

GUIDE TO THE LIBRARY

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

Govandi Station Road,

Deonar, Mumbai - 400 088.

(INDIA)

Website: <http://www.iipsindia.org>

GUIDE TO THE LIBRARY

This leaflet contains basic information about our library's collection, services, and procedures. If you have any question concerning the use of the library, please feel free to ask for help from the library staff.

Profile: International Institute for Population Sciences set up in 1956 as Regional Training and research center of the United Nations for the ESCAP region. The Institute is working under the Administrative control of Government of India, Ministry of Health & Family Welfare, New Delhi. The Institute has recognized as a Deemed to be University in 1985. To fulfill the academic objectives of the Institute, It maintains an excellent library with full of demographic information sources in various forms like published, unpublished, printed, electronic, and online. The library has fully automated in 'System for Library & Information Management -21' (SLIM21) software. The library building is centrally air-conditioned, well furnished to provide extra comfort and also well equipped with latest IT infrastructure to provide pinpointed and quick information required to its patrons.

LIBRARY WORKING DAYS AND HOURS:

The library is kept open for six days in a week during academic year (Monday-Saturday)

(A) WORKING HOURS:

- During Academic Year: **Monday-Friday - 9.30 am to 8.00 pm**
Saturday - 9.30 am to 6.00 pm
- During the Vacation: **Monday-Friday - 9.30 am to 6.00 pm.**

(The library is kept closed on public holidays as declared by the Government of India from time to time.)

LIBRARY ACCESS SYSTEM: OPEN ACCESS

COLLECTION & RESOURCES:

a) Library Items

The library procures a large number of documents in various forms on population studies and allied areas. The table shows the state-of-art collection in figures. (as on June 2016)

Books	84473
Bound Volumes	16583
Reprints	16842
Journals	325
Articles Indexed	25000
Seminar Papers	1200
CD-Roms	306

b) Classification: The IIPS library followed Dewey Decimal Classification Scheme (18th edition) with minor customization taking a privilege of broken order concept.

c) Cataloging: The library follows AACR-II

d) Current Periodicals:

[Web OPAC help](#)

[List of journals\(2014-15\)](#)

[Acquisition list](#)

e) Periodical Holdings:

[Bound periodical holdings](#)

F) Digital Library : [Digitization of census of India 1872-2011](#)

a) Special Collection: Census of India publications have special importance in the process of research and teaching of population studies. Looking the importance of the above publications, to extend the life of the volumes and to enhance the retrieval system of demographic data with retrospective effect we digitized in PDF format the following volumes

Census of India Published during 1881 – 1941, 2001 - 2011

b) Seminar Papers prepared by the students have digitized and provided Seminar Papers during the year 1999-2015

c) Demography India (Research Journal of IASP)

Vol. 1 Year 1972 - Vol.30 Year 2001

+ All the volumes are available in digital form in the library

d) Online Databases:

BOOKS: The Library collection consists of over 81000 books contains census reports, research monographs, books, seminar papers, conference proceedings, M.Phil. Dissertations and Doctorate Theses. It has over 14000 bound volumes of periodicals and subscribes over 325 titles of periodicals covering the subject areas correspondingly to the academic programs and activities of the Institute. The collection is growing at the rate of 2,500 volumes per year. The Dewey Decimal Classification (DDC) Scheme of 18th edition has been introduced for physical arrangement of documents. Each of the racks has been posted with indicative subjects along with the call number range. Mapping system indicates the location of a particular item in graphical mode (if desired).

CENSUS REPORTS: This is special collection consist of all the census reports published during pre-independent and post-independent period (1872-2011). All the reports arranged alphabetically by the States and Union Territories in chronological order and provided independent place on the second floor of the library. Foreign census reports too are available and arranged in alphabetical order by the country name in chronological order.

DIGITIZED CENSUS REPORTS: The Library has digitized all the census reports for the period of 1872 - 1941 and purchased census data for the period of 1991 - 2011 all the reports are accessible through the Remote Access option.

UNITED NATIONS COLLECTION: The United Nations has initiated to establish 'Demographic Training & Research Centre' which is presently known as 'International Institute for Population Sciences.' All the publications of UN, UNFPA, UNEP, UNESCAP on and relevant to the population studies have been preserved in the library, and it is regularly updating. The library has the subject relevant collection of the World Bank, ILO, Population Council, Population Reference Bureau.

Ph.D. THESES & M. Phil. DISSERTATIONS: Kept in the first floor, arranged as per DDC sequence.

JOURNALS: The journal collection consists of current journals arranged alphabetically by title and in chronological order. Bound volumes of the journals are also arranged alphabetically by title in chronological order on the shelves in the first floor.

REPRINTS: Single research articles, processed, cataloged, classified and kept on the first floor. More than 15000 reprints arranged in DDC sequence.

REFERENCE COLLECTION: Can only be used within the library. It consists mainly of encyclopedias, dictionaries, handbooks, current yearbooks, Ph.D. Theses, M.Phil. Dissertations, the loose issue of journals, CD-ROMS / DVD / TAPE DISCs, and old daily newspapers. We are in the process to enhance our reference section in this way that, one copy of each text book (available in the market) should be available all the times in the reference section of the library.

ONLINE RESOURCE USER GUIDE: All the online and digitized sources are accessible to the library members: Click on Remote access option at C (viii) on the library website. You will get a dialogue box asking the user id and password; please give your **user** id and password you will directly accessible to all the sources through the IIPS server.

BOOKS OUT OF LOAN: When you cannot find what you want on the shelves check on the status of the item at OPAC or the circulation counter. Items already on loan may be held for you when returned, or recalled from the patron who has the item. You will be notified when the item is available.

FINES AND OVERDUE: Fines are charged for materials not returned on due date or damaged the item / binding as per the following:

- Rs. 1.00 per document per day after an overdue date
- If the book / bound volume of periodical/reprint damaged it should be replaced by the borrower or he/ she have to pay the fine as per the library rule
- If the binding of the library volume damaged by the borrower, the binding cost will be charged as fine from the borrower

INFORMATION SERVICES: The Library staff can assist in locating information and provide instruction in the use of the Online Public Access Catalog (OPAC), Online Databases and CD-ROMs. Orientation programs are regularly held at the beginning of every academic course or can be arranged upon request it also covers bibliographic instructions which can be helpful to retrieve the library document and literature.

➤ List of current journals and acquisition list kept on our website at C (ii & iv)

PHOTOCOPYING SERVICES: Photocopying of complete books is not allowed. Users are responsible for complying with the Copyright Act. The photocopying service is available at the library. The charges vary, depend on the size of the paper and it can change as the cost of the stationary goes up.

REQUISITION FOR BOOKS/JOURNALS: Faculty, staff, and students may request for books and journals to be procured for the library. The desired reading items will be procured after on the recommendation of the library committee duly approved by the Director & Senior Professor of the Institute.

INTER-LIBRARY LOAN SERVICES: Faculty, staff, and students may request for reading items which are not available at IIPS library via Inter-Library Loan (ILL)

OPAC (Online Public Access Catalog): To find the library materials, the Readers have to search the OPAC. This database contains records of all the publications received by the library. The library has sufficient computer terminals available for searching the catalogue for the library users. Independent OPAC user guide will be provided to you on request. Please ask for help if required to run OPAC and any other questions you may have about library services. The library staff is there to help you.

DAILY NEWSPAPERS: The library acquiring more than dozen leading daily newspapers in English, Hindi and Marathi (regional language) 17 light reading magazines.

LIBRARY MEMBERSHIP: Two types of membership, i.e., 1) Individual 2) Institutional

1. **(a) Individual Membership:** All the regular employees of the Institute are the library members till their retirement or till the last working day. All can avail the library loan facility as per the library rule. All the regular enrolled students, research scholars are the members, and they can avail the library borrowing facility with paying the (refundable) library deposit of Rs. 2000.00 for Master, Bachelor Certificate, and Diploma courses of the Institute & for full-time Ph.D. Students, there will be Rs. 3500.00 library deposit for complete course duration. They have to fill up the library membership form and submit at circulation counter of the library. (the library deposit amount can be revised time to time and can be changed either less or more than the quoted amount).

(b) All Retired faculty members of the IIPS (Greater Mumbai and Navi Mumbai residents) are eligible to avail library loan privilege with paying the refundable library deposit of Rs. 1500.00 under special category services.

2. Institutional Membership: All the universities, College libraries are the Institutional Members (preferably local) they can avail loan facility of library volumes under Inter-Library Loan Service. NGOs, Government Agencies, Volunteer Organizations can also be members and availed the library reference service with paying fee of Rs. 1000.00 per annum. Individual memberships for external users are not allowed. All external users are required to have letters of introduction from their respective organization.

The library service will be provided to the Indian citizens on payment of Rs.200/- per person, per day as library entry fee. (Photocopying, CD, stationary charges will be extra).

The library cannot give assurance about all the library members will get the computers or chair & study table it will be served on first come first serve basis. (in case of problem the management can think of reservation of the tables and chairs on minimal payment from the regular students).

Note: The right to discontinue the library membership is reserved with the Library & Information Officer (if required) with the approval of the Director.

CIRCULATION SERVICES:

1. The normal loan period for books is one week.
2. Materials may be renewed once, provided no one else has requested them.
3. The reference materials may not be borrowed.
4. Faculty members may borrow 50 library documents
5. All the (regular) students of the Certificate, Diploma, Bachelor and Master Degree students may borrow 5 library volumes on their name at a time.
6. All the (regular) Ph. D. scholars may borrow 10 library documents at a time

HINDI LANGUAGE PROMOTION: The Institute library have .more than 800 books printed in Hindi language. All the bibliographic details are entered in the SLIM 21 in Devanagari script and made available on OPAC.

INTERNET SERVICE: The library provides internet facility to the patrons from all the computers of the library during its working hours including wi fi facility for laptops.

CURRENT AWARENESS SERVICE: We provide "Current Awareness Service" in which the library informs journals and articles received in the library during past week with the help of e-mail service. Monthly added books and books available in the market (newly released but yet to be purchased) are also informed to the patrons, so that they can put the requisition for useful books. All the faculty members,

demographers and researchers are availing this facility. Any interested person can request to avail this service on e-mail.

GENERAL RULES:

1. No books, periodicals, or other library materials shall be removed from the library premises, without being borrowed at the circulation counter.
2. Don't carry issued materials like books, reprints, journals, loose magazines, etc. in to the library.
3. The reader should not interfere with the comfort of other readers, don't make excessive noise, don't cause damage to the library property, or disfigure or mutilate a book, periodical or any other library material in any way.
4. A reading of the library place may not be reserved during the reader's absence.
5. Smoking in the library premises is not permitted.
6. Bags, cases, ink-bottles, pets may not be taken into the library.
7. Persons present in the library at any time must identify themselves to the Library Staff when requested to do so.
8. No broadsheets, handbills, newspapers or other material (other than official notice of the library or IIPS) be distributed or displayed within the library.
9. Mobile telephones, pagers and others electronic alarm devices should be put on silence mode while being taken into the library.
10. Water bottles are not allowed to put on reading tables and computer tables.

FOR MORE INFORMATION PLEASE CONTACT:

International Institute for Population Sciences, (Library) Govandi Station Road, Deonar,

Mumbai – 400 088. India Tel: (022) 42372400, Fax: (022) 25563257 or lio@iips.net

❖ **LIBRARY STAFF –**

- **Mr. D.D. Mestri** : Lib. & Inf. Officer
✉ lio@iips.net
☎ 022 - 42372435
- **Dr. K. Praveen Kumar** : Asstt. Lib. & Inf. Officer
✉ praveen@iips.net
☎ 022 - 42372472

• **Mr. D.N. Vidhate** : Sr. Lib. & Inf. Asstt.
✉ dvidhate@iips.net

☎ 022 – 42372445

Mr. B.V. Pagote

Mr. Rakesh R. Patil :

Mr. Santosh R. Pawar

}

Library Clerks

Mr. Rajesh S. Pillai

Mr. Vasudev D. Gowda

Mr. Ashish S. Patole

Mr. Sudhir T. Gabhale

}

MTS