Library Services

**Book Lending**

All registered users are entitled to borrow books and other materials according to the PIDE Library Policy. Please inquire at the Circulation Desk for your eligibility. To borrow books, [please present your PIDE - ID Card at the Circulation Desk.

**Reference Service**

An active help desk provide efficient and reliable service under the supervision of professional librarians. Users may contact for queries by telephone and E-mail: library@pide.org.pk

**Searching Assistance**

In case an item is not located on the shelve, inquiry can be made at the Circulation Desk. A search will, then be initiated and the user will be informed, when the required item is found.

**Inter-Library Co-operation**

Arrangements are also made for inter-library loan for books and journals especially with libraries on the request of librarians. It is a co-operative effort on the part of the librarians and it is useful too, for the procurement of literature not available in the library, without which it is difficult to collect all such useful materials on individual basis. The library could not procure all relevant materials, which is publishing with such a speed. There is also limitation of financial resources, as the cost of books. Journals and other materials are growing rapidly.

**Maintenance of clipping and pamphlet files**

Newspaper clipping and maintains files of news, papers clipping properly and keep them in cabinet, for the current information on the subject not available in the books and journals can be located in the files of newspaper clipping.  The articles and news items containing comprehensive information are underlined by the Chief/Deputy Chief for entering and a person daily cuts those marked items and paste them on plain sheet, and keep them in the files of that subject. The newspaper clipping are arranged chronologically and filed in relevant subject files, which are kept alphabetically with the subject in the cabinet.

**Bibliographical service**

The Library provides subject bibliographies of the available resources for Instructional support. These bibliographies are delivered to the Faculty for course designing and to students for their research work and assignments

* **Online Resources Searching Service**
NTU library provides online resources searching service on special request from the patrons. This service enables the library users to find latest and comprehensive information related to their assignment/ projects/ thesis etc.
* **Information Searching**
Users may search OPACs (Online Public Access Catalogs) terminals, available in library premises to search appropriate information material by different and multiple options.
* **Reference Service**
Active help desks provide efficient and reliable reference assistance to patrons. NTU Library also provides reference services through email i-e **library@ntu.edu.pk**
* **Electronic Services**
Library provides the Internet, Web searching, printing and scanning services to the students free of charges.
* **Journals/ Magazines Index**
To fulfill the information needs of the patrons, periodical indexing service is an advance service for an academic library. Library disseminate Journals/ Magazines index of subscribed journals/ Magazines through Library Bulletin or announcements.
* **User Education**
To optimize the use of its resources and services library conducts information literacy sessions for its users.
* **Online Public Access Catalogue**
The library has uploaded its data online, through which the users can access the library collection/ material everywhere, even through their mobile/ cell phones etc.
* **Borrowing Service**
Borrowing of library material is available for all registered users with different privileges.
* **Reservation**
Any book in the library’s reserve section can be reserved. You will be notified when the book is available.
* **Advisory Service**
The Career and Education Advisory service for studies abroad is available to provide latest and comprehensive information and advice to the students.
* **Instructional Support: Bibliographic Services**
Library generates subject bibliographies for instructional support.
* **Photocopying Service**
Photocopy set up has been installed within the library premises and this service is available on a very nominal charges.
* **Press Clipping**
Monthly index of major National English Dailies according to the proposed keywords e.g. Trade & Finance, Textiles, Engineering, Environment, International Relations, etc. is available. Newspaper index published in NTU Library Bulletin.

LIBRARY SERVICES

All registered users are entitled to borrow books. Lending privileges differ for various categories.

**Reference Services**

Trained and highly qualified staff is available to provide reference services from the entire online research databases. Users may satisfy their queries through telephone or e-mail at ​: ***tech.librarian@nust.edu.pk***

The library staff facilitates a wide range of presentations for library users, thus enabling users exploit the library to its ​maximum potential. These presentations educate users get an easy access to online databases for literature searching. Presentations for small groups can also be arranged on request.

**Photocopy Services**

Photocopy facility has been made available for readers to make copies from Reference Books and Journals etc.

**Borrowing**

All registered users of NUST are entitled to borrow books. Lending privileges differ for various categories. Circulation Desk has been set up to respond to your queries.

**Self-Service Kiosks**

NUST Central Library has implemented Radio Frequency Identification (RFID) technology to change its manned check-in and checkout system to self-service. Now Central Library members use a self-check-in kiosk to issue or renews their required books from the library, using their NUST ID cards or through biometric identification. They also drop their books in the electronic drop box kiosk, installed near the entrance, to return these to the library. Central Library RFID solution also includes a shelf management system which helps the library staff to find misplaced books and arrange these in the shelves.

* [Self Check-out Kiosk](http://www.nust.edu.pk/Library/ABOUT-LIBRARY/PublishingImages/Self%20Check-in%20Kiosk.jpg)
* [Drop Box​](http://www.nust.edu.pk/Library/ABOUT-LIBRARY/PublishingImages/Drop%20Box.JPG)
* [Online Public Access Catalogue​](http://www.nust.edu.pk/Library/ABOUT-LIBRARY/PublishingImages/Online%20Public%20Access%20Catalogue.JPG)

**​NUST Library mobile app**

NUST Central Library has launched a **“NUST Library”**mobile app and can be downloaded from Play Store free of cost on Android phones. It is an amazing app to instantly tap into library resources anytime and anywhere. Members can use this app to manage their accounts, renew books and search their required information in the NUST libraries. Currently, so many library users have downloaded it and are enjoying the experience. Moreover, an online searching kiosk is also available in the library.

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Reference Services • Lending Services • Contents Alert Service • Inter Library Loan • Inquiries and Advisory Service • Article Indexing • Photocopy • Mobile Library

Learning Resource Centers • Remote Access to Online Databases • Information Literacy Sessions • Term 8t. Research Paper Assistance • Indexing of Pakistani Journal Articles (in Faculty of Health Sciences Library, Karachi)

## Reference Services

The function of libraries is three-fold. Libraries acquire information, organize that information in a way it can be retrieved, and disseminate the information the library has acquired. Reference services fulfills this last function. Reference services may vary from library to library, but most libraries have an information or [Reference Desk](https://library.uaf.edu/reference) where assistance from a librarian is available. Almost all libraries provide reference services via the telephone and many libraries offer email, text, or chat services with a reference librarian.

There are three main types of reference assistance:

* Assistance or instruction with using the library, including locating materials, using the catalog, using computers to access information, and using basic reference sources.
* Assistance identifying library materials needed to answer a question.
* Providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. that can be quickly located.

## Types of Reference Sources

Reference sources such as dictionaries, encyclopedias, almanacs, atlases, etc. are research tools that can help you with your paper or project. Reference sources provide answers to specific questions, such as brief facts, statistics, and technical instructions; provide background information; or direct you to additional information sources. Reference sources are not scholarly (peer-reviewed). In most libraries, reference sources do not circulate and are located in a separate reference collection. This practice makes reference sources readily available and easily accessible.

Reference sources are designed to be consulted rather than read through. Reference materials can be arranged alphabetically, topically, or chronologically. Many will contain cross listed information and more than one index. If it is not obvious how a reference source is organized, take a moment to look through the explanatory or how-to-use information, which is usually presented at the beginning of the book, or in HELP screens for online products.

There are thousands of reference sources available that cover practically every subject. Although the term reference "book" is frequently used, reference sources can be books, serials, on-line databases or information found on the Internet. A large part of using reference sources well is choosing the right one for your needs.

Despite the wide variety available, reference sources can be categorized into a handful of groups. Think about the kind of information you need and how you will use it. If you are unsure which reference tool is best suited to your information need, a [reference librarian](https://library.uaf.edu/reference) will be able to assist you.

Quick guide for selecting the right type of reference source (Collins, 151):

|  |  |
| --- | --- |
| **For information about...** | **Choose...** |
| Words | Dictionaries |
| General information/Overview of topic | Encyclopedias |
| Names & addresses of people, organizations, institutions, companies | Directories |
| Profiles of people | Biographical Dictionaries |
| Places/Maps | Gazetteers or Atlases |
| Facts and Statistics | Almanacs |
| Formula, Tables, How-To-Do-It | Handbooks and Manuals |
| A person's work | Reviews or Criticisms |
| Dates, outlines, historical timelines | Historical tables, Chronologies, Historical yearbooks |
| Periodical Articles | Indexes or Abstracts |
| Books and other sources | Bibliographies or Guides to Literature... |

### Types of Reference Tools

Two major categories of reference materials are general and subject. **General reference sources** include all subjects and present overviews of topics. **Subjects specific reference sources** provide in-depth coverage on specialized topics.

#### Dictionaries

Dictionaries provide information about words.

* **General dictionaries** are the most familiar to us. You may even own one. This group includes Webster's International Dictionary, the Random House Dictionary of the English Language, and the [*Merriam-Webster Collegiate Dictionary*](http://www.merriam-webster.com/). These sources generally provide definitions, pronunciations, syllabication, and usage.
* **Historical dictionaries** provide the history of a word from its introduction into the language to the present. [The Oxford English Dictionary](http://login.proxy.library.uaf.edu/login?url=http://www.oed.com) is an excellent example of this type of dictionary.
* **Etymological dictionaries** are dictionaries which emphasize the anaylsis of components of words and their cognates in other languages. These dictionaries emphasize the linguistic and grammatical history of the word usage. The Oxford Dictionary of English Etymology is an example of an etymological dictionary.
* **Period or scholarly specialized dictionaries** focus on a particular place or time period. For example, try the Dictionary of Alaskan English if you would like to know when the word "cheechako" was first used.
* **Foreign language dictionaries** are fairly self-explanatory. We've all looked up words in a French or Spanish or other Western European language. Don't forget other wonderful dictionaries, such as the Yup'ik Eskimo Dictionary or the Inupiat Eskimo dictionary.
* **Subject dictionaries** focus on word definitions in a subject area, such as finance, law, botany, electronics, physics, etc.
* **Other dictionaries** include dictionaries of slang, abrreviations, synonyms, antonyms, abbreviations, acronyms, reversals, rhyming, idioms, phrases, and guides to correct usage. Dictionary of Acronyms and Abbreviations, The Macmillan Dictionary of Historical Slang, [*Roget's II: The New Thesaurus*](http://www.bartleby.com/110/), [*The American Language*](http://www.bartleby.com/185/), *[Strunk's Elements of Style](http://www.bartleby.com/141/)*.

Dictionaries, like other reference sources, may belong to more than one category. For example, an English-Russian engineering dictionary is both a foreign language and a subject dictionary.

Dictionaries may be abridged or unabridged. Abridged dictionaries are smaller and contained the most commonly used words. Unabridged dictionaries try to include all words in current usage. Like other reference sources, dictionaries may become outdated as language evolves. Care should be taken to carefully identify the publication date and focus of the dictionary selected. General dictionaries begin with LC call numbers starting with AG. Specialized dictionaries will have subject specific call numbers.

#### Encyclopedias

Encyclopedias provide general background information; they are a good place to start researching a topic that you know little about. Large subject areas or disciplines are covered in broad articles that explain basic concepts. These overview articles often contain references to more specific aspects of the larger topic and may include a bibliography that leads you to more in-depth sources. Encyclopedias may be general or subject specific.

* **General encyclopedias** usually arrange articles alphabetically by topic. Look for an accompanying index which may list cross-references to other articles. Included in this category are [Encyclopaedia Britannica](http://login.proxy.library.uaf.edu/login?url=http://academic.eb.com), The Cambridge Encyclopedia , Encyclopedia Americana, and the [*Columbia Encyclopedia*](http://www.infoplease.com/encyclopedia/). General encyclopedia LC call numbers begin with AE.
* **Subject encyclopedias** are available for almost every academic discipline. They provide more in-depth and technical information than general encyclopedias. Subject encyclopedias generally assume some prior knowledge of the subject. There is no general rule for how these tools are arranged. Look for an index. A few examples of subject encyclopedias include the McGraw-Hill Encyclopedia of Science and Technology, International Encyclopedia of the Social Sciences, Encyclopedia of World Art, Encyclopedia of Philosophy, and the Encyclopedia of Archaeology. Subject encyclopedias will have subject specific call numbers.

#### Directories

Directories provide names, addresses, affiliations, etc. of people, organizations, or institutions. They can be used to verify addresses, name spellings, and provide contact information. As in other reference sources, directories may be general or focused on a particular subject.

* **General directories**: Zip Code & Post Office Directory, Encyclopedia of Associations
* **Subject directories**: Fairbanks Phone Directory, Museums of the World, A Directory of Eskimo Artists in Sculpture and Prints, [*A-Z Index of U.S. Government Departments and Agencies*](https://www.usa.gov/federal-agencies/a), Directory of Multinationals, [*Thomas Register of American Manufacturers*](http://www.thomasnet.com/index.html).

#### Biographical Dictionaries

Biographical dictionaries contain short articles about people's lives. Biography resources have call numbers that begin with CT.

* **General biographical dictionaries** include Current Biography, Dictionary of American Biography, Who's Who, Encyclopedia of World Biography, etc.
* **Subject biographical dictionaries** may focus on a subject area or group. These sources include Dictionary of Scientific Biography, Contemporary Authors, Biographical Dictionary of Psychology , New Grove Dictionary of Music and Musicians, Women of Science, etc.

#### Gazetteers or Atlases

Geographic information is located in gazetteers, atlases and maps. Geography resources have call numbers that begin with G.

* **Atlases**contain collections of maps. They provide information on geographical/political changes. There are world, national, and thematic atlases and these may be current or historical.
	+ **World atlases** include National Geographic Atlas of the World.
	+ **National atlases**: National Atlas of the United States, Atlas of the American Revolution.
	+ **Thematic atlases** focus on a specific subject area, such as astronomy or agriculture. Examples include, The Oxford Economic Atlas of the World and the Environmental Atlas of Alaska.
* **Gazetteers**are sometimes referred to as geographical dictionaries and provide descriptions of places, but no maps.
	+ **General gazetteers** include Webster's New Geographical Dictionary, The Columbia Lippincott Gazetteer of the World, Gazetteer of Undersea Features, etc.
	+ **Regional gazetteers**, such as [Dictionary of Alaska Place Names](http://www.dggs.dnr.state.ak.us/webpubs/usgs/p/text/p0567.PDF), by D. Orth, focus on a specific geographical region and are good places to look if you want to know the location of a town, its population, or where its name came from.

Sometimes atlases and gazetteers are combined, as in the Alaska Atlas and Gazetteer, by DeLorme Mapping, which publishes similar products for the other states.

#### Almanacs

Almanacs contain statistics and facts about countries, events, personalities, or subjects. Almanac resources have call numbers that begin with AY.

* **General almanacs** include the Statistical Abstract of the United States, The New York Public Library Desk Reference, World Almanac (an American focus), [*Information Please Almanac*](http://www.infoplease.com/) (print ed. called Time Almanac), Whitaker's Almanak (United Kingdom focus).
* **Subject almanacs** include The Weather Almanac, The Almanac of Renewable Energy, Political Reference Almanac, Alaska Almanac, and more.

#### Handbooks/Manuals

Handbooks and manuals are subject area tools. Handbooks provide facts, terms, concepts, movements, etc. of a topic. Manuals provide detailed instructions on a particular subject, such as how-to-do something or how something works.

* **Handbooks**: Handbook of North American Indians, Guide to Alaska Trees, Words and Ideas: A Handbook for College Writing, Handbook of Mathematical Formulas, MLA Handbook For Writers of Research Papers.
* **Manuals**: Manual of Photography, Manual for Environmental Impact Evaluation, Alaska Craftsman Home Building Manual, United States Government Manual.

#### Review & Criticism Sources

These tools provide reviews or critiques of a person's work.

* **General**: Book Review Digest, MLA, New York Times Book Review, Contemporary Literary Criticism.
* **Subject**: Children's Literature Review, Popular Music Record Reviews.

#### Historical Tables, Chronologies, Historical Yearbooks

Historical tables and chronologies present historical facts in different formats. Historical tables provide facts chronologically in columns with each column representing another geographical area or other major area, such as history, economics, religions. etc. Chronologies use narrative form to present facts. Historical tables and chronologies may span long or very short time periods. Historical yearbooks provide facts and statistics for a single year and may be published annually.

* **Historical Tables**: The Timetables of History, Historical Tables, 58 BC-AD 1985.
* **Chronologies**: Chronology of World History, The New York Public Library Book of Chronologies, Chronology of the Expanding World, 1492-1762, A Chronology of the People's Republic of China from October 1, 1949, Annals of European Civilization, 1501-1900.
* **Historical Yearbooks**: The Statesman's Year-Book.

#### Indexes & Abstracts

Indexes and abstracts lead to additional sources of periodical articles. Indexes only provide author, title, and subject information. Abstracts tend to be more descriptive. Some online index databases also include the full-text of the article.

* **General**: Reader's Guide to Periodic Index, Book Review Index, Periodicals Abstracts.
* **Subject**: Art Abstracts, New York Times Index, Biography Index, Chemical Abstracts.

#### Bibliographies

Bibliographies lead to other information sources. They are lists of books and other materials that provide author, title, and publication information. Annotated bibliographies also include a brief description or summary of the item. Bibliographies are available on almost every topic and may focus on specific persons, groups, subjects, or time periods. Many bibliographies are selective and do not attempt to include all publications. Bibliographies are sometimes referred to as "Guides to the Literature ..."

**Examples**: American Fiction, 1774-1850, Bibliography of Education, Utilization of Wood Residues: An Annotated Bibliography, A Bibliography of Sir Walter Scott, MLA Bibliography, [Current Bibliographies in Medicine](http://www.nlm.nih.gov/archive/20120907/pubs/resources.html) (NLM), *[Alutiiq Ethnographic Bibliography](http://www.ankn.uaf.edu/ANCR/Alutiiq/RachelMason/index.html)* (ANKN).

### Ready Reference

The **Ready Reference Collection** contains reference sources that are used most frequently. The Ready Reference shelves are located adjacent to the Reference Desk. The collection includes reference tools such as The Encyclopedia of Associations, The Encyclopedia of Associations, The Dictionary of Alaska Place Names, Style guides (MLA, APA, Chicago), a thesaurus, The Physician's Desk Reference, Alaska phone directories, Black's Law Dictionary, World Almanac, The Merck Manual of Medical Information, Zip Code Directories, etc.