

PIEAS CENTRAL LIBRARY

Handbook



**Library and Information Technology Services Division
Pakistan Institute of Engineering and Applied Sciences
Islamabad**

Document Title	PIEAS Central Library Handbook
Document Category	Information/Policy Guide
Scope of the Policy	The document provides an insight to physical and intellectual resources available at PIEAS Central Library. Individuals covered by the policy include (but are not limited to) PIEAS faculty (and visiting faculty), staff, students and participants of tenured courses.
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Author	Umar Faiz/Zaheer Iqbal
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It gives me great pleasure to welcome you to PIEAS Central Library (PCL). PCL is your gateway to information resources that will inspire and facilitate your research and study across all disciplines. We aim to enrich your stay at PCL by providing quality service, comfortable and collaborative study spaces, and world-class collections. PCL offers to its patrons enabling technologies for access to a wealth of learning, information and research resources. The core business of Library is to provide educational resources to support the students for extended study and reinforcement of classroom learning. The Library at PIEAS is committed to providing quality information resources and services that support the vision and mission of PIEAS. The Library endeavors to provide relevant information services and products that will support learning, teaching, and research activities of the institution. At PCL, you will find rich collection of print and digital resources ranging from books, magazines, government publications, research reports and other materials.

Library staff would like to support you in your studies and in making good use of your knowledge and will help you to locate, select and acquire the information you need. Library staff is competent and always there to provide timely response to your academic and research information needs.

Dr. Nasir Majid Mirza
Rector PIEAS



“A university is just a group of buildings gathered around a library.” Shelby Foote

Libraries are the engines of transformation; a vista to the world inspiring us to explore and achieve, and contribute to improving our quality of life. The quest for knowledge knows no bounds and limits and is never satisfied. It has continued since the dawn of civilization to the modern age. With the invention of printing press, it became easier to preserve the knowledge in the form of printed documents. More than 100,000 classified journals publish around four million publications per year. More than a million new books are published every year by around 65,000 publishers. Exploiting this flood of overwhelming information has long been a science in its own right. The management of this explosive growth of information has spawned a worldwide wealth of knowledge bodies. But in today's knowledge-based society we rely on knowing the section of this information that is relevant to our field of work and area of life. Libraries are being designed to offer services from which patrons are able to filter and process the required information.

I welcome you on behalf of the Library, the place where knowledge meets minds. At PCL we strive to provide access to information and ideas unimpeded by social, cultural, and economic constraints. We aim at assisting patrons in lifelong learning, preparing individuals for productive employment, enriching the enjoyment of reading and preparing individuals for responsible citizenship.

Umar Faiz
Head, Library and Information Technology Services Division

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1. Introduction

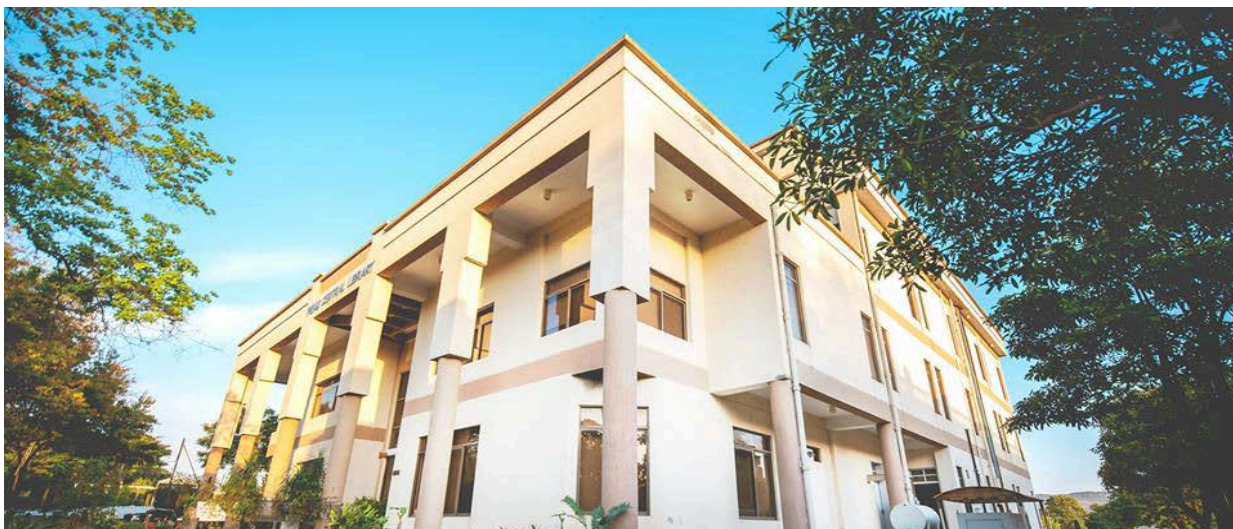
The Institute Library was established on August 1, 1977 to serve the then Center for Nuclear Studies. Between 1977 and 2013, Library services were housed at A-217 (present day Lyceum). Library shifted to its purpose-built building in 2013. PIEAS Central Library is a three-storey purpose-built building with an area of 16,662 square metres. The Library also houses literature rooms, group discussion rooms, video-conferencing facility and study carrels for private study.



1.1 Mission:

The mission statement envisages to:

- Provide open, accessible, and engaging learning spaces, both physical and virtual, to support individual and collaborative learning
- Enhance information literacy and research skills through library instruction
- Collect, organize, and provide access to information resources in support of teaching, research and nurture creative and critical thinking.
- Modernize library functions and services, with emerging information technologies
- Ensure protection and longevity of the Library's resources (digital, print) through effective archiving and digitization programs.



1.2 Operational Hours:

	Regular Working Days*	Ramazan **
Monday-Fridays (excluding public holidays)	0900 – 2200	0800 – 1400 0800 - 1400
Saturdays	0900 – 1600	0800 - 1400
Jumma Break	1300 – 1330	1315 – 1345
*Library shall remain closed on gazetted holidays. If the gazetted holiday falls on Saturday, Library shall remain closed. ** Schedule may vary in Summer/Winter		

Closing time in the Library begins 15 minutes before the posted closing hour. Late-comers will not be admitted after closing procedures start. No borrowing is permitted 10 minutes before the Library closes. The closure of Library is announced through public address system. Details any change in the opening/closing of Library hours shall be announced through Library and shall also be displayed at the entrance to the Library.

1.3 Books and Periodicals:

Library comprises of collections of scientific, engineering and regional and international literature. The present holdings exceed 52743, to which regular volumes are added annually. PIEAS Library collections and services provide vital support for students, researchers and staff, complementing academic activities. We arrange access to the world of information – whether in print or online. Library has more than 500 volumes of back issues of journals, nearly 1300 IAEA reports and more than 4600 in-print thesis. In addition, the Library provide access to a unique and heavily used collection of over 5000

books on Urdu and regional literature. A break-down of collections (as of July 1, 2019) has been tabulated below:

Collection	No.
Total Books	38000 (Books)
IAEA Reports	1300
Reports (External)	1319
Theses	4600
PIEAS Internal Reports	6473
Bound Journals	531
CDs with Books	520

1.4 Electronic Resources:

Library has an exclusive zone for the visitors that intend to access Digital Library. The kiosks for access to Digital Library became operational on October 19, 2017. It is located on the ground floor of the Library with PCs reserved for the purpose.

Library facilitates the digital library program under HEC PERN project through which all faculty members, PhD scholars and post-graduate researchers have the privilege to access international scholarly literature based on electronic (online) delivery, providing access to high quality, peer-reviewed journals, databases, articles and e-Books across a wide range of disciplines.

Digital Library provides access to over 30 databases with access to over 20,000 full-text journals and books from the world's leading publishers and libraries. These include, but not restricted to, Elsevier (Science Direct), British Library, Blackwell Synergy, American Chemical Society, American Institute of Physics, Cambridge University Press, IEEE, Optical Society of America. All IT users have unrestricted and unlimited access to HEC digital library for 24 hours. 'Digital Library Bayou' has been setup for non-PIEAS users for access to digital library.

The URL for access to this resource is: www.digiatalibrary.edu.pk/pieas.html

1.5 Reference Collection:

The reference collection contains handy and useful tools such as encyclopedias, dictionaries, almanacs, handbooks, gazetteers, yearbooks, directories, statistical sources and country data. Reference materials are not issued to patrons. They should be consulted within the Library.

1.6 Standards Collection:

The collection provides access to selected national and international standards.

1.7 OPAC:

An OPAC (Online Public Access Catalog) is an online bibliography of a library collection that is available to the public. OPACs were developed as stand-alone online catalogs, however, with the arrival of the Internet, most libraries have made their OPAC accessible from a server to outside users. Multiple copies of course texts are available for the patrons.

2. Physical Infrastructure

2.1 Luminary:

Library has an exclusive section for luminaries who visit PIEAS from other universities or abroad to participate in academic and research activities. Luminary is fully-furnished with an exclusive sitting area and an attached bathroom. Luminary walls are completely paneled and adorned with historical pictures of PIEAS. Both wired and wireless connectivity is available.



2.2 Apostrophe:

To promote tele-medicine activities across Pakistan, a video-conferencing facility has been established on the second floor of PIEAS Central Library. The venue, established in 2017, has been designed in a conference-style arrangement to provide an immersive learning environment through video-conferencing.



2.3 Zeest:

Zeest is a section on the ground floor of Library that has been purpose-built section for Urdu literature. The section houses more than 5000 assorted books from renowned Urdu poets and prose writers.



2.4 Discussion Room:

A purpose-built discussion room has been built on the first floor of Library. A sub-section of this designated area is for free sitting on carpeted floor. The other half consists of reading tables and study carrels.



2.5 Reading Spaces and Study Carrels:

Reading space have been designed on all three floors of Library. Comfortable study furniture has been provided in these reading spaces. A large number of study carrels are available all around the Library.



2.6 Lockers:

Lockers are available on the ground-floor of the Library. These lockers are available on first-come first-serve basis.

3. Support Facilities

3.1 RFID and ILMS:

All books are affixed with RFID labels and RFID gates have been installed at the exit. Patrons of PIEAS Central Library can borrow and return books on their own using the self-service kiosk.



3.2 Wired/Wireless Connectivity:

Wired and wireless connectivity is available in Library and patrons can connect to access points through authentication (with the same login/password used to enter PIEAS domain). Access points have been positioned on each floor to maximize coverage and user connectivity.

3.3 Accessibility Counter:

PIEAS Central Library under LITeS has setup two accessibility counters for the physically challenged employees and students on the ground floor of the Library. These counters became operational from September 18, 2017 and have been marked with accessibility symbol. Wheel-chairs can be docked into these counters. Each counter has been equipped with a PC. In case, special patrons bring their own laptops, wireless connectivity is already available. A wheel-chair is available at the entrance door of the Library. Students and employees who suffer from the occasional physical injuries or mobility problems can also benefit from the facility. Library staff has been advised accordingly to assist in case of help required. Library staff shall assist special people in case they intend to proceed to first and second floor using the elevator. The special people can approach Library from the Cafeteria side.

3.4 Community Bathrooms:

One suite each of ladies and gents community bathrooms is annexed separately at the rear of Library. There is no access to these bathrooms from inside of the Library.

3.5 IP-based Surveillance:

Library building and installations are under complete surveillance. Library is under legal and moral obligation to share the footage with investigating agencies or law-enforcing bodies, if deemed necessary, by the court of law.

3.6 Photocopy Service (Tangent):

Library provides photocopy services, color and black/white, at student photocopy shop by the name of Tangent. Limited stationery items are also available at the shop. On week days, the opening and closing of Tangent coincides with the opening and closing of Library. Photocopy service is not available on Saturdays and Sundays.

4. Library Services and Rules

4.1 Borrowing Privileges:

- 15 books for a period of six months for all faculty members at PIEAS.
- 05 books for a period of six months for administrative officers at PIEAS.
- 08 books for a period of 16 weeks for PhD scholars at PIEAS.
- 08 books for a period of 16-weeks for all MPhil/MS/ BS Students.
- 03 books for a period of 12-weeks for employees (Technical/Non-Technical) at PIEAS.
- 02 books for a period of 3-weeks for participants of BMS/SOME/SOLC courses.

4.2 Membership Procedure:

- PIEAS Membership forms are available on library counter for new BS/MS/PhD students/faculty.
- This Library is purely for the students/participants of various programmers and courses conducted at PIEAS such as PhD/MS/ BS and Management Courses etc.
- Scientists/Engineers from other Establishments are not eligible for membership of PIEAS Library. Children of faculty/officers/staff are not entitled to membership.

- Patrons are expected to inform/notify the Library about his/her long absence from PIEAS (for a period exceeding 3 months) and return all library material. All those departing from PIEAS either permanently or for a period exceeding 3 months must obtain clearance by returning all library material.

4.3 Terms of Circulation

4.3.1 Issue/Return of Books:

- Keeping in view the demand of readers and shortage of literature only One Book of English/Urdu Literature will be issued to readers.
- Books may be re-issued for further appropriate period, if they are not needed by any other member. If a reservation request is pending, the article shall be issued to the awaiting patron.
- All Library materials should be returned before the expiry of due date. In case a reminder is issued, books should be returned positively within three days from the date of receipt of reminder, failing which further issuance will be stopped. A second reminder will be issued to the borrowers two weeks after the first with the remarks “if the books are not returned within three (3) days case can be initiated for the cost recovery” and fine @ Rs.10/- per day per book will be charged.
- Reading material issued to a member will not be transferred to any other member without being returned physically to the library.
- Any book urgently required by the library will must be returned to the library with in a day.
- Books must be returned when reminder is served to the users.
- Making dog-ears of the pages, underlining, shading, highlighting and writing upon reading materials will be subject to fine or replacement of same edition.
- Borrowers/readers are advised to inspect the books at the time of issue and to call the attention of dealing person.

4.3.2 Reference Section:

The reference materials can only be used within the Library and not meant for issue. Handbooks, Encyclopedias, Dictionaries and theses etc. are kept in this section for reference. One copy of each most important book is kept in this section only for reference (reference books cannot be issued except for overnight use in special cases and recommendation).

4.3.3 Periodicals:

One current issue of all journals shall remain in the PIEAS Library. At a time two bound/ unbound older issues of journal may be issued to any member for one week.

4.3.4 Daily Newspapers:

English and Urdu daily newspapers are placed in the Library in Newspaper Section. For providing maximum access to all members, the current/running week newspapers are not issued. However, one-week old or older issues of newspapers may be issued to members for up to maximum one day.

4.3.5 Replacement of Library Material:

- Borrowers shall be responsible for safe custody of material issued to them and ensure that these are not marked; mutilated or damaged otherwise they will be liable to charged according to the extent of damage done.
- Any item lost by borrower must be replaced by a copy of the same original edition or current edition otherwise cost recovery @ 10% incremental surcharge from the date of its acquisition will be charged, this amount shall in no case be refundable.
- Cheap or pirated edition shall not be accepted as replacement for a book which itself was not a cheap edition.

4.3.5 Stock Tacking:

- The Library will remain closed for a period of two weeks for stock tacking.
- Books must be returned/reissued when reminder is issued before stock tacking.

4.3.6 Write Off/Weeding Out of Losses:

The loss of library materials is unavoidable especially when open shelf system is provided. Therefore:

- Losses to the extent of 3% per annum of the available stock in an open access library system may be written off by the Competent Authority on the recommendations of the Library Condonation Committee.
- Losses written off by the Competent Authority shall be struck off from the stock and the records of the library, including public catalogues.

- The permanent irrecoverable losses of mutilated, damaged and worn-out books and other material found to be beyond repair shall be forwarded to the Library Condonation Committee for write off, weeding out or replacement as deemed discretionary.

5. Code of Conduct

- Library staff reserves the right to admission in building. All patrons are required to be in possession of a valid student identity card.
- All patrons shall leave their personal belongings in the lockers available on the left side of the entrance.
- Mobile phones, jewelry, passport and cards (ATM, Credit and PAEC Cards) are strictly prohibited to keep in lockers. Library shall not be responsible for any kind of loss.
- Users are advised to leave the books on tables after reading, do not try to shelve them.
- Noise, disturbance, or inappropriate behavior is prohibited, including abusive or threatening behavior to the Library staff. Meeting and discussions in restricted areas is not allowed. Violators shall be fined Rs. 1000/- and their Library membership shall be put on hold till the clearance of fine(s).
- Eatables and drinks are not allowed. Only capped water bottles are permissible. Smoking is not allowed inside the Library. Violators shall be fined Rs. 1000/- and their Library membership shall be put on hold till the clearance of fine(s).
- Playing loud music or movies is also not allowed. Violators shall be fined Rs. 1000/- and their Library membership shall be put on hold till the clearance of fine(s).
- Any damage or defacement of Library materials is strictly prohibited and users found damaging material will be subject to disciplinary procedures.
- Patrons must not come to Library in shorts, pyjamas, sport-gear, chappals, skintight dress or immodest clothes. Librarian and staff shall make it their worthwhile to ask students with such attire to leave the Library immediately. Violators shall also be fined Rs. 1000/- and their Library membership shall be put on hold till the clearance of fine(s).

Library Personnel



Zaheer Iqbal
Sr. Librarian



Shahid Ibrar
Assistant Librarian



Mr. Muhammad Naseer
Sr. Library Assistant



Mr. Muhammad Hanif
Sr. Library Assistant



Mr. Rauf Younus
Sr. Library Assistant



Mr. Ateeq Ullah
Sr. Library Assistant



Mr. Shahzad Ali
Sr. Library Assistant



Mr. Shahzad Hussain
Sr. Library Assistant



Mr. Muhammad Ramzan
Scientific Assistant



Mr. Muhammad Bilal
General Attendant



Mr. Zeeshan
General Attendant



Mr. Mian Khan
Pr. Tech.