*Information on LIC to Prof.R.Manula to fill-up NAAC questionnaire dated 10-02-12 by Email*

**LIBRAY AND INFORMATION CENTRE**

4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

 Yes. The primary role of the committee is to formulate policies regarding the Library and Information Centre on matters pertaining to information sources and services.

4.3.2 How does the library ensure access, use and security of materials?

 Access, use and security of print resources are ensured by deputing staff to monitor entry and exit of users, frequently visiting various user-accessible locations by staff, restricting the library usage only to the authorized persons and prohibiting personal belongings inside the library. The electronic resource usage is monitored online with the help of ‘i-Talk’ open-source software.

4.3.3 What are the various support facilities available in the library? (computers, internet, bandwidth, reprographic facilities etc).

 Computers with 16mbps bandwidth Internet access, reprographic facility, online public access catalogue, traditional print Catalogue, spacious reading rooms and digital library.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

 The library is procuring the important and current information resources by (i) receiving suggestions from the faculty, (ii) closely watching publishers in field of Communication Disorders for new information products by frequently visiting their website, reading catalogues and keeping in touch with the representatives of publishers and book sellers.

 The amount spent on books and journals for the last 5 years are given below.

 ` in Lakhs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Particulars | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 |
| Books and Journals | 43.14 |  27.71 |  29.89 |  27.30 |  41.44 |

4.3.5 Give details on the access of the online and internet services in the library to the students and faculty (hours, frequency of use, subscriptions, licensed software etc)

 The Internet and other online services of the library are available from 8.30 AM to 8 P.M on all working days and from 9 A.M to 5 P.M on Saturdays. The online resources can also be accessed 24 hours from the computers inside the campus. The subscribed online resources include 138 E-books, 94 E-journals, 35 Online journal archives and 2 bibliographic databases pertaining to communication disorders. In addition, the library is providing full-text access to more than 1000 in-house research reports in the field. The faculty and students are using the resources very frequently.

4.3.6 Are the library services computerized? If yes, to what extent?

 Yes. All the in-house operations of the library have been computerized using ‘Book Magic’ a commercial library management system software.

4.3.7 Does institution make use of INFLIBNET / DELNET /IUC facilities? If yes, give details.

 No.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

 The library disseminates information regarding the latest arrivals by (i) displaying the materials on new arrival section display boards, (ii) Sending E-mail and circulars regarding the recent additions, and (iii) Uploading the details of recent additions on to our web portal at [www.aiish.ac.in](http://www.aiish.ac.in).

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility.

 No

4.3.10 What are the special facilities offered by the library to the visually and physically challenged persons?

 Wheel Chair, ramp and elevator facilities.

4.3.11 List the infrastructural development of the library over the last two years.

 (i) Complete automation of library activities, (ii) Installation of more computers with internet facility, (iii) Expansion of reading facility.

4.3.12 What other information services are provided by the library to its users?

 Reference Service, Current Awareness Service, Selective Dissemination of Information Service, Digital library service, Online Public Access Catalogue service.

4.3.13 If the library has an archives section, to what extent is it used by the readers and researchers?

 The library is having both print and online archives of journals pertaining to communication disorders. These are being used by the members to great extent.