

Library Guide: **Way to know your Library** **June 2017**



CENTRAL LIBRARY

(ISO 9001:2008 Certified)

Indian Institute of Technology Kharagpur
Kharagpur-721302, India

Contents	Page No.
1. About Central Library	3
2. Our Motto	4
3. Mission	4
4. Buildings, Sections and Locations	4
4.1 Sections and their Locations	4
4.2 Location of Books by Class Number	5
4.3 Location of Books by Hall	9
4.4 Location of Books by Subject	9
5. Library Timings	9
5.1 Opening Hours	9
5.2 Circulation Timings	9
5.3 Other Services	9
5.4 Digital Library	9
6. Library Membership	10
6.1 Employees and Students of IIT Kharagpur	10
6.2 Retired Employees of IIT Kharagpur	10
6.3 Employees of the Sister Organizations/Schools in IIT Campus	10
6.4 Outside Individuals	11
6.5 Outside Organizations/Institutions	11
6.6 Termination of Membership	11
7. Borrowing Facilities and Library Rules	11
7.1 Loan Period	12
7.2 No dues/ Clearance Certificate	12
7.3 Overdue Charges & Fines for Lost Cards/Books	12
7.4 Renewal of Books	13
7.5 Other Rules Related to Borrowing Facilities	13
8. Collection of Print Resources	14
8.1 Books	14
8.2 Bound Periodicals	15
8.3 Classification and Contemporary Literature	15
8.4 Current Periodicals	15
8.5 Display of New Books	16
8.6 Gallery	16
8.7 Non Book Collection	16
8.8 Reference Book Collection	16
8.9 Preserved Text Book Section	17
8.10 TBL (SC/ST) Section	17
8.11 TBL Section	17

9. Collection of Digital Resources	17
9.1 Bibliographic Databases	18
9.2 E-Books Databases	19
9.3 Financial Databases	19
9.4 Full text Databases	20
9.5 Law Databases	22
9.6 Off-line Databases and Software	23
9.7 PhD Theses & Dissertation	23
9.8 Standards Databases	24
10. Library Services	24
10.1 Circulation Service	24
10.2 Current Awareness Service (CAS)	24
10.3 Display of New Books	25
10.4 Indian Newspaper Corner	25
10.5 Inter Library Loan (ILL)	25
10.6 WebOPAC	25
10.7 Question Paper Online	25
10.8 Reference Services	26
10.9 Library Website	26
11. New Initiatives & Facilities	27
11.1 CCTV	27
11.2 Implementation of RFID System	27
11.3 Institutional Digital Repositories (IDR)	27
11.4 National Digital Library (NDL)	28
11.5 Technology Book Fair	28
11.6 Reading Lounge & Video Conferencing	28
11.7 Electronic Display	29
12. Library Committees	29
12.1 Senate Library Advisory Committee (SLAC)	29
12.2 Library Purchase Committee	29
13. General Information and Library Rules	30
13.1 Appeal to the Users	30
13.2 Checkpoint	30
13.3 Property Counter	30
13.4 Suggestion Box	31
13.5 Visitor	31
14. Library Contacts	31
14.1 Important Contacts	31
14.2 Important Sections & Contacts	32

I. About Central Library

The Central Library, IIT Kharagpur started in a small room of the Institute Old Building (Shahid Bhavan) in the year 1951, and moved to its present premises in 1956. Since then, it has grown in size and content to take the present shape. With the developments in computers, microelectronics and communication technologies, the behavioural characteristics of the information seekers have been changing rapidly and the library is trying its best to adapt with the technological advancement. For the last five decades, the library has been the lifeline of the academic activities of the Institute.

The Central Library is regarded as the heart of our institute to fulfill the informational needs of the users mainly towards the completion of their academic programmes and the research activities. At present, the Library is catering to the needs of more than ten thousand students of undergraduates, postgraduates, research scholars, seven hundred faculty members and more than one thousand staff members of the Institute. The Central Library is having two internally connected buildings (main and annex) with a carpet area of about 8000 sq.m. Its a matter of prestige that the Central Library has been certified with ISO 9001:2008 since 2014 and the certification has been extended for one more year after satisfactory quality audit by the external auditors. MHRD, under its NMEICT mission, has entrusted IIT Kharagpur to host, coordinate and set-up National Digital Library (NDL) towards building a national asset. In this connection, the Central Library has set up National Digital Library (NDL) Project at Annex Building of the Library for smooth functioning of the project.

The Central Library has two main collections i.e. print and digital collections. Print collection includes books bound volume journals, PhD Theses, current periodicals in display and digital collection mainly deals with e-books, e-journals, databases. The Library is well equipped with modern facilities and resources in the forms of CD-ROMs, online databases, micro-documents, video cassettes, e-books, e-journals, patents, standards, theses, reports, etc. A well-equipped Digital Library is one of the most important sections of the Library. The Library is using LibSys-7, an integrated library management software package, with all the modules for automated library operations. The Central

Library being a member of INDEST-AICTE Consortium under the aegis of the Ministry of Human Resource and Development, provides online access to many important Science and Engineering abstracting database services, such as Scopus, MathSciNet, SciFinder Scholar, Web of Science, several full-text journals and Indian standards. The Central Library homepage provides online link to all these e-resources for easy access.

2. Our Motto

The motto of Central Library is to achieve the objectives of Dr. Ranganathan's Five Laws of Library Science by fulfilling the needs of the users. These laws are:

- *Books are for use*
- *Every reader his/ her Book*
- *Every Book its reader*
- *Save the time of the reader*
- *Library is a growing organism*

3. Mission

- To create and sustain an information environment that supports the educational and research needs and enables learning and advancement of knowledge of IIT Kharagpur community;
- To create a good ambiance of the Central Library in order to foster the information requirements of the users ;
- To strive relentlessly to optimize the usage of library resources, to enhance the quality of library services thereby maximizing user satisfaction.

4. Buildings, Sections and Locations

4.1 Sections and their locations

Main Building

Sections

- a) Acquisition Section
- b) Technical Processing Section

Locations

- Third Floor
- Third Floor

c) Circulation Section	Ground Floor (Hall-1)
d) Reserve Text Book Section and (SC/ST) Section	Basement
e) Classical and Contemporary Lit. Section	Foyer
f) Reference Collection	Hall 2
g) Text Book Section	Hall 1
h) Book Stack Areas	Hall 1-6

Annex Building

Sections

Locations

a) Console Room	First Floor
b) Periodical Display	First Floor
c) Digital Library	First Floor
d) National Digital Library (NDL) Project	Second Floor
e) Discussion Rooms	Second Floor, Third Floor
f) Periodical Sections	Third Floor
g) Bound Volume Stack Areas	Ground, Second & Third Floor

4.2 Locations of Books by Class Number

A readymade guide to important subjects (arranged alphabetically) with DDC class number range has been given below to satisfy the general ideas about the location of books in Central Library.

S.N	Subjects	DDC Class No. Range	
1.	Aerospace Engineering	629.1	629.89
2.	Agriculture	630	639.99
3.	Algebra	512	512.97
4.	Analysis (Mathematics)	515	515.98
5.	Analytical Chemistry	543	543.86
6.	Anthropology	301	307
7.	Architecture	720	729.8
8.	Area Planning and Landscape Art	710	719.36
9.	Arithmetic	513	513.9
10.	Astronomy	520	529.7
11.	Biochemistry	572	572.88
12.	Biology	570	579.89

S.N	Subjects	DDC Class No. Range	
13.	Birds	598	598.9
14.	Botany	580	588.3
15.	Building and constructions	690	698.9
16.	Ceramic Engineering	666	668.92
17.	Chemical Engineering	660	669
18.	Chemistry	540	549.9
19.	Civil Engineering	624	627.98
20.	Civil Procedure and Law	347	347.79
21.	Classical Mechanics	531	531.68
22.	Commerce	380	389.63
23.	Computer Science	003	006.8
24.	Constitutional and Administrative law	342	342.9
25.	Criminal Law	345	345.42
26.	Cryogenic Engineering	621.5	621.69
27.	Crystallography	548	548.9
28.	Diseases	616	616.99
29.	Drawing and Decorative Arts	700	749.8
30.	Earth Sciences	550	559.9
31.	Economics	330	339.53
32.	Education	370	379.9
33.	Electrical Engineering	621.3	621.37
34.	Electronics Communication Engineering	621.38	621.39
35.	Engineering (General)	620	629.89
36.	Financial Economics	332	332.9
37.	Fluid Mechanics	532	532.59
38.	Food Technology	664	664.95
39.	General Encyclopaedia	030	050.9
40.	Geography	910	919.92
41.	Geology	551	559.9

S.N	Subjects	DDC Class No. Range	
42.	Geometry	516	516.9
43.	Geophysics	550	550.99
44.	Heat Transfer	536	536.73
45.	History	900	999
46.	Human Physiology	612	612.9
47.	Hydraulic Engineering	627	627.98
48.	International Economics	337	337.9
49.	Language	400	499
50.	Law	340	349.99
51.	Library & Information Science	020	028.9
52.	Life Sciences	570	599
53.	Light (Physics)	535	535.84
54.	Literature (Bengali)	891.44	891.44
55.	Literature (English)	810	829
56.	Literature (Hindi)	891.43	891.438
57.	Macroeconomics	339	339.53
58.	Magnetism	538	538.79
59.	Mammals	599	599.9
60.	Management	658	659
61.	Manufacturing Engineering	670	688
62.	Marketing Management	658.8	659
63.	Mathematics	510	519.86
64.	Medicine and Health Science	610	618.97
65.	Metallurgy	669	669.96
66.	Military and Nautical Engineering	623	623.89
67.	Mineralogy	549	549.9
68.	Mining Engineering	622	622.89
69.	Mobile & Wireless Communication	621.384	621.39
70.	Modern Physics	539	539.778

S.N	Subjects	DDC Class No. Range	
71.	Music	780	789.9
72.	Numerical Analysis	518	518.66
73.	Organic Chemistry	547	547.8
74.	Palaeontology	560	596.98
75.	Petrology	552	552.8
76.	Pharmacology	615	615.95
77.	Physical chemistry	541	541.7
78.	Physics	530	539.78
79.	Political Science	320	328.9
80.	Private Law	346	346.9
81.	Probability and applied mathematics	519	519.86
82.	Production Management	658.5	658.7
83.	Psychology	150	158.9
84.	Public Administration	351	359.98
85.	Public Finance	336	336.9
86.	Pulp and Paper Technology	676	676.7
87.	Religion	200	299.94
88.	Rubber Technology	678	678.73
89.	Rural Development	307.14	307.72
90.	Sanitary Engineering	628	628.97
91.	Social problems and welfare	360	369.52
92.	Social Sciences	300	319
93.	Sociology	301	307
94.	Solid Mechanics	531	531.68
95.	Sound & Vibration	534	534.55
96.	Sports and Games	793	799.32
97.	Technology (General)	600	699
98.	Textiles	677	677.8
99.	Topology	514	514.74
100.	Zoology	590	599

4.3 Location of Books by Hall

S.N	Hall No	Rack No.	DDC - Class No. Range
1.	Basement	-	001-999
2.	Hall-1	-	001-999
3.	Hall-2	-	References
4.	Hall-3	Rack No: 1-16	100-499
5.	Hall-6	Rack No: 17-43	500-620.900 & 1-099
6.	Hall-4	Rack No: 44-67	621-663.9
7.	Hall-5	Rack No: 68-88	664-999

4.2 Locations of Books by Subject

Textbooks are kept in Hall 1. Reserve books and textbooks, exclusively earmarked for the SC/ST students are kept in the basement of the Main Building. General Books are kept in Hall 1-6 of the Main Building.

5. Library Timings

The Library is kept open on all the week days, except the Institute holidays. An arrangement has also been made to keep our library open for 24x7 hours for 15 days (including Institute holidays) during each Semester Examination.

5.1 Opening Hours

- Monday to Friday 8:00 a.m to 12:00 midnight
- Saturday to Sunday 8:00 a.m to 12:00 midnight

5.2 Circulation Timings

- Monday to Friday 9:00 a.m to 8:00 p.m
- Saturday to Sunday 9:00 a.m to 12 noon &
4:00 p.m to 6:00 p.m

5.3 Other Services (Monday to Friday)

- Membership, Fine Collection 10:00 a.m to 12:00 noon &
3:00 p.m to 5:00 p.m

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- Photocopy Print Service/ 10:00 a.m to 12:00 noon & 3:00 p.m to 5:00 p.m

5.4 Digital Library

- Monday to Friday 9:00 a.m to 10:00 p.m
- Saturday & Sunday 9:00 a.m to 10:00 p.m

6. Library Membership

The Central Library normally provides library facilities to all employees and students of the institute. Details categorization and rules are mentioned below:

- i. Employees and Students of IIT;
- ii. Retired employees of IIT Kharagpur;
- iii. Employees of the Sister Organizations / Schools in IIT Campus;
- iv. Outside Individuals;
- v. Outside Organizations/Institutions

6.1 Employees and Students of IIT

After taking admission their respective course, students in due course of time, should collect smart identity card from Academic sections. Using smart ID card, Student's can make transaction (Issue / Return) and other Library Services.

6.2 Retired Employees of IIT Kharagpur

A retired IIT Kharagpur employee may become a member of Central Library. The membership may of two types: a) Membership for only reading facilities; b) Membership for reading along with borrowing facilities. Such users may borrow one book on payment of Rs.2000/- and can borrow up to three books on payment of Rs. 5000/- as caution deposit. These amounts are refundable.

6.3 Employees of the Sister Organizations/Schools in IIT Campus

Employees of the schools, banks and other organizations in IIT Campus, are entitled to be member of the Central Library on Payment of an annual membership fee of Rs. 100/- for availing of reading room facility only. In order to keep their membership active, it is necessary to renew the membership by paying Rs. 100/- every year.

6.4 Outside Individuals

On production of the Identity card of a reputed outside organization/academic institution an individual is issued '**Temporary Permit Card**' to avail of reading room facility for a day only. On production of an authority letter from a reputed outside organization/academic institution duly forwarded by any of the faculty members of our Institution any individual is issued a '**Temporary Permit Card**' to avail of reading room facility initially for a month only. Later on depending on the situation the period can be extended up to three months. On the special recommendation of the Director of the Institute a non-IIT Kharagpur dignitary can become a member of the Library and can borrow one book at a time.

6.5 Outside Organizations/Institutions

Reputed outside Organizations and Academic Institutions can become member of the Library. In first year of its membership, an academic institution has to pay an amount of Rs. 10,000/- and other organization has to pay Rs. 25,000/-. While renewing in subsequent years, they have to pay an annual fee of Rs. 5000/- and Rs. 10,000/- respectively. Three selected employees of each organization are entitled to borrow a total of three books. Books must be returned within fifteen days, otherwise a fine of Rs. 1 per day delayed is charged. These amounts are non-refundable.

6.6 Termination of Membership

1. An outgoing member should return the Library Identity Card and should also return all the documents outstanding against his/her name, along with the delay fine, if any;
2. If any member is found misusing/mutilating/stealing/cutting pages from a book, disciplinary action will be initiated against him/her, besides withdrawing the library facilities;
3. Improper use of Library facilities by a member will lead to the suspension or termination of his/her membership.

7. Borrowing Facilities and Library Rules

Only Registered Members can borrow general and TBL books, except books marked for 'Reserve' and 'Reference' for stipulated periods as mentioned below. SC/ST students can borrow books from TBL (SC/ST) collection as per their entitlement as specified against their categories.

7.1. Loan Period

The category of membership along with number of books for a specified period of time has been described for all categories of library members.

Membership Categories	No. of Books	Duration
UG/ M. Sc/ M.Tech/ M.Tech (Dual Degree)	5	60 days
All SC/ST students	(5 + 8) = 13	90 days
Physically disabled students/ Research Scholars	8	90 days
Faculty/Academic/Scientific /Computer Staff / Non-faculty Group-A	10	180 days
Group-B, C, D Staff/ Project Staff	5	90 days
Project Manager	10	90days
Retired Employee	1/3	30 days

7.2. No Dues/ Clearance Certificate

No dues/ Clearance Certificate is issued provided all the outstanding dues in respect of borrowed book(s) and delay fine, if any, are cleared. Library Identity Card must be submitted along with prescribed Institute No-Dues application form in case of students/research scholars.



Staff members and Faculty members are also supposed to return Library Identity Card before issuance of No-Dues Certificate.

7.3. Overdue Charges & Fines for Lost Cards/Books

A borrowed book should be returned within the due date; otherwise **one rupee per day per book** will be collected from the user as overdue charge. All the overdue charges must be paid by the end of an academic session; otherwise issue facility may be withdrawn. Users may pay the overdue charges at the circulation counter through **POS Machine using Debit Cards/ Credit Cards**;

In lost case, a **duplicate library identity card** may be issued on the basis of application supported with an FIR lodged in Local Police station along with the receipt of Rs. 25/- deposited to the Institute account at SBI, IIT Kharagpur.

If a **user loses a library book**, then he/she has to make an application immediately addressed to the Librarian / Asst. Librarian (circulation) and submit the same to the Circulation Section for replacement of the lost book(s). Replace the lost book by a new book as per the library regulation; or Pay the current price of the lost book; or **Pay Rs. 300/- if the cost of the lost book is less than Rs. 300/-**.

7.4 Renewal of Books

In order to avail the facilities of renewal of books, users have to bring the issued books to the circulation counter. If the borrowed books are not in demand, then a user may renew the book for consecutively two times only. The Library has the right to recall a book if the same is required by another user.

7.5 Other Rules Related to Borrowing Facilities

- i. Users must check the Accession Number(s) of the book(s) issued by them with the printed borrower's slip(s) before leaving the Circulation counters to avoid confusion in future. Any discrepancy will not be considered afterwards;
- ii. Library Membership Identity Cards and borrowed books are not transferable and hence should not be lent to others;
- iii. Users are liable for the damage and Loss of books, if any;
- iv. Users should check the physical condition of a book while borrowing the same;
- v. During power/system failures, the circulation counter services will be suspended;
- vi. Immediately after the issue of a book, the user is required to take out the same from the Library ;
- vii. No book shall be returned on the day of issue ;
- viii. While going out of the Library, users should ensure that they do not carry book(s) that are duly not issued on their name(s), failing which disciplinary action will be taken against them;

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- ix. Every user is requested to check the status of book(s) outstanding against his/her name soon after a transaction is over at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained;
 - x. When there is demand for a borrowed book, the same must be returned within seven days from the date of issue of book otherwise recall notice will be issued from library;
 - xi. Users are responsible for complying with copyright act while photocopying library document;
 - xii. All outstanding dues in form of delay fine or lost book must be cleared within the current academic year failing which membership will be treated as delinquency.

8 Collection of Print Resources

The Library has two buildings, the Main Building and the Annexe Building. Books, Theses and Standards are kept in the Main Building. Current Periodicals, Bound Journals, CD-ROM Databases and lecture of various video courses are kept in the Annexe Building.

The Library is having a collection of more than 3.9 lakh print documents, subscribing to 133 print journals, and providing access to over 20,000 online full-text journals. The collection consists of Books, Back-volumes Periodicals, Theses, Conference Proceedings, Standards, Reports, Microforms, CD-ROM Databases and Audiovisual materials.

8.1 Books

The Library uses Dewey Decimal Classification (DDC) scheme to classify its documents. DDC groups the Universe of Knowledge into ten broad categories like General works and Computer Science and Information; Philosophy and Psychology; Religion; Social Sciences; Languages; Pure Science; Technology; Arts & Recreation; Literature; and History and Geography. Each subject is

assigned a classification number to locate book on shelf. Books are arranged on the racks in the ascending order of classification numbers.

8.2 Bound Periodicals

The Library has more than 1, 31,000 bound volumes of periodicals. Each volume is classified according to the Dewey Decimal Classification System. All journals published in 1980 and before are archived in the third floor of the Annexe Building. All other journals are located in the ground and the second floor of the Annexe Building. They are arranged alphanumerically according to Classification Number and are kept in their designated floors.

8.3 Classification and Contemporary Literature Section

Literature represents a language; culture and tradition. But, literature is more important than just historical or cultural artifact. Literature introduces us to new worlds of experiences. we enjoy the comedies and the tragedies of poems, stories, and plays; and we may even grow and evolve through our literary journey with books. Judging the importance of literature the Central Library has recently introduce a Classical & Contemporary Literature(CCL) Section with a collection of 800 titles in English and different Indian regional languages. Apart from OPAC searching to identify and locate a particular title of the user's interest from CCL Section one printed catalogue is also kept ready in the Section. **The book from the Section will be issued for 15 days only.**

8.4 Current Periodicals

The Library subscribes to 133 print journals. The current issues of these periodicals are kept in the Current Periodical Display Room on the first floor of the Annexe Building. They are arranged department-wise. Within each department the periodicals are arranged in the alphabetical order of their titles. A list of '**Recent Arrival of Print Journals**' is pasted on the notice board adjacent to the Current Periodical Display Room and is also circulated via 'g-mail' on weekly basis. The current periodicals are not issued out. Users are urged to read them inside the Room. They can, however, take them out of the Room for photocopying articles of their interest.

8.5 Display of New Books

Usually every Tuesday new books are displayed near the Library foyer. A list of these new books is posted on the notice board adjacent to the Librarian's room and is also circulated via 'g-mail'. A new book may be borrowed once its display period expires.

8.6 Gallery

The Library sets up gallery of books on special topics from time to time. At present, the topics include (1) History of Science & Technology, and (2) Works of Nobel Laureates. The galleries are located in the Foyer.



8.7 Non-Book Collection

Non-Book collections (print) are “kept in the Tower Room of the Main Building. Non-Books consist of Standards, Institute theses, Foreign Theses, Microforms Reprints and Patents. PhD Theses are arranged according to classification Number. Microfilms and microfiche documents are arranged by accession numbers. Patents are arranged by Patent numbers. Computer-based standalone database on Patents is also available in the Digital Library. Non-Book collections are usually not lent out. They are referred within the tower room only.

8.8 Reference Book Collection

Reference books consist of Bibliographies, Biographies Dictionaries, Directories, Encyclopedias, Geographical Reference Tools, Guidebooks, Handbooks, and Yearbooks. They are kept in the Hall 2. These books are not to be issued out at any circumstances. Academic calendars/prospectuses/annual

reports, and newsletters/bulletins of different academic and R&D institutions, industries, publications of government departments and voluntary organizations, periodicals received as complimentary, books written by our faculty members are kept in the Foyer under reference collection.

8.9 Reserved Text Book Section

This section is located in the basement. It houses copies of the textbooks prescribed by faculty on subject covered in various curricula and also the books which are on constant demand and frequently used by the users. These Books are kept in locked almirahs. They can be lent out for reading in the basement only, on depositing Library Identity Cards with the person in the Section. Copies of the past Semester Examination papers of B.Tech/B. Arch/M.Sc./M.Tech courses in bound forms are also kept in this section.

8.10 TBL (SC/ST) Section

Located in the basement, the TBL (SC/ST) section houses textbooks for borrowing exclusively by the SC/ST and physically handicapped students.

8.11 TBL Section

Multiple copies of textbooks are available in this section (in Hall 1). These books can be lent out through the Circulation Section.

9 Collection of Digital Resources

The Digital Library is housed in the First Floor of the Annexe Building. The Digital Library Collections consist of Online Databases, CD-ROM Databases, Video courses, and other audio visual materials. Number of Book Accompany CD/Floppy is 2922 and number of Ph.D. Theses Digitized: 2355. There is about 32 video courses that consist of lectures given by IIT Kharagpur faculty on subjects covered in various curricula. User education programme is conducted twice a week for enabling the users to use the Digital Library resources effectively.

The overview of digital resources may be summarized as follows:

E-Resources	No. of Documents
Journals	25,262
e-Databases	61
e-Books	1,11,000
e-Conf. Proceedings	28,638

Besides, Central Library is subscribing about 130 print journals and holding more than 3.9 lakh print books and bound volumes of journals.

9.1 Bibliographic Databases

Following are some of the bibliographic databases subscribed by Central Library, IIT Kharagpur.

9.1.1 MathSciNet: It is a comprehensive database published by American Mathematical Society which covers the world's mathematical literature since 1940. MathSciNet provides web access to bibliographic data and reviews of mathematical research literature contained in the Mathematical Reviews database. The MathSciNet may be accessed from <http://www.ams.org/mathscinet/>

9.1.2 SciFinder Scholar: It is an online database published by CAS for chemistry literature and the Chemical Abstracts. Over 27 million citations to chemistry publications are searchable by topic, author, CAS Registry Number, patent number, and CAS abstract number. The database is accessed from <https://scifinder.cas.org>.

9.1.3 Scopus: It is a bibliographic database published by Elsevier Science containing abstracts and citations for academic journal articles. It covers nearly 22,000 titles from over 5,000 publishers, of which 20,000 are peer-reviewed journals in the scientific, technical, medical, and social sciences (including arts and humanities). The Scopus database may be accessed from <http://www.scopus.com/>.

9.1.4 Web of Science (WoS): Web of Science, popularly known as Web of Knowledge is an online subscription-based scientific citation indexing service

maintained by Thomson Reuters that provides a comprehensive citation search. Web of Science now has indexing coverage from the year 1900 to the present. The multidisciplinary coverage of the Web of Science encompasses over 50,000 scholarly books, 12,000 journals and 160,000 conference proceedings. The database may be accessed from webofknowledge.com

9.2 e-Books Databases

Following are some of the E-books databases subscribed by Central Library, IIT Kharagpur.

- Cambridge University Press (Law e-Books) upto 2011
- CRCnetBASE (CRC Press e-Books) 2003-2017
- Elsevier Book Series (Chemistry) upto 2009
- Gale Cengage (Law eBook)
- Springer e-book(1842 – 2016)
- Wiley e-Books (Chemistry)

9.3 Financial Databases

- **Bloomberg Database.** Connecting decision makers to a dynamic network of information, people and ideas, Bloomberg quickly and accurately delivers business and financial information, news and insight around the world. It is offline database accessible clients from Digital Library & VGSOM
- **Capitaline:** It is an Internet web portal related to transfer pricing issues, details exhaustive data. It is the most reliable and empowered Indian Corporate database. This highly normalized database is built on a sound understanding of disclosures in India made by over 35,000 companies.
- **CMIE's Database:** Centre for Monitoring Indian Economy (CMIE) is an organization which brings out many important databases relating to financial aspects. Some of these are CapEX, Economic Outlook, Industry Outlook, and Prowess. CMIE has built India's largest database on the financial performance of individual companies;

- **FRST-AL:** Frost & Sullivan's Technical Insights research group provides clients with intelligence on emerging technologies and facilitates contact with the companies driving these technologies. These insights help clients stay at the forefront of technology adoption, preserving their reputations for innovation and creativity.
- **IndiaStat:** India's most comprehensive e-Resource for socio-economic data developed by Datanet India Pvt. Ltd, New Delhi. It discovers data on 33 Socio-economic categories 2 states for 14 years. It can be accessible from www.indiastat.com

9.4 Full text Databases

List of e-Journals and databases subscribed by Central Library, IIT Kharagpur and INDEST-AICTE Consortium.

ACM Digital Library	All Journals (ESS)	http://portal.acm.org
ACS Journals	Access from vol 1 & Issue 1	http://pubs.acs.org
AIP Journals	All Journals	http://scitation.aip.org/content/aip
Annual Reviews	All Journals	http://www.annualreviews.org
APS Journals	All Journals	https://journals.aps.org
ASCE	All Journals (ESS)	http://ascelibrary.org
ASME	All Journals (ESS)	http://asmedigitalcollection.asme.org
ASTM Standards & Journals	All Journals	http://enterprise.astm.org
Cambridge University Press	Selected Journals	http://journals.cambridge.org
EBSCO Databases	1. Business Source Complete	http://search.epnet.com
Electrochemical Society Journals	Selected Journals	http://www.electrochem.org
Elsevier Science Direct	All Journals (CL & ESS)	http://www.sciencedirect.com

Emerald Journals	All Journals (CL & ESS)	http://www.emeraldinsight.com
Energy Line India Database	An Indian Petro Database (upto 2015)	http://www.energylineindia.com
GeoRef Database	Resources for geosciences	http://www.americangeosciences.org
GeoScience World	Resources for geosciences	http://www.geoscienceworld.org
IEL / IEEE Online	All Journals (ESS)	http://ieeexplore.ieee.org
Informa Pubs Suite	Access from Vol 1 Issue 1	http://journals.informs.org
IOP	Package B (Access from Vol 1 Issue 1)	http://iopscience.iop.org/journals
John Wiley	Selected Journals	http://online.library.wiley.com
JSTOR	All Journals	http://www.jstor.org
Nature	Selected Journals	http://www.nature.com/index.html
Optical Society of America	All Journals (ESS)	http://www.osa.org/publications
Oxford University Press	All Journals (ESS)	http://www.oxfordjournals.org
Project Muse	All Journals (ESS)	http://muse.jhu.edu
Proquest's ABI/INFORM	All Database (ESS)	http://proquest.umi.com/pqdweb
PsycARTICLES - APA	All Journals	http://www.apa.org
Royal Society of Chemistry	Selected Journals	http://pubs.rsc.org/en/journals
Royal Society Publishing	Selected Journals	http://royalsocietypublishing.org
Sage Science Magazine	Selected Journals	http://online.sagepub.com
	Online Edition	http://www.sciencemag.org
SIAM journals	All Journals (ESS)	http://epubs.siam.org

SPIE Digital Library	All Journals	http://spiedigitallibrary.org
Springer Materials	Access from Vol 1 & Issue 1 (1961-2015)	http://www.springermaterials.com
Springer Protocols	Access from Vol 1 & Issue 1 (1980-2015)	http://www.springerprotocols.com
Springer Link	All Journal Access (CL & ESS)	http://www.springerlink.com
Taylor & Francis	All Journals- Science & Technology and Social Science	http://www.tandfonline.com
World Scientific Journals	Selected Journals	http://www.worldscientific.com

9.5 Law Databases

- **Hein Online:** HeinOnline is an Internet database service launched in 2000 that is a source of legal information. It is published by William S. Hein & Co. and provides access to a large number of law libraries - related periodicals.
- **Manupatra:** It is online legal full text database, accessible through IP based. It covers all legal Taxation, Corporate and Business Policy databases in India.
- **Supreme Court Cases Online (Platinum Plus).** It is a legal database accessible online via <https://www.scconline.co.in/>
- **Westlaw India Academic:** Westlaw India database is an online legal portal which provides the full text of caselaws, legislations and legal articles published in India. It is one of the most comprehensive databases which provide coverage to the Indian Legal Literature.
- **WIPS Global (Worldwide Intellectual Property Search):** WIPS global is easy and quick to perform of establish about patent strategy provide

services about deep analysis on major patents, intensified Smart Angle on analysis of multiple statistics and specialized theme search service based on business purpose. The site is accessible at <http://www.wipsglobal.com/>

9.6 *Off-line Databases and Software*

- **AIR Law College (CD-ROM + Print):** A package of archival law databases on CD-ROM and current print journals available at Digital Library and RGSOPL.
- **Grammarly@eduwriting support suit:** It is an automated grammar tutor and revision support tool. Grammarly works one-on-one with a student to develop essential writing skills reinforce proper revision habits and prevent plagiarism.
- **JCPDF Databases (CD-ROM Version):** The most advanced databases, developed by ICDD, designed for both phase identification and quantitative analysis. These databases have comprehensive material coverage for inorganic materials and it contains numerous additional features such as digitized patterns, molecular graphics, and atomic parameters.
- **Turnitin-2 Anti Plagiarism Software:** Turnitin is a comprehensive cloud-based solution that helps students learn by facilitating personalized feedback. Student work is instantly checked for potential plagiarism using pattern recognition algorithms. An Originality Report is generated in a matter of seconds.

9.7 *PhD Theses & Dissertation*

- **ProQuest's Theses & Dissertation:** The largest single repository of graduate dissertations and theses includes 3.8 million works grows by 100K each year International scope – deposits from universities in 88 countries. It may be accessed through <http://search.proquest.com/>
- **IDR - Online access of institute's PhD theses.** The institute's PhD Theses may be accessed through the URL: <http://www.idr.iitkgp.ac.in>

9.8 Standards Databases

Following standards may be accessed through the links of library websites within LAN after Disable Proxy:

- ASME Standards : <http://10.17.32.9/asme/asme.asp>
- BSI Standard : <http://10.17.32.9/BSI/bsi.asp>
- IEC Standards : http://10.17.32.9/IEC_esp/iec_cat.asp
- Euro Code Standards : http://10.17.32.9/Euro_Code/Index.html
- ISO Standards : http://10.17.32.9/iso/iso_cat.asp

10 Library Services

10.1 Circulation Service

- Membership registration
- Checkout, Check-in, Renewal of books
- Library fine collection
- Overdue alert service
- Reservation alert service
- Issue of no dues clearance certificate
- Lost book recovery
- Issue of duplicate Library Membership Identity Card
- Inter Library Loan (ILL)
- Help desk

10.2 Current Awareness Service (CAS)

Current Awareness Service (CAS) is a kind of awareness service to the users. This service is provided in order to keep the library users aware of the new addition of books and journals or any other resources. For the case of print books, weekly new arrival list is being displayed at the Foyer of the Library (i.e. adjacent to Librarian's Room). Similarly, the list of newly added issues of print

journals put on display on the notice board of the Current Display Section. All electronic resources are listed in library website.

10.3 Display of New Books

The newly procured books, after processing, displayed in every week on the 'Book Display Zone' at the Foyer of the Library (i.e. Ground Floor, Main Building). The displayed books are not allowed to issue for one week.

10.4 Indian Newspaper Corner

The Library has recently opened an Indian Magazines Corner which is located in the Library Foyer. Popular Indian weeklies and monthlies are displayed here. These are not lent out

10.5 Inter Library Loan (ILL)

On request from the users, the Circulation Section obtains the documents that are not available in the Library through Inter-Library Loan (ILL). The section contacts other IIT Libraries, libraries of reputed Institutions and Universities of the country for photocopies of the requested articles/books/ journals. Charges for the service depend on the type of document transactions and photocopying charges of the lending libraries which are necessary to be paid by the users through the Central Library.

10.6 WebOPAC

An Online Public Access Catalogue (OPAC) is an online database of books, bound volume Journals, PhD Theses etc of the Library. The Central Library uses Libsys-7 to maintain the library operations including library catalogue, which may be <http://10.17.32.5:8380/opac/>

10.7 Question Paper Online

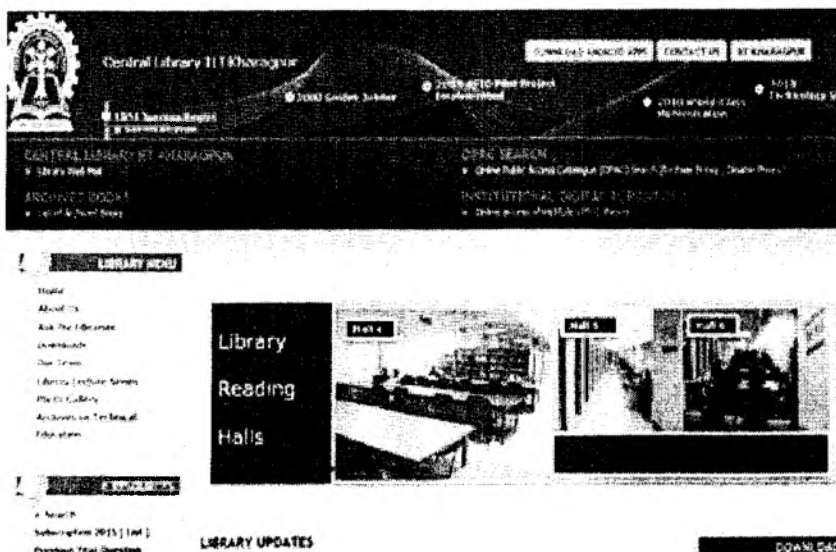
Soft copies of old question papers of B. Tech./B. Arch./M. Sc. mid-term and end-term examinations of the Institute are available online (site address: <http://10.17.32.9/peqp/>). Faculty members are requested to mail their question papers

electronically (email: bsutra@library.iitkgp.emet.in) and after that, these are organized and made accessible through library website.

10.8 Reference Services

The Reference services are provided from the Reference Desk to assist the users in locating a book or periodical, providing information on a topic, an event, a person, a date, a place, or a word, and giving instructions regarding the method of using the Online Public Access Catalogue (OPAC), and offering research and advisory services to library users, and meeting enquiry about library services.

10.9 Library Website: *Now-a-days*, Library website is the mirror of any academic library because it is the window through which most of the library services are provided to the users' community. The web address of Central Library is www.library.iitkgp.ernet.in



All the subscribed e-resources have been listed out with a link. Besides, e-search portal has been developed to easily find out all the required information, even at the article level.

Users can download full text articles, books chapters, reports, articles from conference proceedings etc as per their requirements.

11 New Initiatives and Facilities

11.1 CCTV

To ensure proper surveillance of various potential locations of the large library, 50 CCTV cameras are installed. These cameras have been located evenly at both buildings of the Library. Three digital video recorders continuously provide real time outputs of all 50 cameras for viewing at the 'Console Room', and also at specific terminals located at Security Checkpoint and other sections of the Library. The DVR recorders can store the real time outputs of all 50 cameras (4-5 snaps/second) for 3 weeks in its memory. Installation of the CCTV at the Central Library has immensely facilitated effective surveillance of all important locations of the Library.

11.2 Implementation of RFID System

In order to further modernize the Central Library; a small scale RFID (Radio Frequency Identification) project has been executed at the Library. In this RFID project we have already tagged about 5000 selected fast moving titles which are available through RFID enabled systems. This RFID system includes a self-check-in, check-out station (RFID staff station); EAS security gate and a book drop box. We have also planned to implement the RFID systems for the entire book collection of Central Library in near future.

11.3 Institutional Digital Repositories (IDR)

The Central Library has developed an Institutional Digital Repository (IDR) using open source software namely DSpace. The IDR collects preserves and disseminates in digital format of the research output (PhD theses, technical reports, faculty publications, etc.) within IIT Kharagpur Research Community. It enables the institute community to deposit (self-archiving) their pre-prints, post prints and other scholarly publications using a web interface and organize these publications for easy retrieval. We are having 1862+ PhD thesis both full

text and abstract level uploaded in our IDR which is rapidly growing day by day. The Institute research scholars are also using the IDR regularly. The Library also gets many requests from other universities to provide access to full text content of PhD thesis. The present URL of the IDR is <http://www.idr.iitkgp.ac.in>

11.4 National Digital Library (NDL)

MHRD, under its NMEICT mission, has entrusted IIT Kharagpur to host, coordinate and set-up National Digital Library (NDL) towards building a national asset. For this purpose, a project room has been set up at Annex Building of Central Library. Some of the staff from Central Library are actively engaged and associated with the project.

11.5 Technology Book Fair

The Central Library had organized the 10th Technology Book Fair during 14-17 January 2015 at Vikramashila New Complex (Adjacent Kalidas Auditorium). There were 41 Book suppliers/publishing agencies participated in the 10th Technology Book Fair 2015. Mr. Yasuhiko Tanaka, Deputy Consul General of Japan inaugurated the 10th Technology Book Fair on 14 January 2015. It was a grand success because a number of leading publishers, publishing agencies and book suppliers were enthusiastically participated in this fair. An evening of melody performed by noted vocalist Sri Raghav Chatterjee on this occasion on January 15, 2015.

11.6 Reading Lounge & Video Conferencing

The Central Library is the pioneer in India in launching a modern state-of-the-art reading launch facility for the students and faculty members of the institute to provide a comfortable and relax reading equipped with modern electronic gadgets. The project was funded by one of our alumni Prof. T. P. Bagchi. The objective of the project is:

- To set up an attractive **Reading Lounge** for users; Making comfortable reading environment by facilitating electronic gadgets like **E-book Readers/Desktop Computers with Touch Screen Monitor**, etc to access and generating new innovative ideas for the society.

- To facilitate for **video conferencing / group discussion by a groups of students** in the proposed Reading Lounge with projector and audio and visual facility;

11.7 Electronic Display:

An electronic display unit (80 inches) has been installed near the main entrance of the Library to provide the key information of the library. It also helps to provide the instructions to the users on how to find the sources of information. A few videos have been uploaded to increase the awareness on National Digital Library and how to find the information at the NDL portal.

12 Library Committees

12.1 Senate Library Advisory Committee (SLAC)

The Library advisory committee consists of following members to advise the Librarian for overall improvement of Central Library.

Prof. Suneel Kumar Srivastava	Chairman
Prof. Nirjhar Dhang	Member
Prof. Chandranath Chatterjee	Member
Prof. Anushree Roy	Member
Prof. Dipak K Maiti	Member
Prof. Indrajit Chakrabarti	Member
Dr. B. Sutradhar	Librarian & Member Secretary

12.2 Library Purchase Committee (LPC)

The Library purchase committee consists of following members to smooth functioning of the library purchase related matters.

Prof. S. K. Srivastava	: Chairman
Dr. B. Sutradhar	: Member
Sri Tamal Nath, DR (Audit)	: Member
Sri Atin Nandi, AL (Acquisition)	: Member
Dr. S. K. Jalal, Dy. Librarian	: Special Invitee

13 General Information and Library Rules

13.1 Appeal to the Users

- a Do not hide, mishandle or upset the arrangement of books/journals. Such practices create problems for other readers. It is not easy for the Library staff to trace misplaced books or journals.
- b Please do not replace a book on shelves; we will do it for you. Remember, a misplaced book is equivalent to a lost one. Think how disappointed you will be when you fail to locate a book on the designated place.
- c Do not tear off pages from books or journals. Do not deprive other readers of a benefit you are keen on getting. The copy of the book or journal you are mutilating may be the only copy available in the whole of this region or in the whole country.
- d At the end of the day; please leave the Library when the first bell rings, to facilitate the staff to close the Library on time.
- e While entering the Library, please keep your personal belongings in the property counter. While checking out, please declare to the checkpoint staff the items that you are carrying.
- f Let us understand that a haphazardly used library is a chaotic library, which is of very little use to a user. Let us remember that disciplined use adds to a library's overall serviceability.
- g The Library is your own property; help us to maintain it well.
- h If you face any difficulty please do not hesitate to contact the Library staff.

13.2 Check point

The checkpoint at the entrance to the Library is usually manned by two persons from Institute Security Section. Visitors and Library users are requested to declare their belongings whenever they pass by the checkpoint.

13.3 Property Counter

The property counter is located at the Library Entrance. All the users are requested to keep their bags without any valuable property at the property counters before entering into the library.

13.4 Suggestion Box

Suggestion box is placed near the Circulation Counters. Users are requested to drop their suggestions in the Box. The Library Management attaches great significance to these suggestions for providing improved Library services.

13.5 Visitor

A first-time and an occasional visitor to the Library should contact the checkpoint and the Help Desk. He/she should produce a letter of introduction or an identity card for admission into the Library. The visitor who intends to use the Library for an extended period beyond one day is given a temporary Library Card for reading room facility only.

14 Library Contacts

14.1 Important Contacts

Name & Designation	Email	Contact
Dr. B. Sutradhar Librarian	bsutra@library.iitkgp.emet.in	82432
Dr. S. K. Jalal Deputy Librarian	skjalal@library.iitkgp.emet.in	82440
Mr.U.Shankar Assistant Librarian	ushankar@library.iitkgp.emet.in	81735
Mr.A.Nandi Assistant Librarian	atin@library.iitkgp.emet.in	82442
Mr. A. K. Goswami Assistant Librarian	akg@library.iitkgp.ernet.in	82461
Mr. S.G Roy Assistant Librarian	samrat@library.iitkgp.ernet.in	82446
Mr. H.K Biswal Assistant Librarian	hbiswal@ library.iitkgp.ernet.in	82466
Mr.M. Manivannan Information Analyst	vannan_mm@library.iitkgp.ernet.in	82454

14.2 Important Sections and Telephone

Sections	Extn No.
Acquisition Section	82442
Checkpoint	82460
Circulation Section	82465
Console Room / Server	82446
Current Periodicals and Back Volume Section	82461
Digital Library	82454
National Digital Library (NDL)	82432
Office	82430
Reference, SC/ST and Reserved Textbooks Section	82464
RGSOIPL Library	81735
Technical Processing Section	82466

CONTACT ADDRESS

Librarian
Central Library
Indian Institute of Technology Kharagpur

Kharagpur-721302(W.B.)

Tel: 03222-282432 (Librarian), 282430 (Office). Fax: 282431

Email: bsutra@library.iitkgp.emet.in

