Submitted to the Director.

 Sub: Visit to the Library and Information Centres

With reference to the above, visit to the three library and information centres in Bangalore have been completed on 8th September 2011 itself. Hence permission may be given to cancel the on duty leave sanctioned for 13th September and join duty. A brief report on the visit is enclosed herewith.

Library and Information Officer

Approved/Not Approved

Director

**Report on the visit of Library and Information Centres in Bangalore on 08-09-2011**

With the objective of identifying modern tools and technologies suitable for implementing in AIISH Library and Information Centre, the libraries of the following organizations have been visited.

1. Jawahar Lal Nehru Centre for Advanced Research, Bangalore

2. National Centre for Biological Sciences, Bangalore

3. British Library

The tools available and the procedures followed in those organizations which can be considered for implementing in our Library and Information Centre are the given below.

* RFID technology
* Compact Storage System
* 24 hour Access
* Adaptation of Open source Software
* CD-Server Technology

**RFID based operations**

Radio Frequency IDentifier based operations are being carried out in all the three libraries visited. The primary purpose for which the technology used is circulation of books. The RFID is also used as an anti-theft system and a tool for verifying the stock. A unique advantage of RFID systems is their ability to scan books on the shelves without tipping them out or removing them. A hand-held inventory reader is used to move rapidly across a shelf of books to read all of the unique identification information. Using the technology, it is possible not only to update the inventory, but also to identify items which are out of proper order.

**Compact Storage System**

This tool is also known as mobile shelving system which is an innovative space saving storage system with storage units mounted on mobile trolleys, thereby eliminating un-productive aisles. It has a simple and elegant construction with minimal maintenance and no service costs. This is ideal for the storage of bound volumes of journals. The main advantage of the system is that it saves and/or makes best use of the space as more storage units can be accommodated on the same floor area.The Jawahar Lal Nehru Centre for Advanced Research is making use of the system successfully for storing the back volumes of periodicals.

**Round the Clock Access**

TheNational Centre for Biological Sciences library is opened till midnight from Monday to Friday. On Saturdays and holidays it is opened from 10 am to 10 pm. After working hours, the research scholars, faculty members and PG students can access the library facilities at any time they require. For this, the library has a mechanism called access control system. The system is activated after working hours and holidays. The access control cards are issued to users and they can insert it into the card reader at the entrance door to open the library at any time. All such visits made will be recorded in the system with the user details such as name and time of visit.

**Application of Open Source Software**

Another notable development found in the visited libraries is the extensive use of Open source Software in various library related activities. The major open source softwares used are (i) KOHA, an integrated library management system and (ii) DSpace a digital library software for the production and maintenance of in-house repository.

**CD-Server Technology**

A CD/DVD server allows multiple users on a network to share CD-ROM and DVD based information simultaneously. CDs are stored centrally on fast hard disk drives on the CD/DVD server rather than on individual PCs allowing rapid access to all types of CD or DVD. CDs can be shared by hundreds of users simultaneously. No need to physically hand out CDs or DVDs. The technology eliminates the problems of lost, scratched and damaged discs and facilitates faster access to multimedia than using a CD-ROM drive in a standalone PC. Moreover, access to CDs can be centrally managed and controlled.