

**Indian Institute of Technology Bombay  
Central Library**

**Annual Report 2004-05**

**Introduction**

The Central Library - a proud partner in the institute's march towards its vision, continued to play a vital role in acquisition, organization, and dissemination of knowledge. As a knowledge hub of the IIT Bombay, it offers a package of services, and an ambience that is extremely conducive for assimilation and creation of new knowledge. It has an impressive collection both of print and electronic resources including books, journals, technical reports, standards, patents, theses and other material. It has adequate infrastructure to meet its requirements, has computerized all its operations, and provides access to the collection through web-based Online Public Access Catalogue (OPAC). The main thrust of the library continues to be the improvement of the quality of services and facilities, achieving higher degree of users' satisfaction, and modernization of its activities and operations.

**Collection building and management**

The collection building is one of the important functions of the library that supports academic and research work of the students, faculty and other users. Library collection comprising of books, journals and non-book material in science, engineering, technology, humanities, social sciences and management is considered one of the best in the country and is its greatest asset. It spent Rs 5.50 crores during the year to maintain and update its collection with new knowledge resources. The total collection of library as on 31<sup>st</sup> March 2005 stands as follows :

<b>Collection</b>	<b>Added during 2004-05</b>	<b>Total as on 31<sup>st</sup> Mar 2005</b>
Books, theses, CDs, Videos	3,812	2,07,862
TLL & Special Collection	476	10,261
Bound volumes of journals	1,933	1,02,370
Reports, pamphlets, standards	206	66,135
Photocopies, films	--	4,410
Total	6,427	3,91,038
Subscription to current journals	60	1166

The above figures also include 185 Hindi books added during the year. All the newly acquired documents have been classified, catalogued and kept ready for use. Special care was taken to neatly maintain the library stacks to facilitate users to locate the desired document quickly, worn out labels were immediately replaced. The library also undertook binding of 1524 volumes in-house and got 5700 volumes bound through outsourcing, which included rebinding of 4070 old and 1630 new volumes. The Catalogue of Current Periodicals 2004, and Catalogue of Periodicals Holdings 2004 were also brought out during the year. These lists are available on the web site.

## Digital Library

### Infrastructure

The library has adequate computing infrastructure including 9 servers, 55 PCs and 10 mbps bandwidth to cater to its needs. All PCs and servers are connected to the campus-wide network. 15 PCs are earmarked for the users to access OPAC, CD-ROM and online databases and electronic journals. The IT Infrastructure of the library was upgraded with addition of 13 new computers to replace old machines that have outlived their lives.

A 10 KVA UPS was installed to ensure uninterrupted, fluctuation-free power supply to our servers and other machines. A server rack with server sharer switch (16 ports) has been ordered to organize all the server machines in a more compact manner.

The library has initiated the action to **procure commercially available library management software** for carrying out its day-to-day functions, which are being presently done using software developed, in house. The new software will integrate all library functions, reduce duplication of efforts and will have all the latest features that will help the library to improve its OPAC (Library catalogue) and other services. A new Linux server has been procured for this purpose.

### Library Web Site (<http://www.library.iitb.ac.in>)

The Web site of the Library acts as a single window providing information and links to all its services, products and resources. This year the web site was redesigned to remove some of the old and redundant information. All digital resources were brought together and grouped under two broad categories for smooth navigation. An alphabetical list of e-journals has also been provided. “What’s New” provides link to newer activities of library.

### e-Resources

The Central Library provided web-based access to over 9000 full text journals and 9 important bibliographic databases 24 x 7 on the institute-wide network as per the following details :

#### **Full text (web based)**

ABI INFORM / PROQUEST SCIENCE	-	<a href="http://proquest.umi.com/login">http://proquest.umi.com/login</a>
ACM DIGITAL LIBRARY	-	<a href="http://portal.acm.org/dl.cfm">http://portal.acm.org/dl.cfm</a>
ACS (American Chemical Society)	-	<a href="http://www.library.iitb.ac.in/dres/ACS.html">http://www.library.iitb.ac.in/dres/ACS.html</a>
AIP (American Institute Physics)	-	<a href="http://www.library.iitb.ac.in/dres/AIP.html">http://www.library.iitb.ac.in/dres/AIP.html</a>
AMS (American mathematical Society)	-	<a href="http://ams.org/cgi-bin/click_access/inquiry.pl">http://ams.org/cgi-bin/click_access/inquiry.pl</a>
ASCE (American Society of Civil Engineers_	-	<a href="http://www.pubs.asce.org/journals/jrns.html">http://www.pubs.asce.org/journals/jrns.html</a>
ASME (American Society of Mechanical Engineers International)	-	<a href="http://www.asme.org/pubs/journals">http://www.asme.org/pubs/journals</a>
Capitaline	-	<a href="http://www.plus.capitaline.com/user/homepage.asp">http://www.plus.capitaline.com/user/homepage.asp</a>
CRIS-INFAC CRISIL Ltd	-	<a href="http://www.crisionline.com/index.jsp">http://www.crisionline.com/index.jsp</a>
EBSCO Databases	-	<a href="http://search.epnet.com/">http://search.epnet.com/</a>
Science-Direct	-	<a href="http://sciencedirect.com/">http://sciencedirect.com/</a>
Emerald Group Pub	-	<a href="http://www.emeraldinsight.com/">http://www.emeraldinsight.com/</a>
Euromonitor GMID	-	<a href="http://www.euromonitor.com/gmid">http://www.euromonitor.com/gmid</a>
IEEE/IEE Electronic Library Online	-	<a href="http://ieeexplore.ieee.org">http://ieeexplore.ieee.org</a>
INSIGHT	-	<a href="http://www.insight.asiancerc.com/">http://www.insight.asiancerc.com/</a>
IOP (Institute of Physics Publishing)	-	<a href="http://www.iop.org/EJ">http://www.iop.org/EJ</a>
NATURE	-	<a href="http://www.nature.com/nature">http://www.nature.com/nature</a>
Royal Society of Chemistry	-	<a href="http://www.rsc.org/is/journals/j1.htm">http://www.rsc.org/is/journals/j1.htm</a>
SIAM (Society for Industrial and Applied Mathematics)	-	<a href="http://epubs.siam.org">http://epubs.siam.org</a>

Springer verlag Link	-	<a href="http://www.springlink.com/">http://www.springlink.com/</a>
Taylor & Francis	-	<a href="http://www.library.iitb.ac.in/dres/T%20&amp;%20F.html">http://www.library.iitb.ac.in/dres/T%20&amp;%20F.html</a>
Wiley's Collection	-	<a href="http://www.library.iitb.ac.in/dres/WILEY.html">http://www.library.iitb.ac.in/dres/WILEY.html</a>

### **Bibliographic databases (Web-based)**

Compendex	-	<a href="http://www.engineeringvillage2.org">http://www.engineeringvillage2.org</a>
INSPEC	-	<a href="http://www.engineeringvillage2.org">http://www.engineeringvillage2.org</a>
J-Gate	-	<a href="http://j-gate.informindia.co.in">http://j-gate.informindia.co.in</a>
JCCC (Journals Customized Contents for Consortia)	-	<a href="http://jccc-indest.informindia.co.in/">http://jccc-indest.informindia.co.in/</a>
MathSciNet	-	<a href="http://www.ams.org/mathscinet">http://www.ams.org/mathscinet</a>
Scifinder Scholar	-	<a href="http://www.cas.org/scifinder/scholar/index.html">http://www.cas.org/scifinder/scholar/index.html</a>
Web of Science	-	<a href="http://isiknowledge.com/">http://isiknowledge.com/</a>

### **Multimedia (intranet, CD-net)**

Chemical Abstracts – 12<sup>th</sup> & 13<sup>th</sup> Collective Index  
 Chemical Abstracts on CD (2003-05)  
 COMPENDEX (1991-2001)  
 Current Contents on Disc (1999-2001)  
 Dissertation Abstracts  
 Index to Scientific & Technical Proceedings (1990-2000)  
 Indian Patents  
 Indian Standards  
 INSPEC (1991-2001)  
 Powder Diffraction Files  
 Videocassettes 337

CDs received along with books are mirrored at CDH CD-MIRROR server and are accessible on Windows machines at <http://cdmirror.library.iitb.ac.in/>.

### **Addition of New E-Resources**

The Central Library has added the following new databases / e-resources in 2005 for the benefit of our users :

1. **SCOPUS** – a database from Elsevier Science covering 14,000 journals with citation links
2. **PsycInfo** - a database from American Psychological Association
3. **JSTOR** (mathematics and business modules) – a database of full text journals from volume 1 and onwards
4. **Project MUSE** – database of full text journals from John Hopkins University
5. **Science-on-Line** – Campus-wide access to electronic version of the important journal “Science”.
6. **ASCE Proceedings** – online access to full text of all ASCE Proceedings

The databases searching and access to e-journals was also extended to the retired faculty who maintain their library membership.

### **Electronic Submission of Theses & Dissertations**

The Central Library supports online submission of theses and dissertations by M.Tech. and Ph.D students. During the year, 692 submissions were accepted online and the database, which is hosted on etd server on Intranet, now contains over 2300 records. All Masters Dissertations from 1999 and Ph. D. Theses from 2000 onwards are available full text in the database. The abstracts of these dissertations and theses have

been converted to HTML format with bibliographic details, and are accessible through library website on the internet "etd Search". <http://www.library.iitb.ac.in/~mnj/gsd/cgi-bin/library>

## **Library Services**

### **Reference and Consultation**

The Library is open for reference and consultation to all its members. It provides assistance to users in locating information or document of their choice. In addition to members, 6651 visitors including students, research scholars, engineers and faculty members from several academic and R&D institutions used the library. It is open from 0900 to 2300 hrs on all working days and from 1000 to 1700 hrs on holidays when it operates with skeletal staff. It remains closed only on three national holidays in a year i.e. 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October. In order to help students preparing for their examinations, the library makes arrangements to remain open till 2300 hrs even on holidays during that period.

### **Circulation and Membership**

The membership of the library for different categories of users stands as mentioned below:

<b>Category of membership</b>	<b>Number</b>
Students and research scholars	5640
Faculty	421
Project staff	197
Scientific, Technical, Administrative Officers	132
Non-Teaching staff	602
Retired faculty members	117
Emeritus Professors / Scientists	33
Alumni Members	310
Corporate Members	108
Educational Institute Members	49
Total	7609

The Library issued 85,142 books and other documents to its members during the year. A drop box has been put in place for a hassle free return of books. The demand of our users for **issue and return of books on Saturdays** was fulfilled by the library and this service has been started for 2 hours on all Saturdays to facilitate those who are either not able to visit the library on working days or who need books for their urgent work.

All brochures and application forms for different categories of membership were revised and reprinted during the years.

### **Sharing of Resource and Partnerships**

The library continue to maintain excellent relations with a number of other libraries including IITs, BARC, NITIE, NCST, IISc, IIG, TIFR, TISS and UICT for exchange of books, journals, photocopies and videocassettes for the mutual benefit of their users. The details of resource sharing transactions are given below :

Publications Borrowed for users in IIT Bombay	77
Publications lent out to other libraries	106
Photocopies of articles obtained for users in IIT Bombay:	416 pages
Photocopies of articles supplied to other libraries	983 pages

### **Photocopying service**

The library provides self-operating Xeroxing facility to the faculty of the Institute. It supplied 25,068 pages of photocopies to the faculty, and 1814 pages to institutions that maintain deposit account with us. Besides, a commercial photocopying vendor continues to operate from the library premises to provide on demand photocopies of journal articles, book chapters etc from the document collection held by the library.

### **Technological Lending Library (TLL)**

The library maintains a textbook collection in the TLL Section for the benefit of students belonging to economically weaker sections of the society. These books are loaned out for full semester. During the year, 611 books from this collection were issued to 114 students.

### **Special Collection (BC) for SC/ST students**

The library also maintains a selected collection of books for issue for a period of one semester to the students belonging to Scheduled castes and Scheduled tribes. During the year under report, 400 students availed the facility and 1840 books were issued for both the semesters.

### **Video Library**

The Video viewing facility is available in the Reference Section. The Library has 337 videocassettes. The facility can be availed from 0900 to 1730 hrs on all working days.

### **Information Alert Services**

The library continued to provide the following current awareness services in order to alert users about the latest information of their interest:

List of Additions: A weekly list of recent addition of books, pamphlets, reports, standards, annual reports and faculty publications added to the collection is sent to the Institute faculty by email and is displayed on the notice board.

Lest-you-miss: innovative service to highlight important pieces of information appearing in journals, newspapers, newsletters and other current sources.

News items display: Display of newspaper clippings on IITs and other S&T developments.

Useful articles: Display of list of articles of general interest on Science and Technology scanned from the current issues of journals received.

Four lists of special issues of journals and 3 lists of Conference Proceedings published as regular issues of the journals, were brought out and displayed on the notice board

Faculty publications display

Display of Scholarship and fellowship information

Forthcoming conferences and other national and international events, employment opportunities, and prospectus of foreign universities

## **Users Education, Conferences, Seminars**

The library actively participated in the orientations programs organized for new students and made presentations about our facilities, resources and services to new undergraduate and postgraduate students. Besides, a presentation was also made to members of the Research Scholars Forum on “The Changing Face of the Library” on 10 September 2004

The library organized a two-days **Workshop on Optimal Use of E-Resources** for librarians from engineering colleges and other institutions from the different parts of the country. The library also organized a technical session each for demonstration of Web of Science database and JCCC database exclusively for our students, research scholars and faculty.

Extensive use was made of various mailing lists to interact and communicate with the user community and to inform them about the new activities and services of library and to obtain their comments and suggestions. An updated and revised version of the library guide “Know Your Library” was also brought out during the year

## **Stock Verification**

The library undertook stock verification of its total book collection during May-June of the year and completed entire verification during a record time of a fortnight. The results show a loss of 2986 books, which is well within limits. It nevertheless allows us to evaluate our watch and ward arrangements to bring down the losses.

## **Book Exhibition**

The Central Library organized a Book Exhibition from 15-18 February 2005, which was inaugurated by the institute Director. It had a participation of 10 reputed books distributors and vendors who brought thousands of books on different subjects under one roof.

## **Ghanekar Reading Hall**

One of the reading halls in the central library was named after Shri Arvind Ghanekar, an alumnus of the Institute (B.Tech Civil 1980), in recognition of the generous contribution made by him for the development of the library. Director IIT Bombay unveiled the plaque in a small function organized on 14<sup>th</sup> October 2004.

## **Staff Activities**

The library has a good team of officers and staff who are committed to their work. In order to sustain and enhance their motivation, and to upgrade their knowledge and skills, 13 officers and professional staff were deputed to various training courses, seminars and conferences organized in different parts of the country during the year. A number of officers and staff also participated in the training programs organized by the institute. Some of the library officers also serve as resource persons for library sciences courses conducted by different universities. The Director awarded Appreciation Certificate to two of the library staff on the Republic Day. One staff member participated in the Inter IIT Sports Tournament.

## **General Administration and Maintenance of Building**

The library building is fairly old and needs timely repairs and regular face lift to maintain its utility and conduciveness. Some of the works carried out during the year are described below :

Painting of the building (internal and external) was carried out to improve the cleanliness and aesthetics of the library. The terrace of the building was repaired and given waterproofing treatment to prevent rainwater seepage. The dormitory area where old and unused books are kept was also repaired and painted.

New lightings were installed in the entire area of the new building on the mezzanine floor to improve the quality of illumination in the library. Similar lighting has been proposed for installation on the entire area of ground floor, which will further improve the quality of illumination.

A proposal has been submitted to the Dean Planning for installation of a fire fighting system and a lift in the library building. The library also pursued the matter with Dean (Planning) and Chairman, Task Force for an early completion of the proposed renovation of the entrance of the library building and extension of reading room.

A committee surveyed 171 items of old and unused furniture and other equipment occupying lot of space in the library and action were taken to write off all such items. Similarly, 69 items of old but usable furniture were repaired.

A close interaction and regular liaison with different Administrative Sections, Estate Office, Electrical Maintenance Division, Horticulture Department, Security, Public Health Office, PRO and others was maintained to ensure better house keeping, timely resolution of the problems, and providing good ambience in the library.

The library earned Rs 26,09,838/- through memberships, overdue charges, photocopying service, printing and downloading facilities and cost of lost books during the year.