

GUIDE TO IPR LIBRARY

CONTENTS

1. INTRODUCTION
2. LIBRARY TIMINGS
3. ORGANIZATION OF SECTIONS
4. MEMBERSHIP
5. DOCUMENT SELECTION
6. COLLECTION
7. FINDING A DOCUMENT
8. BOOK GRANT
9. SERVICES
 - 9.1 CIRCULATION
 - 9.2 INTER LIBRARY LOAN
 - 9.3 REFERRAL
 - 9.4 PHOTOCOPYING
 - 9.5 TRANSLATION
 - 9.6 CURRENT AWARENESS SERVICES
 - 9.7 SDI
10. LIBRARY AUTOMATION
 - GERENAL GUIDELINES
 - APPENDIX

INSTITUTE FOR PLASMA RESEARCH
BHAT, GANDHINAGAR – 382 428

1. INTRODUCTION

IPR Library plays a vital role in meeting the present and anticipated future needs of its scientific community by selecting, acquiring and disseminating appropriate scientific and technical information through different channels of communication.

Objectives of IPR Library are:

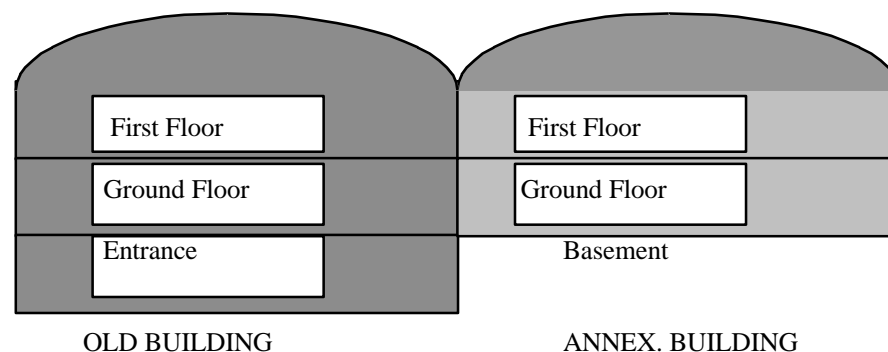
- to act as a reference center for Technical Information in Plasma Physics, fusion technologies and allied subjects for research workers and other staff members of IPR,
- to collect, process, store and disseminate information in the field of Plasma Physics to interested users within the country, and
- to participate in the integrated development of a Global Information System in this rapidly developing technical field.

IPR Library was founded in the year 1982. It was housed in PRL until 1986. Since April 1986 it has shifted to its present location.

A separate branch library is also functioning at Facilitation Centre for Industrial Plasma Technologies (FCIPT) at Gandhinagar. The main function of this branch library is to provide easy and timely access to some specific documents needed by the user group there.

In view of the ongoing research activities of the Institute, the Library has a collection of the following specific subjects which includes Plasma Physics, Fusion Technology, Cryogenics, Pulse Power, Nonlinear Science, Coatings Technology, Material Science and allied subjects and few branches of Engineering, like Computers, Electrical, Electronics, Instrumentation, Mechanical, RF Communication etc.

Library is spread out on 5 floors with the following sections:



2. LIBRARY TIMINGS

Monday to Friday	9.00 a.m. to 8.00 p.m.
Saturday	10.30 a.m. to 5.30 p.m.
Sundays & Public Holidays	Closed

The Library is kept open after 5.30 p.m. to help the users, especially the research students, in carrying out their Research work. Whosoever uses the library after office hours (i.e., after 5.30 p.m.) should sign the register kept on the counter to give an idea as to how many users are actually using the library after the office hours.

3. ORGANIZATION OF SECTIONS

SECTION	AREA	ACCESS
Circulation Counter	Ground Floor (Old Building)	Open Access
Reference Books	Ground Floor (Old Building)	Closed Access
Photocopying Section	Ground Floor (Old Building)	Closed Access
Standards	Ground Floor (Annex. Bldg.)	Closed Access

Books Stacks	First Floor (Old Bldg.)	Open Access
Computer Books	Ground Floor (Old Bldg.)	Closed Access
Current Periodicals	Ground Floor (Annex. Bldg.)	Open Access
Annual Reports	Basement (Annex. Bldg.)	Closed Access
Back Volumes of Periodicals	Basement (Annex. Bldg.)	Open Access
Reprints	Basement (Annex. Bldg.)	Open Access
Encyclopedias	Basement (Annex. Bldg.)	Closed Access
Library Science Books	Basement (Annex. Bldg.)	Closed Access
Research & Technical Reports	First Floor (Annex. Bldg.)	Open Access
Information Files/ Bibliographies	Ground Floor (Annex. Bldg.)	Closed Access

To avail the "Closed Access" documents please contact the Library staff.

4. MEMBERSHIP

Library membership is restricted to the person appointed as Permanent Employee (PE), Technical Training Programme (TTP), Research Scholars (RS) and Post Doctoral Fellow (PDF)

Temporary Membership is given to the Trainees appointed as Data Entry Operators (DEOT), Library Trainees (LT) and Technical Assistant Trainees (TAT).

Membership facility is also provided to the Summer School Programme Trainees (SSP) and Visitors (V), who visits Institute for Research Purpose for a period of more than 2 months.

Membership is also given to some Institutes for Inter Library Loan Purpose.

Anyone who intends to become a member of the Library has to fill up the Prescribed form and submit it to the Librarian with a passport size photograph.

Membership No. E/W/R/T/V For Office use only	IPR LIBRARY Bhat. Gandhinagar 382 424. (Membership Application)
Name _____	Designations _____
Qualifications _____	
Residential Address : _____	
_____ Tele. No. _____	
Permanent Address : _____	
_____ Tele. No. _____	
Office Address : _____	
(Incase of IPR _____	
Member Room No. _____	Tele. No. _____
Internal Tele No.) _____	
Subject Interest : _____	
I Agree to abide by the membership rules & regulations of the library	
Date _____	Sign. _____ Project leader's Sign. _____

MEMBERSHIP FORM

Members will be issued a Bar-Coded Library Identity Card, which is pre-requisite for availing library services.

5. DOCUMENT SELECTION

Library always tries to select and purchase the most valuable document in the fields of interest to fulfill the requirements of its members.

Members are always welcome to suggest titles of documents to be purchased by filling up the prescribed form. The final decision will be taken by the Library Committee.

A member who suggests a document would be informed, if the document is acquired and the document will be automatically reserved for him/her, after display for a week.

No document shall be issued before it is processed and put on display.

**INSTITUTE FOR PLASMA RESEARCH LIBRARY
PURCHASE REQUEST**

FOR LIBRARY / BOOK GRANT Date : _____
I request you to kindly purchase the following document for IPR Library Book / Journal / Microfilm / Xerox Copies / Report / Patent / Standard / Translation / Software.
Author : _____
Title : _____
Edition : _____
Publisher : _____ Approx Price : _____
Year : _____ Vol. Iss. Page : _____
ISBN/ISSN : _____
Reviewed/Referred in : _____
Justification for Recommendation : _____
Requested By : _____ Signature : _____
Project Leader Signature : _____
Whether Already Procured Already Ordered Librarian

PURCHASE REQUEST FORM

COLLECTION

To serve its users effectively and efficiently, considering various factors like Budget, Space, Time, Manpower etc., Library has collection of both Print and Non Print Media of Information.

The documents are acquired in 3 different Projects, they are:

- IPR
- PULSE POWER PROJECT (PPP)
- PLASMA PROCESSING GROUP (PPG)/FCIPT

Print Media

Print Media of Information includes Books, Bound Volumes, Research & Technical Reports, Standards, Pamphlets, Patents, etc.

Library has a total collection of more than 25,000 documents in Print Media.

Library subscribes to about 110 Current Periodical titles.

Non Print Media

Electronic Documents:

Library has a collection of more than 500 electronic documents which includes, Floppy Disks and CD-ROM.

Library subscribes to two CD-ROM Databases, they are:

Information System for Physics, Electrical & electronics engineering, Computers & control (**INSPEC**), Library has the database from 1989 onwards, and International Nuclear Information Systems (**INIS**), Library has the database from 1970 onwards.

Microforms:

The non-print collection also includes around 115 microfilms & microfiche. Library has a Microfilm Reader Printer.

Library also has collection of two video cassettes, and some Photographs and Slides.

7. FINDING A DOCUMENT

Books are arranged according to the Classification no. and the Stack guides are put on each stack. See Appendix I for the Subject Index and Classified Index.

Bound volumes of Journals and Reports are arranged Alphabetically.

8. BOOK GRANT

- This facility is available only for the Research students.
- The Research students get a Book grant of Rs. 3000/- per year, which can be carried forward upto the 5th year.
- The Books should be procured through the Library by filling up the prescribed form.
- The Books procured against Book grant can be retained by the student after the completion of their PhD.
- First Year students should take approval from the Academic Committee Chairman, Second year and higher students should take approval from their Guide.
- The First Year students should give an undertaking to return the documents, if he/she leaves the Institute or cannot complete the first year course.

DEOT, LT, TAT, SSP and V can borrow a maximum of 2 documents at a time.

Period of Loan:

Period of Loan also depends upon the membership category and the type of document.

Document	Period of Loan	Member Category
BOOKS	1 MONTH 15 DAYS	PE, RS, TTP & PDF DEOT, LT, TAT, SSP & V
BOUND VOLUMES	1 WEEK	ALL CATEGORIES
RESEARCH/TECHNICAL REPORTS	1 WEEK	ALL CATEGORIES
LOOSE PERIODICAL	OVERNIGHT	ALL CATEGORIES
ELECTRONIC DOCUMENTS (except Databases)	OVERNIGHT	ALL CATEGORIES

REFERENCE BOOKS ARE NOT ISSUED

Reservation of Documents:

- Members can reserve the documents by filling up the reservation slip, for the documents which are issued.
- Members can also put the reservation slip for the new books which are displayed for a week.
- The reserved books are displayed for a week and it is also notified to the members by putting up the list of reserved books on the notice board and also in Web Page and if the books are not issued by the concerned user within three days then it will be issued to the next person who requests for the same book.
- A member can not put his reservation claim second time when his first turn itself is not served.
- The member should reserve the document personally.
- Reservation slips are to be given at the counter only.
- Reservation can also be made Online.

SERVICES

Library provides various types of services to its members

1.1 CIRCULATION :

Library follows the Two card system for circulation of documents. Members are not issued any borrowing tickets. The Members cards are arranged according to their Membership No./Pay Roll No. Each book has 2 cards, one Issue card and the other Author card. Users are to sign and put their membership no. on the Issue card only, the membership no. is written on the Author card, and the due date is put on the due date slip, by the library staff . The Author cards are arranged alphabetically and the Issue cards are arranged with the individuals members card.

Circulation Timings:

Monday to Friday	9.15 a.m. to 7.30 p.m.
Saturday	10.30 am. to 5.15 p.m.
Loose issues of Periodicals	4.00 p.m. to 7.30 p.m.

No. of Documents

The no. of documents to be issued depends upon the category of membership.

PE, RS, TTP and PDF can borrow a maximum of 8 documents at a time.

imprint but not a cheaper edition like paperback, student edition, etc., within 1 month from the date of issue of the 3rd reminder.

Renewal of Document:

A member can renew a document continuously for 2 times provided there is no reservation for that particular document. If the member wants to renew the same document more than 2 times then the document will be issued only after one week.

Overdue Document:

- The documents which are not returned/renewed on or before the due date are considered as overdue documents.
- Library gives monthly reminders by email to the concerned members and a list of overdue documents is also kept on the counter.
- Advance reminders are sent before the due date.
- 3 reminders are sent subsequently.
- Library is not responsible for non-receipt of reminders.
- The member is bound to make note of the due date stamped on the book.
- Re. 1/- per document per day is charged as overdue fine. Member should sign in the overdue chart at circulation desk and the amount will be deducted from the member's salary.

Non-returning of overdue documents:

If the documents are not returned/renewed even after 3 reminders then the document would be considered as lost and the cost will be recovered from the account section. In case of gratis document the rate will be fixed by the Library.

Loss of Document:

- If a member loses any document it must be immediately reported to the Librarian in writing.
- If a document is declared as lost by a borrower he/she will have the option to replace similar edition of the document having same or latest

- The replacement cost once recovered or replacement copy once accepted cannot be refunded or replacement copy returned under any circumstances even if the original document is recovered.
- If the member is not able to replace the document by the same edition, in those cases library will recover double the initial cost at the present conversion rate from the member.
- If the total amount to be recovered from the salary exceeds 10% of the basic salary, deduction will be made, equal to 10% of basic salary till the full amount of the document is recovered.
- The replacement cost of the document acquired free of cost or by any other mode such as gift or exchange, will be fixed by the library.

Please take care of the following:

- Sub-lending of the document borrowed from the library is not allowed.
- When the document is returned to the library, the member should make sure that his/her responsibility is duly discharged and the document is cancelled against his/her name.
- Before leaving the circulation counter the member should satisfy themselves that the book is in good condition, if not it should be brought to the attention of the counter staff. Otherwise the member is liable to be held responsible for the damages noticed at the time of returning.
- Writing, marking and tracing on the library document is strictly not allowed. If a document is mutilated or damaged when it was in possession of the member, library can demand for a replacement or compensation for damages.

9.2 INTER LIBRARY LOAN :

No Library is self sufficient, so it may happen that many of the required documents are not available in IPR Library. Users are provided with Inter Library Loan Services to satisfy their urgent demand.

- The members are required to fill up the Inter Library Loan (ILL) form and submit to the library, the request is processed and then transferred to the concerned library which holds the particular document. The request is transmitted to either local libraries like PRL, SAC, L D Engineering College, IIM, EDI etc., or to any other major Institutes in India like, IIT's, BARC, TIFR, IISc. etc.
- If the requested documents are available locally then it is borrowed personally by the Library staff and if not then the request is sent to other Institutes through email or fax.
- Normally the Library gets the requested document within 2 to 4 days, if available locally and 25 to 30 days otherwise.
- Library preserves one copy of each article received on ILL. A list of these articles is available with library for reference.

9.3 REFERRAL

In this service the users are guided to the services and collections of other libraries to satisfy their specific query.

9.4 PHOTOCOPYING :

The Photocopying service is provided for the articles which are in great demand and many users need to refer it at the same time. The photocopy service is used extensively by the users and about 23,000 copies are being provided every month. The back volumes of journals are usually very cumbersome and the users prefer to take photocopies of the articles to meet their requirements. Photocopying service is provided to the members free of charge but nominal fee is charged for Visitors/outside/other Institutes.

Library is equipped with a heavy duty Photocopying Machine. In addition to the in-house photocopying facilities library also gives Photocopy contract to a commercial job-worker. Multi copies, spiral binding, comb binding, colour photocopying, jumbo photocopies, plan photocopies etc., are being done through the Photocopy Contractor.

Guidelines for Photocopy work:

- Only Scientific documents will be photocopied by the Library.
- Members are required to fill up the Photocopy Request Form

- Members, below the grade of Scientist/Engineer - SD, should take the signature from their Project leader/Group leader
- Members can do photocopy by themselves during specified time and limited no. of pages (5 pages per day)
- Research Students should take signature from their Guide/Academic Committee chairman.
- Post Doctoral Fellows are authorized to sign for themselves.
- Photocopy from books and Reference books are not allowed.
- Library will be maintaining records of Number of copies done against each authorized members.
- Generally the big jobs are being sent out for Photocopying, Members should give their jobs to Library before 10.00 am and collect the finished job in the following morning under normal circumstances.
- Members should collect their job within reasonable time from the Library desk.

**INSTITUTE FOR PLASMA RESEARCH
LIBRARY
PHOTOCOPY REQUEST**

DATE:- _____

INDENTOR _____ MEM. NO. _____ PHONE NO. _____

Description _____

Project/Group _____

Page No. _____ No. of Copies _____ Total Pages _____

Project Leader's Signature/
Authorized Person's Signature
Membership No. _____

Receiver's
Signature _____

PHOTOCOPY REQUEST FORM

9.5 TRANSLATION

Library provides this service as and when demanded by the members for foreign language articles. Translation is done through the translators available locally or through INSDOC. Library maintains a panel of names for the following languages.

German, French, Russian & Japanese

1.6 **CURRENT AWARENESS SERVICE (CAS)**

CAS is provided to the members to keep themselves up-to-date about the Library's collection and the latest information.

Library provides various types of Current Awareness Services, like

TODAYS ARRIVAL OF PERIODICALS	(DAILY)
NEW ADDITIONS OF BOOKS	(WEEKLY)
NEW REPORTS	(WEEKLY)
CURRENT CONTENTS TO IPR LIBRARY	(BIMONTHLY)

CONFERENCE ANNOUNCEMENT- These are displayed as and when they are received from the Sponsor/Host.

The content pages of few Unsubscribed journals downloaded from Internet and also received through email are displayed.

Forthcoming articles of few journals are also downloaded and displayed.

1.7 **SELECTIVE DISSEMINATION OF INFORMATION (SDI)**

This is a service provided to an individual or a group, by providing information specific to their topic of interest.

By matching the users profile and the document profile the specific references are being provided to the members.

The members are required to fill up the prescribed form and submit to the library to avail this service.

Bibliographies on various topics of interest are compiled, such as,

CHAOS
COLD FUSION
HOPF BIFURCATION
ION IMPLANTATION
NITRIDING
TEXTOR, etc.

The image shows a form titled "LIBRARY INSTITUTE FOR PLASMA RESEARCH CD-ROM SEARCH FORM Users Profile". It contains several sections for user information and search preferences:

- 1. Name
- 2. Designation
- 3. E-Mail
- 4. Internal Tel. #
- 5. Group/Project
- 6. Search Topic

Section 7: "What categories of documents do you wish to cover? (Tick your choice by '✓')"

<input type="checkbox"/> All Categories of Documents	<input type="checkbox"/> Conference Proceedings
<input type="checkbox"/> Journal Articles	<input type="checkbox"/> Others

Section 8: "List below search terms to be used for search in decreasing order of importance (Please indicate alternate terms (synonyms/abbreviations, wherever necessary))"

Synonyms/Abbreviations (if any)

Terms

- 1.
- 2.
- 3.
- 4.
- 5.

Section 9: "Suggest which of the above terms are to be considered alone and which to be considered together for searching (Give as many associations as you like. Indicate the associations using term nos. for e.g., 1 and 2; 1 or 3; 1 and 3 and 5 or 2; etc.)"

- a)
- b)
- c)
- d)
- e)

Section 10: "What is the period range you wish to cover?"

1989 onwards Specify _____

SDI FORM

10. **LIBRARY AUTOMATION**

Introduction:

Almost all the activities and procedures of the Library are automated. The complete data of Documents are available on the Computer. The Circulation data are entered into the computer and the same is available online.

Library Automation Facilities:

- Reservation of documents which are issued can be made online.
- List of reserved books are available on the Web Page.
- Reminders for overdue documents are sent through Email.
- The Inter Library Loan requests are entered into the Computer and the requests are sent by e-mail, mainly for the documents which are not available locally. The entries are made with the Title, which ensure that there is no duplication in future.
- The Photocopy record is also kept in Computer, which helps to give statistics of the no. of copies taken by an individual or particular group
- The daily list of current periodicals, the Weekly list of New Books and Reports are available on the Library Web Page.
- Total collection of Thesis and Software available are also put on the web.
- Thesis titles and reports are downloaded and displayed from time to time.
- The forthcoming articles are downloaded through the Internet and displayed on the notice board time to time.
- Content Pages of few unsubscribed journals are received through e-mail from the publishers and displayed.

GENERAL GUIDELINES TO LIBRARY MEMBERS

1. SILENCE SHOULD BE MAINTAINED IN THE LIBRARY
2. SMOKING IS STRICTLY PROHIBITED
3. TEA, COFFEE, AND EATABLES ARE NOT ALLOWED IN THE LIBRARY
4. BAGS/HANDBAGS SHOULD BE KEPT AT THE PERSONAL BELONGINGS DESK OPPOSITE TO COUNTER
5. DOCUMENTS SHOULD SUBMIT THE DOCUMENT TO THE COUNTER BEFORE PASSING THROUGH THE SECURITY CHECK.
6. ALL DOCUMENTS CARRIED BY THE MEMBER SHOULD BE SHOWN AT THE COUNTER DURING ENTRY AND EXIT.
7. LIBRARY STAFF ARE AUTHORISED TO EXAMINE EVERYTHING THAT PASSES INTO OR OUT OF THE LIBRARY
8. MEMBERS ARE REQUESTED NOT TO REPLACE ANY DOCUMENT TAKEN OUT OF THE RACKS AS THERE IS A CHANCE OF MISPLACING THE SAME. DOCUMENTS AFTER USE MAY BE LEFT ON THE TABLES.
9. MEMBERS SHOULD RETURN ALL DOCUMENTS BORROWED, BEFORE GOING ON LONG LEAVE/VACATION/OFFICIAL DUTY FOR MORE THAN 5 DAYS.
10. MEMBERS SHOULD FOLLOW ALL RULES DECIDED BY THE LIBRARY AUTHORITY FROM TIME TO TIME.

YOUR VALUABLE SUGGESTIONS ARE ALWAYS WELCOME

APPENDIX I

SUBJECT INDEX

ASTRONOMY & ASTROPHYSICS	52	MANAGEMENT	658
ATOMIC & NUCLEAR PHYSICS	539	MATERIAL SCIENCE	620.1
AUTOMATIC CONTROL	681.5	MATHEMATICAL PHYSICS	501
ENGINEERING		MATHEMATICS GENERAL	510
CHAOS, NONLINEAR DYNAMICS PHENOMENA	530.182	MECHANICAL TOOL DESIGN	621.9
CLASSICAL MECHANICS	531	METALLURGY	669
COATINGS	667.6	MICROWAVES, R.F.	537-962
COLLECTED PAPERS/WORKS	081	NITRIDING	669-155.3
COMPUTATIONAL MATHEMATICS	519.6	NUMERICAL ANALYSIS	519.61
COMPUTER SCIENCE	681.3	OPTICAL INSTRUMENTS	681.7
CRYOGENIC ENGINEERING	621.59	OPTICS	535
DIFFERENTIAL EQ. & INTEGRAL EQ.	517.9	PARTICLE PHYSICS	539.12
DUSTY PLASMA	524.57	PHYSICAL CHEMISTRY	541
ELECTRICAL ENGINEERING	621.3	PHYSICS EXPERIMENTAL	53.087
ELECTRODYNAMICS	537.8	PHYSICS GENERAL	530
ELECTRONIC ENGINEERING	621.38	PLASMA DIAGNOSTICS	533.9.082
ENGINEERING	620	PLASMA PHYSICS	533.9
FLUID DYNAMICS/MECHANICS	532	PLASMA WAVES	533.951
FUSION RESEARCH/TECHNOLOGY	621.039.6	PULSED POWER	621.373
GENERALIA	003	QUANTUM MECHANICS	530.145
HAZARDOUS SOLID WASTE MANAGEMENT	628.54	QUARK GLUON PLASMA	539.12
HEAT & MASS TRANSFER	536	SAFTY/OCCUPATIONAL HEALTH	614
INFORMATION TECHNOLOGY	007	SOLID STATE PHYSICS	539.2
LASERS, LASER DIAGNOSTICS	621.375.826	SPACE PLASMA	523.62-726
LOW TEMPERATURE PHYSICS	536.48	SPECTROSCOPY/SPECTROMETRY	535.65
MAGNETOHYDRODYNAMICS (MHD)	537.84	STATISTICS, PROBABILITY	519.2
		STRUCTURAL ENGINEERING	624
		TELECOMMUNICATIONS	621.39
		VACUUM TECHNOLOGY	621.52
		VIBRATIONS & WAVES	534
		WAVELETS	519.246
		WORKSHOP TECHNOLOGY	621.7

CLASSIFIED INDEX

003 - GENERALIA
007 - INFORMATION TECHNOLOGY
081 - COLLECTED PAPERS
501 - MATHEMATICAL PHYSICS
510 - MATHEMATICS - GENERAL
517.9 - DIFFERENTIAL EQ. & INTEGRAL EQ.
519.2 - STATISTICS, PROBABILITY
519.6 - COMPUTATIONAL MATHEMATICS
519.61 - NUMERICAL ANALYSIS
52 - ASTRONOMY & ASTROPHYSICS
53.087 - PHYSICS - EXPERIMENTAL
530 - PHYSICS - GENERAL
530.145 - QUANTUM MECHANICS
530.182 - CHAOS, NONLINEAR DYNAMICS
PHENOMENA
531 - CLASSICAL MECHANICS
532 - FLUID DYNAMICS/MECHANICS
533.9 - PLASMA PHYSICS
533.9.082 - PLASMA DIAGNOSTICS
533.951 - PLASMA WAVES
534 - VIBRATIONS & WAVES
535 - OPTICS
536 - HEAT & MASS TRANSFER
537-962 - MICROWAVES
537.8 - ELECTRODYNAMICS
537.84 - MAGNETOHYDRODYNAMICS (MHD)
539 - ATOMIC & NUCLEAR PHYSICS
541 - PHYSICAL CHEMISTRY
620 - ENGINEERING
620.1 - MATERIAL SCIENCE
621.039.6 - FUSION TECHNOLOGY
621.3 - ELECTRICAL ENGINEERING
621.375.826 - LASERS
621.38 - ELECTRONIC ENGINEERING
621.39 - TELECOMMUNICATIONS

621.52

621.59

621.7

621.9

624

658

669

681.3

681.5

681.7

- VACUUM TECHNOLOGY
- CRYOGENIC ENGINEERING
- WORKSHOP TECHNOLOGY
- MECHANICAL TOOL DESIGN
- STRUCTURAL ENGINEERING
- MANAGEMENT
- METALLURGY
- COMPUTER SCIENCE
- AUTOMATIC CONTROL
ENGINEERING
- OPTICAL INSTRUMENTS