EAST ASIAN STUDIES LIBRARY

DEPARTMENT OF EAST ASIAN STUDIES

University of Delhi, Delhi-110007.

LIBRARY MANUAL

2011

PREFACE

The Library provides a vibrant learning environment that ensures access to relevant and reliable information in multiple formats. Its main objective is to meet the rising expectations of the student community by providing unparalleled services that advance the institute's mission to create new knowledge. Library houses quite a good number of print and electronic resources in the field of East Asian Studies. Experienced, cooperative and professionally trained library staffs are employed for systematic organization of the library documents as well as to maximize their usage. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library so as to further improve its efficiency, utility and services. Therefore, a 'Library Manual' is warranted where all the rules, regulations, procedures are clearly spelt out. All the library staff and the faculty associated with made an effort to discuss thoroughly and prepare a draft of the "Library Manual". The manual touches upon all important functional modules of the library as and delineates a clear policy as to how the activities of the library like library material, technical processing, arrangement of resources, library services, etc. To be able to give direction in organizing and in managing the Library, this manual will serve as a guide to the library staff and users. To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

LIBRARIAN

EASL

TABLE OF CONTENT

EAST ASIAN STUDIES LIBRARY

Primary aim of East Asian Studies library is to support the curriculum needs of students, research scholars, teaching staffs & support staffs of the institution through the development of pertinent collections. The provision of services designed to meet the user information and learning need such as Book Bank Service, Lending Service, Digital Library Service, Some databases are also accessible through the UGC-INFONET Digital Library Consortium. The Library also promotes Open Access to e-resources. The Department occasionally conducts Information Literacy Programs (ILP) for the benefit of students and researchers. The OPAC is also being strengthened.

- **Vision:**

 "To provide comprehensive resources and services to the researcher, teacher and students, meet their information needs to enrich their treasure of knowledge by providing the access round the clock-round the world"

- **Mission:**

1. To procure, organize and disseminate information on EAS in different East Asian Languages As well as in English

2. To support and promote the use of rich and diverse collection among the users.

3. Incorporate strong library ethics

4. Effectively apply innovative tools and techniques for its continuous management and improvisation.

- **AUTOMATED EAS LIBRARY**

Library uses Integrated Automation Software, which supports in-house operations of library such as acquisition, cataloguing, circulation, serials control and OPAC. Database is updated daily.

Smart circulation system is used successfully via Bar-code technology for all the resources and barrower cards.

- **WORKING HOURS**

  ➢ The library remains open on all the working days except Saturdays, Sundays and University notified holidays.

- ➤ The opening hours of the Library are from 9.00 AM to 5.30 PM.
- ➤ Library services are provided from 9.00 AM to 5.00 PM.
- ➤ Lunch break is observed from 1.00 PM to 1.30 PM for all services except reading.

LIBRARY COMMITTEE

The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The Library Committee acts as a channel of communication and dialogue between the library and its users. The main objective of the Library Committee is to aid in the establishment of a bridge between the library and the academic fraternity and the institute management. Composition: Library Committee shall consist of the following members:

1. HOD of the department.
2. Librarian.
3. Three faculty members
   Meeting Notice: Notices for the Library Committee meetings should also be sent to the Heads of the Departments/Centres so they could arrange a substitute in case a regular member is unable to attend.
   Minutes of the meeting: Meeting minutes shall be recorded and circulated to all members for consideration and approval.

LIBRARY BUDGET

Library budget means the financial allocation to procure documents and provide access to the information resources. The annual library budget of the library has the following components: Library Budget
 • Books
 • Journals/periodicals (Renewal and new subscriptions)
• Online Archival and Bibliographical Series including e-books (Renewal and new resources)
• Travelling Allowances (workshop/seminars/conference/training programs/refresher course etc. for library staff members).
 • Binding and other maintenance expenses.
[Note: Budget heads and titles go on changing from time to time.]

LIBRARY COLLECTION

- The Library holds an exclusive collection of material on East Asian Studies in English, Chinese , Japanese and Korean languages.
- The Library collection is made of over 45,000 books, Journals in Print and E- form offering online access to many multidisciplinary journals on Area Studies.
- The Library holds Dissertations And Thesis collection also. Thesis are kept in Central Library.
- The exclusive text book collection is arranged alphabetically and is issued over night.
- Japanese Collection which is mostly built up by annual Book Support Programme by Organisations like Japan Foundation, Toshiba, IIIAS, The Netherlands etc has about 10000 books and CD's.
- Chinese Collection is the oldest and includes books donated by the Government of PRC and it boasts of holding Classic Chinese as well as modern Chinese material .
- Korean Collection has developed by the support of Korea Foundation, includes books and digital material.
- Reference sources are also provided by library like encyclopaedia, dictionary,yearbook etc for consultation.

LIBRARY SERVICES

1) Lending:

Stack books will be issued to the students for a period of 14 days. Books so lent shall be returned on due date. The same book can be reissued for another 14 days if it is not in demand.

a) Textbook will be issued to the students for Overnight. Books so lent shall be returned on due date.

b)Reference books are provided only for consultation.

c) Question paper: Library is also providing previous years question papers on demand.

LOSS OF BOOKS

When an item is lost or damaged, the borrower will be charged for the item as follows.

➢ The member has to procure a new edition copy of the same with fine.

ISSUE OF NO DUE CERTIFICATE

Library No-Due certificate will be issued to the users after the return of borrowed library materials.

- Students: Course completed students have to produce their ID-card at the time of getting No-Due from the library. Those students who don't have the ID card required to submit the 'ID card application for No due Certificate' (Application Format) by paying the fee.
- Students who are discontinuing/ leaving the course have to surrender their ID-Card to get the No-Due from the library and those who lost their ID card are required to produce the FIR copy of the police complaint about the loss of ID card or else to submit

the 'ID card application for No due Certificate' (Application Format)by paying the fee.

- Staff Members/Research scholars: Staff members have to surrender their ID-Card to get the No-Due from the library or else they have to produce the FIR copy of the police complaint about the loss of ID card.

2) READING ROOM SERVICE

Reading room facility is available at both the libraries (with seating arrangements for 30 members in Books & 15 members in Journals library)

3) DISPLAY OF NEW ARRIVALS

Library displays the new additions of the books for attention to the library members.

4) INTER LIBRARY LOAN SERVICE

On receiving request from its members, Library arrange ILL by sending requisition to the particular library through DELNET.

5) DOCUMENTATION SERVICE

The Library is providing Documentation Services like Article Indexing , Tables of Contents (TOC) in print form.
E TOC may be accessed through online database where available.

6) INTERNET ACCESS FACILITY

The library is having Internet Access Facility and is available for library members only. All Internet services like E-mail, browsing, and downloading are open to all the library users.

7) RESERVATION FACILITY

Reservation facility is also available with the library as if any document has been issued to some member and an another member want to consult it, in that case reservation can be done for the same document and the member will be intimate as and when the document get back to the library.

8) OPAC

In the library there is an Online Public Access Catalogue (OPAC) system is also available to help the members to know about the availability of books in the library. OPAC is being update regularly.

9) CIRCULATION SERVICE

Library provides charging and discharging service to its members

10) REFERENCE SERVICE

Library staff is also engage in providing reference service to its members and help them to locate their required documents as well as information as and when needed.

RULES & REGULATIONS

Code of Conduct

The EAS Library provides a friendly space and environment for information and knowledge exchange. The Library Code of Conduct is established to ensure that this environment is maintained.

1) Users: Code of Conduct applies to all areas of the EAS Library, including Stack Area, Reference & Periodical Section, Study Spaces, General Reading Room and Digital Library. Library users must nurture the following guidelines below.

- It is compulsory to show your valid Library Membership Card at the entrance of the Library and to sign in the register.
- Our Journal Library is in the New Social Science Building (3rd Floor).
- Use of Computer: Signature in Computer register, using the computer. Time Limit for Use the Computer: Thirty minutes. Computer for the Use of OPAC Only: Do not use this computer for internet/Web OPAC.
- Transfer of Library Tickets for other Libraries: Tickets Numbers 1 & 2 for RTL and 5 & 6 (of M.Phil. and Ph.D.) and 3 & 4 (of M.A.-EAS) for Central Library.
- Personal belongings including bag and personal text books will not be allowed inside the stack and reference area except loose sheets and notebook.
- Reading materials including notebooks, personal textbooks will be allowed inside the general reading room only.
- Bags, cases, folders etc. must be left in the property counter.
- Users are advised not to leave their valuable items such as wallet, laptops debit/credit card etc., at the property counter. Library is not responsible for any loss of individual's aforesaid properties.
- Users are required to enter their USN/Member ID and sign the register provided at the entrance.

- Wearing of coats, jackets, sweaters, caps, hats are not allowed inside the stack and reference area. The Library staff reserve the right to inspect any person who appears suspicious.
- Students' Institute Identity Card is necessary for access to the library.
- The users shall maintain silence within the library premises. Conversations, gossip are strictly forbidden. No reader is allowed to sleep in the premises.
- Use of mobile phones is strictly prohibited.
- Library authority upholds the right to recall any issued book even before the due date.
- Anyone caught marking, defacing or mutilating books or any other library material is accountable to replace the same.
- The membership of the library is not transferable.
- Users are not allowed to reshelf books or journals after removing them from the shelf. Leave them on the table or on the nearby trolley.
- Eatables are not allowed inside the Library.
- Library Membership Card is compulsory for borrowing the book/s.
- No Issue/Return between 1.00-1.30 P.M. and after 5.00 P.M.
- If the mentioned codes of conduct/rules are not honoured the user, then The Library has the right to expel a user from the premise.
- Abiding by the standards of the library code of conduct will help us maintain our mission to provide the best in information services.

MEMBERSHIP DETAILS

The library is open to the bonafide members of the Department of East Asian Studies. Admission to the library is against the identity card issued by the Department Membership card to be shown at the time of entrance & for borrowing books on loan as well as for getting reserved book for consultation or otherwise.

Readers are requested to sign the Entry Register kept, at the checking point. Bags brief cases, personal belongings and books borrowed from other libraries must not be brought inside the library. These must be deposited at the property counter at reader's own risk. Lockers are provided to students Research scholars, students of M. Phil and full time courses on first come first served basis on daily basis after depositing the ID Card. Library does not accept any responsibility for loss or damage to personal property left on its premises. The property left at the counter must be taken back the same day

While leaving the library, members are required to show their files, file covers, books etc. to the staff on duty at the exit gate. Membership of the Library is open to:

- Teachers, Teacher Fellows, Research Associates/ Scholars (Ph.D., & M. Phil) and post-graduate degree students, Full time language courses from the Department of East Asian Studies.
- Post Graduate Ex-students (who are enrolled for examinations, who were earlier members of the Library, on the recommendation of the Head of the Department.
- PhD. / M. Phil students and teachers of other departments of Delhi University wanting to make use of it for specific purposes on recommendation of the Head of the Department.
- Retired teachers of Delhi University, who were earlier members of the library on payment of a refundable security of Rs. 1000 and an annual membership fee.
- A member will be entitled to library privileges according to only one of the above mentioned categories.

MEMBERS PRIVILEGES

Category of Library Users	Numbers of tickets
Teachers of the Department	20 Tickets
PhD Scholars	11 Tickets
M.Phil Scholars	7 Tickets
M.A. in East Asian studies (MA-EAS)	5 Tickets
M.A. in Japanese (MA-JL)	5 Tickets
Intensive Advanced Diploma Course in Chinese Language (CF-2)	5 Tickets
Intensive Advanced Diploma Course in Japanese Language (JF-2)	5 Tickets
Intensive Advanced Diploma Course in Korean Language (KF-2)	5 Tickets
Intensive Diploma Course in Chinese Language (CF-1)	3 Tickets
Intensive Diploma Course in Japanese Language (JF-1)	3 Tickets
Intensive Diploma Course in Korean Language (KF-1)	3Tickets
Special Member	2 Tickets
Non-Teaching Staff	10 Tickets

- **Memberships Form**

Memberships Form can be download by using the link given on website.

LIBRARY TECHNIQUES

- **CLASSIFICATION SCHEME**:

A library classification is a system of knowledge organization by which library resources are arranged and ordered systematically.

EAS Library use "COLON CLASSIFACTION" Scheme for classifying its documents.

CATALOGING:

Library Cataloging is the process of creating and maintaining bibliographic and authority records in the library catalogue, the database of books, serials, sound recordings, moving images, cartographic materials, computer files, e-resources etc. that are owned by a library.

Bibliographic details of each book are entered into Cataloguing Module of library software

- **SUBJECT HEADINGS**:

Assign subject heading according to the help of chain procedure.

- **WEBOPAC:**

The Web OPAC is provided by DULS and can be search 24*7 (any time and anywhere) It's being updated regularly for the convenience of users.

- **DATABASE FACILITY:**

There are a number of online databases based on East Asian Studies area being subscribed by the Delhi University Library System (DULS). These databases are very advanced in features as some of them are providing information in multiple languages and some databases are providing webinars on training and tutorials. These Features are absolutely free of cost by the databases.

- **ELECTRONIC JOURNALS:**

EAS Library also provides Electronic Journal access to the users also training and tutorials for how to access these materials. The library subscribes E-journals on different regions of East Asia. These E- Journals are categorized under the following regions:

CHINA

JAPAN

KOREA

EAST ASIAN STUDIES