica acquired from the Institut Fur Wissen-Schaflicen Film, Gottingen and the technical films of interest to research workers.
The library has also substantial holdings of reports.

In brief, the collection of IIT, Madras is the single biggest unit for scientific and technical literature in the southern region of the country and forms a treasure trove of information to the scientists and technologists.

Library Organisation

The library operations are grouped into three main divisions as follows:

1) Technical Services
2) Readers Services
3) General Administration

The library's functions are divided into twelve units each headed by a professional under the supervision of one of the three Asst. Librarians/Deputy Librarian to carry out the following operations.

1) Acquisition Section :-
   Book orders and payments
   Gifts and exchanges

2) Processing Section :-
   Classification & Cataloguing the publications including the micro form of literature.
   Central and departmental collection catalogues.
lii) Periodical/Serials Section: -
Subscriptions and their payments
Registration and claims

iv) Documentation Section : -
SDI Service
Maintenance of Information profile
Supply of translations and maintenance of a roaster of translators.

v) Circulation Section :-
Enrolment
Issue and return of publications
Reservation, recalls and renewal of loans
Management of the Book Bank

vi) Reference Section: -
Assistance to readers
Literature searches
Compilation of bibliographies/reading lists
Inter-Library loans
Maintenance of the Union Catalogue of IITs.

vii) Media Resources Section :-
Use of micro form literature
User education programmes.
viii) **Maintenance Section:**

Stock rectification-cum-stock verification
Maintenance of readers' service.

ix) **General Administration Section:**

Committee work and central office function
Administration of Library staff etc.

x) **Reprographic Section:**

Supply of Xerox and micro film copies
Printing of library forms and publications

xi) **Binding Section:**

Spot repairs
Mending and binding of library's holdings

xii) **Systems and Computerisation Section:**

a) System Analysis and research in library methodology.

b) Library Computerisation and data preparation.

The library staff, both professional and non-professional numbering in all 80, are thus cast into functional groups with fixed responsibilities for acquisition, processing, circulation and reference service on the above lines.
However no matter which section it is, all areas and sections of the library have one common and cardinal function, nay duty, and that is to serve the readers and assist them in finding and using the resources of the library to the fullest extent.

It may be relevant to describe below the scope of work of the above sections.

**Acquisition Section:**

The library's acquisition policy may be summed up as growth, consolidation and co-ordination. As new courses are announced or anticipated or changes in the curriculum occur or any new research programme is planned either in the department and the centres of the institution or sponsored research projects are undertaken, the acquisition section of the library gears itself to provide the necessary bibliographic tools towards their support and fulfilment.

There is a welcome and healthy participation and co-operation between the library staff and the faculty in the matter of book-selection.

Each senior member of the library staff has the responsibility for building up the book collection in consultation and co-operation with a nominee of each department and therefore, he scans the announcements, reviews
etc., on new publications and brings them to the notice of the faculty member concerned.

Also, as a large number of publishers' catalogues, hand-outs etc., are received, the acquisition section staff carefully sorts them out and thro' standardised form keeps the faculty and the departments, constantly and systematically, informed about the recent publications along with monthly statistics of expense and balance of book funds.

Books are also received on approval, for selection, from publishers and book-sellers.

**Processing Section :**

For classifying books, the UDC is followed and a classified catalogue on cards with an exhaustive alphabetical index for authors, selective titles, editors, translators; subject index etc., is maintained in the library for the use of readers. Also, a cumulative catalogue of books in 15 parts, the first of its kind among the IITs, in a portable book form has been published and made available to various departments and centres of the Institute for use at their ease. The catalogue is also sold to other institutions in the country for facilitating inter-library loan.
The library follows the Golon classification for its pamphlet collection.

The standards and reports are arranged by their code numbers.

**Periodicals Section**:

The library arranges for direct subscription of periodicals both foreign and Indian. Though over 1300 and odd journals are received in the library their registrations, renewals, claims and other follow-up work are done systematically with various innovations in Kardex.

**General Administration Section**:

As mentioned earlier this section looks after the Central Office and committee works, general working of library and purchase of library stationery.

This section arranges for in-service training for new entrants before they are assigned and posted to specific sections of the library. As an aid to in-service training the library has published the Hand Book of library administration with its companion volume, for standardised forms and registers to be used in the different sections of the library.
Circulation and Reference Section:

This section deals with all library transactions such as enrolment of members, charging and discharging, recall of publications, reservations and inter-library transactions.

Professionals on floor duty are always at hand in the reference section to help the readers in consulting the catalogues, answering queries and interpreting the library's varied aspects and services. Besides this personalised service, the library has also brought out a guide to library resources, 'know your library' which is supplied free to all members upon their enrollment.

The library also provides a sound-slide demonstration about its functions for the benefit of the freshers, as part of its 'user-education' programme.

Readers' facilities & services:

IIT being a residential institute, the library is kept open to the maximum number of hours for the benefit of staff and students alike.

The library working hours are as follows:

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<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Working days &amp;</td>
<td>8.00 AM 10.30 PM</td>
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<tr>
<td>Sundays</td>
<td></td>
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<tr>
<td>Saturdays</td>
<td>9.00 AM 7.00 PM</td>
</tr>
<tr>
<td>Other holidays</td>
<td>9.00 AM 5.00 PM</td>
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Also, being the major technological university library in the southern region of the country, it has many callers on its resources. Its membership is open to bonafide research scholars and industrial organisations, both in private and public sectors. It is kept open for their convenience every day of the year except for 7 national holidays.

Readers have open access to almost 90% of the library's resources. As mentioned earlier, there are two air conditioned reading halls, and a group study room for comfortable browsing or serious reading. Air conditioned, readers' enclosures are also available in each of the stacks.

**Services:**

The services provided by the library include among other things

1. Loan of publications on long-term basis
2. Inter-library loans
3. Book-bank
4. Literature section
5. Current awareness service
6. Reference service
7. Translation service
8. User-education service
9. Information service.
Information Services:

L.I.B.: The fortnightly library information bulletin announcing the addition of new publications to the library is a part of current awareness services.

S.D.I.: The library offers a weekly selective dissemination of information service to various departments of the Institute as well as to external subscribers.

Translation Services:

The existence and utility of a substantial proportion of scientific & technical literature in languages other than English makes it imperative that library systems of IITs stature contrive to make them available to their clientele either in the form of published translations or get them translated institutionally.

With this end in view, the library has drawn a panel of translators for foreign languages from among the Institute's faculty and, wherever the published translations required by the research workers are not available with international translation centres like ETC, NTC or BLL, the translation work is entrusted to the members of the panel. A Roaster of Subject Specialist Translators is also brought out for the above purpose.
Reprographic Services:

The library has got its own reprographic unit for providing reprographic services to its clientele in furtherance of their research work. It has facilities for xeroxing, micro filming, photo copying and offset printing.

Bindary:

The library bindary is primarily intended for mending and binding the books and journals of the library. It extends its services to the departments and centres of the Institute. It has equipment for cutting, perforating, wire stitching and embossing.

Communication Service:

A telex machine located in the library links it with international inter-library loan systems for effective user service.

THE FUTURE

The future of any academic library is in inextricably linked up with that of its parent body. As the parent body of IIT, Madras has been established upon sound and genuine friendship with advanced technological universities of West Germany and supported with generous Government aid, the bright present gives assurance that an even brighter future lies ahead of the library.