



Sálim Ali Centre for Ornithology & Natural History

Anaikatty Post, Coimbatore – 641108, Tamilnadu, India.

LIBRARY AND DOCUMENTATION CENTRE (LDC)

Tele: +91-422-2203121, 138, e-mail: saconlib@gmail.com

LIBRARY RULES AND REGULATIONS

SACON LIBRARY: The mission of SACON Library is to accumulate a rich collection of knowledge resources to provide valuable support to the informational needs of the Center's research community in the fields of Ornithology, Natural History, Zoology, Botany, Environmental Science, Wildlife, Wetland, Eco-toxicology, and related subjects. It serves as an information resource centre providing services to individuals as well as institutions throughout the country. Scientists, Research Scholars, environmentalists, as well as amateur naturalists are the patrons of the library. The following is SACON library rules and regulations.

SERVICES OFFERED:

- **LIBRARY CIRCULATION SERVICE:** Library users/members are required to register the User Profile form to access the library resources; Library Members are allowed to borrow/return and renew the library resources as per the limitations prescribed in this rules.
- **REPROGRAPHIC SERVICE:** Photocopying/Printout facility is provided to the Library Users on demand and charges will be collected as per the Library rules.
- **BACK VOLUME SECTION:** Back issues of Journals, Research Reports, and Theses collection are maintained in the library for reference. Photocopying of articles from these resources is allowed following the copyright rules.
- **REFERENCE SECTION:** This section consists of Encyclopedias, Dictionaries, Gazetteers, Theses, Dissertations, Hand books and Proceedings. Current Periodicals, Back volumes, Project reports, Maps and Pictorial collections are kept as in-house reference books.
- **READING ROOM:** A separate reading room facility is available for the Ph.D. Scholars/Research Fellows at SACON Library.

ONLINE REFERENCE SERVICE:

- **JSTOR: An online access** service facilitated to access the National/International e-journals consortium Archives on Biological Sciences. Registered members are entitled for access to their services.
- **BIOONE:** Online database/e-journals to access abstract and full-text of critical, peer-reviewed research e-journal in biological, ecological, and environmental sciences and book series.
- **INDIAN STATISTICAL INFORMATION:** (www.indiastat.com) this website /database comprises most statistical information on forest, environment, wildlife, meteorology, agriculture, environment & pollution, geographical data, meteorological data etc.,

DIGITAL LIBRARY SECTION: Library maintains good collections of E - resources, soft copies of back volume journals, free open access journal collections, Digital Maps, Audio Visual collections on Birds etc., on digital format accessible through Computers available at this section for reference. Print out of articles from this collection is allowed as per the rules of the library.

COMPUTERS & WI-FI CONNECTIVITY: Individual Computers are placed in the Library along with Internet connectivity for the online access/ reference to the online resources. Wi-Fi network facility is also available in Library premises.

LIBRARY RULES & REGULATIONS:

LIBRARY MEMBERS/USERS: Faculties/Scientists, Research Scholars, staff members are the users of the library, who are provided with Bar-coded Id-cards. The eligibility for borrowing and retention of books are as follows:-

- **LENDING OF BOOKS:**

Faculties/Scientists – 6 Books for 2 months

Research Scholars – 4 Books for 1 month and

Other Staff Members– 2 books for 1 month

- **RENEWAL:** A borrowed book may be renewed only once for the same period, if no other user has reserved the same. On special request, Reference books, Current Periodicals, Back Volumes and Project Reports are issued for over-night use.
- **OVERDUE CHARGES:** An overdue charge of Rs.2/per day will be charged if borrowed book or any other material is not returned / renewed on or before the due date.
- **LOSS OF BOOK:** If a borrowed book (Indian/ Foreign) is lost or damaged, the borrower is required to replace the latest edition of the same book or pay double the cost of the book with overdue charges.
 - a) In respect of foreign publications, current conversion rate/GOC will be taken into account while computing the cost in terms of Indian Rupee.
 - b) In respect of un-priced and out-of-print books, the cost will be decided by the Librarian/Library Committee with the approval of the Director.
 - c) Other library related documents (catalogue/periodicals/journals/ maps etc) the cost will be decided by the Librarian/Library Committee with the approval of the Director.

PHOTOCOPYING CHARGES

1. Rs. 2/- per exposure, A4 and FS sizes
2. Rs. 3/- for computer printouts per page
3. Photocopying will be done up to 4:15 PM.

DOS & DON'TS in the Library:

- SACON members must produce the Bar-coded SACON ID cards during library transactions.
- Cell phones are not to be used in the library. They should be switched off.
- Library users should ensure that the resources of the library are properly used and its dignity and environment properly maintained.
- Readers should not misuse books. Underscoring in the text and scribbling of personal comments inside books are not permitted.
- Discussions in the stock area and reading room are disallowed. Observe silence inside the library.
- Readers should not pile up books on the reading tables and are requested not to replace the books on shelves.
- Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.
- No Library material can be taken out of the Library without permission of the Librarian.
- If a book is not returned within the borrowing period, issue of additional documents may be stopped.
- A book may be recalled any time before the due date if it is urgently required by another user.
- Some items in the Library cannot be copied because of copyright laws and brittle / fragile condition.
- Reference books, costly books, rare books, Theses, Dissertations, Project reports, Maps and books printed before 1970 will not be available to borrow.
- The borrowers are advised to return the books/other related documents while proceeding on leave/field/foreign trip.
- Books should be issued/returned between 9:45 am to 5:00 pm.

LIBRARY TIMINGS:

On Monday–Friday - Library opened from 9:15 am to 5:30 pm

On Saturdays - Library opened from 9.00 am to 5.00 pm (for reference only).

On Sundays

& All Gazette holidays - Library remains closed.

LIBRARIAN IN-CHARGE

एम मनोहरन / M Manoharan
पुस्तकालय अध्यक्ष प्रभारी / Librarian incharge
सालिम अली पक्षिविज्ञान एवं प्रकृति विज्ञान केन्द्र
Salim Ali Centre for Ornithology and Natural History
आनैकट्टी, कोयम्बतूर - 641 108
Anaikatty (Post), Coimbatore - 641 108

DIRECTOR IN-CHARGE

डॉ. एस. मुलीधरन / Dr. S. Muralidharan
निदेशक प्रभारी / Director in charge
सालिम अली पक्षिविज्ञान एवं प्रकृति विज्ञान केन्द्र
Salim Ali Centre for Ornithology and Natural History
आनैकट्टी, कोयम्बतूर (Anaikatty Post), Coimbatore - 641 108