**INTRODUCTION**

Founded along with the institute in the year 1965, the Library and Information Centre (LIC) supports the education, research and clinical activities of the institute. The major activities of the LIC are: (a) Information Acquisition, (b) Information Processing, (c) Information Maintenance and (d) Information Services.

1. **Information Acquisition**

All the processes involved in the procurement of learning resources such as print books, print journals, e-books, e-journals and bibliographic data bases are known as Information Acquisition.

**Acquisition of Print Books:** The acquisition of print books is a continuous process throughout the year and the process starts with the preparation of lists of subject specific and general books by the library staff using tools like publishers catalogues and internet websites. Also, the books suggested by the faculty, staff and students through the online books suggestion form made available on the web portal are being included in the list. The list of subject books will be send to the concerned departments for selection and the selected books are placed before the Library Advisory Council (LAC) for approval. The LAC approved titles are sent to the Director for final approval. Once the Director approves the list, purchase orders will be placed with any one of the book suppliers. The LIC has short-listed the books suppliers based on their experience and performance pertaining to the supply of books for the institute. This list will be constantly updated by adding as well as dropping the suppliers based upon their performance. The books received are entered in the Accession Register and the bills are sent for passing payment.

**Acquisition of Journals and Electronic Resources:** The Subscription of journals is done only once in a year with the preparation of lists of both currently subscribed and new journals by the library staff. The new journal titles are prepared from the publishers’ catalogue and websites. The lists are sent to the concerned departments and the recommended titles are placed before the Library Advisory Council. The LAC approved titles are sent to the Director for final approval. Purchase order will be placed with the journal vendor for the titles finally approved by the Director. The received journal details are entered in journal subscription register and the bills are passed for payment. The e-journals, e-books and bibliographic databases are acquired in the same way as the print journals. After getting the recommendations from the concerned department for the procurement of these resources and approved by the library committee and the Director, order will be placed with the journal vendor. The received e-journal and bibliographic database details are entered in the journal register and e-books are entered in the e-book register. Also, hyperlinks are created on the web portal to the websites of concerned publishers.

**Acquisition of Magazines:** The subscription of general magazines is done with a local newspaper agent. The library staff prepares the list of quality national magazines and get the approval of the LAC and the Director for placing order.

**Acquisition of the Free Resources:** The LIC receives the books and other resources pertaining to C.D.O and allied areas. The details of these resources are entered in the Gift Register maintained for this purpose. The free web based electronic resources identified are given hyperlinks on the web portal.

**Acquisition of In-house Publications:** Various information resources and materials published by different departments/sections of the institute are acquired by the LIC and the details are entered in the in-house publication register. In addition, reports of research works carried out at the institute at post graduate, doctoral and post doctoral levels and funded research are acquired and the details are entered in-house publication register. All the research reports are digitized and uploaded to the Digital Repository Software on the web portal.

**(b) Information Maintenance**

All the activities involved in the maintenance of information resources are referred by the term Information Maintenance. The major maintenance activities carried out are the stock verification, shelf rectification and binding.

**Stock verification:** Every year all the information resources acquired by the LIC are subjected to stock verification. The stock verification is carried out by an officer appointed by the Director from other department/section. The missing documents are listed out and reported to the Director. In case, the same documents are found to be missing in the subsequent year’s stock verification, those books are requested to write off from the stock.

**Shelf Rectification:** The shelf rectification is the process of checking the correctness of the subject-wise arrangement of books on the shelves and replacing the misplaced books in correct location. This activity is carried out by the professional staff at regular intervals and the books misplaced are put in correct order.

**Binding:** Binding of books and journals are carried out at regular intervals. The following type of books/ journals are taken for binding. (a) Damaged books, (b) Paperback editions of newly procured books, and (c) Journals with completed volumes.

**(c ) Information Processing**

All the activities involved in organizing the acquired learning resources according to their subject contents and assigning metadata making them accessible for usage is called information processing. The two major activities involved in Information Processing are classification and cataloguing.

**Classification:** Classification is the process arranging the books according to the subject using some codes.The classificationof books in LIC is done using an International Code for Book Classification called Dewy Decimal Classification, 23rd ed.

**Cataloguing:**  Cataloguing is the process of assigning metadata tags to a book using a standard code. The code used by the LIC in cataloguing is Anglo-American Cataloguing Rules, 2nd Ed. The details of the processed books are entered in the Library Management System Software, Book Magic and make available over the OPAC.

**(d) Information Services**

All the services intended to provide information for a user or assist a user in finding information are called Information Services. The major information services provided by the LIC are the following:

**Book Lending/Circulation Service:** This is the major information service provided by the LIC wherein the books are issued to the members on loan basis. The number of books issued varies according to the category of users. The books in the reference section are issued for one day and those in stack section for one week. Fine will be collected for the late returned books. In case an issued book is lost by the borrower, double the cost of the book will be levied from him or he will be asked to replace the books by its latest edition.

**Reference Service:** The personal assistance provided by the professional library staff in pursuit of information is called Reference Service.

**Photocopying Service:** TheLICprovides a fee-based photocopying and printing serviceto themembers.Copying of the entire contents of a book is not permitted as it is a violation of copyright act. The users have to fill-up the details of the material to be copied in the indent book made available for the purpose. The total number of pages photocopied/printed per day and the amount collected are recorded in the photocopy account book.

**Current Awareness Service:** The current awareness service is the information service which aims to make the users aware of the current developments. The service is carried out by making available the content pages of books recently procured and by displaying the latest books.

**Digital Repository Service:** The LIC digitize all the reports of research works carried out at the institute and make them available over the digital repository software. The full text of these reports can be accessed globally by accepting a few terms and conditions.

**Online Newspaper Information Service:** Thenews items published in newspapers regarding communication disorders and about the institute activities and events are collected, digitized and disseminated through an interface on the web portal.

**Online Book Reservation Service:** This serviceenables a user in reserving a book in our collection which is issued to someone else. Once reservation is made and the book reach back the collection, it will be kept reserving for two days and during this period it will not be issued to anyone else other than the member who reserved the book.

**E-book Searching Service:** The institute has a rich collection of e-books on communication disorders and allied areas constituted of 176 titles purchased directly from four publishers and more than 2500 titles selected from N-LIST e-book collection. All these titles are made available on the web portal with a search interface.

**Book CD-ROM Service:** A number of print books procured in the LIC have CD-ROMscontainingsupplementaryinformation. Considering the fragile nature of the CD-ROMs these are not being issued along with the concerned book. Hence, the contents of these CD-ROMs are made available on the web portal with a search interface for downloading from inside the campus.

**Plagiarism Detection Service:** The LICprovidesweb based plagiarism detection service for checking the originality of contents in the research papers and reports prepared by the staff and students of the institute. The service which is based on the software TURNITIN ensures quality research output from the institute.

**National Library and Information Services Infrastructure for Scholarly Content (N-LIST)** : This service is sponsored by the INFLIBNET Centre, Ahmedabad, an autonomous Inter-University Centre (IUC) of University Grants Commission (UGC). It facilitates user name and password based access to thousands of electronic resources such as e-books, e-journals and databases.

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| **Department** | **Library & Information Centre** | | | **Qualification requirements** | | **Experience** |
| Designation | Primary responsibility | Secondary responsibility | Records | Technical | Admin |  |
| Library & Information Officer | Overall management |  |  | PhD in Library & Information Science |  | More than 10 years |
| Assistant Library & Information Officer | In-charge of book acquisition | In-charge of photocopying service | Accession Register  Photocopy Register | Bachelor of Library & Information Science |  | More than 25 years |
| Senior Library & Information Assistant-II | In-charge of Information Processing | Monthly Report,  In-house Publication Section | In-house Publication Accession Register | Master of Library & Information Science |  | More than 7 years |
| Senior Library & Information Assistant-II | Serial Management | Attendance Register Maintenance | Attendance Register | Master of Library & Information Science |  | More than 7 years |
| Library & Information Assistant | Book Acquisition,  I.T. Management |  |  | Master of Library & Information Science |  | More than 7 years |
| Library Assistant | Book Circulation,  Enrolment of Users | Nil | Membership Register | Diploma in Library & Information Science |  | More than 18 years |
| Lower Division Clerk | Clerical Work | Digitization |  | Stenography |  | More than 15 years |

**Training programs conducted: Nil**

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| **Department** |  | **Year** | **2012-13** |
| Employee Name | Training Need identified | Training conducted when and by whom | Training effectiveness |
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| **Training Effectiveness Review after 3 months**  **A** – Excellent  **B** – Good  **C** – Average  **D** – Doesn’t meet the requirement needs further training | | | |

**Training Calendar for the year 2013-14**

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| **Department** |  | **Year** | **2013-14** |
| Employee Name | Training Need identified | Training conducted when and by whom | Training effectiveness |
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| **Training Effectiveness Review after 3 months**  **A** – Excellent  **B** – Good  **C** – Average  **D** – Doesn’t meet the requirement needs further training | | | |