



NTU Library Leaflet

“Great Libraries have always looked to both the future and the past”. (Laura Shapiro)



**National Textile University
Faisalabad**



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Library Front View

NATIONAL TEXTILE UNIVERSITY LIBRARY

Sheikhupura Road, Faisalabad (Pakistan)

Introduction

NTU library is a high profile research and reference library of Pakistan. It is a lending library and caters the needs of research scholars and Post-Graduate and Doctorate students. It is situated in the pleasant atmosphere of Mananwala, Sheikhupura Road, Faisalabad. The best features of this library are the high standards of service, adequate stock of books and periodicals, better environment and qualified staff. The asset of the library is its

incomparable collection of books and non-book material. New treasurers are added each year. A good number of Periodicals, books and rare documents are available to assist the researchers. Newspaper clipping files on scholarly topics are also maintained. The computerized cataloguing, reading and research facilities through Internet are available to research scholars, students and staff.

Two Online Public Access Catalogues (OPAC) terminals are installed in the library to facilitate the readers to search reading material according to their needs. The library has recently established an E-section by providing 20 computers. The readers have access to Internet browsing, digital resources and library data bases at local, regional and international level on one desk. It is linked with other libraries for better co-ordination and resource sharing. The library catalogue is accessible through its OPAC website http://www.ntu.edu.pk/new_ntu/ntu/library/index.html. There is open access to shelves which are provided with shelf guides. Books have been arranged according to Dewey Decimal Classification Scheme with certain modifications for subjects like Textile Engineering, Polymer Engineering, Fashion Designing, Management Sciences, Computer Sciences, Islam, Pakistan and Oriental Literature. Study carrels have been provided in the air-conditioned halls for separate study.

BRIEF HISTORY

The building in which the Library is housed constructed in the mid of 1992 during the Patronage of Professor Dr. Abdul Majeed, Ex-Principal (NCTE). It comprises four halls, the Reference Hall, General Collection Hall, Side Hall and Girls Hall. Initially single hall was constructed with one Librarian office and one room for reserved section and two wash rooms and later on in 2003 upper

two halls were constructed to meet future requirements and main collection of library shifted to upper main halls and upper second hall converted as seminar room by the management during the Patronage of Mr. Masood Mazhar Biabani (ex- Vice Chancellor).

MAJOR SECTIONS

REFERENCE SECTION

The reference section is located at ground floor. It provides reference services to research scholars, students and the staff.



It contains reference material like encyclopedias, almanacs, directories, dictionaries, year-books, atlases, gazetteers, indexes, quotation books, maps, bibliographies, biographical sources, the

reports and publications of Pakistani Government and other donor agencies i.e. National Book Foundation, Old Graduates and UNESCO are also available. Bibliographical assistance is provided to initiate the research. Reference collection provides ready access to background information and up to date facts and figures. Reference books are indentified by “REFERENCE” stamp on Book Card & Due Date Slip.

PERIODICALS SECTION

This section is located in the reference Hall on the ground floor. It contains current issues of well-known periodicals and magazines dealing with various subjects. Current issues are displayed on magazine racks and back issues are kept inside racks and subsequently bound 1100 periodicals and 07 newspapers are being subscribed. Some magazines are received in exchange with library magazine “KAVISH” and “TexTech” and some on complimentary basis.

Articles on Islam, Pakistan Affairs, International Affairs, Current Affairs, Economics, Socio-Economic issues, textiles, etc. are being indexed. Newspaper clipping files are maintained.

As soon as a volume is completed, it is reviewed for binding. Bound volumes are stored and can be made available to research scholars on demand. Separate reading rooms have been provided for faculty and female students where Urdu newspapers and



Magazines have been displayed. The reputed National dailies along with Foreign Magazines like Times, News Week and many others are also subscribed.

RARE BOOK SECTION

Rare books according to the needs of the students have been procured. Photocopying service is available outside the library and members can get photocopies of requisite pages.

THESES & DISSERTATIONS

NTU Library houses a lot of collection theses and dissertations accepted for Higher Degrees. The library reserves a copy of all theses accepted for the degrees of Ph.D, M.Sc. and B.Sc from the academic departments. Theses can be consulted within the library, they cannot be borrowed.

URDU/ISLAM SECTION

The Urdu/Islam section is located at upper hall. It contains books on Islamiyat, Tafseer, Ahadith. Books on Seerat, Urdu, Arabic, Punjabi, and Sindhi are also located in the Hall. The upper side hall (Partition Portion) is reserved for scholars.

GIRLS SECTION

The girls section has been maintained separately. It contains ten computers with high speed Internet connection, chairs and tables with an air-conditioned atmosphere.

AUDIO-VISUAL AIDS SECTION

The library has a good collection of Audio-Visual materials. The collection includes CDs, audio, video cassettes and films.

E-SECTION



Two separate e-section, comprising 20 computers have been established for use of library members to provide free internet facility, however print out can be obtained only in Rs. 2/- per page.

LIBRARY COLLECTION

The library has a collection of 16500 volumes. Approximately 500-600 books are being added every year. New books are displayed for a month or so in a separate almiras before shelving to their proper places and indicated as “Fresh Arrival”.

Standard books on textile, polymer, fashion, management sciences, history, reference works and periodicals have been acquired. Latest books on management, business administration,

technology and social sciences are being continuously acquired. The library holds a small collection of B.Sc. Textile Engineering and Faculty Doctoral dissertations. A printed list of works dealing with Pakistan, Islam, and South Asia is available. Access to Projects/Thesis is with the permission of the Senior Librarian. A small collection of Rare Books is kept in Reserved Room. Most of the books are displayed on open shelves and arranged by subjects, oversized books, atlases and dictionaries are shelved in separate shelves. Pamphlets are kept in upper side hall. New books are displayed for a month in special Fresh Arrival Almirah with guide slips "Fresh Arrivals".

ACQUISITION OF BOOKS

A fine collection of books has been developed systemically through concerned Faculty Members, Chairpersons, Dean Academics and the Worthy Rector. Preliminary selection is made by the professional staff which is later on placed before the Chairperson for final selection. The prominent book sellers are also asked to supply the latest books whenever required. A number of book catalogues from foreign as well as local publishers and book sellers are received by time to time. Concerned Chairpersons also select books from these catalogues for the library.



The record of various issues of the periodicals received in the library is maintained by the periodical section.

MEMBERSHIP RULES

Admission in Library is restricted by membership cards which are not transferable and must be produced and surrendered on demand.

Research scholars, post-graduate students interested in research and reference work are eligible to get membership of the library. Membership forms are provided by the Circulation Section of the library. The Senior Librarian may suspend the membership of any person infringing the library rules.



The library offers four kinds of membership with the following privileges.

Sr.No.	Category	Annual Fee
1	Students	Nil
2	Faculty/Staff	Nil
3	Individuals	500/-
4	Corporate	6000/-

LIBRARY TIMINGS

The library remains in service throughout weekdays (except gazetted holidays) from 0830 to 2100 hours. A double shift system

is in vogue for the staff. The morning shift works from 08:30 a.m. to 04:40 p.m. and evening shift 02:00 p.m. to 09:00 p.m. On Friday from 08:30 a.m. to 04:40 p.m. These timings are, however, subject to change by the University Management.

SUGGESTION OF BOOKS

Members can also suggest books for addition to the library. They are required to mention full titles, particulars of authors and publishers while recommending the books.

COMPUTERIZATION OF LIBRARY

The process of computerization was initiated in 2003. Bibliographical details of all the books have been computerized. LAN has been established and computer terminals are installed in each section. The library is developing MARC based multi-lingual integrated Library Information Management System. However at present, Internet, Telecommunication Networks, Digital Resources, Library Databases are available to the library members. The retrieval functions of the system are very useful in getting the desired material within the shortest possible time.

Users can access the library catalogue also through Internet on Library website http://www.ntu.edu.pk/new_ntu/ntu/library/index.html.



The library website also provides information about the NTU Library, staff, membership and rules for admission, library budget, collection development, library publications, major sections of the library, library facilities, library timing, security measures, etc. The library is also providing access to 11500 full text online scholarly journals to its users.

ELECTRONIC RESOURCES

The website of library is a one-stop information section. It is managed by library professionals and IT experts. The virtual library pages provide comprehensive startup point to obtain any general or specific piece of information.

CATALOGUES AND CLASSIFICATION

The library catalogue is maintained on computer. The catalogue entry includes details of authors, titles, editions, publishers, date of publications, class numbers and accession numbers allocated to each book in the library. The collection is arranged according to Dewey Decimal Classification Scheme. According to this scheme the knowledge is divided into ten main classes which are as under:

001 – 099	Communications, Data Processing, Librarianship
100 – 199	Philosophy, Psychology
200 – 299	Religion, Islam
300 – 399	Social Sciences
400 – 499	Languages
500 – 599	Sciences
600 – 699	Medicine, Engineering, Technology
700 – 799	Arts, Sports
800 – 899	Literature
900 – 999	Geography, History

Each book is given a class number which reflects its subject and determines its place on the shelves. The class numbers appearing on the spines of books indicate the location of books on the shelves. It consists of at least three digits. Items shelved outside

the main sequence of books are identified by a code of one or two letters which precede the class number e.g. G for Girls Section books, T for Text Books, S for Scholarly literature, R for Reference etc.

LIBRARY REGULATIONS

- a). No library material shall be taken away from the premises without issuance.
- b). Good order and silence shall be maintained in all reading halls.
- c). Readers must conduct themselves in an orderly manner observed in the library.
- d). Eating and drinking are forbidden in the library building except in canteen.
- e). Refreshment, ink bottles and any other material which may accidentally damage library property must not be brought into the library building.
- f). Smoking is strictly prohibited in the library.
- g). Readers shall neither replace books nor transfer the books from one reading hall to another.
- h). Books shall not be transferred from one person to another.



NTU Library



General Rules

Users are expected to observe the following rules while using the library services. The defaulter shall be reported to the Incharge Academic.

- Leave your personal belongings such as handbags, briefcases, etc, just inside the library entrance, on your own responsibility. The library disclaims any liability for loss or damage.
- Submit any book or object for inspection, when requested by the library staff.
- Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be held responsible for damage.
- After reading, leave books on the table. Please do not shelve the books.
- Complete silence should be observed.
- Keep your cell phones on silent mode/switch off within library premises.
- To make the library environment more conducive for reading and research; cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- Do not change configuration of computers or any other equipment in the library.

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- i). The library shall not receive any telephone call or mail on behalf of readers.
- j). Readers or members will not introduce visitors in the Reading Halls without the permission of the Senior Librarian.
- k). Readers shall leave their personal belongings such as books, briefcases, hand bags etc., at the entrance of the main hall of the library. They will be required to submit for inspection any book or any object which they are carrying while leaving the library.
- l). Private calls will not be allowed from official telephones.

- m). Reference Books and Periodicals will not be issued from the library.
- n). Books will not be marked with in or pencil. Readers will be responsible for any damage to books or other reading material.
- o). The University Management has the power to modify these regulations at any time.

VALUABLE STAFF

The Library staff works with a sense of total commitment to preserving and disseminating the required information. This energetic staff includes one Senior Librarian, one Office Assistant, two Senior Clerks and one Junior Clerk. Total strength of professionals, semi-professionals and non-professionals are (8) in all.

Name: Mushtaq Ahmad
Position: Senior Librarian
 Responsible for overall administration of NTU, Library and Information Services.

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Education: MLISc , MA (Political Science)
 University of the Punjab Lahore, Pakistan.

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Muhammad Moeen Office Assistant (Acquisition section)	Muhammad Umair Farooq Senior Clerk (Achieves section)
Sajid Zeb Senior Clerk (Reference section)	Matloob Hussain Sabir Junior Clerk (Electronic Services)
Muhammad Akram Library Attendant	Ghulam Murtaza Naib Qasid
Sher Muhammad Security Guard/ Gate keeper	

LIBRARY BUDGET

The library received annual budget. For the current financial year 2011-12 a sum of Rs.30,00,000.00 is available. The library increasing the financial sources of the university by corporate membership subscription, auction of old newspapers and magazines. HEC also provides occasional grants.

GIFT POLICY

Gifts and exchanges are integral part of any acquisition policy of a library. It may be in shape of books, magazines, audio-visual

material, money and equipment. The library received books



and other material from donors. A committee has been constituted for evaluation and selection of gifts for the library.

PHOTOCOPYING FACILITY

Readers who are members may get extracts of photocopies from the material available in the library at the cost of 75 paise per page. Normally not more than 30 pages are copied at a time. All copying is subject to copy right act.

EXHIBITIONS

From time to time there is display of library books dealing with special subjects to highlight a particular field of study.

OTHER FACILITIES

Library canteen is providing refreshment, lunch, cold drinks and snacks outside the library building.

SECURITY MEASURES

The security guards have been employed for checking entry passes, looking after the visitors, preventing losses, thefts and pilferage. They supervise the work of farashes, naib qasids and sweepers.

Happy Reading!