

## **SERVICES AND COLLECTION**

### **a. Book loan service**

The library offers book loan service to students, research scholars, faculty members and administrative staff of the University.

Category	No. of Books	Period
Officers of the University	03	15 days
Teaching faculty	04	30 days
Research scholars	04	20 days
Students	03	15 days
Polytechnic students	06	06 months
Non-teaching Staff	02	15 days
External member	03	15 days

### **b. Interlibrary loan service**

Despite the richness of the collection of any library, users still need information resources that remain unavailable in their parent institutions. To overcome such limitation, libraries tend to be collaborative and share their resources and expertise. IUST library is also a part of such initiatives. IUST has institutional membership of Developing Library Network (DELNET) for book-related demands, and for research articles it relies on the facilities of JCCC@eShodh Sindhu.

### **c. Internet browsing service.**

The library has established a browsing centre of 50 computer terminals with high-speed broadband internet connectivity and wi-fi internet facility. It is open to all the registered users of the library during library hours

### **d. Reprographic, Print and Scanning (RPS) Service**

The library offers Reprographic, Print and Scanning (RPS) facilities of its resources to its clientele on nominal charges within the Intellectual Property Right (IPR) provisions.

### **e. Ask a Librarian service**

This service encompasses a broad spectrum of information needs, such as finding quick answers to questions, assistance in the use of WebOpac and availability of online information resources and locating materials and information on specialized topics available within and outside the library. The main library's Information Desk / reference help Desk serves as a

central information and reference point for the library system to facilitate, promote and ensure maximum use of library resources.

**f. Connecting with patrons**

To foster effective communication between the staff and patrons, the library offers myriad opportunities to foster better understanding of user related operations and services by organizing instructional lectures, power point presentations and guided tours to the library. Its mission is to help patrons know the library and educate them in digital and online resources and services. At the beginning of each academic session, the library offers induction/orientation program to the new users in order to familiarize them about various sections and services offered by the library.

**g. Book Bank**

Book Bank facility hosts textbook collection pertaining to the courses offered by the University. The facility is available to students from financially weak background, meritorious students, specially abled students, and others. At present, the library holds more than seven hundred books in the Book Bank section.

**h. Barcode enabled circulation Service.**

For hassle free and speedy issue and return of documents, the library uses barcode technology. This facility saves lot of time of library users in borrowing the books from the library.

**i. Current Literature Bulletin (CLB).**

Current Literature Bulletin (CLB) service is a current awareness service (CAS) provided by the university library. It is an information service which aims at keeping teachers, scholars and students up-to-date with the latest published literature and sources like news, articles, journals, books and websites, and other developments in their respective fields. CAS ameliorates the progress of researchers by making information available to them at the right time in an appropriate form. It prevents the users from scanning the literature individually on their own, and thus avoids the replication of efforts. It is one of the effective approaches that highlight the information resources of the library by getting these resources into users notice. The library provides following services under CAS programme.

**Table of Contents (ToCs) alert:** It is an alerting service that aims at notifying the academics regarding new issues of physical journals subscribed by the library on a periodic basis.

**New library book alert:** It alerts users of the library regarding new books procured by the library to keep them aware about the latest additions. Further, information about new editions of books are furnished to the bonafide users of the library from time to time.

**Clipping's service:** Clippings of newspapers, magazines and pamphlets are displayed on display boards in the library.