

We are here because, we care

NISH

NATIONAL INSTITUTE OF SPEECH & HEARING

(An autonomous organisation under the Social Justice Department, Government of Kerala)

Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A Grade

Criterion 4 - Infrastructure and Learning Resources

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4.2.1 Library is automated using Integrated Library Management System(ILMS) and has a digitalization facility.

Libraries have undergone a paradigm shift in the new century with the use of digital resources to become the backbone of information sources. Libraries act as the main facilitator of learning and source of knowledge dissemination. NISH is a peerless unique institution that significantly varies in its functions, services and objectives. Hence the Library's functions, capacities, responsibilities, and accountabilities are also extensively varying.

Library Automation: NISH Library's operations and management are computerized with an Integrated Library Management software called 'Book magic.' Acquisition of Library resources, document issue, return, reservation etc. have been automated. A user interface called *OPAC* has been implemented to search Library resources using parameters like author, title, subject etc.

- *Name of ILMS software: 'Book magic.'*
- *Nature of automation (fully or partially): Fully*
- *Version: 5*
- *Year of Automation: 2014 and still continuing*

Disability Friendly Library: Persons with Disabilities need special types of services. The Library envisages and executes measures to enable the Library to be more PwD friendly. The Library has acquired various types of Assistive Technology devices for Persons with Disabilities.

- Talking Screen for blind/ persons with poor vision.
- Talking books embedded with a high-speed scanner.
- Screen magnifier
- Braille display & reader

Accessibility Friendly Library: Lifts are provided for easy movement of PwDs. All walkways are embedded with tactile marks for ease of movement for the blind/Persons with poor vision. Intra-rack places are spaced in such a way to facilitate free movement of wheelchairs. All switchboards are adjusted to an accessible height.

Digital repository: An open-source digital repository 'DSpace' has been instituted in the Library, which comprises the institution's academic outputs like projects, theses, dissertations, etc. This facility makes easy retrieval of resources for digital reference. Theses, Dissertations,

published journal articles, Clinical Conference Reports, Students 'project reports, syllabus, questions papers, etc. for several years are available on this platform.

Plagiarism checking software: The Library has implemented an industry standard plagiarism checking software called 'Turnitin' to eliminate the potential threat of misappropriation in academic writing. Regular sessions on understanding and avoiding the vices of plagiarism are arranged for the stakeholders. By this, the institution could achieve international standards in managing plagiarism in its academic outputs.

NLIST: NISH is a member of the UGC- INFLIBNET consortium, licensed to access 6000+ e-journals and 135000+ e-books through its NLIST initiative. Users are given with user id and password so that they can access the resources irrespective of geographical limitations and time.

CITI Program: NISH Library subscribes to a bunch of structured online courses under the *CITIProgram*, designed for research entrepreneurs. Reputed educational & research institutions worldwide recommend their students and scholars to undergo and complete a certain number of courses.

Exclusive Section for the Hearing Impaired: To nurture general reading habits among Persons with Hearing Impairments, the Library opened a unique collection of books, rich in graphics & illustrations. Science, history, GK, grammar, working principles, etc. are dealt with in simple language and with pictorial support.

Section for Sign Language: To cope up with DISLI Course requirements, the Library started an exclusive collection of Sign Language books.

Library - Roll-on Plan

Preamble: Academic Libraries play a pivotal role in the higher education sector. Classroom oriented learning takes a qualitative transformation toward knowledge-oriented learning. Here, the Libraries act as the centre of learning. World-renowned academic institutions have splendid Libraries at the centre of the campus on the conviction that the Library acts as the hub of teaching and learning.

“How the Library fits into the institution both historically and in the future; how space will meet the physical, social, and cognitive needs of its users and the pedagogical needs of the institution; and how to programme spaces that create a laboratory for teaching and learning”
(American Library Association; Academic Library Design)

Generally speaking, an Academic Library is the shining face of an institution. It is a showpiece of the parent organization. Liberal funding is granted to the Library to enhance its grandeur and for the resources. A Library is a place where utility and aesthetics symphonizes.

The Inclusive Library Building design for easy access to PwDs.

The proposal envisages a plan for an Inclusive Library Building design for easy access to PwDs. There exist International and National standards & norms for Library building and space planning. As per standard (practice too), the Library shall be located in a separate edifice in a premier place easily accessible to its patrons. The Central Library of a College/University for disabled students shall be an aesthetically designed and elegantly furnished one; must be the showpiece of the parent organization. The Library shall be the most happening place. The Library shall be located in the most convenient and easily accessible place.

There shall not be any architectural barriers in existing facilities of a Library for the disabled. Ramps, lifts, escalators, tactile marks or other mechanical modes like travelling platforms may be expected in big libraries. Wide bays and large peaceful reading areas with large openings can be envisaged. The existing standards of Library building may be changed greatly to facilitate patrons with disabilities. There shall be no hassles of movement; no sharp corners, no narrow corridors etc.

The following examples of reasonable structural modifications shall be taken into account; accessible parking, clear paths to move throughout the facility, entrances with adequate spaces, clear openings or automatic doors, handrails, ramps and elevators, accessible tables and public service desks, and accessible public amenities such as restrooms, drinking fountains, interactive screens, etc.

Seating shall not be of rigid type; informal and sofa type seating may be planned. Pathways within the facility shall complementing the hassle-free movement of mechanical/autonomous wheelchairs.

Space Attributes

There are seven broad types of Library spaces.

- a. Collection space
- b. Patron seating space
- c. Public electronic workstation (Digital Library) space
- d. Staff workspace
- e. Meeting space (Discussion rooms)
- f. Special use space (Amphitheatre/Seminar hall)
- g. Non-assigned space

Entrance

As per Library building standards, there shall be a single controlled entrance and exit however big the building is. Emergency exits are also provided in case of an emergency. The circulation desk shall face the entrance. There shall be a security post in front of the entrance. Provision for RFID shall be provided. Electric and communication points are required.

The Lounge

The Lounge is the face of the Library. A few cushioned seats, center tables, newspaper/magazine stands shall be provided in this area. Unconventional types of seating like recliners, sofas may be planned for PwDs.

Circulation desk

As the primary enquiries both from patrons and guests are addressed at this point, an attractive Circulation desk with ample terminals for computers, scanners, MFDs and printers shall be provided. The Circulation desk shall have cabinets to keep different types of formats, temporary holding of returned books, damaged books, stationery, quick reference materials like dictionaries, standard codes, CD cabinets etc.

Book processing zone

Acquisition, technical and physical processing are major tasks performed behind the screen before making a book ready for circulation. When a book is delivered to the Library, it is taken to this area for processing. Besides these, repair of damaged books, book covers etc. is done here. Heavy-duty power point/s are required.

Stack Area

Sufficient lighting shall be provided in this area. Heavy-duty power point/s for vacuum cleaning shall be thought of the whole area.

Amphitheatre/Multimedia Rooms

Library introduction classes, seminars, presentations etc. are conducted in this area. Multimedia projection facilities, LED walls, acoustic sound system etc. shall be provided.

Study Carrels

Study Carrels are semi-private study cubicles inside the Library. Communication cabling, charging points, ample lighting and fans shall be provided.

Discussion Rooms

Light discussion of small groups is expected here. Specially designed soundproof cubicles/compartments with power, communication points shall be made available.

OPAC Terminals

A few OPAC (Catalogue searching) terminals shall be oriented along with different parts of the Library viz, at the entrance, Reading area, First floor etc.

Assistive Technology-Enabled Services for Persons with Disabilities

Every Library shall have the provision for accommodating Persons with Disabilities (PwDs). Barrier-free information services using Assistive Technology (AT) devices, services and solutions enabling Persons with Disabilities (PwDs) may be planned in the Library. It is ideal to plan the services, solutions and provisions on the ground floor itself.

Facilitating Academic writing:

Students need structured training to present their academic outputs like class assignments, project reports, dissertations, journal articles, manuscripts, etc. in a formal way. There are internationally accepted standards for writing and presenting scholarly literature. Libraries can facilitate this by providing selected information dissemination, similarity checking to reduce misappropriations, familiarizing with academic writing platforms, etc.

Editorial Support:

Enhancing research entrepreneurship among students and faculties is regarded as one of the most important attributes of modern Libraries in the higher education arena. Services of a full-fledged team of peer-reviewers, content editors, literature editors, copywriters, etc. may be made available to researchers.

Consultancy:

Libraries may offer various types of consultancies for the benefit of surrounding or external communities. Services like similarity checking, referencing, editorial support, online courses may offer on a payment basis

NISH LIBRARY RULES

1. **LIBRARY HOURS:** The Library is working all weekdays and Saturdays from 8.15 am to 5.15 pm except on holidays declared by the Institution.

1.1.1 **ISSUE/RETURN/RENEWAL OF BOOKS:**8.20 am to 5.10 pm

2. **MEMBERSHIP AND ADMISSION**

Membership of the Library is restricted to students and staff of NISH. Admission to Library is permitted only to members. However, others who are desirous of utilizing the Library facilities may do so with the permission of the Executive Director.

3. **LOAN PRIVILEGE & PERIOD**

STUDENT CATEGORY NO. OF BOOKS PERIOD OF LOAN

DIPLOMA 1 - 2 Days

UG & PG (ASLP & OT) 2 - 2 Days

DEGREE HI 2 - 7 Days

4. **ISSUE & RETURN OF BOOKS**

The Library operations and management is equipped with integrated Library software. Transactions are automated. Employment no. and Admission no. provided with ID Cards in case of Staff and students respectively act as their Library Membership No. Patrons are requested to wear their ID Cards positively while entering the Library.

5. **OVERDUE CHARGES**

- If the book is not returned on the due date, an overdue charge of Rs5/- will be levied for every day beyond the due date.
- Retention of books for long period without satisfactory reason will lead to cancellation of membership and further action as the Executive Director may decide

6. **LIBRARY MATERIALS -NOT FOR CIRCULATION**

Reference books, Dissertations, CDs/DVDs, Loose issues and bound volumes of journals are not meant to borrow from Library.

7. **LOSS OF BOOKS/DOCUMENTS**

- For a foreign book: Replace the book with a new one bearing all bibliographic details identical to the lost one; or the cost of the book converted as per the current conversion rate of the foreign currency plus 200% of the cost, will be recovered.
- For an Indian book: The printed price of the book plus 200% of the cost will be recovered.

8. INTERNET FACILITY

Internet facility is available for Academic purpose only; for registered users of the Library. 9. PLAGIARISM/ SIMILARITY CHECK & REPORT

Patrons may send their assignments, articles, scholarly/ academic writings to the Library for checking plagiarism/similarity to reach an admissible level or accepted standard. Rubrics may set according to a standard set by teachers or publishers. A report will be sent directly to the individuals unless directed otherwise.

10. USE OF DIGITAL LIBRARY/ONLINE JOURNALS/ELECTRONIC RESOURCES

Patrons are eligible to use Digital Library/Online Journals/Electronic Resources on campus or remotely, strictly adhering to ethical practices, copyright principles etc. Patrons are expected not to disclose their passwords to access the contents nor share any Institutional Licensed contents in any way.

11. CODE OF CONDUCT

- Strict silence must be observed inside the Library.
- Books are for posterity; should be handled with care.
- Writing or underlining in books, periodicals, etc. is forbid. The person in whose name a book/s is issued shall be held responsible for the care of the same. He/ She will have to bear the compensation for any damage, mutilations or loss.

12. LIBRARY ADVISORY COMMITTEE

A Library Advisory Committee constituted by the Institution meets periodically and take policy decisions, resolutions, changes etc. appropriately.

13. GENERAL

All personal belongings such as textbooks, notebooks, files, bags, foodstuffs, water bottles, umbrellas etc. should be kept at the property counter. However, calculators, tabs, laptops (without cover) and plain paper for taking note can be brought inside the Library.

- Making/ attending phone calls inside the Library is barred.
- Books issued shall not be taken inside the Library.

- All the members of the Library are requested to observe the above guidelines in letter and spirit.
- The Librarian reserves the right to implement appropriate disciplinary measures to upkeep the smooth functioning of the Library.
- Library Rules are liable to change/ update from time to time.

Raja Ram Mohan Roy Library Foundation (RRRLF) Children's Library was established in September 2009. Children's library area is 35 Sq meters. The number of books present in the library is 1633. The library mainly facilitates the preschool students and DHI students with language development, the main intention with which the library was built. The library also holds a reading area and a toy library. The toy library enables the parents of the preschool students to borrow toys from the library and they can return after use as per the library norms.

Rules & Regulations (RRRLF)

Terms & Conditions :

- ❖ Registration fee Is Rs 100/- And Annual Subscription Fee Is Rs100/-
- ❖ Membership is Valid For 1 Year
- ❖ 2 Membership Cards will be issued to a Member, One Card Entails 1 Book
- ❖ Borrowing Period is 14 Days. 1day/Book will be levied After 14 Days
- ❖ In Case a Book is Lost Or damaged, The Member needs to Replace with a new one /Pay 3 Times The Price of The Book as Listed In Our Database.

Rules & Regulations :

- Member Are Requested To Maintain Silence And Discipline Within The Library Premises.
- Members Will Not Be Allowed To Use The Library Or Borrow Books Without Membership Card.
- The Membership Card Is Not Transferable.
- Loss Of Membership Card Should Be Reported Immediately Either In Person Or By Phone.
- New Membership Card Will Be Issued At an Additional Cost Of Rs 50/- Per Card.

List of item

SL No	Library room machines & furniture	Number
1.	Photocopy machine	1
2.	Comb binding machine	1
3.	Laminating machine	1
4.	Computer table	2
5.	Chair (Small)	14
6.	Round table	3
7.	Almirah(Big)	2
8.	Almirah (Small)	1
9.	Table	2
10.	Chair	3
11.	Wooden bookshelf	8

12.	Steal rack	1
13.	Steal bookshelf	2
14.	Computer	1

- Total no: of books - 2364