

Know Your Library

Situated in the Informatics Centre, IISER Mohali library epitomizes the spirit of the institute, i.e., the pursuit of knowledge. The library is a space for creative and innovative exchange of scholarly information and also a place for peaceful learning and collective voice reading. The library houses electronic and print versions of books (general, text, and reference books), journals, databases from various fields of study, namely, Mathematics, Physics, Chemistry, Biology, Computer Science, Earth/Environmental Sciences and Humanities and Social Sciences. The library provides unfailing access to essential and specialized library resources which aid teaching, learning, and research activities. In tune with the recent advancement in the field of Information and Communication Technology (ICT), IISER Mohali has set up a library with state of the art technology and world class infrastructure.

The library space of IISER Mohali is applauded not only for its aesthetic ambience but also for its astonishing infrastructure. This exemplary building implements the theme “Learning Commons” with the mission to provide effective, informal, and efficient use of the library resources. The user friendly space of the library helps the users to be creative and collaborative with their peers, and such an atmosphere inspires students to be industrious and efficacious. IISER Mohali is proud to introduce the first library in India to implement the theme, “Learning Commons.”

MISSION:

The library’s mission is to provide access to rich, relevant and high quality resources in all available formats to the IISER community. In doing so, the library aligns itself to teaching, learning, and research missions of the institute which is committed to excellence and innovation.

COLLECTION:

The library currently houses the following documents:

Monographs: 12000+

E-Journals: 6000+

Print periodicals: 20

Online databases: 10

CDs/DVDs: 200+

E-Books: 60+ online databases of 2 million books

Scientific magazines: 35

Newspapers: 7

General magazines: 10

WORKING HOURS:

The library remains open on all days of the week except on the following gazette/national holidays:

Republic Day, Independence Day, Dussera, Diwali, Holi, Gandhi Jayanthi, Bakrid, and Christmas

The working hours of the library are as follows:

Monday to Saturday: 9:00 AM to 12 Midnight

(Check-in and check-out timings: 9:00 AM to 8.00 PM)

Sunday: 10:00 AM to 6 PM (Reference only). No check-in and check-out

The library will remain closed during lunch time (1:00 PM to 2:00 PM) on Sundays

COLLECTION DEVELOPMENT POLICY

Indent a Book:

For procuring books, faculty members can indent books in the prescribed form (available on the library website) and forward it to the librarian. Subsequently, the librarian will send it to the library committee and then to the Director for approval

Indent a Journal:

Individual faculty members may indent for the subscription of online journal after filling in the suitable form (available on the library website). The indent should be sent to the librarian before October and November, i.e., 2 to 3 months before the calendar year ends. The indent will then be placed before the library committee for recommendations and sent to the Director for approval.

The students and staff members may also indent journals after filling in the required form and then route it either through the Convener, Library Committee or through any faculty/officer concerned.

LIBRARY SERVICES

Institutional Membership:

IISER Mohali is a core member of INDEST-AICTE Consortium, IISER Library Consortium and an associate member of INFLIBNET and a member of DELNET. The membership helps in mutual sharing of scholarly resources.

Automation:

All housekeeping activities of the library, viz., cataloguing, circulation, acquisition etc. have been computerized and bar-coded using the library management software “Koha.” The users can browse, retrieve, and cart the received information regarding books housed in the library. Information regarding the number of copies available, the shelf location of a book, virtual shelving with the image of the book, and link to the full text of books etc. are also available on the online catalogue.

The profile of the borrower, borrowing capacity, borrowing history, due date of issued books, over dues, overdue amount etc. can be viewed on the online catalogue after the member logs in to his/her account.

The online catalogue (Web OPAC) services and resources of the library can be accessed through the library website.

BORROWING FACILITIES

The borrowing facility reading materials is available to the faculty, research scholars, students, and staff of the institute. On joining the institute, faculty and staff members will automatically become library members. After the completion of the registration process, students also will become members of the library.

Borrowing Privileges:

Category	No. of Books	Period
Faculty/Academic Staff	25	6 months
PhD, Int PhD & Final Year BS-MS Students	5	30* days
UG Students	3	10* days
Staff	3	10 days

[*Except prescribed textbook, which needs to be returned by 2 p.m. on the next day]

"Overdue" Alert Service:

The borrower gets automatic email reminders in advance (Faculty - 3 days, students – 2days and Staff - 2 days) and also on the day the book is due. Later on e-mails will be sent at 4.00 am regularly indicating the amount of overdue to be paid.

Overdue Charges:

Email reminders will be sent to the borrower one day prior to the due date. In case borrowed document is not returned by the due date, an overdue charge has to be paid. The overdue charges are as follows:

Prescribed Textbook:

Overdue Charge
a). Rs. 10 per hour.
b). Rs.50 per hour. during exams, not exceeding Rs.1000/-

Other Monographs:

Overdue Charges	No. of Days Overdue
a).Rs. 05 per day	01 to 05
b). Rs. 10 per day	06 to 10
c). Rs. 15 per day	11 to 30
d). Rs. 20 per day	31 or more
	31 or more

In case overdue charges exceed Rs.1000/- (one thousand only) and the borrower has not made the payment, the account will be frozen and “No Dues Clearance” will not be issued until the payment is made. The outstanding amount will be deducted from the salary/scholarship, as the case may be. The pending amount can also be directly paid by the borrower to the library.

Note : There is no provision to write off the overdue amount and the library is not responsible for any failure in generating emails due to technical problems.

Library Membership Card :

The institute identity card with barcode serves as the library membership card. In case the user loses the card, it should be immediately reported to the librarian. The librarian will take steps to block the account of the user and thereby prevent potential misuse of the card.

Renewal of Books:

For renewal, a user has to bring the books to the circulation counter. If a borrowed book is not on demand, then a user may renew the book for consecutively two times only. The library has the right to recall a renewed book if the same is required by another user.

Loss of Books:

If the borrower loses a library book, then s/he has to make an application informing the librarian about the lost book. The user should comply with the library rules which are as follows:

Replace the lost book by a new copy, pay a processing fee of Rs. 100/ and overdue charges, if any, as per the library regulations *or*

Pay the current price of the lost book, pay a processing fee of Rs. 100/ and overdue charges, if any, as per the library regulations. (The overdue charges will be calculated up to the date he/she replaces the book or pays the current price of the lost book.)

No Dues/Clearance Certificate:

No dues/Clearance will be issued provided all the outstanding dues with respect to the borrowed books and overdue amount, if any, are cleared.

Termination of Membership:

An outgoing member should return all the documents outstanding against his/her name along with the overdue amount, if any.

If any member is found "not following library rules/misbehaving/misusing/mutilating/stealing/cutting pages from a book, strict disciplinary action will be initiated against the user, in addition to withdrawing the library facility.

New Arrivals:

Newly added books will be displayed on the "New Arrivals" rack. A fortnightly list of these books along with images will also be put up on the library website.

Photocopying Facility:

Photocopying facility is available at Rs. 1.00 per page. This service is limited to reading materials available in the library.

Inter Library Loan:

For academic and research purposes, the library makes arrangements to borrow documents which are not available in its collection on an inter library loan from other academic and research institutions/members of DELNET as well as Tricity libraries. This is done on an Institution-to-Institution basis.

Document Delivery Service:

The library facilitates the photocopying of journal articles that are not available in its collection. The different sources include other IISERs, IITs, IIMs, NITs, IISc and also DELNET.

Newspaper Clippings:

In the “Current News Corner,” the library displays newspaper clippings on science and technology at 10.00 am every day. It updates the readers about the current research carried out in the area of science and technology.

Digital Library:

For accessing the electronic resources of the library, every floor is enabled with computing facility.

Institutional Repository:

IISER Mohali Library has set up Institutional Repository using an open source software, "Dspace." The software helps to preserve and provide access to digital content generated by IISER Mohali Community. It is accessible within the institute campus through the library website. The full text of research articles published by IISER Mohali community, MS and PhD theses of students and various reports generated by the institute, news clippings on IISER Mohali, audio/photographs / videos of institute events etc. are uploaded

Library Orientation:

Library offers an orientation program to the students and others at the beginning of every academic year. Through this program, efforts are made to familiarize every new member with the resources, services, and facilities offered by the library. The program also sensitizes the users about the policies of the library.

LIBRARY FACILITIES

The inclusion of the Learning Commons theme as a vital element in the present library design offers an opportunity to transform the library’s role on campus from a provider of information to a facilitator of learning. The new library space is now commonly repurposed to bring students together to work, study, and socialize. The Learning Commons throws open an arena of new learning practice to aid education and research: comfortable furniture for both individual and group study, modular furnishings that allow users to customize their learning ambience to suit their needs, access to wireless networks and electrical outlets, multimedia labs etc.

Under this Learning Commons concept, IISER Mohali provides the following facilities in the library:

- **Discussion Room (s)** : Provides space for faculty to have discussion with his/her research group. Spaces are equipped with required infrastructure and multimedia accessories for

making presentations. However, one needs to reserve the space in advance.

- **Group Study Room(s):** Provides space for students to carry out group study, voice reading and discussions with their research/academic peers. Spaces are equipped with required infrastructure and multimedia accessories for presentation purpose.
- **Seminar Rehearsal Room (s):** Before facing the actual seminar delivery, the students can make use of this room to rehearse their presentations in the presence of their supervisor/ instructor/research team. This helps in boosting up the students' confidence level. The room is equipped with multi interactive functionalities such as interactive/smart boards. An advance booking of the room is appreciated.
- **Smart /Interactive Room (s):** A space for readers to exchange academic and research dialogues with other group/institute/university through online interview/interactions. One needs to reserve the space in advance.
- **Audio-Visual Zone:** A space for e-learning through installed documentary film on science and technology. The readers need to bring their headsets to use these resources
- **Research Scholar's Zone:** Study carrels with electrical outlets and Wi-Fi for research scholars
- **Knowledge Exchange:** A place where one can leave unsolved subject related questions. This gives an opportunity for others to exchange their knowledge by attempting to provide potential answers to the question.
- **Thought Provoking:** An opportunity to have offline debate on current affairs. This is an area where one can start a debate by leaving a topic. Other users can express their written opinion/views on the topic.
- **Sky Library:** A space on top of the building replete with pleasure reading materials (mostly fiction). One can enjoy reading in the presence of natural light with the panoramic view of the city at its backdrop.
- **Institute Publications Zone:** As soon as any research paper or book is published by faculty/students of IISER Mohali, it will be displayed. One can have a look at the full text of these documents.
- **Latest News on LED Screens:** Flashing news on the latest publications of IISER Mohali, regular scientific news, institute events with photographs, new arrivals with the book image etc.

- **Information Kiosks:** Online library catalogue with touch screen and multimedia effects
- **Wi-Fi Space:** Wi-Fi is available in all floors of the library
- **Digital Zone:** Computers with network in all floors for accessing digital content, i.e, e-journals and database
- **Faculty Corner, Student Corner, Alumini Corner:** The achievements, posters, projects, awards etc. of faculty/students/alumini of IISER Mohali will be displayed.

Floor maps are available at the entrance of every floor

LIBRARY RESOURCES

Online Resources:

The Library subscribes to high impact factor online journals and databases which contain full text articles by renowned publishers. The library is also a member of the INDEST-AICTE Consortium and UGC-Infonet consortium through which access is provided to many e-journals. Since access is **IP based**, readers can access to these e-resources using the campus wide network.

The readers are advised against the following:

- Downloading or printing a complete book, an entire issue or a volume of one or more journals (called systematic downloading)
- Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources

Please be aware that systematic downloading will result in the publisher's blocking of access to the entire community.

Please visit library website to access all e-books, e-journals and databases

Communication Policy:

The library will normally communicate with its members via institute email address. Communications from the library include announcements, circulars and document supply etc. Members are therefore requested to check their emails regularly.

You are requested to :

- Maintain discipline and silence
- Respect and follow library rules & procedures

- Cooperate with the library staff
- Keep library premises neat and clean
- Alert us on the misuse of library furniture and resources
- Handle library material with care
- Help us improve library services and facilities by providing your valuable feedback and suggestions

For more details, please contact:

The Librarian

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