Appendix-III

UNIVERSITY OF HYDERABAD
Indira Gandhi Memorial Library

Highlights

1 Introduction

- It is a central facility to support teaching and research needs of the University
- Has rich collection of over 2.75 lakhs of volumes of books, reference books, back volumes of research periodicals, and theses and dissertations
- Subscribes to over 650 Current periodicals
- Has electronic access to over 2300 full text journals over campus wide LAN
- Has moderate collection of over 2500 books under SC/ST book bank
- A good collection of 16 mm educational films in Science and Arts
- Has OHP system, slide projector, and audiotape recorders and audiotapes for the blind students
- Library is open all through the year except for six days in a year
- Has staff strength of 67 (Technical, and Non technical)
- Working hours are 8:00 am to 10:00 pm week days and 10:00 am to 5:00 pm on Sundays and Second Saturdays other holidays and up to midnight for 4 weeks during the semester examinations

2 Automation activities

- Library automation started in the year 1989
- Library has the distinction of being the first University Library in the Country, to have fully automated all its housekeeping operations
Automation includes

- All the Library activities in all the sections are computerized
- Library database has all the Books and Journals etc
- All the books are bar coded
- Library users are issued with a bar coded ID card
- Library has Local Area Network
- Connected on to the Campus wide Network connecting all the Schools and Departments
- Library Catalogue is replaced with Computer terminals (Online Public Access Catalogue)
- E mail and Internet facilities for all the registered users
- CD Net server connected over the Campus wide LAN
- Trained all the Professional Library Staff members and all the Library Users
- Library Web page and its availability over the Net

3 Library Services

- Open access system
- Lending facilities
- Internet search services
- Inter library loan services
- Network based services
- Digital information services
- Orientation to the library users
- Photocopy facilities

4 Other Activities

- Turnkey project works to Computerize other Libraries i.e. Dr B R Ambedkar Open University Library and City Central Library by entering into Memorandum of Understanding
• Started a highly focused Postgraduate Diploma course in Library Automation and Networking (two semesters with practical orientation) from the year 1998

• Has been actively assisting other University libraries in offering suggestions on Library Automation on request

• Has compiled a Union List of holdings of periodicals of 30 major libraries in the Twin Cities recently under UGC's major research project

• UGC has identified this library as one of the six Document Delivery Centers under the INFLIBNET program to provide information services to the scholars on request

• NBHM has recognized this library as Regional Library and providing funding

• UGC has approved our proposal and released a special grant for establishing a digital Library. University has signed MoUs with M/s SUN Microsystems and M/s VILS Inc USA (as joint project) to support for 2 years. This will be the first University library to get the status of creating a Digital Library in India. The project would cover creation of one lakh pages of digital information resources to make these resources available over the net. All the necessary Hardware, Software and the Book Scanner are installed

• A cyber storage system (DF1000) with facility of 400 GB hard disk to capture digital data from the CD/DVDs is available for network access. Data covering over 2500 full text journals with 5-7 years data is available for access over the campus network

• Private sector Institutions are enrolled as Institutional members to provide services
UNIVERSITY OF HYDERABAD

Indira Gandhi Memorial Library

UNIVERSITY LIBRARY

The University Library is a central facility to support the teaching and research needs of the University. The library started functioning from the "Golden Threshold" soon after the University was established in the year 1974. Full fledged library services to the users could start from the year 1976. Dr. Shankar Dayal Sharma inaugurated the new Library building on the main campus, the then Vice President of India during the year 1988. The library has been successfully catering to the needs of all Schools of Sciences, Social Sciences, Humanities, and Management Studies. A library unit functioning at the 'Golden Threshold' to cater to the needs of S N School of Performing Arts, Fine Arts, and Communication and Centre for Folk Culture Studies is shifted to the main campus recently.

The Library has a very rich collection of over 2.75 lakhs (as on March 2002) of volumes comprising of monographs, reference works, Theses & Dissertations, and back volumes of research periodicals. The Library is subscribing to over 650 current periodicals and 50 popular magazines apart from a good number of newspapers both national and international. The Library has over 2000 theses/dissertations accepted for award of M Phil/Ph D degrees by the University. There is a moderate collection of over 2000 textbooks acquired under SC/ST book bank. In addition to the books and journals, the library has a good collection of 16 mm educational films in Sciences and Arts. A good number of books and related reference publications required for the semester courses for all the disciplines are displayed exclusively in the "Reserve Section" for consultation in the library. These books are not issued to the users for borrowing. Books and journal articles not available in the library are borrowed on inter-library loan from other libraries.

The Library has provision for the Private Sector R&D Institutions to become Institutional members to use the Library facilities for reference purpose. We have 15 top ranking Private laboratories as Institutional members and they are using our Library facilities.

A private Xerox unit is working in the library to meet the photocopying needs of the user community. The library has a film projector, overhead projector, and slide projector. To serve the visually handicapped students, the library has acquired several audiocassette recorders and also the
audiotapes. During 2001, a computer system with a scanner is installed with software to scan and read the texts for them. The binding unit of the library is fully equipped with necessary binding equipments to bind the Journals and books and other materials.

The Library is kept open throughout the year except on the following holidays: Republic Day, Independence Day, Gandhi Jayanthi, Holi, Dussahera, and Deepavali. The library hours are: weekdays from 8:00 am to 10:00 pm, on all holidays from 10:00 am to 5:00 pm, and during the examinations up to midnight.

**LIBRARY AUTOMATION**

The library has started its automation activity in the year 1989. This library has the distinction of being the first university library in India to have fully automated all its housekeeping operations. The library database consists of all the books, back volumes of periodicals, current journals, and thesis/dissertations. The database is connected to the campus wide Local Area Network (LAN) for the benefit of network users in all the schools/departments. Network users can search the database by author, title, classification number, subject, KWIC, and Boolean to know whether a book/document is in the library or not. Its status with reservation facility if the book is issued out. Users can see the new arrival of the books and journal issues. Library has replaced its card catalogue with Online Public Access Catalogue (OPAC) terminals for users in the central lobby of the library and two terminals near the stack areas. Library is using Bar code technology at the circulation desk for issue and return transactions.

**CAMPUS NETWORK**

During 1994, the Library was also hooked on to the Campus network through a thick Ethernet. This facilitated the Campus to use the library catalogue over this network. The experience made us to realise during that time that the Library required both online and batch mode features. The amount of data editing for catalogues and providing the classification numbers and book numbers on the books issue slips involved a lot of procedures and physical dislocation of books and data.
COMPUTERIZATION OF DIFFERENT SECTIONS

Acquisition Section
All the operations in this section are automated and are connected on the LAN with Internet and e mail facilities. Acquisition Section of the Library deals with purchase of books, reference books, textbooks, serial publication and multi-volume books. Library operates three types of grants such as Capital Grant (Non recurring) for a period of 5 years, Maintenance Grant (Recurring), which is an annual grant and special grants (DRS, SAP, NBHM, COSIST, and Project grant, etc.) for different disciplines sanctioned by UGC for a period of 5 years. All these grants are separately identified in the acquisition module which updates the day to day operations such as receiving indents for purchase of books, checking duplicates, placing order, receiving and entering the books with a serial number in the Accession register of the Library and the Budget control, etc.

Acquisition module enables quick operations regarding purchase of books, monitoring receipt and providing statistics and reports with regard to purchase of books, subject wise allocation of amount and expenditure incurred.

Technical Section
This section is also on the Local Area Network. The database building for the current books commenced from the year 1994-95. Further, until the automation of the acquisition module took place, the database building was done at the Technical section itself from the year 1989.

The technical processing includes classification, cataloguing, assigning subject headings, data entry, checking, and physical processing, etc., of every book purchased, be it ordered project books, gift/gratis census publications, reports (Govt. Bank, etc.), Theses and Dissertations, etc. When all these operations are completed, the books are released from the Technical section to the Stack area for shelving. Library follows Dewey Decimal classification scheme for classification and AACR2 for Cataloguing and Library of Congress Subject Headings and Cutter's Author mark for Book numbers, etc.

Language Collection
So far as language books are concerned, the database building (from manual to automated environment) of current books commenced around 1997. The method followed is to enter the data in transliterated form with alphabet H T and U before the Call number as Identity number for Hindi.
Telugu and Urdu books Retrospective data conversion completed couple of years back

Under a special grant nearly 2000 books were purchased during the year 1999 for the newly commenced School of Management Studies. These books were technically processed and released to the stack area on priority basis. Time to time books are also purchased and processed from the funds received under SAP DRS COSIST NBHM and other Project Grants etc.

**Periodical Section**

This section is fully computerized and is connected on the LAN with Internet and e-mail facility. Periodical section processes Journal subscriptions, renewals, orders, payments, advances every year. Maintains budget(s) accounts and statistics. Regulates the shelf arrangement of the current journals displays recent arrivals daily subscribes 30% of journals directly and the remaining through the approved Subscription Agencies subscribes over 80% foreign journals subscribing the following Online Journals

1. MATHSCINET from 2000 (AMS service for Mathematical Reviews & Current Mathematical Publications Linking services to various Mathematical Societies and Commercial Publishers)
2. EBSCO ACADEMIC SEARCH & BUSINESS' ELITE From 2001 (Web access to over 2400 full text Journals covering Business Management, Social Sciences, Humanities, Education and General Sciences)
3. ACS web editions & Science Direkt (Elsevier) full text access to the print versions
4. The following Publishers, are also providing web access at Print version cost - RSC, OUP, CUP, Times Higher Education Supplement

**Circulation Section**

This is the front end of library operations providing the lending services to the library users. All the functions of this section is computerized and the transactions in this section are based on the barcode technology. All the Registered Library Users are provided with a Bar coded ID Card and all the books in the library are bar coded. A laser scanner is used for checkout and check-in transactions. This section is connected over the LAN and users can access the data using their ID number from anywhere on the campus to know books borrowed by them and they can reserve a book if the status of the book is on loan.
**Computer Section**

This is the hub of computerized activity of the library i.e. the back end of automation activities in the library. The Library Server is connected on the Campus wide Local Area Network apart from connecting all the sections of the library with structured cabling using Switches and Hubs located in different levels. In all over 70 computers in the library are connected. The section is vested with responsibility of maintenance of all the systems network, Internet and email facilities, training the users, data validation, merging, etc. All the staff members are trained to handle the Library software, Operating System, Proxy server, Scanner operations, Networking, Internet and CD based resources etc. apart from rectifying minor trouble shooting in the Hardware, Software, UPS connectivity, Database maintenance. This Section is also involved in practical demonstration of computerized activities to the visitors to the library apart from training the PGDLAN Students.

**Stack Area**

The Stack Area of the Library has been divided into two wings i.e. Right wing and Left wing.

### Right wing

- **Ground floor**: Books from 001 to 599 99 & Reading Hall I
- **1st mezzanine floor**: Books from 600 to 999 99
- **2nd mezzanine floor**: Hindi, Urdu, Telugu & other languages
- **First floor**: Reading hall – 2

### Left wing

Two Floors of Reading Area and Three floors of Stack Area

- **Ground floor**: Ground Floor Reading Hall is presently used for stacking Reference books, Census Reports, Encyclopedias, Serial publications, theses, and dissertations, Back volumes of Social Sciences, Humanities, Mathematics, and CIS
- **1st mezzanine floor**: Back volumes of Chemistry and Physics
- **2nd mezzanine floor**: Back volumes of Chemical abstracts, biological abstracts, and Life Sciences
- **First floor**: Display of loose issues of current journals and Reading Hall 3

Library attendants six and four have been allotted to the Right and Left
wings of the Library respectively for shelving and cleaning operations. On an average around 2000 books, 500 back volumes, 300 reference books and over 400 loose issues are being shelved and replaced by the attendants every day apart from cleaning and removing the books from the reading tables and clearing the books from the Circulation Desk and attending to the shift duties.

**Binding Section**
This section is equipped with all the necessary equipment for binding books. Current Journals and other materials. This section is also connected on the LAN to enable the users to know the status of the books and journals on the network. All the current journals are bound without waiting for the year to complete. Full Leather, Half Leather, Rexine, Cardboard Paper, and Ordinary binding etc. are the types of binding undertaken by this section apart from Gold embossing.

**Reserve & SC/ST Book Bank**
This section holds the books designated to support the ongoing teaching in the University. The concerned teacher identifies the required books for the students for reading and they are kept in this section in closed access. Students can take a book from this section by depositing their ID Card for reading in the library. These books are not lent out to the users. Over 2000 books purchased from the grant of Social Welfare Dept or sent by them are processed and kept exclusively for the use by the SC/ST Students. They can borrow these books for home reading also.

**Central Office**
The Central Office of the Library is looking after the following functions:
Most of the functions in the office are computerized. Formulation of Budget proposals and monitoring the expenditure. Settlement of bills. Advances, Imprest amounts, etc. Purchase of Equipment and other materials needed for library operation. Maintenance of Stock assets and Consumable registers including stock verification. Annual Maintenance Contracts for equipments. Privatisation of Xerox unit. Posting of staff members in shift duties, holiday duties and maintenance of their leave records and attendance. Maintenance of Institutional Membership records. Over all maintenance of Library building, including insurance and pest control. Liaisons with administration, finance and engineering departments. Attends to both internal and external audits.
Golden Threshold Library
Sarojini Naidu School of Performing Arts Fine Arts and Communication started functioning from July 1988. The Sarojini Naidu School provides courses of study in the disciplines of Painting, Sculpture, and Dance. Theatre Arts and Communication. A Library unit has been functioning at the Golden Threshold, which is now shifted to main campus to cater to the needs of the Faculty and Students of the S N School. The Library database consists of 5000 books, 500 back volumes, 45 current periodicals, 15 newspapers and 6 magazines. This wing is not connected with main library. Library functions from 9:00 AM to 6:00 PM on all working days. During semester examinations, it is kept open till 8:00 PM for four weeks.

BAR-CODING TECHNOLOGY
We could strengthen our circulation counters with bar code equipment for accuracy and speeding up of operations. All the books are bar coded. The books added from April 1995 are bar coded in the Acquisition/Technical Sections. The pre-printed self-adhesive barcode labels are made available at the circulation desk for pasting them in the books at return counter for the old books. During the semester/summer holidays, we shifted this work to the stack area to cover all the other books on the racks.

ONLINE PUBLIC ACCESS CATALOGUE
30 PCs are placed in the entrance lobby and in the reading hall for Online Public Access Catalogue (OPAC) where users can search the Library database and browse Internet. Continuous training and guidance is provided to the users at the OPAC terminals apart from the instructions (search strategies) placed near all the OPAC terminals for reference. There is overwhelming response from the users. Training programmes were held for Network users. We could achieve this level of automation with the generous special grants from UGC under modernisation programme. Constant encouragement support from our Vice-Chancellors and involvement of enthusiastic Library staff members. All the Library staff members are trained in handling various modules of operations.

CD-ROMS, MULTIMEDIA AND SCANNERS
The CD NET (Infoserver) with seven CD drives is on the Campus Network for searching CD ROM databases from all the Schools/Departments. This is now replaced with a Cyber storage system DF1000 with 400 GB hard disk. We are subscribing to CD ROM databases and information packages to strengthen and minimize the subscription costs and also provide quick search services. The flatbed scanner is operational for data conversion from print media to machine readable form to generate Selective Dissemination of Information (SDI) and Current Awareness Service to support research.
activities. We are in the process of creating a digital library by converting
the priority materials into digital media. The network users can access full
text resources.

ACCESS TO THE INTERNET
University of Hyderabad is nodal site for ERNET and the Library has been
using the e-mail for the past several years for sending and receiving the
messages in the library which is faster and efficient. With the installation of
VSAT dish antennae in the university, the communication became
reliable and efficient. We are browsing the INTERNET from our library
computer center. 24 PCs are provided exclusively for Internet browsing in
the entrance lobby of the Library. Users can also access online journals
subscribed by the library using this facility. Several publishers are now
allowing us online access to the print version subscriptions. We have
access to the Institute of Physics Electronic Journals, Science Direct of
Elsevier, and World Bank literature, etc. The Library homepage provides access
to information OPAC and other resources over the Internet. Library
homepage has many useful links for the users. Each site is described for the
users to use the links if they find useful.

Ethernet backbone connecting the Library with the Computer Centre is
replaced with Fiberoptic cable. Now the connectivity between the library
and Computer Centre is fast. This is helping the library users to access the
Internet facilities from the library. The present bandwidth is 1Mbps.

Library is fully equipped with necessary infrastructure manpower to
provide improved library services to the users. This Library is included in
the INFLIBNET Programme of UGC and we could organise with
INFLIBNET a joint Second National Convention CALIBER 95 on
'INFORMATION ACCESS THROUGH NETWORKS' during February
1995. 200 Librarians and Information Scientists attended this Convention
which was a success in terms of its serious deliberations concrete
resolutions and enthusiastic participation of delegates in the parallel
sessions. We also organized the 17th National Convention of the Society for
Information Science (SIS 98) during March 12-14, 1998. The topic of the
Convention was Virtual Libraries Internet based Library and Information
Services the 21st century concept of the Library. During November 2001 a
National Convention was held with a theme covering 'Networking of

This Library is identified as one of the Six Document Delivery Centres
under the INFLIBNET UGC program to provide research papers/information
electronically. NBHM has identified this library as Regional
Library with special funding to support research needs in the area of Mathematics

**TRAINING**

We could conduct training sessions in small groups with hands on experience to all the users. All the library staff members at various levels are trained to handle library application software and some in operating systems (DOS, OSF/1 Unix, Solaris) and Libsys and VTLS (Virtua, Visual Multimedia) Barcode scanners, multimedia systems, hand held and flatbed scanners, CD/DVD searching etc. The training programme helped the library staff to involve themselves in the retrospective conversion of data in house. This could also help building up their confidence to work in the changed environment.

Four staff members working in the computer section were involved in training the users for using OPAC terminals apart from network users in the schools/departments. The training programme for the users was conducted continuously for over two months regularly. The new students are trained at the time of their joining the university as part of the Orientation Programme. All the library users are provided with bar coded ID cards (laminated) for all transactions in the library.

**PG DIPLOMA IN LIBRARY AUTOMATION & NETWORKING (PGDLAN)**

The Library under the Centre for Distance Education, University of Hyderabad has started a Post Graduate Diploma in Library Automation and Networking One year (Two semesters) starting from January 1998. This is a focussed program to enable the Library Science Graduates and working Librarians to get exposed to the hands on training during the contact class for 3 weeks at the end of each semester. The objective of this program is to train the Librarians to plan, organise and maintain the automated activities in their Libraries. They will be trained in planning the networking and resource sharing activities. At the end of the course, we expect the participants to actively participate in automation and networking activities with confidence.

**TURNKEY PROJECTS**

University has signed a Memorandum of Understanding (MoU) with Dr B R Ambedkar Open University to computerise the Open University Library and provide network facilities in their academic departments. We used our expertise in creating the database preparation of site acquisition of systems, software training the library staff and users networking the library with the academic departments with the Fiberoptic cable etc. The
Appendix

[221]

project is completed and handed over to Dr B R Ambedkar Open University. This has become the first computerized Open University Library in the Country.

University has signed another MoU with the Hyderabad City Grandhalaya Samstha to computerize City Central Library Ashoknagar. Planning acquisition of hardware, software, database creation in multilingual scripts (eight Indian Languages) Bar coding all the books, LAN facilities, UPS installations, training the staff was completed. OPAC, e-mail, and Internet facilities are made available. This Library is the first Public Library in the Country to have computerized activities with e-mail and Internet facilities apart from providing the CD ROM databases and online search facilities to its users.

DIGITAL LIBRARY

Digital Libraries are a repository of resources in the digital form. These resources can be used by the existing access facilities within the campus and over the Internet for wider access. The traditional libraries are focussed in acquiring and owning the materials for use by their own users one at a time and other users if they need should come to the library. The technology has made way for accessing the information wherever it is using the Internet as a medium. Most publishers are presently providing options for the libraries to acquire and own the printed form and also in digital form leaving the option to the libraries based on the user comfortability. Most libraries are looking for accessing the materials than acquiring them because of the single problem—raising costs in print materials and shrinking budgetary provisions to the libraries.

Digital libraries are expensive to build and maintain but biggest facility it can give is access to the materials world over by large number of simultaneous users with a facility to read, save, download and print the required pages. Inspite of the copyright issues many libraries in the US and Developed Countries are able to selectively create digital resources covering rare materials, manuscripts, historical documents, National treasure in art, photography, maps, original works of great writers (classics). The digital libraries should be focusing on these materials and also the materials generated internally in their institutions apart from the materials falling outside the copyright laws.

Next step can be initiating efforts to obtain copyrights from the copyright holders of printed materials for digital rights to digitise for wider access. Some Publishers started producing e-books and making them available for access. The future is towards electronic publishing including the journals.
will be available for access to the members of the learned societies at a nominal cost and a different cost for the Institute on their network. Consortium of libraries to bargain the access costs for their campuses is the present trend and publishers are coming forward to negotiate to provide access.

Library has started creating a model digital library with special funding from the UGC and in collaboration with M/s SUN Microsystems a widely known hardware firm and M/s VTLS Inc the third largest digital library software firm in the USA University signed MoUs with these firms with their investments and support for the next 2 years. They would like this to be their reference site for the Asian Countries. UGC is looking at it as a model site. Incidentally SUN and VTLS have originated from the University campuses of Stanford University and the Virginia Tech University in the US. All the systems and software are installed and the training on the book scanner is on to digitise the print materials.

**FUTURE PLANS**
Apart from strengthening the existing library facilities and services to support teaching and research needs of the University fraternity library has the following plans to implement in next few months:

To organise short term training programmes in Library Automation with emphasis on hands on experience in the Computer Laboratory which was created recently to the working librarians who are in the process of automating their libraries.