



# KNOW YOUR LIBRARY

## RULES & REGULATION

2024

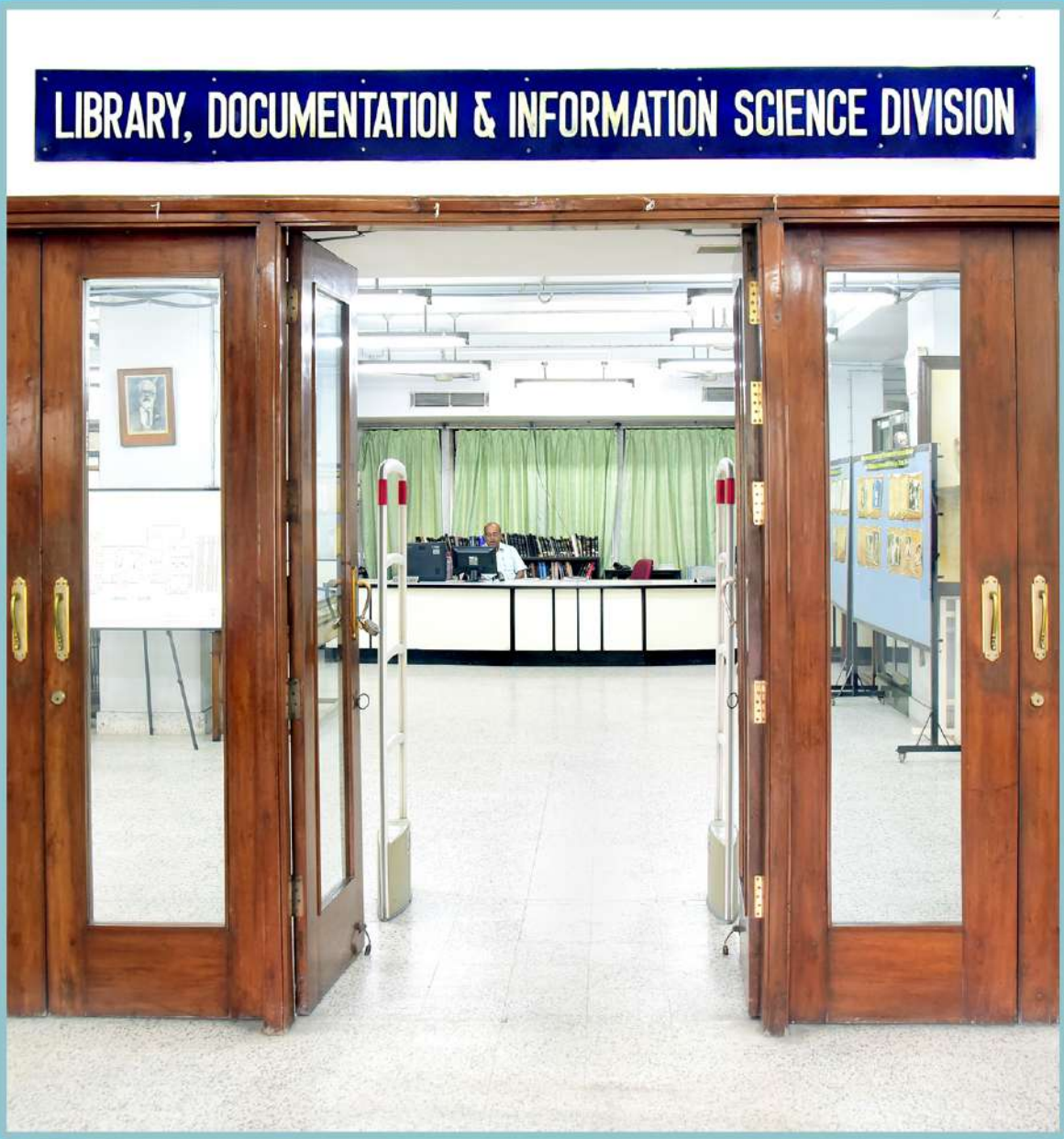


LIBRARY

DOCUMENTATION AND INFORMATION SCIENCE DIVISION

INDIAN STATISTICAL INSTITUTE

203, B.T.RAOD, KOLKATA-700108





## MESSAGE FROM THE CHIEF LIBRARIAN

### *Greetings from ISI Library, Kolkata!*

I am delighted to share with you that our Institute is actively fostering statistical thinking across a multitude of disciplines and diverse interests. Serving as a frontrunner, the institute plays a crucial role in tackling the challenges associated with national development and social welfare. The Library, Documentation and Information Science Division, in particular, plays a pivotal role in advancing these objectives.

It is indeed my great pleasure that the Library, Documentation and Information Science Division of ISI have attained the distinction of being one of the richest libraries in the country. It has a culture of working together relying on the belief of progress through partnership. The Library maintains a close network of many organizational libraries and also acts as the Eastern Regional Library of the National Board for Higher Mathematics (NBHM), DAE, Government of India.

The ISI library, since its inception, has been serving as one of the resourceful libraries in mathematics, statistics, and allied areas of natural and social sciences research; thus catering to a wide vista of academicians and research communities. Our motto is to deliver high-class content with enriched collections, innovative services, extraordinary outreach activities and state-of-art technologies (through strategic partnerships with national and international bodies) for strengthening education and research.

So the spirit of cooperation for scientific integrity is the greatest strength of the ISI Library. It encourages sharing content and nurtures collaborative efforts to promote the services empowered by an outstanding collection of print and online resources. Sincerely we stand committed to support your motivation for enjoying the extended library services.

Our library is unique among other scientific libraries; as we offer membership (with borrowing facilities) to entire academic communities along with our stakeholders to use our resources for academic purposes. I take this opportunity to invite both individuals and organizations to become a member of this esteemed Library.

Best wishes to all of you,

A handwritten signature in black ink, which appears to read 'Ksatpathy'. The signature is written in a cursive style and is positioned above a horizontal line.

**Dr. Kishor Chandra Satpathy**

## ABOUT THE LIBRARY

### Welcome to the Library, Documentation and Information Science Division at Indian Statistical Institute

Library @ ISI, a one-stop place in meeting your academic and research needs. The Library is well equipped with the latest print and non-print resources and state of the art infrastructure. The library is computerised with the help of Koha – Integrated Library Management System with EM technology. The main focus of the library is online/digital learning resources which will allow users to access resources anytime, anywhere 24x7. ISI Library has been functioning as the Eastern Regional Library of the National Board of Higher Mathematics [NBHM], DAE, GOI since 1989. This is one of the richest libraries in India in the field of Mathematics, Statistics, Economics, Computer Science and related areas.

### OPENING HOURS

Monday to Friday

10:00 AM - 8:30 PM

Saturday, Sunday & Holiday

10:00 AM - 6:00 PM



### HOW TO AVAIL LIBRARY FACILITIES

Students, research scholars, staff and faculty members of the Institute can avail library facilities. They need to register with the library as a member by filling out the membership form available at the library help desk (along with a passport size photograph). Library users are privileged to access e-resources within the campus and also outside the campus anytime, anywhere. The details of the member categories and their entitlements are given below:

### LIBRARY MEMBERSHIP DETAILS

Membership	Entitlement	Retention Period	Library Security Deposit	Document required	Fine
B.Stat/B.Math	3+2#	1 month	Rs.3000	In Library form Signature by Dean of Studies	Re.1/- Day
M.Stat/M.Math/MS(QE)	4+2#	1 month	Rs.5000	Do	Re.1/- Day
M.Tech(CS)/M.Tech(QROR) /M.Tech(Cryptography)	4+2#	1 month	Rs.5000	Do	Re.1/- Day
PGDBA	4+2#	1 month	Rs.5000	Do	Re.1/- Day
JRF/SRF/Research Associates	6+2*+##	1 month	Rs.7000	Do	Re.1/- Day
Project Linked Personnel & Project Assistant	2+2#	1 month	Rs.3000	Do	Re.1/- Day
Statistical Trainee	2	1 month	Rs.3000	Do	Re.1/- Day
ISEC	2	1 month	X	Do	Re.1/- Day
ISI Members i. Ordinary ii. Life Member	2	1 month	Rs.3000	Approval from Council	Re.1/- Day
External Student Member	2	1 month	Rs.3000	Do	Re.1/- Day
Institutional Membership	2	1 month	Rs.5000	Do	Re.1/- Day
Library Membership	2	1 month	Rs.3000	Master Degree and Aadhaar/ Voter ID Card	Re.1/- Day
DCSW Members onwards	6+2*+##	1 month	X	Faculty, Asso. Sci. and STA onwards	Re.1/- Day
All Administrative staff and below DCSW	2+2#	1 month	X	Inst. Appt. Letter	Re.1/- Day
Visiting Scientist	6+2*+##	1 month	X	Inst. Appt. Letter	Re.1/- Day

# SI.Nos. are entitled to get 2 books from Worker's Circulating Library other than central library

\* Means Journal items

## MEMBERSHIP

- The library is open for registered members only.
- A user who is only interested in studying documents in the Library and availing other services for a short period must hold a valid Temporary Membership Card.
- Staffs & students of the Institute have to apply for membership by filling up the membership form.
- An individual can join the Library after taking Annual/Life/Student membership of the Indian Statistical Institute Society.
- An Organization can join the Library for an Institutional Membership of the ISI Society.

## SECURITY DEPOSIT

Members of certain categories may be required to pay a refundable security deposit to avail of the borrowing facilities. Money Receipt must be produced at the time of withdrawing the deposit. For more detailed information, please refer library website <https://ldisd.isical.ac.in/>

## HOW TO SEARCH BOOKS

The library is fully computerized with the help of Koha-Integrated Library Management System. Library users are empowered with many facilities through the Online Public Access Catalogue (OPAC). The library has provided a personalized login ID and PWD to each user to access these facilities visit: <https://library.isical.ac.in/>



## LIBRARY COLLECTION

The library has a rich and diversified collection which consists of:

- Textbooks
- Reference Books
- NBHM Books
- CDs/DVDs & Magazines
- Journals-in prints
- On-line Journals & Databases
- Census Data & Govt. Reports



## DIGITAL RESOURCES

The following online resources have been subscribed by the library:

ACM Digital Library	American Institute of Physics	American Mathematical Society	American Physical Society	Cambridge University Press	Project Muse	ProQuest (USA)	Sage Journals	Science Classic	Science Online
CEIC Global Datasets	CMRI Economic Outlook	CMRI State of India	Duke Mathematical Journal Online	Emerald Insight	ScienceDirect	Scopus	SIAM	Springer Link	Taylor & Francis Journals
Emerald Insight	Euclid	IEEE Xplore (IL Online)	IMS Journals	Informa Public Data	WILEY ONLINE LIBRARY	Micro-Census Data Hub (Hosted by ISI Library) In-house access only		EPWRF India Time Series	
IOP Science Journals	JSTOR	MathSciNet Mathematical Reviews	OUP Journals	PNAS (USA)	Indiastat Districts of India		CEIC Global Datasets & World Trend Plus	CMRI Data - States of India	

To know more about e-resources and access mechanisms, users may contact the Help Desk in the library. (<https://ldisd.isical.ac.in/content/databases>)

## PHYSICAL LAYOUT OF THE LIBRARY

### Ground Floor

Reprography and Photography Unit

### First Floor

Books on Mathematics, Statistics, Computer Science, Economics, Physics, Chemistry, Reference Section, NBHM Collection (Books), and Online Access to selected E-Resources, P.C. Mahalanobis Personal Collection. Membership Registration. Inter Library Loan, WEB-OPAC, Library Conference Room.

### Second Floor

Current Journals, Back Volumes of Journals. Online Access to E-Resources, English & Vernacular Magazines, Books on History, Geography, Philosophy, Language and Literature. Self-Photocopying Facility, WEB-OPAC.

### Third Floor

Reports & Records, Socio-Economic Data Sources and NSSO Reports. Shewhart Collection and Restricted Collection. Workers' Circulating Library & PCMMMA Museum.

### Fourth Floor

Seminar Room, Micro Census Hub, Slow moving titles.

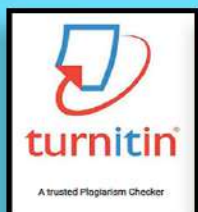
## LIBRARY SERVICES AND FACILITIES

The following services are offered to the users:

- Personalised Library Account through OPAC
- Books Issue/Return
- Online Book Reserve/Book renewal facility (through email [renew.isilibrary@gmail.com](mailto:renew.isilibrary@gmail.com))
- Reading room
- Access to e-Resources (e-journals and online databases)
- Access to Reports & records collection
- Access to Workers' Circulating Library
- Research Support Services
- Photocopy/Printing/Scanning
- Inter Library Loan (ILL)
- Reference and Referral Services
- User Orientation Program



**IDR:** Scientific Contributions of P C Mahalanobis, ISI Faculty members, Research Scholars along with Thesis, Question papers, Dissertations are available in the Institutional repository of ISI and is accessible via <http://dspace.isical.ac.in:8080/jspui/>



## Plagiarism Checking

(for outside members service charges are applicable):

### Anti-plagiarism software

iThenticate & DrillBit is now available in the library. Interested faculty members / research scholars / students / staff

staff members can check the similarity index of their manuscript / thesis / dissertation / documents with this software. One may contact the Library Circulation Desk to know more about the services.

### E-BOOKS



A-Z E-Books

### A-Z JOURNALS



Access top academic journals from anywhere in the world

A-Z Journals



Tutorials

## REMOTEXS

### Off-Campus (Remote) access to online resources

The faculty members / research scholars / students / staff members staying outside ISI campus / members from different centres, branches & outlying units or while traveling can now access

the licensed online resources like the e-journals, edatabases, and e-books through RemoteXs-an off-campus access solution mechanism. Interested may write at [library@isical.ac.in](mailto:library@isical.ac.in) to activate their account.



## Digital Photo Archive

Photographs related to ISI dating back to 1940's are accessible from Reprography & Photography Unit via. <https://www.isical.ac.in/~repro>



## IRINS

ISI have become a member of the Indian Research Information Network System (IRINS) of the UGC-INFLIBNET Centre, Government of India. Pursuant to the requirements of this Network, we have already created the ISI-Instance (<https://isi.irins.org/>) by updating the information entries to

enable an Expert Database called Vidyan. It will provide support to showcase the scientific activities of the Institute by integrating academic identity (via ORCID, Scopus, WoS, Google Scholar) for ingesting the scholarly publications from various sources.



## ProQuest

ISI Library has become part of the ProQuest Dissertations & Theses (PQDT) platform that allows researchers to amplify diverse voices and place their research in a global context. This is providing access to

dissertations, theses, ebooks, newspapers, periodicals, historical collections, governmental archives, cultural archives, and other aggregated databases.



## Digital Commons (DC)

The ISI Digital Commons (<https://digitalcommons.isical.ac.in/>) is a subset of the Digital Commons Network that seamlessly integrates different silos of information in a single platform with unlimited storage of contents to showcase the institution's

research and scholarship. The platform is hosted by Elsevier (licensed by bepress) and also renders online support to its clients for enabling a variety of editorial workflows. It supports OAI-PMH and is optimized for indexing by major search engines including Google Scholar.

## RESOURCE SHARING

The library is a member of the Developing Library Network (DELNET), British Council Library, ILA, BLA, IASLIC etc. Users may avail of the facilities. For more details please contact the Help Desk.

## GENERAL RULES & REGULATIONS

- Personal belongings (bags, umbrellas etc.) are not allowed inside the library. One may bring personal books for study provided proper permission is sought from the library authority prior bringing the same to the library.
- The Library will not accept responsibility for the loss or misplacement of personal belongings.
- All library materials, folders, files and bags must be presented to the Library Staff for inspection at the Checkpoint.
- The use of the mobile phone by users is prohibited inside the library.
- Consumption of food is not permitted in the library.
- Silence must be observed strictly in the library.
- Members may not put books back onto the shelves.
- The Library will endeavor to send overdue/other notices by email/post but will not be held responsible for non-delivery, under whatever circumstances.
- Members must notify the Library of any change of address/phone numbers/email address.
- All members associated with the Institute should obtain a Clearance Certificate from the Library before they leave the Institute.
- Members are required to show their library cards at the request of the Library Staff.
- The loss of a membership card must be reported in writing to the Circulation Unit immediately. Should the lost card be subsequently found, it must be returned to the Circulation Unit without delay.
- Mutilation of library materials, changing the setup of public access computers/software and damage to library property is a serious offense.

## COPYRIGHT ACTS/DATA ACCESS RESTRICTION

- Users are required to comply with prevalent copyright regulations.
- Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, and personal educational development.
- The use of a spider or crawler program for systematic downloading is restricted.

## LOAN RULES - GENERAL

- Borrowers should produce their library cards when borrowing library materials.
- Members must report any mutilation found in books before borrowing, otherwise, they are liable to pay for damages when those books are returned.



## LOSS AND DAMAGE

- Users are responsible for material borrowed on their cards. If the material is lost, an immediate report in writing should be made to the Assistant Librarian of the Circulation Unit.
- A borrower is allowed to either replace the book lost or damaged by purchasing it himself or requesting the Library to replace it. All books replaced in this manner must be of the latest edition.
- If the book is one of a set or series, they may be called upon to replace the whole set or series.
- The borrower may have to bear handling charges also.
- Lost library books and other library materials that are recovered, must be handed to the Library. It remains the property of the library although it may have already been replaced or compensated for.

## ACCESS TO COLLECTIONS

- Workers and regular students of the Institute are eligible to go inside the stack areas of the library. However, others should submit "Requisition Slip" at any Circulation Desk.

## IMPORTANT PHONE NUMBERS

[To call from outside, please prefix 2575 to the desired Extension Number]

### Chairman, Library Committee

Prof. Joydev Chattopadhyay: 3231

### Chief Librarian

Dr. Kishor Chandra Satpathy: 2105

### Deputy Librarian

Dr. Tapan Kumar Mandal: 2106

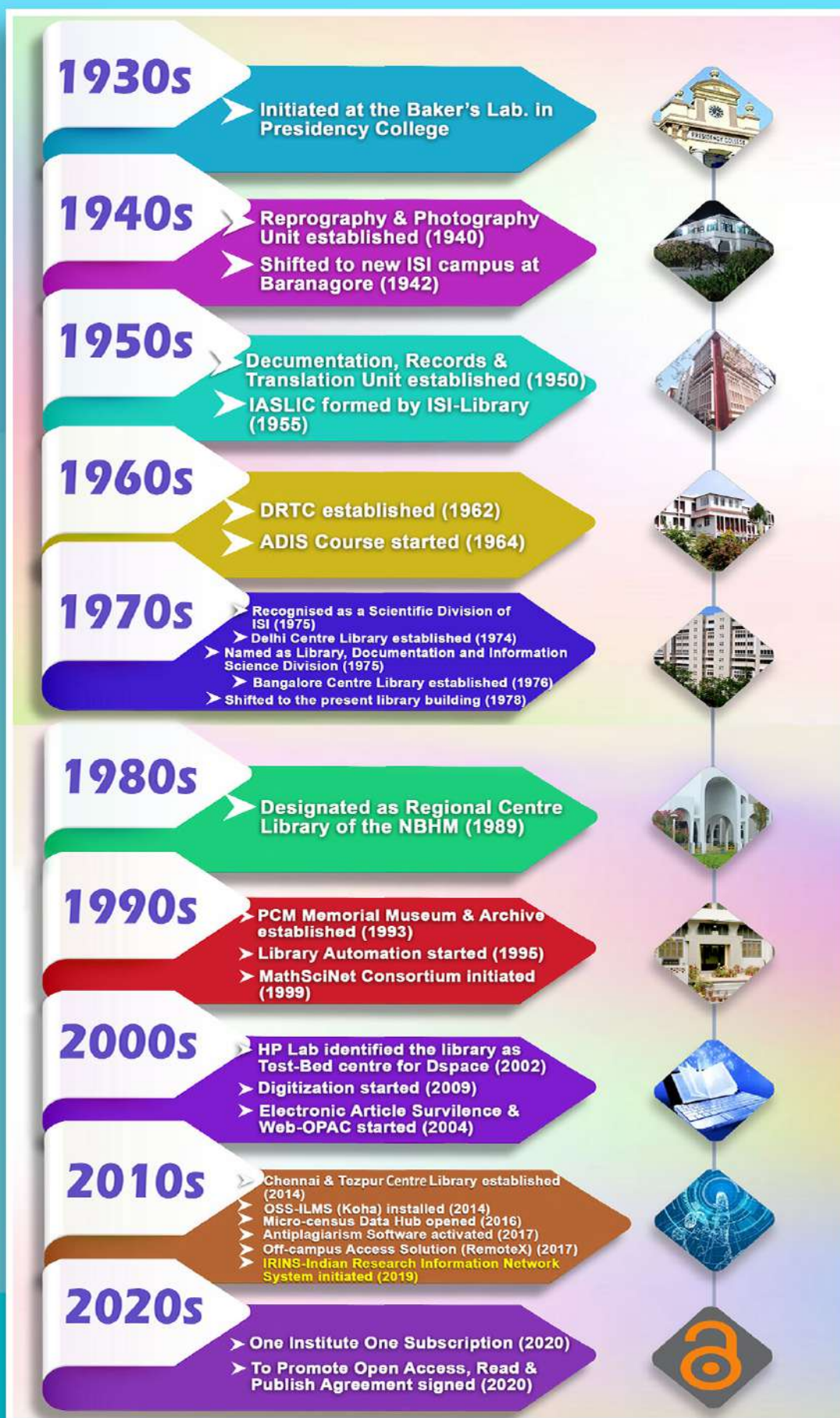
Mrs. Monali Mitra Paladhi: 2108

- 1st Floor: 2102
- 2nd Floor: 2103
- Workers' Circulating Library: 2104
- Library Computer Room: 2118
- Library Office: 2100
- Reports & Records Unit: 2111
- Circulation Unit: 2109
- Periodicals Unit: 2110
- Repro & Photo Unit: 2107/2754



## LANDMARK DEVELOPMENTS

The Library, Documentation and Information Science Division of the Indian Statistical Institute (ISI) has a rich history in the course of its development and leadership to the profession.



It has long tradition of extending support to Universities by Integrating research & training with the professional practices. So the spirit of cooperation for academic integrity is the greatest strength of the ISI Library.



ISI, Kolkata



Amrapali - Residence of Prof. P.C.M.



ISI, Delhi



ISI, Tezpur



ISI, Bangalore



ISI, Giridih



Library, Documentation and Information Science Division  
**Indian Statistical Institute**

203 B T Road, Kolkata-700108

**Website:** <https://ldisd.isical.ac.in/>

**OPAC:** <https://library.isical.ac.in/>

**IRINS:** <https://isi.irins.org/>

**IDR:** <http://dspace.isical.ac.in:8080/jspui/>

**RemoteX:** <https://libraryisikolkata.remotexs.in/user/login>

**DC:** <https://digitalcommons.isical.ac.in/>

**Email:** [library@isical.ac.in](mailto:library@isical.ac.in)