Welcome to the Resource Centre Orientation Session!
Let us Know Our Resource Centre!

Orientation Programme
21\textsuperscript{st} - 23\textsuperscript{rd} July, 2010
What will be covered

- About RC, Vision, Mission and Objectives
- Membership
- Floor arrangement
- IT application @ RC
- Resources (print & digital)
- Online Resources
- Arrangement of & Access to Resources
- Use Policy & Guidelines
- Services, Opening hours, communications, divisions
- Staff, some do’s & don’ts
Objective of this Session

- To familiarise you with,
  - Place & Resources
  - Organization & arrangement
  - Facilities & Access
  - Services & People
  - Other related information

- To build partnership in learning & research

- To create awareness as to how RC can add value & make difference to your learning
About RC

- Serves as hub for library and information services
- Serves as an innovative partner in teaching, learning and research activities
- Responsible for acquisition, processing, organizing & providing access to high quality information resources both in print & digital form
- Contributes to the achievement of Institute’s mission
Vision

To become a premier Learning Resource Centre in ICT
Mission

Provide high quality information resources in all forms, to DA-IICT community and achieve excellence in service
Major Objective

To select, collect, create, organize, preserve, manage and provide access to information sources in print, non-print and digital forms, regardless of physical location, to support scholarly pursuit, learning, teaching and research in the Institute.
Member of the DA-IICT Community
- Students
- Faculty
- Staff
- Alumni Members
- Educational Institutes
- Industries/Corporate organization
- ADAG Group of Companies
- Visitors
Membership Privileges

- **Borrowing Privileges**
  - PhD
    - 12 books for one semester
    - 1 Bound volume for 5 days
  - PG Students
    - 8 Books for 14 days
  - UG Students
    - 6 Books for 14 days

- **Late fee**
  - Rs. 2.00 per day (1-7 days)
  - Rs. 5.00 per day 8th day and onwards
Floor Arrangements

Spread across two floors

Ground Floor:
- Wing A: Circulation, stack area, research cubicles, photocopy service and Collection Development and Technical Services
- Wing B: Digital Resources & Services, Institutional Repository, Preview Room

First Floor:
- Reading hall, reference collection, periodicals, bound volumes, newspapers etc.
RC Entrance
Circulation Desk
Online Catalogue

Online Public Access Catalogue (OPAC)
New Arrivals of Books
Row Guides
Research Cubicles
Light Reading Area
Journal & News Papers
Current Journals Display
Old News Papers & Journals Reading Area
Bound Volumes
Reference Area
Preview Room
Digital Resources Area
Digital Resources Display
Theses & Dissertations
Faculty Publications
IT Application in RC

- Operations & services fully automated
- Online catalogues
- Collection bar-coded
- Security system implemented
- Digital resources facility created
  - 30 + PCs, TV, Music System, Blue Ray Disk player, Scanners
- CD Mirroring Server installed
- RC has its own website
- Preview room
- RC Blog
- Wi-Fi enabled
Security Gate
Wi Fi Accessibility

- Access Names
  - DARCGF (Ground Floor)
  - DARCRF (Reference Section)
  - DARCJR (Journal Section)
Resources (print & digital)

- Books (print): 24913
- E-Books: 10212 (includes proceedings)
- Journals (print)
  - Current: 209
  - Bound volumes: 1518
- E-Journals: 5000+
- Theses and Dissertations: 239
  - Ph.D. Theses
  - M.Tech and M.Des. Dissertations
  - BTP Reports: 240x6
- Digital Resources: 3370
  - CD-ROM, DVD, VCD, Videos etc.
  - Recorded Courses from IITB
  - IEEE COMSOC Tutorials
- Online Resources
  - Journals, bib.databases, proceedings, e-books, standards
- Standards: 5000 (IEEE & ITU)
Newspapers Received
Gujarati & Hindi Newspapers
Science & Technology Magazines
General Magazines
Computer & Communication Magazine
Online Resources

- ACM Digital Library
  - ACM Computing Reviews
  - ACM Guide to Computing Literature
- AIP/APS Journal collection
- ASA Digital Library
- ASABE Technical Library
- IEL Online Library
- IndiaStat.com
- ITU Recommendations Online
- JSTOR Archive
- Lecture Notes in Computer Science (LNCS)
- Publications from USENIX
- ScienceDirect (Comp.& Commn. Sc.)
- Springer Online Journals
- Virtual Reference Shelf (Free Resources on Internet)
Acoustical Society of America
Digital Library

[Website content]

[Wayback Machine snapshot page]

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Organization/Arrangement of Resources

- **Books**: Dewey Decimal Classification System
- **Journals**: Alphabetical order
- **Theses & Dissertations**: By Accession number
- **CD/DVD/VCD/ACD**: By Accession number
  - A, C, F, V series
- **Online Resources**: Linked on RC website
Organization/Arrangement of Resources

- Reference Books (R)
- Reference (restricted) (R R)
- Course Reserve Collection (CR)
- Short Loan Collection (SL)
## DDC System

<table>
<thead>
<tr>
<th>Classification No.</th>
<th>Subjects</th>
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<tbody>
<tr>
<td>000</td>
<td>Generalities</td>
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<tr>
<td>100</td>
<td>Philosophy</td>
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<td>Religion</td>
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<td>300</td>
<td>Social Science, Sociology/Anthropology</td>
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<td>Technology</td>
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<td>700</td>
<td>Arts, Fine Arts and Decorative Arts</td>
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<tr>
<td>800</td>
<td>Literature</td>
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<tr>
<td>900</td>
<td>Geography, History</td>
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CR, SL, R & RR Collection

- Course Reserve Books
- Short Loan Books
- Reference Books
- RR Books
New Arrivals

THE BIG IDEAS OF 2010

A THEORY OF OBJECTS
Access to RC Resources

- RC Follows Open Access System
- Online Catalogue for all holdings in RC
- Follow links on RC Website
- All Online resources accessible on Intranet
- IndiaStat & ITU recommendations need ID & PW
- CDs hosted on mirroring server-accessible on Intranet
- To be accessed in RC only
  - IEEE COMSOC Tutorials
  - IITB Courses
  - All DVDs/ACD/VCD & video Cassettes
  - Theses & Dissertations
- Course Reading Materials: CR/SL List on Website
Services

- **Circulation:**
  - Loaning of reading materials
- **Reference & Information Services**
  - Ask A Librarian (Virtual Reference Service)
- **Document Delivery Services**
- **Inter Library Loan**
- **Photocopy Service**
- **Orientation & Information Literacy Programs**

- **Current Awareness Service**
  - New Arrival of books
  - Recent Issues of Journals
  - ICT Web Alert
  - Lest You Miss!
  - Call for Papers Alert
  - Conference Alert
  - Bibliographies
  - Pick of the week
  - Know your author & others

- Many more being planned
Use Policies & Guidelines

- Circulation policies
  - Borrowing privileges, issue & return, reminders, late fee, renewals, recall, reservation, loss/damage, CR/SL books, vacation issues, personal books, study carrels etc
- General Policies
- Communication policy
- Online resources use policy
- Guidelines for efficient & optimum use of resources

(all policy guidelines available on RC website)
Opening Hours

- **During Academic Session**
  - **Opening Hours**
    - Monday - Friday
      - 9:00 a.m. - 12:00 midnight
    - Saturday, Sunday and Institute holidays
      - 9:00 a.m. - 6:00 p.m.
  - **Issue & Return Hours**
    - 9:00 a.m. - 7:00 p.m.
    - 9.00 a.m. - 1.00 p.m. (on Saturday)

- **During Exam Period (all days)**
  - 9:00 am - 2.00 am

- **Vacation Period**
  - **Opening Hours** - 9:00 a.m. - 8:00 p.m.
  - **Issue & Return** - 9:00 a.m. - 6:00 p.m.
  - 9.00 a.m. - 1.00 p.m. (on Sat.)

- **No issue and return transactions on Sunday and Institute Holidays**
RC Communication

- Through Institute email
- RC Website
- Bulletin Boards in the RC
- What is new?
- Ask A Librarian?
- RC Blog
- email us: rcservices@daiict.ac.in
  library@daiict.ac.in
- Tel: # 578, 625, 626, 550
RC Departments

- Collection Development & Technical Services
  - Acquisition
    - Classification and Cataloguing
  - Information Access Services
    - Circulation
    - Reference Services
- Digital Resources & Services
  - Institute Repository, Digital Resources Room
  - Preview Room
  - AV collection etc.
RC Team

- T. S. Kumbar
- Suresh B.
- Prasanna Muduli
- Saurabh Prajapati
- Rajakumar A.
- Manoj Nair
- Parul Patel
- Rakesh Trivedi
- Shanti P Chaudhary
- Library Attendants
Some Do’s

- Respect and follow RC Rules and procedures
- Co-operate with RC staff
- Feel free to seek assistance
- Maintain silence
- Participate actively in RC activities
- Keep the RC neat and clean
- Alert on misuse of resources
- Take care of RC materials
- Be prompt in responding to our communications
- Provide feedback & suggestions
Some Don’ts

- Do not use mobiles in RC premises
- Do not bring Music and other gadgets
- No group discussions and group study
- Do not bring any eatables and drinks
- Do not use RC computers/Network for other purposes
- Use your computers for academic purpose
- Do not mark, write, scribble, underline in RC reading materials
Campus Book Shop

- Exclusive Bookshop (located next to OAT)
- Open on weekdays (evenings)
- Offers good discounts
- Contact: Mr. Rasik Bhai Patel (9427604550)
Questions and Clarifications?
Thank You!

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We Look Forward to Assisting You