

# LIBRARY AND INFORMATION CENTER

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**TECHNICAL REPORT No. 105**



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*The library connects us with the insight and knowledge, painfully extracted from nature, of the greatest minds that ever were, with the best teachers, drawn from the entire planet and from all our history, to instruct us without tiring, and to inspire us to make our own contribution to the collective knowledge of the human species. I think the health of our civilization, the depth of our awareness about the underpinnings of our culture and our concern for the future can all be tested by how well we support our libraries.*

*-Cosmos*  
**Carl Sagan**

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# **INTRODUCTION**

## INTRODUCTION

### CENTRE FOR ECOLOGICAL SCIENCES

The Centre for Ecological Sciences at the Indian Institute of Science was established as the first of the Centres of Excellence sponsored by the Department of Environment, Government of India in 1983, with mandate of focusing on the ecological problems of the Western Ghats.

The Department of Environment, Government of India provided the seed money to develop the infrastructure and to initiate the functioning of the Centre for the VI Five Year Plan period ending March 31<sup>st</sup> 1985. The Indian Institute of Science then took over the payment of salaries of the 15 core staff, fellowships for the Ph.D. students and recurring expenses towards stationary, postage etc through support received from University Grants Commissions. The Department of Environment has however, continued to provide a grant towards the salaries of temporary project staff and working expenses for the research programmes, workshops, visitors programmes, and library on the basis of specific projects proposals submitted for the Five Year Plans since 1983. The center has also received support for specific research programmes or projects from the Department of Science and Technology, Government of India, the Department of Ecology and Environment, Government of Karnataka, the Planning Commission and Indian Navy. The Monitoring Committee constituted by the Department of Environment in consultation with the Director, Indian Institute of Science regularly monitored the work of the Center during the first five years. A special committee setup by the Department of Environment reviewed the performance of the CES for the first five year period in June 1988. Since then, the monitoring committee setup by the Ministry of Environment and Forests, has been meeting every year to assess the work of the Centre

The Centre has currently undertaken 25 projects approved by the Ministry of Environment and Forests. On the recommendation of the monitoring committee, these projects have been grouped into four broad themes, for better co-ordination viz., Biodiversity and Conservation, Behaviour and Evolution, Climate Change and its Impact, and Eco-development.

## **LIBRARY AND INFORMATION CENTER**

The Library and Information Center, CES was established along with the CES department. It is one of the best libraries for the subjects Ecology and Environment. For an organization like Centre for Ecological Sciences with the above mandate, it is essential to build an information system. One of the basic components of such an information service facility which keeps track of the latest scientific advances in the field of Biological Diversity and Eco-development all over the Nilgiri Biosphere Reserve and Western Ghats and bring it to the attention of decision-makers, specialised technological personnel, field implementers, recipient agencies, etc. The library aims to develop a comprehensive collection of documents i.e. useful for the faculty, students and research scholars in the education and research activities.

The Library and Information Centre has a collection of 9500 books, 500 bound volumes of periodicals of 76 titles, 40 theses, 5500 reports, 2700 reprints, 1400 maps and non-book materials like 90 CD-ROMs, 25 video cassettes etc., over 76 titles of periodicals are being currently received in the library.

The following gives the acquisition of documents to CES Library from 1999-2003

	<b>BOOKS</b>	<b>REPORTS</b>	<b>REPRINTS</b>	<b>MAPS</b>	<b>PERIODICALS</b>	<b>VIDEOS</b>	<b>CDS</b>
<b>1999</b>	524	125	150	-	25	-	-
<b>2000</b>	285	125	150	-	25	-	-
<b>2001</b>	233	35	45	20	5	-	-
<b>2002</b>	516	27	26	-	-	-	-
<b>2003</b>	680	59	30	-	-	-	100

Table 1

# **CES-ENVIS CENTER**

## **CES-ENVIS CENTER**

The ENVIS Centre at the Centre for Ecological Sciences, Indian Institute of Science, Bangalore 560012, like the Centre for Ecological Sciences itself is devoted to basic ecological research programmes in Animal and Plant Ecology, Biodiversity, Conservation Biology and Environmental Problems of the Western Ghats. The Centre caters to a very large number of individuals. However, our clientele is largely restricted to students, research workers and teachers in colleges and universities. These individuals regularly seek our assistance in collecting information and solving problems arising out of their day-to-day teaching and research work. Most of the queries are answered quickly and efficiently either by lending the appropriate documents or by permitting consultation within our premises. A small number of queries are responded to by supplying our publications at the price of photocopying. A selected number of small queries which are much more detailed in nature are tackled by inviting the concerned individual for personal discussions. From funds of the Centre for Ecological Sciences we often pay for the travel and living expenses of these invitees. The staff of the Centre for Ecological Sciences spend from a few days to several weeks or months interacting with these individuals. On several occasions the invitees are able to produce reports and publications as a result of such interactions with our staff. The collection of the ENVIS Centre and the CES Library and Information Center is maintained as a combined unit and the following reports pertain to both.

# **BUILDING OF INFORMATION SOURCES**

## **BUILDING OF INFORMATION SOURCES**

Every year an amount of approximately Rs.6 lakhs is allocated to the CES library towards procurements of books alone. The Ministry of Environment and Forests, Government of India has been funding approximately Rs. 5 Lakhs regularly for procurement of books, subscription of journals and other documents to the ENVIS Centre. Also number of donors have been liberally contributing towards the growth of our collection. Authorized users are allowed to recommend or suggest for procurement of documents, which are processed with the available CES library fund

# **PUBLICATIONS OF CES**

## **PUBLICATIONS OF CES**

The list of publications as listed below are giving a brief description.

- **Technical Reports**

Technical Reports are unpublished primary documents provided by the faculty, staff or/and students on completion of a project.

- **Scientific Publications**

Scientific publication is a compilation of recent research activities by the faculties, staff or/and students which are also published in leading journals. This is an annual publication of the department.

- **Annual Report**

The annual report highlight's over all activities of the department for calendar year. This is an annual publication of the department.

- **ENVIS Annual Report**

The ENVIS Centre at CES, IISc publishes this report annually. This report highlights the various activities performed at the ENVIS Centre.

- **ENVIS Progress Report**

The ENVIS Progress report is financial year report indicating the progress and future plans of the Centre.

**SERVICES**

## **SERVICES**

### **I. CIRCULATION RULES AND PROCEDURES**

**1. Users can borrow the following for a period of 15 days (which may be renewed twice)**

- a) Books
- b) Technical Reports
- c) Series
- d) Reports
- e) Reprints
- f) Thesis

**2. Users can borrow the following for a period of 2 days**

- a) Periodicals
- b) Reference Books
- c) Video Cassettes
- d) CD-ROMs
- e) Series
- f) Handbook
- g) Encyclopedia
- h) Gazetteers
- i) Census Handbook
- j) Dictionary and Directory

**3. Overnight Lending**

- a) Course Materials

#### **4. Loan Period**

- |                 |                      |
|-----------------|----------------------|
| a) Regular      | 15 days              |
| b) Field Issues | 2 months and 15 days |
| c) Periodicals  | 48 hours             |

#### **5. Reservation**

A book on loan can be reserved at Circulation Counter. Reserved books are kept separately for 2 days for each member. The reservation laps automatically after 2 days and the next person gets the chance. "Periodicals and bound volumes cannot be reserved"

#### **6. Renewals**

Renewals are allowed only when there is no claim by others

- Two renewals for a book on its presentation at the circulation counter or filling in a renewal form or through email
- No phone/postal renewal
- Periodicals/bound volumes cannot be renewed

#### **7. Recalls**

- If a book is checked out (issued), it can be recalled for your use
- If a book you have borrowed is recalled for use by other user, you are required to return the same immediately

#### **8. Overdue Charges**

Re. 1/- per day per book for the first fifteen days, Rs 2/- per day after 15<sup>th</sup> day, Rs.5/- per day from 30<sup>th</sup> day onwards.

#### **9. Library Working Hours**

Monday to Friday	9:00 A.M. to 6:00 P.M.
Saturday	9:00 A.M. to 4:30 P.M.

Note: The library will remain closed on Sunday's and general holidays

## **II. CURRENT AWARENESS SERVICES AND RECENT ADDITIONS**

### **1. Current Awareness Service (CAS)**

List of all the documents received at the library are documented and circulated among all the faculty, students and staff of the department on monthly basis. The documents include Journals, Reports, Reprints, CD-ROMs, Maps, Video Cassettes, and Newsletters. This service would enable all the users to know of the latest library collection.

### **2. Recent Additions**

New arrival of books to the library are being displayed, and the list of these books is circulated through the email to the faculties, students and staff. This service is provided on a weekly basis or depending on the arrival of the books.

## **III. SELECTIVE DISSEMINATION OF INFORMATION (SDI)**

Users of the library most of the time request the specific documents for their research work, we take the initiative in searching for such information from various sources (like requesting the articles from other libraries, Web search and LIS-FORUM, etc.) including our collection.

## **IV. REPROGRAPHIC SERVICES**

We provide reprographic services in library at nominal charges, so as to enable the outsiders and researchers who are not able to borrow the documents, to photocopy the relevant articles. Payment must be given in advance. We serve distance users who request for photocopying and provide the same free of cost upto some extent, beyond which it will be charged.

Reprographic service is provided during the working hours of the library. Full book photocopying is not allowed due to copy right issue.

## **V. OTHER SERVICES**

### **1. Inter Library Loan:**

Inter library loan is a scheme in which we enable our library members to access information from other libraries. This service includes borrowing or referring the documents. We have ILL facility with British Library, Bangalore.

### **2. Referral Services**

We have referral facilities with various other research organization libraries like CPRI, RRI, Aranya Bhavan, IIM Bangalore, GKVK, ISRO, and Bangalore University.

### **3. Display of Announcements**

We are displaying the various announcements of Admission, Scientific Paper Submission, Seminars, Symposiums, Jobs and related Research Advertisements.

### **4. Recommendations of documents**

Authorized users are allowed to recommend or suggest documents to the library. The recommendation forms are made available in the library.

## VI. BIBLIOGRAPHIC SEARCH SYSTEM

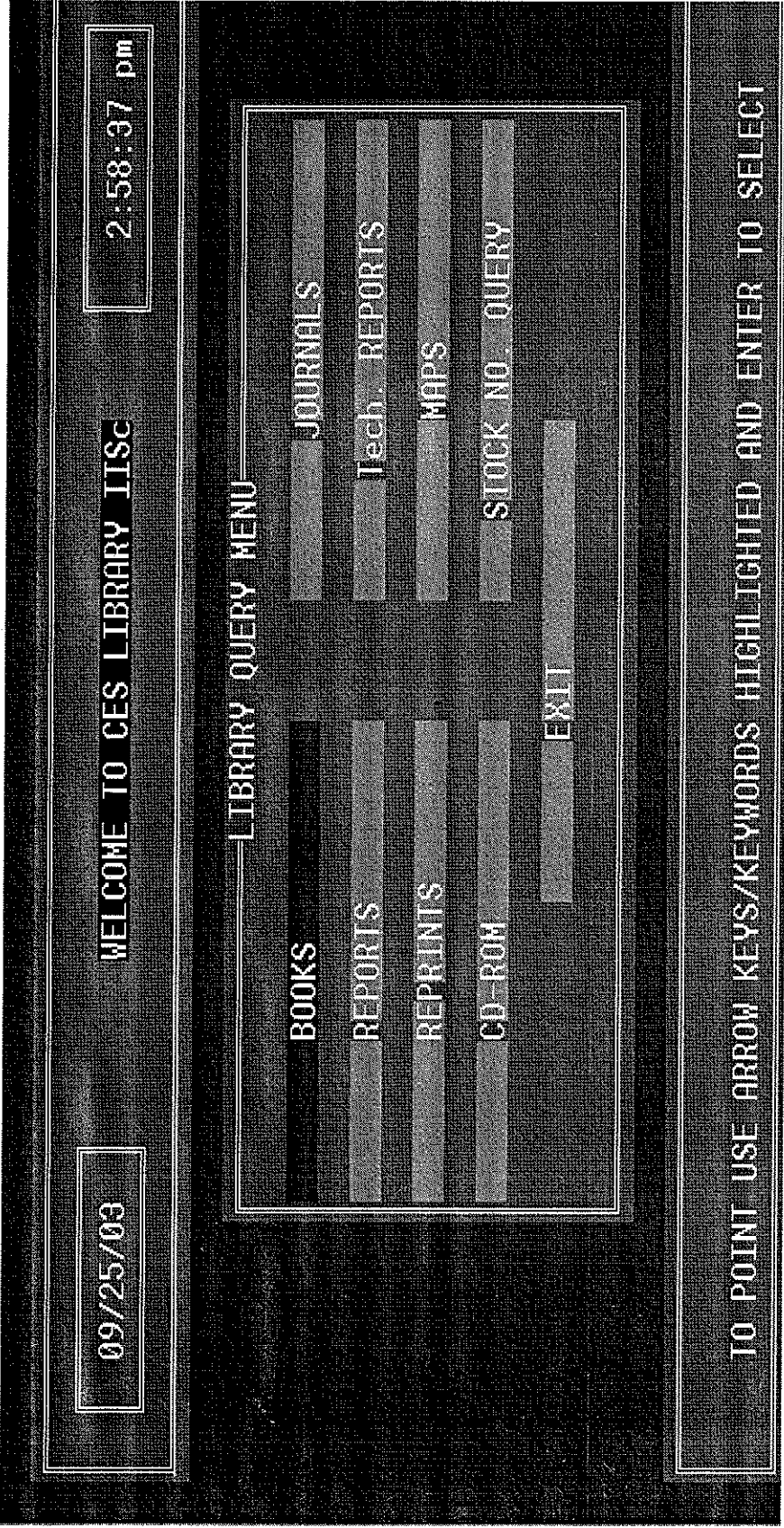
CES library has more than 9500 books. the information about these books is maintained using MS FoxPro 2.5.

A database of books, reports, and reprints is maintained. Here, an attempt has been made to provide a simple search interface on envis website for this collection.

While creating this 'Bibliographic Search Program', a simple but user friendly graphical user interface (GUI) has been created. right from its conception, our emphasis was to deliver a "user friendly" package that "works". The program collects input from different fields, processes the input, and delivers the records matching it. A choice is provided so as to make selection from the "hits" and print them later. Often, user is interested in finding if a book by an author, or on certain subject, or by a publisher is there in the library or not. This program helps the user doing exactly that. And at the least amount of time and efforts. An assumed AND operation inside and over the fields allows users to make a complex search. Thus, if a user gets too many hits at the first instance, he can refine his search without much efforts.

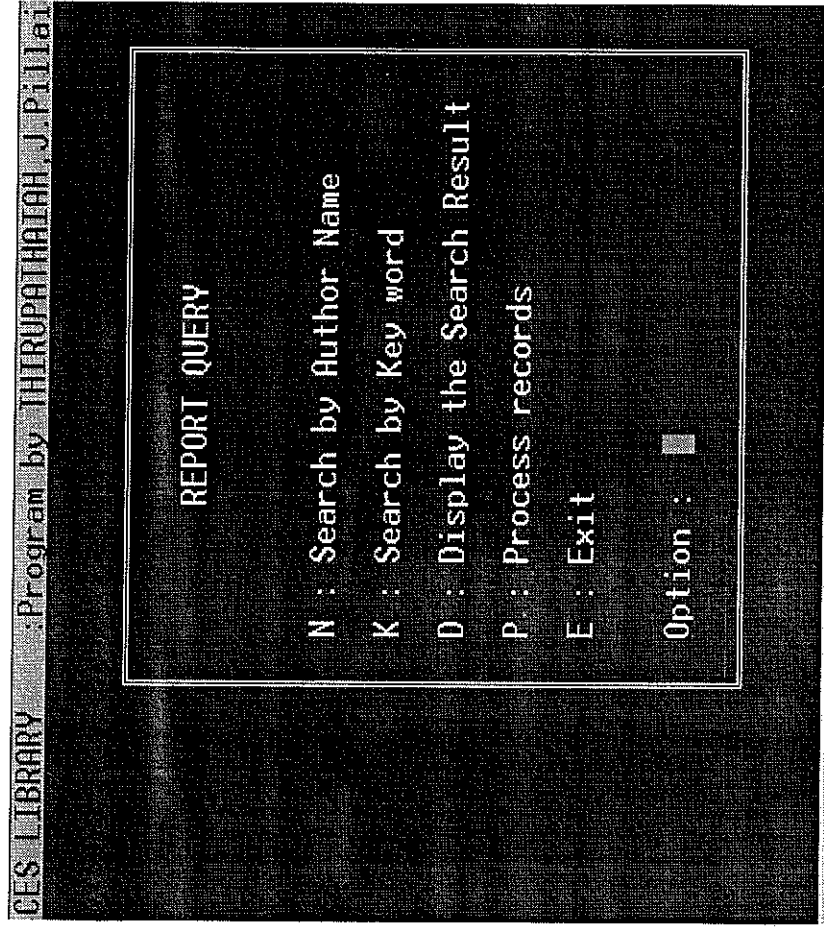
This program is also extremely easy to update. A simple text output from a database is taken to the webserver. Its then converted into binary format so as to allow the program to read the database faster. The web is then updated appropriately. Nothing extra needs to be done. The URL address for the search system is <http://ces.iisc.ernet.in/hpg/envis/libsearch/searchBooks.html> (Refer Figure 12). At present search on the website is available for the Books, Reports and Reprints. This page is created by Mr. K.Milind and assisted by Mr. Thirupathaiah,A. source by Mr. Yashwant G Kanade. Our sincere thanks to Prof. Ragahvendra Gadagkar for his kind support.

The database is created and developed by Mr. Janardhanan Pillai, N.N. and Mr. Thirupathaiyah,A. on MS FoxPro 2.5 for the CES library. Search mechanism in the library takes care of searching all the categories of the documents viz , Books, Reports, Reprints, Journals, Maps, CD-ROMs, Video Cassettes, and Technical Reports (Refer Figure 1-11). This search system retrieves the documents when queried on keywords or author names. The keyword (option “K” in search screen) may also be a part of the title, full title or subject. The second name of the author (option “N” in search screen) has to be given while searching the documents. The display (option “D” in search screen) option must be used to display the result of the query. The exit (option “E” in search screen) will help in going to the parent screen. The following few pages show the working of the search system in the library



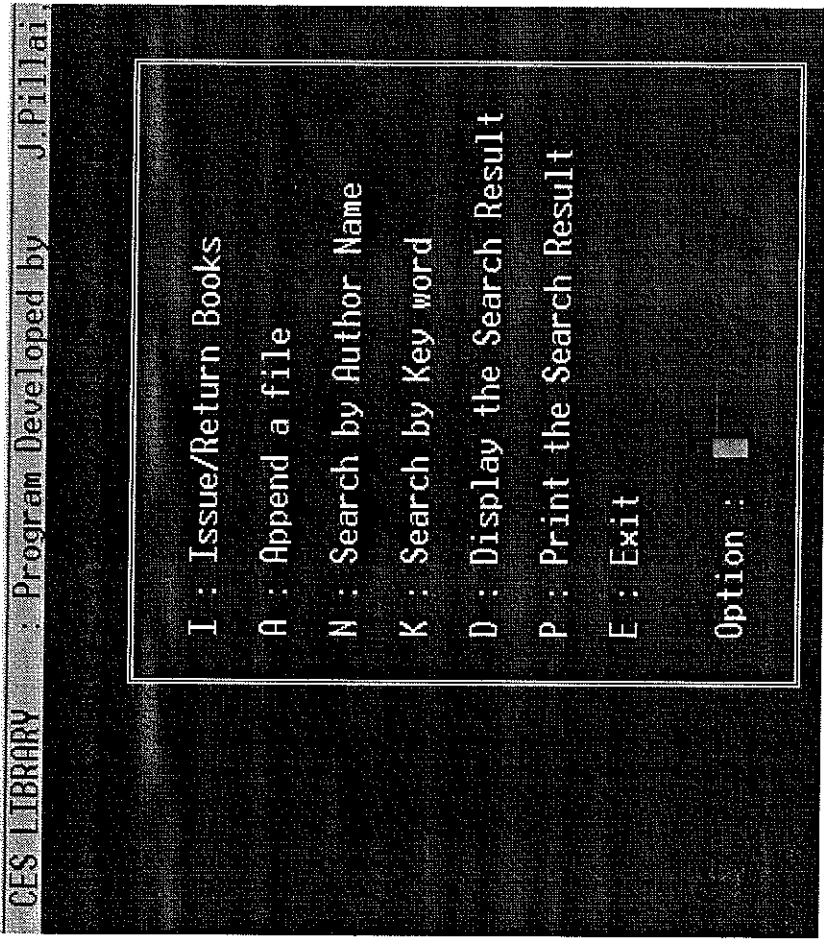
LIBRARY SEARCH SYSTEM MAIN SCREEN

Figure 1



**LIBRARY SEARCH SYSTEM SCREEN FOR  
REPORTS QUERY**

Figure 3



**LIBRARY SEARCH SYSTEM SCREEN FOR  
BOOKS QUERY**

Figure 2

REPRINT QUERY

- N : Search by Author Name
- K : Search by Key word
- D : Display the Search Result
- P : Process records
- E : Exit

Option : █

LIBRARY SEARCH SYSTEM SCREEN FOR REPRINTS QUERY

Figure 4

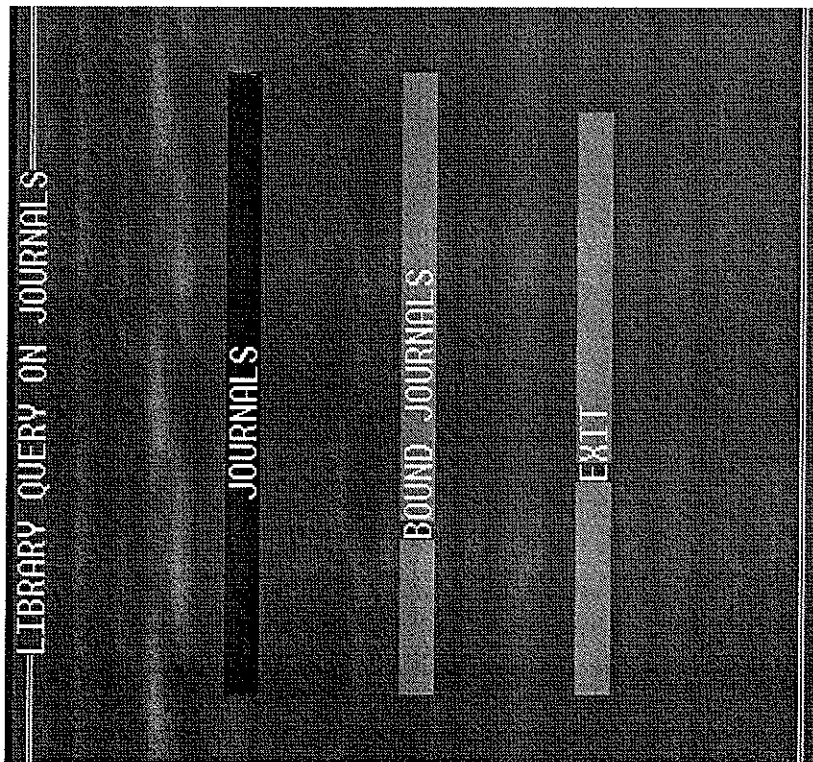
CD-ROM QUERY

- K : Search by Key word
- D : Display the Search Result
- P : Process records
- E : Exit

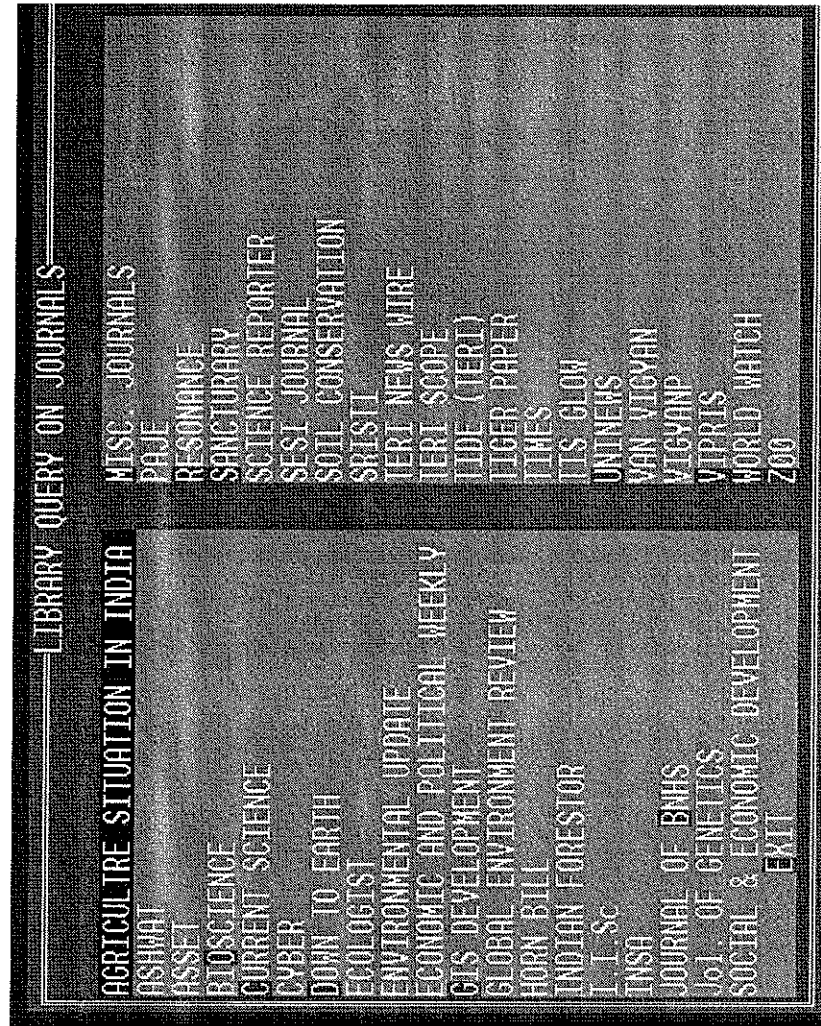
Option : █

LIBRARY SEARCH SYSTEM SCREEN FOR CD-ROM QUERY

Figure 5



LIBRARY SEARCH SYSTEM MAIN SCREEN FOR JOURNALS QUERY  
Figure 6



LIBRARY SEARCH SYSTEM SCREEN FOR LATEST JOURNALS QUERY  
Figure 7

BOUND JOURNALS

CESNUMBER	VOLUME	ISS. No.	JOURNAL NAME
286	52-53	12,1-2	AGRICULTURAL SITUATION IN INDIA
422	54	2-6	AGRICULTURAL SITUATION IN INDIA
197	50		AMERICAN SCIENTIST
199	51		AMERICAN SCIENTIST
201	49		AMERICAN SCIENTIST
210	66	1-6	AMERICAN SCIENTIST
213	68	1-6	AMERICAN SCIENTIST
214	67	1-6	AMERICAN SCIENTIST
312	69	1-3	AMERICAN SCIENTIST
322	62	2-5	AMERICAN SCIENTIST
680	1	1-4	ASAMATTA
2	16	1-4	ASSET
6	17	1-4	ASSET
40	2	1-4	BLACK BUCK
105	31	2-4	BOTANICAL REVIEW
106	32	1&3-4	BOTANICAL REVIEW
41	33	1-4	BOTONICAL REVIEW
42	30	1-4	BOTONICAL REVIEW
496	34-36	1-4	BULLETIN OF THE BOTANICAL SURVEY OF IN

LIBRARY SEARCH SYSTEM SCREEN FOR  
BOUND JOURNALS TITLE WISE

Figure 8

LIBRARY QUERY ON TECHNICAL REPORTS

CES TECH. REPORTS
ENVIS TECH. REPORTS
EXIT

LIBRARY SEARCH SYSTEM MAIN SCREEN FOR  
TECHNICAL REPORTS QUERY

Figure 9

CES TECHNICAL REPORT QUERY

N : Search by Author Name  
 K : Search by Key word  
 D : Display the Search Result  
 P : Process records  
 E : Exit

Option : █

LIBRARY SEARCH SYSTEM SCREEN FOR CES TECHNICAL REPORTS QUERY

Figure 10

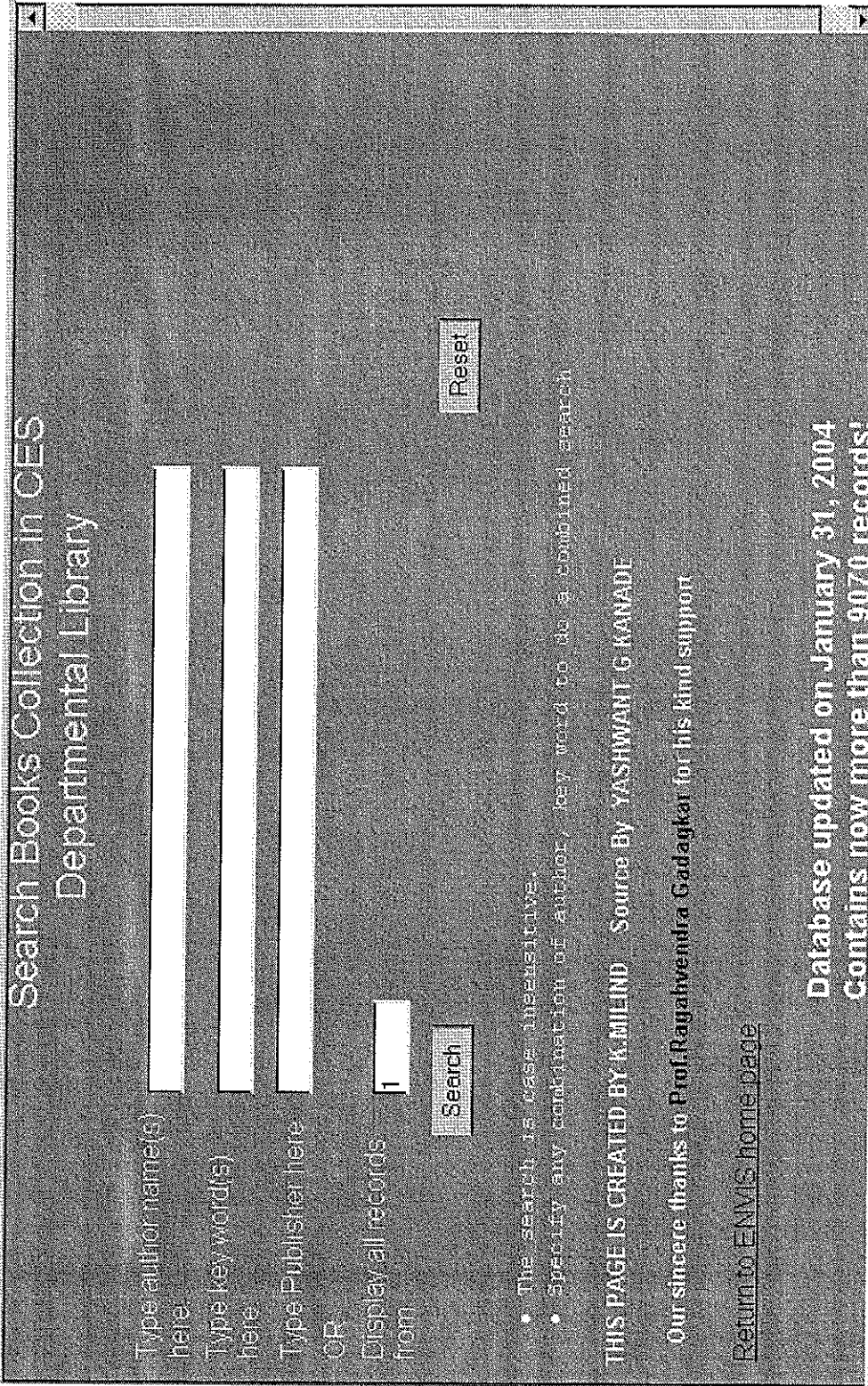
MAP QUERY

K : Search by Key word  
 D : Display the Search Result  
 P : Process records  
 E : Exit

Option : █

LIBRARY SEARCH SYSTEM SCREEN FOR MAPS QUERY

Figure 11



**LIBRARY SEARCH SYSTEM ON WEB PAGE**  
**<http://ces.iisc.ernet.in/hpg/envis/libsearch/searchBooks.html>**

Figure 12

# **ARRANGEMENT OF DOCUMENTS**

## ARRANGEMENT OF DOCUMENTS

### I. Books

The documents in CES Library are arranged according to the Dewey Decimal Classification system. “The Dewey Decimal Classification devised by Melvil Dewey in 1876, is a method of classifying and cataloging library materials by subjects. Below are the major divisions of the Dewey Classification.

<b>Dewey Numbers Range</b>	<b>Subjects</b>
000 – 099	Generalities
100 – 199	Philosophy and Psychology
200 – 299	Religion
300 – 399	Social Sciences
400 – 499	Language
500 – 599	Natural Sciences and Mathematics
600 – 699	Technology (Applied Sciences)
700 – 799	The Arts
800 – 899	Literature and Rhetoric
900 – 999	Geography and History

**MAJOR SUBJECT COLLECTION AND THEIR CORRESPONDING DEWEY CLASSIFICATION NUMBERS ARE AS FOLLOWS**

<b>SUBJECTS</b>	<b>DEWEY CLASSIFICATION NUMBERS</b>	<b>NO. OF BOOKS</b>
Computer Science	001.600 – 006.500	369
Psychology	128.000– 160.000	148
Social Sciences, Anthropology, Environment	300.000 – 333.600	624
Energy, Natural Resources, Conservation, Land use	333.700 – 359.000	1357
Pollution	360.000 – 364.000	244
Science, Mathematics, Statistics	500.000 – 519.600	316
Earth Science, Hydrology, Limnology, Climate, Human Genetics	550.000 – 573.900	294
Biology and Biostatistics	574.000 – 574.490	282
Ecology, Marine, Biogeography	574.500 – 574.990	1151
Evolution, Genetics, Microbiology	575.000 – 579.000	487
Plant Science	580.000 – 589.000	656
Zoology and Animal Behavior	591.000 – 591.900	448
Invertebrates (Molluscs, Earth worms, Spiders)	592.000 – 595.690	117
Insects	595.700 – 595.990	495
Vertebrates	596.000 – 596.990	43
Fishes	597.000 – 597.990	77
Birds	598.000 – 598.990	222
Mammals	599.000 – 599.990	290
Epidemiology & Technology	600.000 – 629.000	363
Agriculture, Soils, Pests	630.000 – 633.999	356
Forests and Wildlife	634.000 – 639.999	578
Technology ( Applied Sciences)	640.000 - 699.000	87
Arts	700.000 – 799.999	36
Literature and Rhetoric	800.000 – 899.999	22
Geography and History	900.000 – 999.999	125

The documents within Dewey Classification Numbers are further classified into various categories and located separately in our library. The categories of documents are listed below:

<b>Document Type</b>	<b>Location (Room Number)</b>
Annual Reports, Scientific Publications & Final Reports	106 B
CMIE	107 A
Dictionaries & Directories	107 B
Encyclopedias	107 A
Flora & Fauna	106 C
Handbooks	107 A
Series	107 A&B
Technical Reports	106 B
Technical Section	106 A
Thesis & Dissertation	106 B
Working Plan & Gazetteers	106 C
Remaining Books (001.000 – 591.999)	107 A&B
Remaining Books (592.000 – 999.999)	106 B&C

## **II. Reports**

The reports are arranged according to a three character code (code highlighting the Author's name or Organization) and the stock number. e.g. a report from Indian Institute of Science will have the code as "IIS", similarly a report from an Author Madhav Gadgil may have a code as "GAD". The stock number allotted will reflect the total collection of the reports.

The reports are located in between room number 106 and 107.

### **III. Reprints**

The reprints are also arranged according to a three character code (code highlighting the Author's name or Organization) and the stock number. e.g. a reprint from Indian Institute of Science will have the code as "IIS", similarly a reprint from an Author Madhav Gadgil may have a code as "GAD". The stock number allotted will reflect the total collection of the reports.

The reprints are located in between room number 106 and 107.

### **IV. Newsletters**

The collection development of the Newsletter in CES Library is arranged according to the title of the Newsletter and stock number. These Newsletter are located in room number 106B and 106C.

### **V. Maps**

The CES Library have a very rich collection of Toposheets which refers various catchment areas to conduct the field research work. The toposheets are categorized into the following sections. All the following categories of maps are situated in map racks in between room number 106 and 107.

- **Survey of India (SOI):**

The SOI maps are sorted based on the region number allocated by the organization. Ex. The number 48 E stands for GOA, DAMAN & DIU and MAHARASHTRA is located after 47 L/4 which is for MAHARASHTRA. Hence the SOI maps are sorted in ascending order of the region number. A manual has been provided by SOI to identify the region number for a particular region. Some SOI maps which are regularly used for field work are converted to folder maps and placed in the folder maps section.

- **Satellite Imageries:**

The National Remote Sensing Agency (NRSA) is producing number of satellite imageries to study the biosphere reserve, climate, natural resources and limnological studies etc. A few of which are forming our satellite imageries collection.

- **Vegetation and Forest Maps:**

The French Institute of Pondicherry (FIP) maps constitutes a major collection of our vegetation maps. The vegetation map is made use in Ecological research and identifying the biomass and climate change. The forest maps are placed next to the vegetation maps which are useful in study of forest vegetation.

- **Taluk and Miscellaneous Maps:**

The taluk maps are used for human ecological study in remote areas. The remaining categories of maps are kept under miscellaneous maps like Political maps, Road maps etc.

## **VI. Video Cassettes:**

Our valuable collection of video cassettes are located in room number 106A. The major collections constitutes of TEHRI, Bhagirati ki pukar, Save the Western Ghat March , Mudumalai: save a tropical ecosystem, Environmental evolution, only one atmosphere, Save the earth, Virasat, The good earth: an insight into sustainable agriculture, The other wealth, Farmin with trees & fields of trees etc. There are several other videos on related subjects.

## **VII. CD-ROMs:**

We have an excellent collection of CD-ROMs placed in room number 106A. Some of the major CD-ROMs in our collection IFIS (Indian Forester Information Systems), National Geographic, Statistical Outline of India, TERI VCDs, Maps of India and many other CDs. Latest CD on LIFKEY-LIFDAT is a valuable CD on Birds and Flowering plants developed by Prof. Madhav Gadgil and his team helps to identify birds / flowering plants using keys.

## **VIII. Periodicals:**

Most of the periodicals are bound together based on the volumes and issues. The periodicals are placed in room number 107 B&C.

**ANNUAL STOCK  
VERIFICATION**

## **ANNUAL STOCK VERIFICATION**

The annual stock verification is done every year during the month of May and June. The documents of CES Library in CES Library and various field stations are considered for stock verification.

During the annual stock verification the documents are reshelfed (rearrangement), resorted and new locations are noticed. Damaged documents are arrange to send for binding. The stock verification registers are maintained, which indicate the status of the documents during each year. We undertake the stock verification work for transferred documents to various labs and field stations.

There are four field station for which the documents are regularly being transferred from the CES Library. The field stations are located at Nilgiris, Sirsi, Kumta and Sagar. The documents that are transferred regularly are Thesis, CES technical reports and books requested and required in the field station. The stock verification of these documents at each field station have been done annually.

# **INSTRUCTIONS**

## INSTRUCTIONS

### **General Instructions:**

- a) Loss of documents and/or borrower's cards to be reported immediately in writing to the Chairman/Librarian
- b) Borrower's cards to be returned to the Librarian before leaving the department
- c) "No Due Certificate" will be issued at the time of leaving the department, on return of all the library borrower's cards
- d) Change in the Department, Status, Address etc., to be informed and the tickets corrected
- e) Please handle the documents with great care as they are valuable and costly particularly loose issues of periodicals. Please do not mutilate documents
- f) All books and if required, the contents of all briefcases etc., which are being taken out of library are subject to inspection by library staff. Please cooperate
- g) Personal papers and non-library materials should not be left unattended on tables
- h) On violation of library rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual

### **Please do:**

- a) Sign in the register kept at the entrance, while entering the library
- b) Show the documents which are being taken out of the library, to the library staff
- c) Collect the xeroxed articles within two days after completion.
- d) Contact the staff for any queries
- e) Keep the library premises tidy
- f) Use dustbins

**Please :**

- a) Do not waste more than half an hour to locate the documents. If not located contact the library staff
- b) Do not move documents from its specific area to another area
- c) Do not replace the documents
- d) Do not give borrower's cards to others

**For Details Contact:**

LIBRARY PHONE No. 23600985 / 22932506 Extn.106,107

E-Mail Address: [ceslib@ces.iisc.ernet.in](mailto:ceslib@ces.iisc.ernet.in) / [kanade@ces.iisc.ernet.in](mailto:kanade@ces.iisc.ernet.in)

## LAWS OF LIBRARY SCIENCE

***Books are for use  
Every reader his/her book  
Every book its reader  
Save the time of the reader  
Library is a growing organism***

**Dr.S.R.Ranganathan.**

# **FUTURE PLANS**

## **FUTURE PLANS**

- Barcoding the library documents
- Share of information and information access methods more effectively and efficiently using latest technologies.
- Obtain adequate funding to ensure to the continued quality of library programs and services and to meet growing user needs.
- Expanding the library house keep area due to space constraint
- Procurement of advanced reprographic machine
- Procurement of latest standard international journals
- Provide training programs with sufficient qualified personnel to meet the rapidly growing needs for expanding library programs and services.