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MANUAL FOR DOS/ISRO LIBRARIES

Policies and Procedures for Procurement, Subscription, Circulation, Stock Verification, Weeding and Loss of Documents

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CHAPTER-1: INTRODUCTION

1. Vision

The vision is to develop a comprehensive Library manual that empowers Library staff across DOS/ISRO Centres/Units/Institute with the knowledge and best Library practices to deliver exceptional services in Circulation, Acquisition, Serials Control and beyond. By providing clear guidelines and procedures, the manual aims to optimize Library operations, streamline workflows and ensure consistent and efficient practices.

2. Introduction to DOS/ISRO Libraries

Indian Space Research Organisation (ISRO) has been at the forefront of India's remarkable achievements in space exploration and technology. Behind these successes lie the invaluable resources and knowledge repositories housed within the DOS/ISRO Libraries scattered across the country. DOS/ISRO Libraries serve as the backbone of the organisation's knowledge management infrastructure. They play a pivotal role in collecting, organising and disseminating information critical to the advancement of Space Research, development and operations. DOS/ISRO Libraries act as vital repositories of scientific literature, technical reports, research papers, patents and other valuable information resources, supporting the diverse information needs of Scientists, Engineers, Researchers and administrative staff.

3. Importance of Library Manual

The Indian Space Research Organisation encompasses multiple Libraries, (at various places of the country) each playing a vital role in supporting the organisation's scientific and technological advancements. A Library manual is an important document that outlines the policies and procedures of a Library. It is a valuable resource for Library staff and users alike, as it provides clear and concise information on a wide range of topics. To ensure consistency, efficiency and seamless operations across ISRO Libraries, the development and implementation of a common Library manual becomes paramount. Hence, this comprehensive manual is designed to provide Library staff working in different DOS/ISRO Libraries with the necessary information and guidelines to effectively manage Library operations, including Collection Development, Serials Management, Circulation, Physical Stock Verification, Weeding and Write-Off procedures. It is envisaged that by adhering to the guidelines outlined in this manual, DOS/ISRO Libraries can ensure efficient and effective Library services for users.

4. Aims and Objectives

The primary aims and objectives of a common Library manual for DOS/ISRO Libraries is to provide standardisation in policies, procedures and practices in –

→ Collection development/Acquisition
→ Serials management
→ Circulation
→ Physical stock verification
→ Weeding and Write-off of various forms of documents

CHAPTER-2:
LIBRARY COMMITTEE FUNCTIONS & DUTIES

1. Introduction

Development of a nascent and balanced collection is the primary responsibility of the Library. Libraries make systematic effort to build the collection by identifying, evaluating, selecting, processing and making it available to the users. All the documents whether books, periodicals, online databases or any learning resource that gets added to the collection need to go through a rigorous selection process as it requires huge sums of money and has long-lasting repercussions, which makes it very much essential that Libraries have a well thought out procurement policy. Library Committee is the body which takes all policy decisions with respect to the Library Division of the Centre/Unit/Institute. The Library Committee is an essential body advising and guiding the Library in its activities and services. The Committee also advises the Director/concerned authority of the Centre/Unit/ Institute on the policy matters pertaining to the management of Library.

2. Library Committee

It is mandatory that each DOS/ISRO Centre/Unit/ Institute should have ***"Library Committee"*** to facilitate smooth functioning of Library services and activities. The name should be maintained uniformly in each Centre/Unit/Institute. The terms such as Library Committee or Library and Documentation Committee etc. may be dispensed with. ***The Library Committee is to be appointed by the Director of the Centre/Unit/Institute. The tenure of the Library Committee or its reconstitution shall be decided locally.***

3. Composition of Library Committee

The composition of Library Committee such as Chairman, Alternate Chairman and members shall be decided locally. Member Secretary shall be Head /In-Charge or any person responsible for handling Library operations with professional qualification i.e., Post-Graduation/Master degree in Library Science / Library and Information Science / Equivalent. This is suggested based on the observation that some of the Centre/Unit Libraries are handled by Library professionals at induction level. Hence, in such cases they may be considered as Member Secretary of Library Committee.

4. Functions and Duties of Library Committee

The basic functions and duties of the Library Committee are as under:

a. To lay down the general rules and policies with respect to the Division.
b. To review and recommend proposals for purchase of books, periodicals, reports, standards, reprints and other information resources.
c. To lay down and review the procedures/policies for the Division to optimize efficiency and usage of the resources and services.
d. To recommend write-off, withdrawal, permanent transfer of documents, periodicals, reports and standards from time to time for systematic weeding.
e. To review the functioning of the Division with regards to its support to academic, research and development activities of Centre/Unit/Institute.
f. To monitor and evaluate, from time to time, trends and developments in information technologies, networking,

Library automation, Library cooperation, etc., and to advice the Division in their adoption and implementation.

g. To recommend Institutional membership in learned societies.
h. To review the manpower requirement of the Division and recommend to the Director/higher authorities of the Centre/Unit/Institute.
i. To maintain liaison between the Division and the various Areas / Departments / Programme Offices / Divisions / Sections of the Centre/Unit/Institute.
j. The Committee shall meet as often as necessary.
k. To deal with any other matter concerning the Division that may arise from time to time.
l. To perform any other functions and duties as assigned by Director/higher authorities of the Centre/Unit/ Institute.

Note: The above mentioned functions and duties of Library Committee are indicative; Centres/Units/Institute may add or modify to meet local requirements.

CHAPTER-3:
COLLECTION DEVELOPMENT: ACQUISITION OF DOCUMENTS

1. Introduction

Collection development is the process of selecting, acquiring and organizing documents for a Library collection. Acquisition of documents is one of the major and essential functions of collection development. This procedure ensures consistency, effectiveness and efficiency in acquisition of Library materials/information sources in print, electronic and online formats required by the users to learn, research and create. Hence, it is very important to maintain up to date, relevant and extensive range of balanced hybrid Library collection and information sources to support missions, projects, and research programs of the organization for current and future information needs.

As part of the acquisition process, various types and formats of documents are procured to meet the requirement of users. The following are the different types of documents available in DOS/ISRO Libraries –

- → Monographs (books)
- → Reference books
- → Serial publications (except journals/magazines)
- → Multi-volume books
- → E-books
- → Conference proceedings
- → Reports
- → Standards

- → Audio/visual materials
- → Audio Books
- → Theses/dissertations
- → Databases / Online database
- → Subscription to Online tools
- → Individual conference papers/journal articles

DOS/ISRO Libraries follow different methods of acquisition i.e., selection, approval, ordering, invoice processing and releasing payments to publishers and vendors.

2. General Financial Rule – Exclusion of Books, Publications, Periodicals etc. for a Library from the Definition of Stores

Rule 143: Definition of Goods: The term 'goods' used in this chapter includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, sub-assemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but ***excludes books, publications, periodicals, etc. for a Library***. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

3. Vendor Directory

Libraries shall maintain a vendor directory of reputed and regular suppliers.

4. Documents Selection Methods

The following are the different methods of selecting documents for Library:

- → Need or demand based
- → Proactive Selection through Library efforts
- → Book Exhibition
- → On Approval
- → Hindi books as per the policy of Department of Official Language, Government of India
- → Standing order for Serial/Annual publications, standard reference books
- → Gift and Donation/Exchange

4.1 Procurement of Documents Based on Request/ Recommendation from Users

The primary method of procuring documents in Libraries is through request from users.

4.1.1 Verifying Documents Details and Availability

a. The request for the document shall be verified for correct bibliographical details.
b. Duplicate/availability checking shall be done.
c. Libraries shall check if the requested document is available under Antariksh Gyaan subscription/ purchases.
d. Libraries shall also check if the document is published as open access and available for download.

4.1.2 Approval of Request

Libraries shall follow the existing approval policy of the Centre/Unit/Institute.

4.1.3 Ordering the Documents

a. Once the request is approved, Libraries shall ask the vendor to supply the books with maximum discount.
b. Government and Learned Societies may not extend any discount for their publications. Also, Vendors/ Publishers shall be allowed to supply no discount titles on case-to-case basis.
c. The Head/In-Charge, Library or any person handling the Library operations with professional qualification and in the grade of Scientist/Engineer 'SC' or Library Officer 'C' and above shall place the firm order with the vendor/ publisher.

4.1.4 Receiving the Ordered Documents

a. When receiving the ordered documents, Library staff shall verify the quantity ordered and inspect for any damage, such as torn pages, stains or broken bindings.
b. If the document is found damaged, appropriate steps shall be taken such as contacting the vendor or publisher for replacement.
c. Price quoted in the invoice should match with order/publisher price (Price proof must be obtained/printed price on the document), discounts offered, bibliographical details etc.

4.1.5 Conversion Rates to be Followed for Foreign Currencies

a. The foreign currencies shall be converted to Indian currency with RBI bank conversion rate or as per any nationalized bank TT Selling Rate of exchange applicable on the date of invoice.

4.1.6 Invoice Processing and Payment

a. After verifying the document, the invoice details shall be entered in the Register.
b. The handling and/or shipping charges as applicable shall be allowed on case to case basis.
c. The bill shall be certified and forwarded to Accounts Section directly along with a copy of approval by the Head/In-Charge of the Library or any person handling the Library operations with professional qualification and in the grade of Scientist/Engineer 'SC' or Library Officer 'C' and above.
d. The payment acknowledgement copy or the UTR number shall be received from the Accounts Section and recorded in appropriate records.

4.1.7 Advance Payments to Indian/Foreign Vendors/ Publishers

a. Where the Indian/Foreign publisher or the vendor seeks advance payment, the invoice shall be certified by Head/In-Charge Library or any person responsible of Library operations and submitted to Accounts Section for payment.
b. After the payment is released, a copy of payment acknowledgement or UTR number shall be received from Accounts Section and recorded in appropriate records.
c. Inform the vendor/publisher regarding the payment and request for supply of documents at the earliest.
d. Books received are physically examined for a sound copy without any wear and tear or missing pages.

4.1.8 Technical Processing (Cataloguing and Classification) of Documents

a. The document shall be assigned a unique identifier such as an accession number.
b. Complete bibliographic details of the document shall be recorded for easy access and retrieval.
c. The document shall be catalogued as per the existing cataloguing system used in the Library.
d. The document shall be classified as per the existing classification system used in the Library.
e. Each document shall have barcode label/RFID tag pasted as per the existing practice to facilitate circulation and inventory management.
f. The existing practice followed for pasting due date slip, book pocket and book card shall be continued.

4.2 Proactive Selection of Documents by Library

a. Proactive selection of documents in Libraries refers to a systematic approach for identifying and acquiring materials for the Library's collection based on anticipated user needs, emerging trends and the Library's collection development policies. Instead of solely relying on user requests or reactive selection, Libraries can take a proactive stance by actively seeking out and acquiring materials that align with their collection goals.
b. Library Staff can suggest/recommend relevant documents useful to the organization by referring to book reviews, publisher catalogs, current awareness lists, visit to exhibitions, circulation statistics (for high demand books) etc.

c. Such selected documents also can be requested by Library staff and further approved as per existing procedure.
d. Further, the above defined procedure shall be followed for purchase of documents.

4.3 Procurement of Documents through Book Exhibition

a. Organising book exhibition is another important method of selecting documents for Libraries. Book exhibitions provide a valuable platform for Library staff, vendors, publishers, and users to come together and explore a vast array of documents and helps Libraries and users in building need based collection.
b. DOS/ISRO Libraries shall organise book exhibition as and when required.
c. The books requested during the book exhibition shall be procured as per existing procurement policy.

4.4 Procurement of Documents on Approval Basis

a. The procurement of documents on approval basis has several advantages such as increased variety, flexibility in selection, cost-effectiveness, current and up-to-date collection and user satisfaction. In view of these advantages, Libraries are encouraged to procure documents on approval basis.
b. The books requested shall be procured as per existing procurement policy.

4.5 Procurement of Documents On Standing Order Basis

a. The documents such as yearbooks, handbooks, rule books, newspapers, government publications, society publications and some of the standard reference technical books are mostly procured on standing order basis. This helps building need based collection in Libraries. The specific types of documents procured on a standing order basis may vary depending on the Library's focus, collection development policy and the needs of its users.

b. Libraries currently procuring documents on standing order basis shall continue the procurements.

4.6 Sending Reminders and Order Cancellation for Unsupplied Documents

a. If the ordered documents are not supplied within the stipulated time, send reminders to the respective vendor/publisher.
b. Cancel order for unsupplied documents by sending cancellation letter to the respective vendor/publisher and cancel in Library system and check further with other suppliers for availability to order again.

4.7 Procurement of Multiple Copies of Documents Authored by DOS/ISRO Employees/Special Publications

a. Libraries can procure multiple copies of documents authored by ISRO employees.
b. The number of copies to be procured shall be decided locally.

4.8 Procurement of Hindi Books

a. The procurement of Hindi books shall be done as per the guidelines of Official Language Policy of Government of India.
b. Hindi Section shall share copy of latest guidelines for

procurement of Hindi books (or as amended from time to time) by Official Language Policy of Government of India.

4.9 Procurement of Electronic Books (E-Books)

a. If the request is received for procurement of E-Book, the availability in other DOS/ISRO Libraries and Antariksh Gyaan purchases/subscriptions shall be checked.
b. If the requested E-Book is available in any of DOS/ISRO Libraries, efforts should be made to receive soft copy and send to the requester.
c. If the requested book has to be procured, the procurement procedure as defined above shall be followed.
d. Procurement of E-Books also attract applicable taxes.

4.10 Adding Gratis/Gift Documents to Collection

a. Libraries also receive documents on exchange from institutions, organisations and on gratis from senior employees and publishers.
b. Only those documents that are useful and worth adding to collection shall be accepted.
c. The cataloguing and classification shall be done as per existing procedure.

5. Payment of Customs Duty Charges

a. When receiving the documents ordered from foreign vendor or publisher, the Indian Customs may levy customs duty charges in addition to storage charges levied by the courier agency. Such charges shall be paid with the approval of the competent authority.

6. Translation Service

a. Libraries shall extend translation service as and when required in their respective Centre/Unit/Institute. The services of external agencies/person(s) shall be utilized and necessary payments made.

7. Accession Register

a. From time to time, the accession register of all the documents added to the Library collection shall be generated, printed and preserved.
b. To generate accession register, the format given in General Financial Rules 2017 under Form No.18 shall be used **(Annexure-1)**.

8. Budget

a. Budgeting is very crucial for Libraries as it enables financial planning, resources allocation, financial control, informed decision making, long-term planning, performance evaluation and accountability.
b. Libraries should take in to account all the developmental activities, collection development, analyze historical data etc. when proposing the requirement of budget for the financial year.
c. Libraries shall also ensure the allocated budget is used judiciously to meet the requirement.

CHAPTER-4: SUBSCRIPTION MANAGEMENT (PERIODICALS, DATABASES & SERVICES)

1. Introduction

The periodicals section in a Library plays a critical role in providing access to and managing periodical publications such as journals, magazines, newspaper, etc. DOS/ISRO Libraries subscribe to huge number of periodicals to support the research and developmental activities of the Centre/Unit/ Institute. The periodicals management is a crucial aspect of Library operations, especially in the research and specialized Libraries that handle large volumes of periodicals, and other ongoing publications. Periodicals which provide access to current and specialized information play a vital role in research and development Libraries and are indispensable resources for the researchers. There are different methods of acquiring periodicals in a Library, such as by subscription, gift, exchange, membership etc. The most popular method of acquiring the periodicals for a Library is by subscriptions. Libraries invest major portion of their budget in periodical subscriptions and management. Each year, the annual subscription and renewal costs are rising. As the periodicals subscription is an on-going budget commitment for the Library, a well written policy to manage subscriptions effectively is essential. This manual describes the procedures to be followed for the subscription management of periodicals (print/digital/ online), databases, services and Institutional Memberships by the DOS/ISRO Centres/Units/Institute.

2. New Subscriptions

The procedures to be followed for new subscription of journal, magazine, database or online service is defined below in detail –

2.1 Procedures for New Subscription - Journals/Magazines/ Databases/Online Services etc.

a. Any Library user can suggest for the subscription to a new periodical (Journal/Magazine/Database/Online Service etc.).

b. The request shall include all the details of the journal/magazine/ database/online service etc. with detailed justification.

c. The request shall be recommended by the Head of the Division / Section/Department of requester.

d. Once the request is received at Library, it shall be checked if the requested resource is already subscribed or is published as open access and accordingly the requester shall be informed.

e. If the requested resource is neither subscribed by the Library or Antariksh Gyaan nor available as open access, then it shall be verified if the publisher of the resource is already part of Antariksh Gyaan subscriptions.

f. If the requested resource is not part of but the publisher is part of current Antariksh Gyaan subscriptions, then the request shall be submitted to Member Secretary, Antariksh Gyaan with the approval of Centre/Unit/Institute Director.

g. If neither the resource nor the publisher are part of Antariksh Gyaan subscription, then the request may be put up for recommendation during Library Committee meeting.

h. The Library Committee shall use following indicative guidelines to evaluate a resource for new subscription:

   i. Relevance to the area of research of the Centre/Unit.
   ii. Whether it is already subscribed or published as open access.
   iii. Accessibility through Antariksh Gyaan (either the periodical or publisher) or other DOS/ISRO Centre/Unit/Institute subscribed databases.
   iv. If the requested periodical is subscribed in any of the DOS/ISRO Libraries and the subscription cost is high, then it shall be explored with the indenter for the following arrangements to utilize the existing subscription at other Library –
   v. The table of contents of latest published issue will be shared with the indenter
   vi. If the indenter requires any article(s), then those can be sourced from the subscribing Library through Inter Library Loan facility.
   vii. Journals already subscribed by the Library in the same subject.
   viii. Availability of free online access with print subscription shall be explored.
   ix. Uniqueness of subject coverage.
   x. Interdisciplinary nature of the periodical and expected number of users.
   xi. Impact factor/reputation of the journal and stability of the publisher.
   xii. Subscription cost (online/print) and projected availability of funds.
   xiii. Usage or demand as indicated by past Inter Library Loan data.

xiv. If the indent is for online databases, check whether it is bibliographical or full text. If it is bibliographical check the coverage, collections included, speed of search, details available, delivery of search output and provision to set alert.

xv. If the database requested is full text check the number of titles, access period, access options (IP/Off Campus/Institutional Login), archival and perpetual access policies. Contact the service provider and request for trial access if possible to get more knowledge about the content.

xvi. There is no discount on the periodicals.

xvii. Periodical subscription payments are by nature made in advance.

i. If the publisher/vendor is offering special discounts for multi-year agreements/subscriptions, such proposals shall be considered and reviewed.

j. Library shall not subscribe periodicals against "personal subscriptions" but periodicals can be received against institutional membership.

k. Once the Library Committee recommends for subscription, the approval of the Centre/Unit/Institute Director shall be obtained as subscriptions being recurring expenses.

2.2 Finalisation of Vendor or Publisher and Starting of Subscription

a. Once the periodical is approved for subscription, negotiations with the publisher/vendor shall be carried out.

b. As many vendors/publishers do not offer discount for periodicals, Library should try to ensure that the vendors/publishers agree to the terms and conditions of supply.

c. For the online access subscription, the negotiations shall include access to back issues, perpetual access, archival rights, concurrent access, training and awareness programmes etc. It is also possible that vendor/publisher may offer access to more content instead of discounts. Such offers shall be explored.
d. Library shall explore the possibility of direct subscription with the publisher.
e. If the subscription has to be routed through a vendor, then it shall be ensured that the vendor is authorised agent for the publisher in India.

2.3 Subscription Order Generation

a. The subscription order shall be signed by the Head/In-Charge or any person handling the Library operations with professional qualification and in the grade of Scientist/Engineer 'SC' or Library Officer 'C' and above.
b. As far as possible the subscription order shall be sent through email to avoid postage charges and ensure speedy delivery.
c. A copy of the subscription order shall be submitted to Accounts Section along with the invoice during payment processing.

2.4 Invoice Processing and Payment

a. The invoice received from the vendor/publisher shall be entered in the Register.
b. The invoice shall be accompanied with the publisher price proof.

c. The invoice shall be verified for all the details of subscription as per the terms and conditions.
d. The invoice shall be certified and forwarded to Accounts Section directly along with a copy of approval by the Head/In-Charge or any person handling the operations of Library with professional qualification and in the grade of Scientist/Engineer 'SC' or Library Officer 'C' and above.
e. The covering letter along with copy of invoice shall be submitted to Accounts Section for releasing the payment.
f. The payment acknowledgement copy or the UTR number shall be received from the Accounts Section and recorded in appropriate records.
g. **Supplementary Invoice:** As renewal subscriptions are initiated well in advance, there is every possibility that the publisher might not have released the subscription rates for the upcoming year. In such cases vendors raise the invoice by considering the previous year subscription rates with a provision for supplementary invoice if there is change in subscription rates. Library shall verify the claims with supporting documents such as publisher price and revised rate is paid by the vendor and then process the supplementary invoice for payment. Such supplementary payments shall also be recorded in the appropriate records.

3. Procedures for renewal of Subscription - Journals/ Magazines/Databases/Online Services etc.

The following procedure shall be followed while renewing an existing subscription.

3.1 Analysis of Usage Reports

a. Library should review the usage statistics on regular basis and take measures to improve the usage of less used titles.
b. Usage of online databases/journals can be generated by using the administrator accounts provided/ registered by the publisher/Library.
c. Some publishers will send the COUNTER reports on a monthly basis.
d. If the usage is less, during the renewal time it should be put up before the Library Committee for review.
e. The Libraries that issue print periodicals may generate usage statistics for each periodical proposed for renewal. The transaction statistics shall also be generated using Library management software for each periodical proposed for renewal.

3.2 Verification of Online Access/Receipt of Print Issues

a. The availability of online access should be verified at regular interval of time.
b. It is mandatory to check the online access and/or issue receipt status before initiating for renewal.
c. Where the subscription is for PDF copy of the periodical or PDF is provided as free along with print, such periodical issues shall be downloaded and preserved.
d. If the periodical issue is received in damaged and mutilated condition, claims for replacement shall be made through appropriate means.
e. Duplicate issues if any received shall be kept separately till all the issues pertaining to the subscription period are received. A list of duplicate issues shall be prepared and circulated among DOS/ISRO Libraries. If any Library

requests for periodical issues, these shall be sent on first come first basis. The remaining duplicate issues shall be disposed appropriately.

f. Reminder/claim is to be sent at regular intervals for overdue or missing issues/interrupted access if any and get clarification and ensure that overdue/missing issues are received or refund for unsupplied/interrupted access is received.

g. Extension of the subscription period in lieu of missing or unsupplied issues shall be explored.

3.3 Approval of Library Committee

a. The Library shall initiate the renewal of periodicals well in advance so that the subscription period is maintained.

b. Every year Library has to compile a list of currently subscribed periodicals (Journals/ Magazines/Databases /Online Services etc.) with subscription period, last year subscription amount paid and usage (online and In-house), and transactions (last one year).

c. Submit the list of titles for review and recommendation by Library Committee for subscription renewal.

d. Finalize the list (renewal/discontinuation) based on the recommendation of Library Committee.

e. Submit the minutes for approval of the competent authority.

f. Prepare separate note along with the list of titles recommended for renewal and copy of minutes for the approval of Centre/Unit/Institute Director.

g. The renewal procedure shall start after getting the approval of the Centre/Unit/Institute Director.

3.4 Ordering, Invoice Processing and Releasing Payment

a. Once the renewal list is approved, the procedure for ordering, invoice processing and releasing payment shall be initiated.

4. Receiving Issues of Periodicals

a. The receipt of all print issues of periodicals shall be properly recorded in the Kardex / Library Management Software or digitally.

b. The periodical subscription and management staff shall keep track of all print issues and send reminders for overdue/missing issues.

5. Goods and Services Tax on Periodicals Subscription

a. The online access subscription to Periodicals/Databases is defined in Goods and Services Tax under **service category** called ***"Online Information Database Access and Retrieval Services (OIDAR)" with effect from 09.11.2016.***

b. Presently, 18% GST is charged for online access subscription to Periodicals/ Databases.

c. It shall be ensured that the vendor/publishers claims the GST in the invoice itself.

d. The print subscriptions, at the moment, does not attract any GST.

6. Maintaining Records of Refund

a. When the publisher/vendor fails to supply all the issues of the periodicals or the online access is not available during the subscription period, proportionate or full refund (as the case may be) shall be recovered.

b. Whenever the refunds are received either from publisher or vendor for non-supply of issues, the details of such refunds shall be maintained in a register or digitally.
c. The refunds can also be received in the form of credit note to be utilized during next renewal.

7. Binding and Preservation of Print Journals

a. Journals and magazines that need to be bound and preserved shall be decided locally. For weeding and write-off of print journals and magazines, the policy defined in Chapter-8 shall be followed.

CHAPTER-5: CIRCULATION SECTION – POLICIES AND PROCEDURES

1. Introduction

The circulation section is an essential component of any Library, playing a critical role in ensuring the smooth functioning and accessibility of Library resources. Circulation section is often referred to as the heart of the Library and is responsible for managing the borrowing and returning of documents, as well as supporting Library users in their search for information. Despite its seemingly straightforward tasks, the circulation section carries immense significance and impacts the overall user experience and the success of a Library.

Through a well-organised circulation system, Library users can easily locate and borrow the resources they require, fostering a seamless and enjoyable experience. Moreover, the circulation section acts as the intermediary between Library users and the Library's collection. Furthermore, the circulation section contributes significantly to data collection and assessment within the Library.

The following are the major activities handled by the circulation section –

- → Registration of new members and updating member records
- → Lending of Library documents (Issue/return/renewal)
- → Sending reminders for overdue documents
- → Handling overdue charges

→ Handling damaged or lost documents
→ Inter Library Loan (ILL) Service
→ Issuing of no-due certificates
→ Assisting the users in accessing OPAC
→ Providing reference and referral services to users
→ Maintaining statistical reports

2. Registration of New Members and Updating Member Records

a. All permanent employees of Centre/Unit can avail Library membership.
b. The membership registration can either be based on request or by default.
c. Membership to other personnel of Centre/Unit (such as JRFs, SRFs, RAs, apprentices, trainees, retired employees engage in ISRO/DOS for post-retirement service, etc.) shall be decided locally.
d. Those Libraries offering temporary membership as and when required, shall continue to extend the service.

3. Lending of Library Documents (Issue/Return/ Renewal)

a. Members shall produce their Identity Cards at the circulation counter for issuing of document(s).
b. A system generated transaction email is sent.
c. Members can self-renew the documents online.
d. Members can also reserve the document if it is already issued using the Library OPAC portal. The reserved document shall be collected within stipulated time as defined by the Library.
e. However, members also have the option of renewing or reserving the documents by visiting the Library or online.

3.1 Borrowing Entitlement and Loan Period

The borrowing entitlement and loan period shall be decided locally by the Centre/Unit/Institute.

4. Sending Advance Notice for Overdue Documents

Libraries shall send advance notices to the Members for documents getting due using the features available in the Library Management Software or any other convenient means.

5. Handling Overdue Charges

a. The documents not returned on time shall be considered as overdue documents and charges shall be imposed.
b. All DOS/ISRO Libraries shall implement overdue charges. The overdue charges and frequency shall be decided locally. The overdue charges levied either on daily, weekly or monthly basis, shall be in “whole Rupee” in order to avoid practical difficulties in handling amounts in decimals.
c. Libraries shall maintain records of overdue charge.
d. The details of the overdue charges shall be prepared and submitted to Accounts Section for recovering from their salary.
e. Accounts Section shall issue recovery statement to Library for records.
f. Similarly, for temporary members it can be deducted every month or while providing no dues certificate.
g. In calculating overdue charges, all intervening holidays should be taken into consideration.

6. Handling Damages or Loss of Documents by Members

In case any Member reports loss or damage to the borrowed document, such cases shall be dealt as per the rules defined in Chapter-6 of this manual.

7. Institutional Membership to Other Libraries

Membership can be extended to other DOS/ISRO Libraries and cooperating Libraries with Head / In-Charge or any person responsible for Library operations as nodal point.

8. Inter Library Loan Service

a. Libraries shall provide Inter Library Loan service to their members from other DOS/ISRO Libraries.
b. A written/email request from the member shall be obtained.
c. The Head / In-Charge or any person responsible for Library operations shall submit the request to the Library where the required document is available.
d. Libraries shall ensure that the documents are returned on or before the specified due date.

9. Issuing of No Due Certificate

a. When an employee is superannuating, transferred or leaving the organisation, Administration Section shall seek the no due certificate from Library.
b. Library staff before cancelling the membership shall ensure that the member has no documents due on his account and all Library related accounts shall be deleted/cancelled.
c. The Head / In-Charge or any person responsible for Library operations shall certify the no due certificate

and submit to Administration Section.

10. Maintaining Statistical Reports

a. The circulation staff shall maintain the circulation statistics, member statistics, overdue statistics, overdue charge statistics, inter Library loan statistics etc.

b. The circulation staff shall maintain the in-house usage statistics using appropriate means.

CHAPTER-6: RULES FOR LOSS/DAMAGE OF BORROWED DOCUMENTS

If a member loses any document [Books and Journal/ Magazine issue] borrowed from Library, it should be immediately reported in writing to the Head/In-Charge, Library or any person responsible for Library operations. The following guidelines for replacement and recovery of cost for lost documents are defined:

1. Documents (Including Books and Journal/ Magazine Issues)

1.1 For Replacement of Document

a. Overdue charges if any till the date of reporting of loss shall be collected/deducted from the salary of the member

b. Member will have three months' time from the date of reporting of loss of document to replace the same or higher edition of the document in new condition (same Issue in the case of Journal/Magazine)

c. If the member traces the lost document within three months of replacement time, the overdue charges till the date of return shall be recovered

d. Photocopy / soft copy, cheaper editions like student edition etc. shall not be accepted as replacement for the lost document

e. The replaced copy once accepted shall not be returned if the original document is traced by the member

1.2 For Recovery of Cost

a. Overdue charges if any till the date of reporting of loss shall be collected or deducted from the salary of the member.

b. If the replacement of lost document is not possible (other than Journal/Magazine Issues), ***TWICE the latest known market price of the document Plus postage and handling charges if any*** shall be collected or deducted from the salary of the member.

c. If a single issue of the Journal/Magazine which are bound and archived is lost and if replacement is not possible, ***the current year full subscription amount Plus postage and handling charges if any paid by the Library*** shall be collected/deducted from the salary of the member. However, member shall not have any claim over the remaining issues of that particular year.

d. If a single issue of the Journal/Magazine which are not bound and archived is lost and if replacement is not possible, ***TWICE the current price of the issue (pro-rata amount shall be derived using the current year subscription) Plus postage and handling charges if any*** shall be collected/deducted from the salary of the member.

e. If a bound volume containing a few issues of a Journal/Magazine is lost and if replacement is not possible, ***the entire year subscription amount paid by the Library Plus postage and handling charges if any Plus binding charges*** shall be collected/deducted from the salary of the member. However, member shall not have any claim over the remaining issues of that particular year.

f. If a bound volume containing all the issues of the subscribed year is lost and if replacement is not possible, ***TWICE the subscription amount paid for that year by Library Plus postage and handling charges*** if any Plus binding charges shall be collected/deducted from the salary of the member.
g. If a bound volume containing a few issues or a bound volume containing all the issues of the subscribed year of a ceased or discontinued Journal/ Magazine is lost, ***TWICE of the actual subscription amount paid by the Library*** shall be collected/deducted from the salary of the member.
h. Bank conversion rate shall be applied for the imported documents. Bank conversion rate on the date of intimation of loss of document shall be considered while computing the recovery cost in Indian Rupee.
i. The replacement cost once recovered from the member will not be refunded even if the document is traced by the member. However, if the member wishes to donate the document to Library, the same may be accepted. If the member is not willing to donate the traced document to Library, then efforts should be made to remove the property details from the document.
j. In case the document is lost by a person who is not current or regular employee (i.e., trainee, JRFs, SRFs, RAs or retired employee), the recovery mechanism shall be decided locally.

2. Damage to Borrowed Documents

a. Members should ensure that the documents they borrow from Library are in good condition to avoid being held responsible for any damages noted while returning the documents

b. If the borrowed document is returned in damaged condition and where binding of document is possible, member shall bind the document as per Library standard

c. If the borrowed document is returned in irreparably damaged / mutilated condition, member can either replace the document with the same or higher edition (same Issue/Document in the case of Journal/Magazine/Standard/ Report etc.) or amount may be recovered as per type of document from the salary of the member (as per procedure in 1.2 For Recovery of Cost)

3. Replacement Cost of Unpriced and Out-Of-Print Documents

a. The replacement cost for unpriced and out-of-print documents shall be decided by the Library Committee on case-to-case basis.

4. Replacement of Documents Received on Inter Library Loan

a. If any document received on Inter Library Loan is damaged / lost by the member, the rules of lending Library for replacement or recovery of lost / damaged document shall be applicable.

CHAPTER-7: PHYSICAL STOCK VERIFICATION

1. Introduction

The books in a Library are different from a department store, in a business enterprise and/or organization. The Library possesses reading materials or documents. The difference between stores materials in an organization and documents in Libraries is that the latter are not consumables which after the use do not become non-visible and also does not need replenishment of fresh stock as long as their physical presence is found in the Library. They have a permanent value as long as they are useful to the Library clientele. However, printed books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of documents by heavy use is a common occurrence in Libraries. Physical verification of the Library stocks has to be carried out to identify the losses, misplaced documents and documents that need repair etc. Some loss of publications is inevitable especially in the context of open access practice in Libraries. The Library staff has a role as information manager and facilitator and not just a custodian. Hence, he/she shall not be held responsible for such reasonable/ permissible limit of losses.

2. Basic Aims of Physical Stock Verification

a. Trace out the misplaced documents which can be replaced in their proper places.
b. Physical verification at regular interval of time helps in cleaning and dusting of documents and prevents their deterioration.

c. Determine the physical condition of the documents and send them for repairing, lamination or binding, if these are mutilated or damaged.
d. Find out documents to be weeded out from the collection of the Library in view of obsolescence of literature and replace with latest editions if required.
e. Prepare the list of lost documents, which can be written-off under the permissible limit.

3. Government of India Guidelines for Physical Verification of Books in Libraries

Govt. of India has laid down clear guidelines for physical verification of books in Libraries. As per General Financial Rules 2017 of Ministry of Finance Rule 215, the physical verification of Library books should be done as per following guidelines:

For Libraries having less than 20,000 volumes	Complete physical verification of books should be done every year in case of Libraries having not more than 20,000 (twenty thousand) volumes.
For Libraries having more than 20,000 and up to 50,000 volumes	For Libraries having more than 20,000 (twenty thousand) volumes and up to 50,000 (fifty thousand) volumes, such verification should be done at least once in three years.
For Libraries having more than 50,000 volumes	Sample physical verification at intervals of not more than three years should be done in case of Libraries having more than 50,000 (fifty thousand) volumes.

	In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done.

4. Constitution of Physical Stock Verification Committee

The Head/In-Charge Library shall bring it to the notice of concerned authority when the physical stock verification as per above guidelines is due with a request to constitute physical stock verification committee. The committee may be constituted as per local needs and procedures.

4.1 Terms of Reference for Physical Stock Verification Committee

a. To physically verify the Library documents are available on the shelves or issued as per Library records.
b. Committee can use appropriate method(s) of Library physical stock verification.
c. Committee to prepare list of missing books.
d. To suggest the Library regarding maintenance, binding, weeding out and preservation of books and other points related to security of Library to save books from theft and vigilance at the entrance and stack room, etc.
e. The Head/In-Charge Library to circulate the list of missing books to all the users to check if inadvertently kept with them.
f. The physical stock verification shall be completed on or before the date to be specified by the competent authority.
g. The report of the Committee to be submitted to Chairman, Library Committee.

h. The report shall be discussed in the next Library Committee meeting for necessary recommendations.

4.2 Different Methods of Physical Stock Verification in Libraries

There are various methods of conducting physical stock verification in Libraries as given below. Libraries are free to adapt any convenient method(s) based on local requirements.

- → Accession register method
- → Separate sheets with accession numbers
- → Numerical counting
- → Sample stock verification
- → Barcode based stock verification
- → Radio Frequency Identification Technology (RFID) based stock verification

5. Preparation of Physical Stock Verification Report

After the completion of checking all the stock of the Library, committee shall prepare the report along with list of untraceable documents (if any or Nil report) during the current physical stock verification.

6. Write-off of Documents

6.1 Missing/Untraceable during Physical Stock Verification

The General Financial Rules 2017 of Ministry of Finance Rule 215 provides following guidelines for write-off of missing/untraceable documents during physical stock verification:

Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable,

provided such losses are not attributed to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000 (Rupees One Thousand Only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

For the missing/untraceable documents, following appropriate action(s) shall be initiated before preparing the final list.

a. The list of untraceable documents should be circulated to all the Library users with a request to return the documents if by oversight they are in their possession.
b. Simultaneously, a drop box may be kept outside the Library so that when the user traces the book in his possession should be able to return.
c. If the loss of books is more than the permissible limit, the causes of such loss shall be investigated by the competent authority and the remedial measures be strengthened/suggested.

After completing all the activities, final report shall be prepared and submitted to the Chairman, Library Committee for further processing. Documents found missing or untraceable shall be written off as per the existing practice followed in DOS/ISRO Centre/Unit Libraries.

6.2 Damage due to Natural Calamity

If the documents are damaged due to natural calamity, such documents shall be written off as per the existing practice followed in DOS/ISRO Centre/Unit Libraries.

CHAPTER-8: WEEDING AND DISPOSAL: POLICIES AND PROCEDURES

1. Introduction

Acquisition of new documents is a continuous process in the Library, which necessitates the provision for the creation of additional shelf space. No Library can afford, nor it is essential, to store permanently all the documents acquired by it for the following reasons:

→ To keep the Library updated and to support current research and development activities
→ Availability of limited shelf and floor space in the Library
→ Heavy recurring expenditure on binding, lamination, care/preservation and maintenance of documents
→ Obsolescence of literature due to continuous and rapid technological developments in the field of science and technology
→ Documents becoming irrelevant due to shift in the subject interest and area of research of the parent organization/establishment
→ Growth of inactive documents with very limited use over a period of time by the users, which may overshadow the more active documents on the shelves
→ Risk of the users consulting obsolete/out-of-date and misleading documents

2. Categories of Documents Need to be Reviewed and Weeded

Following categories of documents are needed to be reviewed and weeded out from the Library collections as part of systematic weeding:

- → Directories, yearbooks, almanacs, etc.
- → Trade/manufacturer's catalogues, etc.
- → Library catalogues/bibliographies, books in print, indexes, etc.
- → Newspapers, ephemeral journals, magazines, pamphlets, newsletters, etc.
- → Annual reports, progress reports, project reports, etc.
- → Books and monographs (old and obsolete editions)
- → Scientific and technical reports (old and obsolete editions)
- → Old standards/specifications (whose updated versions have been received)
- → Reprints (not demanded over a very long period of time)
- → Manuals (of outdated versions of software/software packages)
- → Duplicate/multiple issues of any documents
- → Duplicate/multiple issues of journal/magazine after the completed volumes are bound
- → Documents which are available in other storage media (i.e. CD-ROMs, microfiches, microfilms) in the Library
- → Corrupted audio/video cassettes, floppies, etc.
- → Any other irrelevant documents
- → Damaged (unrepairable) documents

3. Weeding Out Policy for Different Types/ Categories of Documents

After gathering the data from DOS/ISRO Libraries on weeding out procedures / policies in practice, the following weeding out policy is defined for different types / categories of documents:

3.1 Books

a. **Technical Books;** of more than 20 years of acquisition in the Library; and no longer in demand or use (in last 5 years) can be thought of as withdrawn from active stacks, and kept in closed shelving. If no demands arise in next 1 year, the books may be weeded-out, written-off and disposed-off permanently.
b. **Non-Technical Books;** dealing with other subjects, no longer in demand or use (in last 5 years) and after 10 years of its acquisition in the Library; may be weeded out directly.
c. **Multiple copies of any books;** after 10 years of acquisition, may be considered for weeding out, by retaining one copy.
d. This exercise can be carried out as and when required.
e. Suitable entries shall be made in Accession Register.

3.2 Reference Documents

a. Reference documents being renewed periodically like rule books, directories, yearbooks, almanacs etc. and replaced by newer editions may be kept in general collection for a period of next five years and subsequently weeded out.
b. Other reference documents may be weeded out as per the criteria for technical/non-technical books.

3.3 Bound Volumes

a. Wherever perpetual online access to archives of any journal (Popular Science or Technical Magazine) is purchased by the Library or any other DOS/ISRO Library, weeding out of bound volumes of such journals may be taken up.

3.4 Journals and Magazines

a. Technical magazines > 3 years old may be weeded out.
b. Popular magazines > 1 year and Newspapers > 3 months old may be weeded out.
c. The journal/magazine issue(s) that are lost in transit shall be written off appropriately.

3.5 Reprints and Standards

a. Reprints and Journal articles written by Scientist/Engineer of the Centre/Unit shall be weeded out after digitization and archival in Digital Repository.
b. Other reprints may also be considered for weeding out based on their content and online availability (open or free access online etc.).
c. Obsolete, withdrawn (by originating agencies) and superseded standards and specifications may be weeded out.

3.6 Technical Reports

3.6.1 DOS/ISRO Reports

a. As a custodian of reports published by individual DOS/ISRO Centre/Unit/Institute, Library has to retain hard as well as soft copy of technical reports.
b. Reports of other DOS/ISRO Centres/Units/Institute shall be weeded out as and when required.

3.6.2 NASA, ESA and other Technical Reports

a. Reports available freely/open access online may be considered for weeding out after archiving the digital copy.
b. For other reports, content-wise evaluation may be taken up in a phased manner to trim the reports collection.

3.6.3 Annual Reports

a. Annual reports of individual DOS/ISRO Centre/Unit/ Institute may be retained for maximum 10 years and weeded out after digitization and archival.
b. Annual reports of other DOS/ISRO Centre/Unit/ institute either accessioned or un-accessioned may be weeded out after next 5 years.
c. Annual reports of other government organisations, departments and ministries may be kept accessioned/ un-accessioned for next 2 years and weeded out subsequently.

3.6.4 Trade Literature

a. Product and trade literature related information which is available online freely and rarely used may be weeded out.
b. All such old and/or rarely used collections (mostly received complimentary / on gratis) may be removed from stack area.

3.6.5 Grey Literature

a. Newsletters, house journals, pamphlets, brochures, advertising material may be retained maximum for 3 months.

b. Newsletters, house journals and other publications other than books brought out by DOS/ISRO Centre/Unit /Institute shall be preserved for one year.
c. All old collection of such materials shall be weeded out.
d. Individual Centre/Unit related literature shall be retained for maximum 5 years and weeded out after digitization and archival.

4. Weeding and Disposal of Old and Obsolete Documents

The list of old and obsolete documents due for weeding and disposal after applying above criteria shall be presented and discussed in the Library Committee meeting. After the Library Committee recommendation and the approval of competent authority for weeding and disposal of documents, the following withdrawal and disposal methods may be adapted.

a. The documents list including duplicate issues of journals/magazines may be circulated to all the Divisions in the Centre/Unit/Institute if they wish to preserve some of the documents in their Divisions.
b. The list may also be circulated to all the DOS/ISRO Libraries. If any Library wishes to preserve some of the documents, such documents shall be permanently transferred.
c. The remaining list may be circulated to all the Library users for purchase. Documents may be offered to users on first come first serve basis with nominal amount decided locally by the Centre/Unit/Institute.
d. All the left over documents shall be disposed as per existing practice followed in Centre/Unit/Institute.

e. All the related records such as accession register, list of write-off documents and Library management software shall be updated against each document written-off/ weeded out.

ANNEXURE-1: Accession Register Format-Form GFR-18

FORM GFR 18

GENERAL FINANCIAL RULES 2017
Ministry of Finance
Department of Expenditure

FORM GFR 18

[See Rule 211. (ii) (c)]

ACCESSION REGISTER

Date	Access-ion Num-ber	Author	Title	Vol.	Place and Publi-sher	Year of Publi-cation	Pages	Source	Class No.	Book No.	Cost	Bill No. and date	With drawn date	Re-marks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

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ANNEXURE-2: Constitution of Committee for Preparing Library Manual "DOS/ISRO Library Policies and Procedures"

अंतरिक्ष ज्ञान | ANTARIKSH GYAAN
इसरो पुस्तकालय समूह | ISRO LIBRARY CONSORTIUM
इसरो मुख्यालय | ISRO HEADQUARTERS

No. ISROHQ:LIB:AG:32/2019/LM **12th February 2019**

Sub.: Constitution of Committee for Preparing Library Manual "DOS/ISRO Library Policies and Procedures" – reg.

*****

1. As libraries do not fall under the purview of General Financial Rules and DOS Purchase Manual, different methods, procedures and methodologies are adopted in DOS/ISRO libraries. As discussed during 7th Antariksh Gyaan Steering Committee meeting held from 10-11th December 2018 at SDSC-SHAR, following committee is constituted for preparing library manual ***"DOS/ISRO Library Policies and Procedures"***.

Sl. No.	Name	Role
1	Head, Library & Information Division, VSSC	Chairman
2	Head, Library & Documentation, SDSC-SHAR	Member
3	Head, Library & Documentation Division, SAC	Member
4	Head, Library & Documentation Division, URSC	Member
5	Head, Library & Documentation Division, ISTRAC	Member
6	Head, Library & Documentation, PRL	Member
7	Incharge, Library & Documentation, NRSC	Member
8	Engineer-In-Charge, Library & Documentation Division, LPSC (Valiamala)	Member
9	In-Charge, Library & Documentation, ISRO HQ	Member Secretary

Terms of Reference for the Committee:

The committee will collect, analyze and draft best measures and practices with following terms of reference:

- Collection development policies and procedures including terms and conditions of supply
- Journal/Serials (Print) subscription policies and procedures including terms and conditions of supply
- Guidelines and procedures for subscription/purchase of electronic resources
- Uniformity in overdue charges and collection systems
- Stock verification methods and methodologies
- Systematic weeding out policies
- Library circulation policies
- Loss of documents/preventive measures

- Library audit
- Library usage statistics
- Security and safety measures
- Centralised bound volumes archive

2. Committee may include other relevant and best practices which seems useful to be adopted as a common practice for DOS/ISRO libraries in the scope of the above terms of reference.

3. Committee may identify and co-opt members from DOS/ISRO libraries as per requirement to complete the library manual on a time bound basis. Draft library manual should be submitted to the undersigned for review on or before 30th June 2019.

लक्ष्मीप्रसाद

[ए. एस. लक्ष्मीप्रसाद]
[A. S. Laxmiprasad]
अध्यक्ष, अंतरिक्ष ज्ञान
Chairman, Antariksh Gyaan

Copy for kind information to:

Chairman, ISRO/Secretary, DOS
Scientific Secretary, ISRO
Director, VSSC/SHAR/SAC/URSC/ISTRAC/PRL/NRSC/LPSC(V)

ANNEXURE-3: Re-constitution of Committee for Preparing Library Manual "DOS/ISRO Library Policies and Procedures"

अंतरिक्ष ज्ञान | ANTARIKSH GYAAN
इसरो पुस्तकालय समूह | ISRO LIBRARY CONSORTIUM
इसरो मुख्यालय | ISRO HEADQUARTERS

No. ISROHQ:LIB:AG:32/2021/LM   19th January 2021

OFFICE ORDER

Sub.: Re-constitution of Committee for Preparing Library Manual "DOS/ISRO Library Policies and Procedures"

* * * * *

In partial modifications to office order No. ISROHQ:LIB:AG:32/2019/LM dated 12th February 2019, the committee for preparing Library Manual ***"DOS/ISRO Library Policies and Procedures"*** is re-constituted as follows:

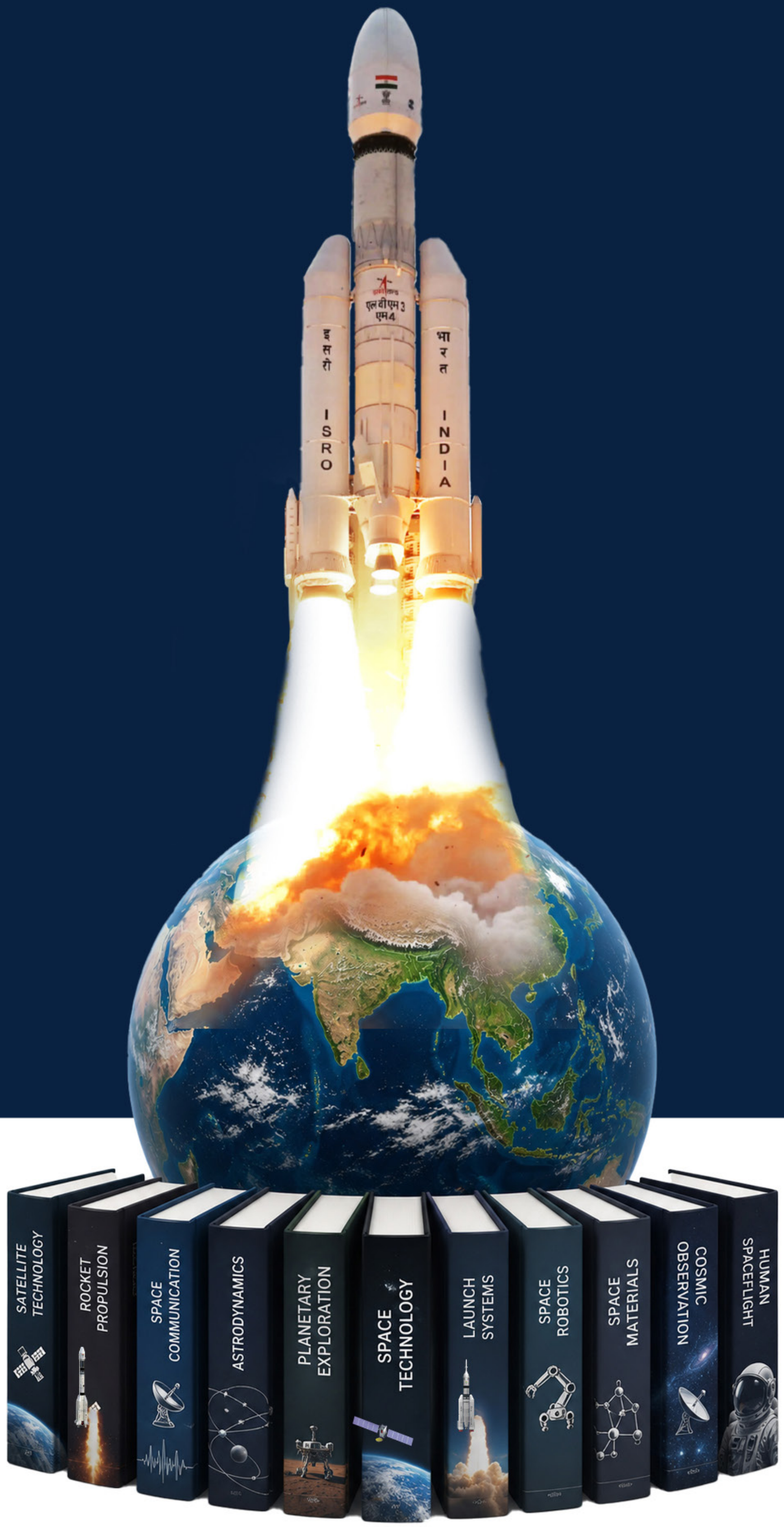
Sl. No.	Name	Role
1	Head, Library & Documentation Division, SAC	Chairman
2	Head, Library & Documentation, SDSC-SHAR	Member
3	Head, Library & Documentation Division, URSC	Member
4	Deputy Division Head, Library & Information Division, VSSC	Member
5	Head, Library & Documentation, PRL	Member
6	Head, Library & Documentation, NRSC	Member
7	Library Officer 'D', IIST	Member
8	Engineer-In-Charge, Library & Documentation Division, LPSC (Valiamala)	Member
9	In-Charge, Library & Documentation, ISRO HQ	Member Secretary

All other terms of reference for the committee will remain same.

20/01/2021

[डॉ. के. वि. श्रीराम]
[Dr. K. V. Sriram]
अध्यक्ष, अंतरिक्ष ज्ञान
Chairman, Antariksh Gyaan

Copy for kind information to:
Chairman, ISRO/Secretary, DOS
Scientific Secretary, ISRO
Director, SAC/SHAR/URSC/VSSC/PRL/NRSC/IIST/LPSC(V)



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