



Dhirubhai Ambani

Institute of Information & Communication Technology

Library Collection and Services

A. Library Collection

1. Books

RC has a collection of books, journals and other reading materials in the area of ICT, humanities and social sciences and allied subjects taught in the Institute. This collection includes textbooks, conference proceedings, general and reference books etc.

This collection is located on the ground floor stack area next to the Circulation Desk and on the first floor in the reference section.

The books are arranged as per their subject areas. Each book displays a label which indicates its subject as well as its relative location on the stack.

1.1. Course Reserve Collection

Course Reserve (CR) Collection consists of textbooks, journal articles, conference papers, faculty ppt files, lecture notes and other reading materials recommended by the respective faculty members for different courses for each Semester. Most materials change from semester to semester, based on the course requirements. These materials are kept at the Circulation Desk and are meant for reference only within in the Resource Centre against Smart Card.

1.2. Short Loan Collection

- Copies of text and reference books recommended by faculty for different courses which are likely to be in heavy demand during the semester are identified and designated as Short Loan (SL) Books.
- They are shelved along with other books with a green label as Short Loan collection.
- These are issued to the students for a period of only 3 days and are not renewable.
- Like the Course Reserve Collection, most materials in the Short Loan Collection change from semester to semester.



Dhirubhai Ambani

Institute of Information & Communication Technology

1.3. Reference (REF) Books.

Reference (REF) books such as encyclopedias, dictionaries, directories, handbooks, geographical sources, manuals and other related reading materials are located in the stack area on the first floor with separate labels indicating the reference collection.

2. Print Journals/Magazines/Newspapers

Resource Centre receives in print nearly 89 scholarly journals, magazines and newspapers. These are displayed in alphabetical order in the reading hall on the first floor of A-wing. A list of all these journals is displayed on the notice board and the latest issue is displayed in the reading area for immediate reference and consultation. The back issues of select magazines/journals are available under the bound volumes.

3. Bound Volumes

Resource Centre binds and preserves a certain select list of scholarly and other useful journals for future use. The alphabetical list provides the information about the titles held in the collection along with holdings information. These bound volumes are stored separately in the Bound Volumes room.



Dhirubhai Ambani

Institute of Information & Communication Technology

B. Library Services

1. Circulation Services

Borrowing of RC Materials

DA-IICT Resource Centre provides general access and a full range of loan services. These services include issue of materials from the circulating collections, checking in returned materials, and shelving of reading materials. Circulation staff in the RC will also assist you in placing reservation and recall requests on items that are issued out and will help you in locating items in the stack area.

Circulation Policy

Borrowing of reading materials facility is available to the faculty, researchers, students and staff of the Institute. The registration to use the Resource Centre facility and services is automatic for the faculty and staff on joining the Institute and for students on registration for the courses.

The circulation rules are framed to facilitate and promote, rather than to constrain, the use of Resource Centre collection and services.

Borrowing Privileges

Under Graduate	6 for 14 days	Only for library reading and viewing			
Post Graduate	8 for 14 days				
Ph. D Students	12 for one semester	Only for library reading and viewing	1 Volume for 5 days	Only for library reading and viewing	
Faculty	30 Books for one semester	2 for 5 days	2 Volume for 5 days	2 CD/DVD for 5 days	



Dhirubhai Ambani

Institute of Information & Communication Technology

2. Reference and Information Service

The primary purpose of Reference Service is to assist students, faculty, researchers and staff in locating the required information, or information sources available in the RC or elsewhere. Staff at different locations in the RC are available to help readers to

- discover the rich collection of RC.
- identify and use electronic and print reference tools.
- formulate information search strategies.
- locate information in RC and elsewhere.
- answer specific information questions.

This service is provided in person or by email to rcservices@daiict.ac.in

3. Inter-Library Loan

Resource Centre Circulation Desk arranges to borrow documents, that are not available in its collection, on Inter-Library Loan from other local libraries for academic and research purposes. This is done on an Institution-to-Institution basis. Such materials will have to be handled with utmost care and returned to the Resource Centre well on time.

Both Document Delivery Service and Inter-Library Loan service are provided for academic and research purposes to the faculty members, staff and research scholars. Others will have to make requests through faculty members. Members are requested to send a formal request to the Resource Centre with complete bibliographic details of the documents required.

4. Document Delivery Service

Resource Centre Circulation Desk arranges to get photocopies of papers from journals, conference proceedings that are not held in its collection from different sources.

5. Photocopy Service

Photocopying facility is available at cost in the RC. This service is limited to library materials and particularly for copying research papers published in journals, conference



Dhirubhai Ambani

Institute of Information & Communication Technology

proceedings for academic and research work without violating the Copy Right Act. The facility is located in a separate room opposite to Circulation Desk on the ground floor.

6. Preview Room Booking

The Preview Room is located on the ground floor of Wing-B of RC. It is fully equipped with a multi-media projector, audio system, DVD player, whiteboard, dias and terminal with internet access. The room allows users to listen to & watch audiovisual material, make presentations, orientation, group discussions etc. for academic purposes. Groups may use this facility on a first-come, first-served basis & it can accommodate up to 60 users.

7. Current Awareness Services

7.1. New Additions of Books

The 'Recent Additions' of books are kept on display for reference and consultation for a week. These are normally displayed on every Monday and will remain on display till the end of week. However, they can be reserved when they are on display and will be issued on Saturday between 9.00am and 1.00pm. These weekly lists below provide the information on the latest additions to our collection.

7.2. Recent Issues of Journals

The 'Recent Issues' of journals are kept on display for reference and consultation. These are normally displayed as on its receipt and will remain on display till the end of week. These weekly lists below provide the information on the latest journals issues added to our collection.

7.3. ICT-WEB Alert

ICT-WEB Alert is a monthly electronic service, delivered by the Resource Centre on the Intranet for the DA-IICT community. Web sites in this Alert are collected from different sources and newsletters and are verified by RC staff. The purpose of introducing this service is to create awareness of new sources of information on the Internet, particularly



Dhirubhai Ambani

Institute of Information & Communication Technology

those which are of interest and relevant for the DA-IICT community. Most of the sources cited in the Alert were checked at the time of publication, however it is possible that some of the resources are no longer available. These monthly lists are posted below beginning from March, 2007.

7.4. Lest You Miss

Lest You Miss! is a monthly alert service, delivered by the Resource Centre on the Intranet for the DA IICT community. This service provides a list of most recent articles of general interest appeared in the journals and magazines received in the Resource Centre. The purpose of introducing this service is to draw the attention of RC users, particularly our student community to the developments taking place in the areas of science and technology and allied subjects and create the curiosity to keep themselves updated through regular reading of such articles.

7.5. Book Alerts from Publishers

This service provides links to 'New Books' alert service provided by most of the prominent publishers in India and abroad. You are requested to visit the publisher sites and select your area of interest and subscribe to the automatic alert service. This will help you in identifying the recent books published in your area of interest.

7.6. Journals TOC Alerts from Publishers

This service provides link to the Table of Contents of service offered by major publishers. You are requested to frequently visit these sites to find out what is new in your area of interest. Most of the publishers offer the automatic content alert service through email. We encourage you to subscribe to the same by selecting the journals of your interest.

7.7. Conference Alert



Dhirubhai Ambani

Institute of Information & Communication Technology

This page provides the listing of, and links to forthcoming national and international conferences, seminars, symposia and workshops in ICT and related areas held in India and abroad.

7.8. List of Bibliographies

To promote the use of collection and create an awareness, the Resource Centre brings out from time to time, bibliographies on different themes coinciding with the important events.

7.9. Pick of the Week

This service brings you the interesting and useful Books, Reference Books, Journals and Websites identified by the staff and displayed in the RC on every Monday. The items listed here are available in RC collection (except websites). We encourage you to use this collection which otherwise you may miss!

7.9.1. Book of the Week

This service brings you the interesting and useful Books identified by the staff and displayed in the RC on every Monday. The items listed here are available in RC collection. We encourage you to use this collection which otherwise you may miss!

7.9.2. e-Book of the Week

This service brings you the interesting and useful *e-Books* identified by the staff and displayed in the RC website on every Monday. The items listed here are available in RC collection. We encourage you to use this collection which otherwise you may miss!

7.9.3. Journal of the Week

This service brings you the interesting and useful journal issues identified by the staff and displayed in the RC on every Monday. The items listed here are available in journal section. We encourage you to refer this, otherwise you may miss!



Dhirubhai Ambani

Institute of Information & Communication Technology

7.10. Orientation & Training

RC organizes orientation session for all the users – (fresh UG, PG and PhD students, new faculty members). This is followed by a quick tour of the various sections of the RC. Please contact rcservices@daiict.ac.in in case you wish to attend the orientation session. RC also invites experts from publishing field to guide the users about the various aspects of information searching, writing research paper, building awareness about publishing process of book, journal paper, conference proceedings etc.
