

## Members of the Library

- Faculty & Staff
- Officer Trainees
- Research Unit Associates
- Guest Faculty
- Ex-faculty and ex-staff
- Family members of Faculty & staff
- Special Members

## Library Services

The library caters to the needs of faculty members, officer trainees, staff and participants of the various courses, workshops, seminars organized in the main campus as well as Indira Bhawan by providing following services namely :

- Lending services
- Reference services
- Documentation services
- Current Awareness services
- Selective dissemination of Information services
- Document Delivery services
- Literature Search services

## Library Publications

The following publications are being given on a regular basis:

- News Alert-a Weekly Bulletin

- Editorials : A Compendium- a Weekly Bulletin
- (Special Bulletin released on Demonetization)
- Samiksha- A Monthly Bulletin (Book Review)
- Abstracts on Specific Topics- A Monthly Bulletin
- (Good Governance; Public Finance; E-Governance, GST etc.)
- Current Contents - A Monthly Bulletin

## Membership

Library is member of following organizations:

- Developing Library Network (DELNET)
- Indian Library Association (ILA)
- Indian Association of Special Libraries and Information Centres (IASLIC)

## Library Rules

1. Books are issued for 15 days only. Rs.1 per day per book will be charged if the book is not returned on or before the due date. If there is a delay of two months from the due date for the return of books, the membership will become invalid and for renewal of membership is possible with a deposit of a fee of Rs.100/--.
2. Borrowed books can be renewed at the library within two days of the due date. The renewal is only for 10 days from the due date. Renewal is not considered, if any other member of the library already reserves the book.
3. Books marked with "R", books from Gyanlok collection , current issue of periodicals are not to be issued, but can be read within the confines of the library.
4. Lost or mutilated books are charged double the latest cost of publication.



For further assistance,  
please contact to:

### Principal Library & Information Officer

*Dr. O.P. Verma, Extn.:2331*

### Library & Information Officer

*Sh. Malkit Singh, Extn.: 2449*

*Sh. Ramesh Goyal, Extn.: 2352*

*Sh. Rammilan Kewat, Extn.: 2333*

**EPBX :** 91-135-2632374, 2632489, 2633461-67

**Extn :** 2331, 2333-36, 2449, 2351

**E-mail :** lib.lbsnaa@nic.in

**Fax :** 91-135-2632350, 2632720

**Web :** <http://www.lbsnaa.gov.in>

Library Hours:

### **During Courses:**

Monday to Friday : 0900 hrs. to 2100 hrs.

Saturday, Sunday : 0930 hrs. to 1800 hrs.

& Holidays

### **Regular Hours:**

Monday to Friday : 0900 hrs. to 1730 hrs.

*The library remains closed on all National Holidays notified by Government of India.*



# GANDHI SMRITI LIBRARY



Lal Bahadur Shastri  
National Academy of Administration  
Mussoorie—248179

# Gandhi Smriti Library

## Brief History

The Gandhi Smriti Library of the Lal Bahadur Shastri National Academy of Administration (LBSNAA) is one of the most modern and well-equipped Libraries in the country catering to the needs of the Indian administrators, Research Scholars, Faculty and Participants of various training courses etc. Due to a fire accident on 23<sup>rd</sup> May 1984, this library was totally burnt and about 1.6 lac books were destroyed. Only around 8000 books were found in good condition, which were used to re-establish the library in the Academy.

To replenish the library collection, Gyanlok Research Center, Dehradun owned by Mr. P. K. Jain, was contacted for purchase of their collection. This collection on economic, social religious, philosophical, cultural and political history of India and other important national and international areas for academic purposes was developed by Mr. Jain over nearly four decades. A total of 29000 books were purchased from him.

## Collection

Gandhi Smriti Library is a “**RFID enabled Automated Library**” with an access to enormous numbers of information sources. The Library has 1,87,485 documents, including books- 1,60,734, bound volumes of journals- 8679, audio cassettes- 2109, video-cassettes- 1708 and CDs/DVDs- 7996 (lecture recordings, documentaries, movies in different languages and digitized rare and old

books – 6259).

The Library subscribes to Newspapers (30), Magazines (84), Foreign Journals (10), Indian Journals (84) and e-Journals (28), published by various National and International Organizations/Institutions.

A separate collection of documents on and by Mahatma Gandhi is maintained in a section called “**Gandhiana**”. A collection of books written by Civil Servants exclusively is also maintained as a separate section in the library.

It has also GYANLOK section consisting of Old Gazetteers, manuals, Guide-books yearly reference works, census material (dating as early as 1889), official reports, reserve bank surveys and Reports, Administrative reports and histories, constitutional and parliamentary papers and compilation in book form of day-to day historical events, does form part of this collection.

The library has a rich collection of digital contents, which are placed in the following three portals and readily available for the users within and outside the campus.

1. Digital Archives Portal – contains rare books (copyrights free) digitized from the Gyanlok Collection.
2. LBSNAA DSpace Repository – All the video lectures and power point presentations delivered by faculty members and experts

during various training programmes are being uploaded in this repository. (<http://192.168.1.103:8080/xmlui>)

3. E-resources (through Sargam portal; contains all e-databases (EBSCO, IndiaStat, Database of Indian Economy, SAGE, JSTOR, Manupatra), e-journals and OPAC (Online Public Access Catalogue), INDCAT (Online Union Catalogue of Indian Universities(INDCAT) and National Digital Library portal (NDL). These library resources can be searched from a single search option provided by FedGate. **Since 2016, remote access facility for the e-resources has been provided to the IAS officers who have undergone training at LBSNAA.** These resources are used by participant officers for various course assignments and dissertation work. (<http://elibrary.lbsnaa.gov.in>)

## Management and Administration of Library

Library and Information System Management is the basic and core activity which helps the user community in identifying and accessing knowledge resources in an academic institution. It also comprises the activities performed in relation to the development of vision, mission, goals and policies of the library, working hours, stock verification methods, copyright issues, membership, budgeting and reporting, resource mobilization, technical processing methods, manpower development, basic amenities and facilities as well as collection development management or information resources development, technical services, information services generation, technological, legal and copy

right issues, to name a few. It also concerns with strategic planning of LIS in present and future operations. Identifying and internalization of best practices in the management and administrative functions at regular interval would enhance the collection development process, services dissemination and use of the library as a whole.

## Location of Library Resources

### First Floor

- Circulation Section
- Reading Room
- Periodicals and Newspapers/Magazines section
- General collection ; Fiction; Hindi Books
- Gandhiana collection; Civil Services collection



- Academic Publications
- Workstations for Users
- Reprographic section

### Mezzanine Floor

- Reference Section
- Audio –Video Section
- Children Section
- Gyanlok Section
- Bound Volumes of Journals
- States Specific Collection; Government Publications

