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## 1. Background

The “Indian National Digital Library in Engineering Sciences and Technology (INDEST) Consortium” was set-up by the Ministry of Human Resource Development (MHRD) on the recommendation of an Expert Group appointed by the Ministry under the chairmanship of Prof. N.Balakrishnan, IISc. 48 centrally-funded Government institutions including IITs, IISc Bangalore, NITs, IIITs and IIMs are core members of the INDEST Consortium. The Ministry provides funds required for providing differential access to electronic resources subscribed for the core members through the Consortium Headquarters set-up at the IIT Delhi. The Consortium was re-named as INDEST-AICTE Consortium in December 2005 with the AICTE playing pivotal role in enrolling its affiliated engineering colleges and institutions as members of the Consortium for selected resources at much lower rates of subscription.

The INDEST-AICTE Consortium is the most ambitious initiative taken so far in the country. The benefit of consortia-based subscription to electronic resources is not confined to its core members but is also extended to all educational institutions under its self-supported category. 60 Govt. / Govt.-aided engineering colleges are provided access to selected electronic resources with financial support from the AICTE and 453 engineering colleges and institutions have already joined the Consortium under its self-supported category. The total number of members in the Consortium has now grown to 948. The INDEST-AICTE Consortium, on the basis of sheer strength of present and prospective numbers of institutions has attracted the best possible price and terms of agreement from the publishers. The Consortium subscribes to over 6,500 electronic journals from a number of publishers and aggregators. The INDEST-AICTE website (<http://indest.iitd.ac.in> or <http://paniit.iitd.ac.in/indest>) hosts a search interface to locate these journals and their URLs. Some of the advantages to using electronic journals are as follows:

- i) Several journals, like Nature and Science, publish supplementary material online. Such material may include experimental details, video clips or voluminous tables;
- ii) Several publishers, like American Chemical Society (ACS), have policies to make their articles available on the Web “as soon as publishable (ASAP)”. Online First (Springer), Article in Press (Elsevier Science) and Early View (Wiley) are other similar examples.
- iii) Electronic journals generally offer their articles in PDF (Portable Document Format) which is a highly compressed format. A modest-size hard disk can store hundreds of articles.
- iv) Most electronic journals in their “HTML” versions provide a lot of linking facilities wherein citations are linked to their full-text or abstracts in databases like MEDLINE or INSPEC. The electronic journals, therefore, facilitate going backwards and forwards in the scientific literature.
- v) Several journals send the table of contents for their new issues by e-mail. Similarly several web-based databases conduct search on subject profile defined by a user and mail the search results to users periodically.



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## **2. Objectives**

The objectives of the INDEST-AICTE Consortium are as follows:

- i) to subscribe electronic resources for the members of the Consortium at highly discounted rates of subscription and at the best terms and conditions;
- ii) to extend the benefit of consortia-based subscription beyond the core members to other engineering and technological institutions;
- iii) to impart training to the users and librarians of the member institutions on subscribed electronic resources with an aim to optimise the usage of electronic resources;
- iv) to find more avenues of cooperation and interaction amongst member libraries;
- v) to increase interactions amongst member institutions; and
- vi) to increase scientific productivity of member institutions in terms of quality and quantity of publications.

## **3. Major Activities of the INDEST-AICTE Consortium**

Major activities of the Consortium are as follows:

- i) To arrange subscription to identified electronic resources for member institutions;
- ii) Identification of new resources;
- iii) Interaction with member libraries to ensure optimal utilization of subscribed electronic resources;
- iv) Ensure access to subscribed electronic resources to member libraries as per their subscription;
- v) Organize training programmes for the member institutions on use of electronic resources;
- vi) Initiate additional activities complementary to the present activities of the Consortium and;
- vii) Encourage interactions amongst member libraries.



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#### **4. Membership**

The INDEST-AICTE Consortium has the following three types of Members:

##### **4.1. Core Member Institutions**

48 centrally-funded Government institutions including IITs, IISc, NITs, IIMs and few other institutions are core members of the Consortium. The Ministry provides funds required for providing differential access to electronic resources to its core members through the Consortium Headquarters set-up at the IIT Delhi. The Consortium is considering induction of few more centrally-funded institutions as its core members. These institutions include NIFT Ranchi, NIT Patna, IIIT Jabalpur and National Institute of Technical Teacher's Training & Research Chandigarh. Appendix IV and V list core institutions and e-resources subscribed for them respectively.

##### **4.2. Members with Financial Support from the AICTE**

Sixty Govt. / Govt-aided institutions have become member of the INDEST-AICTE Consortium with financial support from the All India Council for Technical Education (AICTE). Appendix VI lists AICTE-supported institutions and e-resources subscribed for them. The AICTE is actively considering to provide the benefit of access to selected e-resources to all Govt. / Govt. aided institutions.

##### **4.3. Self-supported Engineering Colleges and Institutions**

The Consortium, being an open-ended proposition, invites AICTE-accredited and UGC-affiliated institutions to join hands with the leading engineering and technological institutions in India and share the benefits it offers in terms of lower subscription rates and better terms of agreement with the publishers. 453 engineering colleges and institutions have already joined the Consortium under its self supported category. Appendix VII lists self-supported institutions and e-resources subscribed for them.

A complete list of member institutions, their postal address and e-mail contacts are given in Annexure I.1 to I.3.

#### **5. Governance**

The INDEST-AICTE Consortium operates through its headquarters set-up at the IIT Delhi under a National Steering Committee consisting of members from amongst beneficiary institutions under the Chairmanship of Director, IIT Delhi and Chairman, AICTE as its co-Chairman. A National Review Committee is also functioning under the Chairmanship of Joint Secretary (Technical Education) with an overall responsibility for making policies, monitoring the progress, coordinating with UGC and AICTE for promoting the activities of the Consortium. Composition of existing National Steering Committee and National Review Committee of the Consortium is given in Appendix II.

#### **6. Electronic Resources Subscribed by the Consortium**

Electronic resources subscribed by the INDEST-AICTE Consortium can broadly be divided into the following two categories:

##### **6.1. Full-text Electronic Resources**

Full-text electronic resources contain complete articles along with their bibliographic details. The INDEST-AICTE Consortium subscribes to several full-text e-resources like IEL Online, Science Direct, Springer Link, ACM Digital Library, etc. All full-text resources subscribed by the

Consortium contain electronic journals. However, IEL Online and ACM Digital Library also host conference proceedings and standards.

### 6.2. Bibliographic Databases

Bibliographic databases contain references to articles published in journals, conference proceedings or chapters in books. Most bibliographic databases contain abstracts of the articles along with links to their full-text and are subscribed for IITs and IISc only (Group I); however, JCCC is available to all the core member institutions of the Consortium.

The Consortium subscribes to 17 full-text e-resources and 6 bibliographic databases. The member institutions are provided differential access to these resources based on their needs and activity profile.

Electronic Resources Subscribed by the INDEST			
Full-Text E-Resources			
1.	ABI / INFORM Complete	13.	Indian Standards
2.	ACM Digital Library	14.	INSIGHT
3.	ASCE Journals	15.	Nature
4.	ASME Journals (+ AMR)	16.	ProQuest Science
5.	ASTM Standards & Journals	17.	Springer Link
6.	Capitaline	<b>Bibliographic Databases</b>	
7.	CRIS INFAC Ind. Information	18.	COMPENDEX on Ei Village
8.	EBSCO Business Source Premier and Academic Elite	19.	INSPEC on Ei Village
9.	Elsevier's Science Direct	20.	J-Gate Custom Content for Consortia
10.	Emerald Insight Full text	21.	MathSciNet
11.	Euromonitor GMID	22.	SciFinderScholar
12.	IEEE / IEE Electronic Library Online	23.	Web of Science

A brief description of these resources and a brief tutorial on each resource is given in section 13 of this Compendium.

### 6.3. Resources Accessible to the Member Institutions

Resources accessible to the core members of the INDEST-AICTE Consortium are mentioned in the table given below. 48-core member institutions beneficiary of resources through the INDESTAICTE Consortium are divided into four groups (see Annexure I.1). G1 & 2 in the last column, for example, indicate that the resource is accessible to all IITs / IISc (Group 1) and NITs, SLIET, ISM and NERIST (Group 2).

Electronic Resources Subscribed by the INDEST			
Full-Text E-Resources			
Sl. No.	Electronic Resources	URL	Accessible to
1.	ABI / INFORM Complete	<a href="http://www.il.proquest.com/pqdauto">http://www.il.proquest.com/pqdauto</a>	G1 & 4

2.	ACM Digital Library	<a href="http://portal.acm.org/portal.cfm">http://portal.acm.org/portal.cfm</a>	G1, 2& 4
3.	ASCE Journals	<a href="http://www.scitation.org">http://www.scitation.org</a>	G1& 2
4.	ASME Journals	<a href="http://www.scitation.org">http://www.scitation.org</a>	G1& 2
5.	ASTM Standards & Journals	<b>Standards:</b> <a href="http://enterprise.astm.org">http://enterprise.astm.org</a> <b>Journals:</b> <a href="http://journalsip.astm.org/">http://journalsip.astm.org/</a>	*
6.	Capitaline	<a href="http://www.capitaline.com/intranet/INDEST_consortium.htm">http://www.capitaline.com/intranet/INDEST_consortium.htm</a>	G1 & G4
7.	CRIS INFAC Ind. Information	<a href="http://www.crisil.com/">http://www.crisil.com/</a>	G4 (IIMs only)
8.	EBSCO Business Source Premier & Academic Elite	<a href="http://search.epnet.com/">http://search.epnet.com/</a>	G1 & G4
9.	Elsevier's Science Direct	<a href="http://www.sciencedirect.com/">http://www.sciencedirect.com/</a>	G1&2 (selected)
10.	Emerald Insight	<a href="http://iris.emeraldinsight.com/">http://iris.emeraldinsight.com/</a>	G1 & G4
11.	Euromonitor GMID	<a href="http://www.euromonitor.com/gmid">http://www.euromonitor.com/gmid</a>	G1 & G4
12.	IEL Online	<a href="http://ieeexplore.ieee.org/">http://ieeexplore.ieee.org/</a>	All Members
13.	Indian Standards	Intranet Version	G1 & G2
14.	INSIGHT	<a href="http://www.insight.asiancerc.com/">http://www.insight.asiancerc.com/</a>	G4
15.	Nature	<a href="http://www.nature.com/">http://www.nature.com/</a>	G1 & G2
16.	ProQuest Science	<a href="http://www.il.proquest.com/pqdauto">http://www.il.proquest.com/pqdauto</a>	G2 & G3
17.	Springer Link	<a href="http://www.springerlink.com/">http://www.springerlink.com/</a>	G1, G2 & G3
<b>Bibliographic Databases</b>			
18.	COMPENDEX & INSPEC	<a href="http://www.ei.org/ev2/home">http://www.ei.org/ev2/home</a>	G1
19.	J-Gate Custom Content for Consortia	<a href="http://jccc-indest.informindia.co.in/">http://jccc-indest.informindia.co.in/</a>	G1, G2 & G3
20.	MathSciNet	<a href="http://www.ams.org/mathscinet">http://www.ams.org/mathscinet</a>	G1
21.	SciFinderScholar	<a href="http://www.cas.org/SCIFINDER/SCHOLAR/index.html">http://www.cas.org/SCIFINDER/SCHOLAR/index.html</a>	G1
22.	Web of Science	<a href="http://isiknowledge.com">http://isiknowledge.com</a>	G1

\* Members pay on their own for this resource

The institutions enrolled as members of the INDEST-AICTE Consortium with support from the AICTE are being given access to a selected electronic resources including IEL Online Library, ASCE Journals, ASME Journals and ProQuest Science. Resources are provided based on the courses offered by these institutions at the postgraduate level. Annexure III indicates resources allocated to various AICTE institutions.

## 7. Using E-Resources

### 7.1. How to Access Electronic Resources?

The access to electronic resources are IP-enabled for institutional members of the Consortium. As such a user does not require Login ID and Password to access resources available to his / her

institution; instead, the resources are accessible to them anywhere on their Campus network. Most institutions provide links to such resources through their website. The Consortium also maintains a website (<http://indest.iitd.ac.in> or <http://paniit.iitd.ac.in/indest/>). Users are encouraged to use either of the websites for correct URLs.

Login ID and password are provided to institutions that do not have static IP addresses for accessing e-resources made available to them. Please contact your Librarian to get login ID and password information.

## 7.2. Finding E-Journals

The INDEST-AICTE Consortium subscribes to around 6,500 electronic journals including journals available in aggregated databases like ProQuest Science, ABI/INFORM Complete and EBSCO Business Source Premier and Academic Elite. There are following ways to find out journals available to the members of the Consortium:

- ☛ The INDEST-AICTE Consortium website (<http://indest.iitd.ac.in> or <http://paniit.iitd.ac.in/indest/>) provides an interface for searching e-journals along with their URLs. Click at “search”;
- ☛ Alphabetical list of journals is also available from the Consortium website (<http://indest.iitd.ac.in> or <http://paniit.iitd.ac.in/indest/>). Click at “search”;
- ☛ Some of the institutions may also have Web sites with their own interfaces for e-journals accessible to them.
- ☛ The JCCC interface (<http://jccc-indest.informindia.co.in>) provides content level access to e-journals accessible to members of the Consortium either through the consortium subscription or individual library subscription.

## 7.3. Using E-Journals

Most e-journals are made available in similar format and are accessible in the same or similar ways.

Articles in e-journals are available in either HTML, PDF or Post Script format. To view a document

in PDF format, you need Adobe Acrobat Reader installed on your computer. The Adobe Acrobat Reader can be downloaded free from <http://www.adobe.com/products/acrobat/readstep2.html>. A tutorial of Acrobat Reader is given in this compilation. Follow the steps given below to use an electronic journal:

- ☛ Find the Web site for the e-journal you require (See “Finding e-journals”);
- ☛ Look for link to the volumes / issues available for that journal, click at the required volume and issue;
- ☛ This will take you to the Table of Contents (ToC) of selected volume / issue. Scroll through the table of contents (arranged according to page numbers) and find the article you require;
- ☛ Click on the full-text or PDF link to view the article;
- ☛ Print the article or save it to your disk.

While separate tutorials / guides are available for each resource subscribed by the Consortium,

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features and facilities generally offered by every electronic journals are given below:

### **7.3.1. Navigation**

All e-journals provide tools to navigate within a journal; from one volume to another volume; from one issue to another issue and from one journal to another journal published by the same publisher.

Basic navigation icons like Home page, Online Help, Recent issues, Archives, etc. are mostly available on each page.

Most Internet browsers (like Internet Explorer and Netscape Navigator) have a back button for returning to previous page. Most browsers are capable of searching a word or a phrase on a single page being displayed. Press “Control” and “F” simultaneously to invoke this facility. A separate tutorial is provided for navigating the articles in PDF format.

### **7.3.2. Browse**

You can browse an e-journal just as you browse a print journal using electronic browsing features offered by most e-journals that are more convenient than conventional print journals. All e-journals provide Table of Contents (ToC) in HTML format for their current as well as for old issues. The ToC is a listing of articles in an issue in order of their appearance in the printed journals. Select a volume / issue for browsing its table of contents. Each article in a ToC contains link to its abstract and full-text (in PDF and / or HTML and / or PostScript formats). You can click at either of them to view it. You would require Adobe Acrobat Reader to open a PDF version of an article. An HTML document can be opened directly in a browser. Each entry of an article in a Table of Contents (ToC) appears in the following format:

- ☐ **Making Statistics More Meaningful for Policy Research and Program Evaluation • ARTICLE**  
*Pages 525-540*  
HENRY MAY  
SummaryPlus | Full Text + Links | PDF (126 K)

The above entry is from the Table of Contents of a journal entitled “American Journal of Evaluation”, Volume 25, Issue 4, Winter 2004 (Science Direct). The Box on the left hand can be clicked for further processing. The last link of the article provides link to different versions of article (i.e. SummaryPlus / Full-Text / PDF).

- **Browsing through JCCC**

You can also browse e-journals using the JCCC. See the tutorials for JCCC for further details.

- **E-mail Alerts**

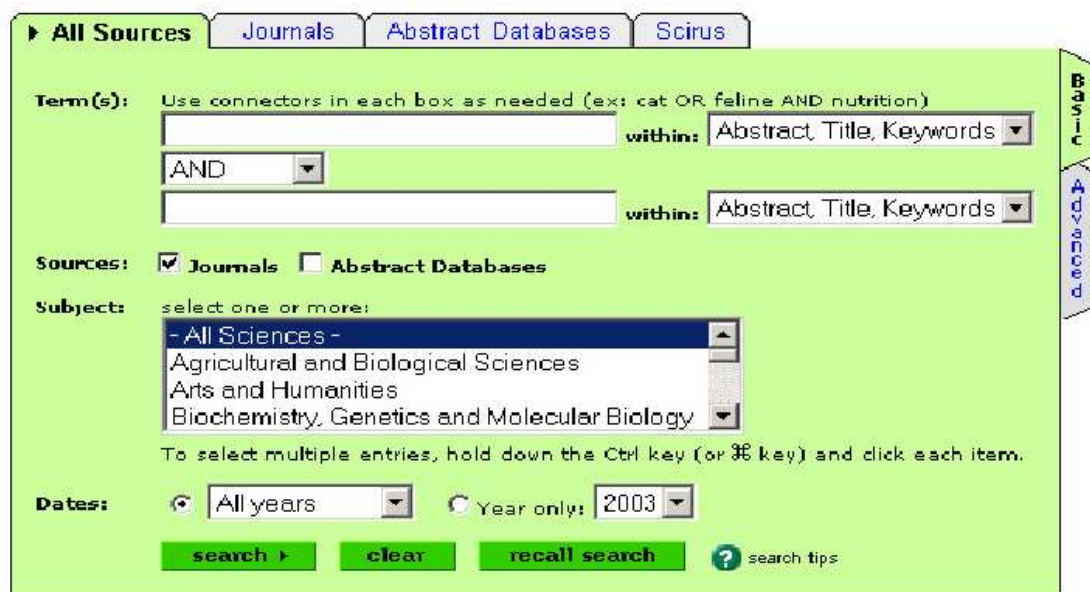
Most journal publishers offer the ability to set up an email alert for the table of contents from a specific journal or group of journals. A user is generally required to create a personal profile or personal login where user may specify journal(s), subject area, frequency of email alert, etc. You may set-up e-mail alerts for browsing. See Section 8 in this unit to learn more about setting-up email alerts.

### 7.33. Search

All e-journals provide interface to search for subject keywords, words in titles / abstracts, authors etc. Most electronic journals provide the following two types of searches:

#### ➤ Simple Search

The users are presented with one or two search query boxes with pull-down menu to use logical operators (AND, OR, NOT) or to restrict the search to chosen fields (i.e. author, title, abstract, etc.) or to expand it to all fields. The typical simple search interface is given below:



Simple Search Interface for Science Direct

#### ➤ Advanced Search

In advanced search option, users are generally presented with a single search query box without pull-down menus. The interface also provides tables for various fields in a record along with instructions and commands for restricting or expanding a search to these fields and for using logical and proximity operators to conduct a search query. The advanced search allows a user to perform wide range of advanced searches. He/she is required to be thorough with techniques of conducting a search query. A user is responsible for correct syntax and use of valid combinations of query words and operators for getting the best results. The advanced search allows use of wild cards that facilitate a user to select documents containing matches to a character string containing variables. Use of wildcard is illustrated in the following example:



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Organ\* Where "\*" is a wildcard, searching "organ\*" in an advanced search would fetch records containing all terms starting with organ, i.e. organ, organization, organizational, organizing, organized, organic, etc. Please note that different electronic resources may use different special characters as wild cards. Commonly used wild cards are: \$, \*, ?, #. An advanced search allow:

Restricting a search to a given field, i.e. "neural networks (in) title" will search for words "neural networks" in title only. Searches can be restricted by publication date, author, titles, country, etc.;

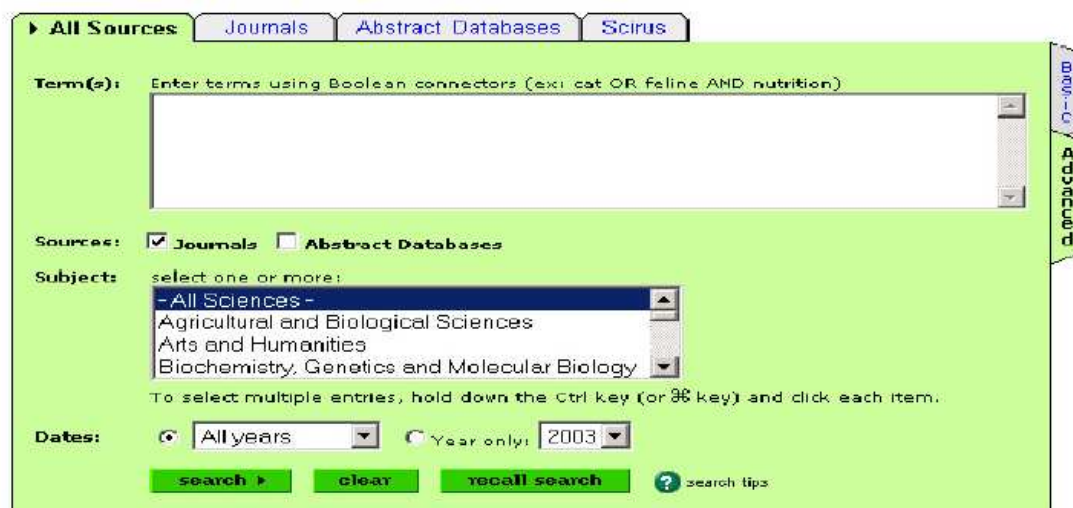
Use of Boolean operators (AND, OR, NOT). The operator "OR" is used to expand a search to include either of the term combined with "OR"; "AND" is used to restrict the search to occurrence of both the terms in the database. The operator "NOT" is used to exclude a term in a given search. For example:

- a) Web browser OR FTP Clients
- b) Web browser AND FTP Clients
- c) Web browser NOT FTP Clients

Where search strategy:

"a" will search for occurrence of either of the term and hence result in a larger number of hits; "b" will search for occurrence of both the terms in the same record and hence restrict the number of search results; and "c" will exclude records that have reference to the second term.

- ☞ Proximity operations (near) searches for two or more words that are near each other by given number of characters. For example:  
"HTML" <NEAR> publishing  
Will find documents that contain the word "HTML" and "publishing" within close proximity of each other (either before or after) , i.e. it might fetch terms like "HTML and Electronic Publishing", "Electronic Publishing Using HTML", or "Publishing Electronic Text with HTML"
- ☞ Use of wildcard for searching a character string containing variables;
- ☞ Sorting search results in a specified order (i.e. alphabetically, chronologically, Journal / Volume Order);
- ☞ Searching subscripts / superscripts; and
- ☞ Searching formulas.



### Advanced Search Interface for Science Direct

#### ➤ Sample Search Query (Advanced)

(carcinogen OR cancer OR tumo?r (in) title, abstracts) NOT brain

The above search string will search for records in the title and abstract field with either of the words given in the circular bracket and exclude “Brain”. Wild card (?) in “tumo?r” will look for both spellings, i.e. tumor and tumour.

#### **8. Driving Maximum Benefits from E-resources: Setting-up E-mail Alerts to Get E-contents on to Your Desktop**

Several bibliographic databases and journal publishers offer the ability to set up an email alert for the table of contents from a specific journal or group of journals. A user is generally required to create a personal profile or personal login where user may specify journal(s), subject area, frequency of email alert, etc. Follow the steps given below to create e-mail alerts:

- ☞ Go to the e-journal publisher’s web site;
- ☞ On the e-journal publishers web site, look for wording like: Email Alert, Table of Contents Alert, Alert or Personal Profile, My Profile, User Profile, etc. All major e-journal publishers offer some sort of email alert service;
- ☞ The first time when a user requests an email alert or table of contents alert, he or she will be required to create a personal user profile / user login. A user will be prompted to provide details such as name, email address, postal address, field of interest, user name, password, etc. Follow the steps given on the screen;

- ☞ Once these details are filled-in and a login ID and password is assigned to the user, he / she is required to login on to the publisher's web site and then from there he / she can start creating his / her user profile. A user may select journal titles or subject areas that he / she would like to receive regular email alerts for, follow the steps on screen.
  
- ☞ All e-journal publishers that provide an email alerting service, provide some kind of on-line help and /or FAQs.

Examples of creating e-mail alert for a full-text resource (Science Direct) and a bibliographic database (Engineering Village 2) is given below.

### **8.1. Email Alerts from Science Direct**

The Science Direct from the Elsevier Publishers acts more like a database than an e-journal website because of enormous number of e-journals it hosts. Science Direct contains the full text of more than 1900 journals on life, physical, medical, technical, and social sciences (including graphics and tables). Besides providing access to the full text journals, the Science Direct also provides abstracting and indexing databases covering over 12.5 million records.

#### **Creating an Email Alert in Science Direct**

A user is required to create personal login before he / she is allowed to create an email alert. To create login follow the steps given below:

- ☞ Click on the **Personal Login** button and follow the steps;
- ☞ Login using Personal Login assigned in the step 1;
- ☞ Create a new search using the Basic search form, click on the **Search** button;
- ☞ From the results screen, save the search as an Email Alert;
- ☞ The user is then prompted to enter in a name for his / her alert;
- ☞ Select the frequency of the alerts; and
- ☞ Click on the **Save Alert** button

#### **Modifying an Email Alert in Science Direct**

If the email alert gives you no results or too many results, go back into the alert and modify or change any of the options and / or search terms. Follow the steps given below:

- ☞ Login to Science Direct using personal login;
- ☞ From the menu bar across the top of the screen, click on the Search button;
- ☞ On the search screen, click on the Recall a Search button at the bottom of the page;
- ☞ Select the search you want to modify and then click on the Modify Search option;



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- ☞ Make changes to the original search and click on the Search button; and
  - ☞ From the results screen of the modified search save the search as an Email Alert and give it a new name.

## **8.2. Creating an Email Alert in Engineering Village 2**

- i) Click on **Register** for a Personal Account and fill the form of registration as shown below. Then click on submit.
- ii) The screen convey the following message:  
“Your personal account has been created successfully, and you are now logged in to your personal account. A registration confirmation message has been sent to your e-mail address”
- iii) Once you are logged in to your account, you can create your own folder. To create your folder click on “My Folder”, You will get a form, fill-in the form and save the folder with an appropriate name. A screen shot of data created in my folder is given below:
- iv) You can save your search records in your folder.
- v) You can also save search history with / without e-alert. To activate e-alert, check e-alert option box as shown below

## **9. License Agreements and Guidelines for Fair Use**

The INDEST-AICTE Consortium subscribes to thousands of electronic resources including fulltext electronic resources and bibliographic databases for its member institutions. All electronic resources available through the Consortium are governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher by the INDEST-AICTE Consortium on behalf of its member institutions. The licenses for electronic resources impose two types of restrictions on its usage, namely i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for eresources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can be used. It is the responsibility of individual users to ensure that e-resources are used for personal, educational and research purposes only. Most of the agreements entered into by the Consortium and publishers specify items that users are prohibited to do. Some of them are as follows:

Systematic or programmatic downloading, retention, and printing are prohibited. For example, you cannot download entire issue of a journal or print out several copies of the same article.

Electronic distribution of content is also restricted although the specific restrictions vary from publisher to publisher. It may be permissible to forward an article to another colleague in your own institution by email, however, transmitting an article to someone outside of the institution, or to a large group of recipients, a mailing list, or an electronic bulletin board, is not allowed.

If you are teaching a class, you can print out a copy of an article from an electronic journal and include it in your course pack. However, do not make multiple copies for circulation.



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Copyright laws protect published material in any format so that it cannot be copied except in accordance with fair use. Providing access to material for educational purposes falls within the realm of fair use.

Please ensure that the resource is used for educational and research purposes and not for commercial purposes.

Providing electronic links on your course web pages to the Library's licensed resources is permitted but you cannot post the PDF of an article on your website. The publishers' main concern is that people outside of your campus network should not be able to access resources licensed by your institution. However, a researcher can post a pre-print of an article written by himself.

As with any kind of scholarly communication, a researcher can use phrases or quotes from other articles and cite the source of information. However, a researcher is prohibited from using large chunk of information (paras and chapters) from an article or from a chapter in a book.

### **9.1 What Happens if the License is Violated?**

Publishers track the use of their electronic resources in terms of number of downloads made by subscribing institution. Misuse, if any, is notified to the subscribing institution with details of kinds of violations and institution is expected to take action. The publisher also suspends the access to resource pending suitable action by subscribing institution. The access is stopped not only for 15 journals where licence agreement was violated but for all journals by the same publisher. Moreover, the access is suspended not only for the individual violator but for the entire institution.

### **9.2 Conditions of Use and Licensing Restrictions for Electronic Resources**

The Consortium subscribes to thousands of electronic journals and bibliographic databases for use by authorized users in member institutions. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. Licenses vary from publisher to publisher; however, the general principles are as follows:

#### **Permitted Not Permitted**

- i) Viewing, downloading, copying, printing and saving a copy of search results
- ii) Viewing, downloading, copying, printing and saving individual articles
- iii) Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes
- iv) Sending a copy of an article to another authorized user (i.e. current faculty, students or staff)

- v) Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access)
- vi) Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted
- vii) Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted
- viii) Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content)
- ix) Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted
- x) Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access)

Breaches of the license agreement with publishers could result in the suspension of access to the resources for the member institutions. Generic license agreements for several publishers, specifying all the terms and conditions are available on the INDEST website at <http://indest.iitd.ac.in> or <http://paniit.iitd.ac.in/indest> (license agreements).

### **10. ICT Requirement for Accessing Electronic Resources**

A minimum level of hardware and software infrastructure is a pre-requisite for a user or subscribing institution desirous of subscribing e-resources so as to achieve efficient and effective interaction with subscribed resources. Basic hardware and software requirement for accessing electronic resources is given below:

#### **10.1 Minimum Hardware Requirement**

Since most e-resources subscribed by the INDEST-AICTE Consortium are web-based, subscribing institutions should have full-featured and configured system with high speed Internet connectivity to get better access to e-resources.

Most publishers prefer to make their e-resources accessible on campus network of subscribing



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institutions on dedicated IP addresses / range of IP addresses. Subscribing institutions should have campus network (preferably fibre optics back bone) spread over their entire campus including residences and hostels so as to maximize the usage of e-resources. Moreover, institutions subscribing to e-resources should have adequate number of PCs on the campus LAN available to faculty, researchers and students. The minimum configuration of PCs available on the campus network should be as follows:

Windows PC with P-4 CPU @3.0 GHz (HT) or above

512 MB DDR 400 MHz RAM

HDD: 40 GB

CDROM Drive (optional)

Monitor: 15" /17"

Windows OS

Any UNIX workstation capable of running a graphical Web browser with Internet connection can also be used.

**Laser Printer:** For greyscale printing for most of the articles. Colour printer may be required to print coloured figures.

### **10.2 Internet Connectivity**

Subscribing institutions should have minimum of 528 kbps (preferably 2 mbps) or more connectivity to Internet for improved access depending upon the total population of users. Moreover, most publishers prefer providing access to their e-resources on IP addresses assigned to institutions by Internet Service provider. Several publishers do not even offer password-based access to their resources. As such, institutions desirous of subscribing to e-resources should have static IP address / range of IP addresses with leased line, VSAT or other available options through a standard ISP.

### **10.3 Minimum Software Requirement**

#### **Web Browser**

Most e-resourced offered through the INDEST-AICTE Consortium require an Internet-enabled multimedia PC equipped with an Internet Browser like Internet Explorer or Netscape Navigator as their clients. Most digital collections are accessible without any problem with the web browsers mentioned below:

IE: 5.x or later

Firefox Mozilla

Netscape: 4.79 or later (no lower)

Opera (Java version required): 6.0 or later

#### **Browser Configuration**

The web browser being used to access e-resources should be enabled for:

JavaScript/Java

Acceptance of cookies

Cascading Style Sheets

Secure Sockets Layer (SSL) Security (128-bit encryption minimum)

Most browsers are generally configured for the above-mentioned features.

#### **10.4 Viewing and Printing Documents**

E- resources are offered in different file formats. The client-side PCs may, therefore, require the following software packages to download format-specific deliverables from a digital collection:

**PDF Documents:** Adobe's Acrobat Reader (5.x or later): for viewing and printing pdf documents.

**PostScript Documents:** AFPL Ghostscript Package 8.00 or GNU Ghostscript Package 7.05 or later

**TIFF Documents:** TIFF Viewer to view and print TIFF Images

#### **11. A Tutorial on Acrobat Reader**

##### **Paging Through A Document**

The **forward** and **back** buttons move the user from page to page -- in the desired "direction" -- within a PDF document. An important feature of document navigation is threading, which is discussed in detail further below.

The pagination indicator shows your location within a document relative to the total number of pages, i.e., 3 of 8 indicates that you are on page 3 of an eight-page article.

The beginning and end buttons move the user to the first page or last page of a PDF document respectively.

The backward in viewing order and forward in viewing order buttons move the user backward or forward within a PDF document, depending on the order of viewing.

##### **The Various Document "Views"**

The page view button allows the user to view a single page of a PDF document on a screen.

The bookmark view button allows the user to navigate a document via a clickable "Table of Contents" that is displayed in a separate window.

The thumbnail view button allows the user to navigate a document via smaller versions of the pages that are displayed in a separate window. Engaging thumbnail view from the first page of a document will display up to four thumbnails (in which users are able to distinguish equations, tables, and figures). Users can select a thumbnail and "jump" to the page selected.

The page-sizing buttons allows the user (from left to right) to view the page's actual size (100%), page in "fit page" mode (scales the page to fit within the window), and the page in "fit width" mode [scales the page to fit the width of the window; selecting this button and the Control key fills the window with only the visible text and graphics on the page].

##### **Basic Acrobat Toolbox**

i) The open folder button allows the user to open any PDF file that has been saved to disk for printing or viewing.

ii) The print button allows the user to print any PDF file.

iii) The hand button allows the user to scroll horizontally (left-right) or vertically (up-down) within a document. The "hand" changes in appearance when documents are "threaded" (from plain "open" to a open with a downward-pointing arrow) or when weblinks (from "open" to "open with a W on the palm") are present.

iv) The zoom in and zoom out buttons allow the user to enlarge or reduce the size of the document page being displayed.



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The copy text button allows the user to copy text from the page currently displayed. The find button allows the user to search for a keyword within the entire document currently displayed.

## **12. Expectations from the Member Institutions**

All member institutions beneficiary of consortium initiatives are expected to do the followings:

### **IP Addresses**

All member institutions should provide the range of IP addresses used by your institutions. Changes in IP addresses should be intimated to the Consortium Headquarters immediately. The publishers of electronic resources enable their resources to be accessed by range of IP addresses used by your Institute. In case your Institution does not have dedicated IP addresses assigned to it, please inform the Consortium Headquarters so that the publisher can enable password-based access. Each institution is also requested to provide name of two contact persons, one administrative contact and other technical contact.

### **ICT Infrastructure**

A minimum level of hardware and software infrastructure is a pre-requisite for a user or subscribing institution desirous of subscribing e-resources so as to achieve efficient and effective interaction with subscribed resources. Basic hardware and software requirement for accessing electronic resources has already been described in section 11 of this Compendium.

### **Drop Subscriptions to Print, CD or Web Equivalents**

The Expert Group on consortia-based subscription to e-resources appointed by the Ministry has recommended gradual decrease in print resources that the member institutions are currently subscribing. However, proposals from Science Direct, Link and Emerald Insight (Elsevier Science, Springer Verlag and MCB University Press respectively) are linked to their print subscriptions and the libraries and institutions are not at a liberty to delete print subscription for these publishers. All member institutions are requested to continue their subscription to journals from these publishers. However, member institutions are at liberty to delete the followings:

**IEL Online:** You can delete ASPP package consisting of 120 journals / transactions from IEEE. If you wish to subscribe the ASPP package, it is available to the consortium members (Category I and II Institutions) at a discounted price through their Indian agent M/s Global Information Technology Services (GIST). The Consortium members may also stop purchasing IEE Proceedings, IEEE Standards and IEE Journals. IEL Online includes all journals and proceedings published by Institute of Electrical Engineers (U.K.). Member institutions may delete IEE Journals and proceedings.



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**ProQuest Science:** ProQuest Science covers 320+ full-text journals. The List is available on consortium website. Institutions are at liberty to drop subscription to these journals.

**ABI / Inform Complete:** The ABI / Inform Complete covers 3000 full-text journals. The List is available on the consortium website. The member institutes may drop these journals from their print subscription list.

**ACM Digital Library:** The member institutions may discontinue their print subscription to ACM journals, magazines and transactions and proceedings..

**ASME and ASCE Journals:** The member institutions may like to discontinue their print subscription to ASME and ASCE journals. If you wish to subscribe to print version of ASME and ASCE, it is available to the Consortium members at a discounted price through their Indian agent M/s Global Information Technology Services (GIST).

**Web of Science:** The member institutions may discontinue Science Citation Index (print or CD) if they were subscribing to it.

**Compendex / INSPEC:** The member institutions may discontinue their CD or Web-based subscriptions to Compendex / INSPEC.

**SciFinder Scholar:** The member institutions may discontinue Chemical Abstracts in Print / Collective Indices to CA or CA on CD, etc.

**MathSciNet:** The member institutions may discontinue Mathematical Reviews or MathSciNet on CD.

**JCCC:** JCCC is a kind of content service from Informatics India. The member institutions may discontinue subscription to Current Contents or similar services.

➤ **Sign Terms of Agreement with the Consortium**

All member institutions are required to sign an agreement with the Consortium Headquarters. The member institutions of the Consortium are required to abide by the terms of agreement that would be signed between various electronic publishers and the consortium on behalf of all member institutions. Moreover, institutions in Group A (IITs and IISc), would “hand-hold” the NITs and other institutions in Group B and C in their region to make optimal use of resources made available to them. Please go through section 9 for further details in the Compendium on license agreements and guidelines for fair use.



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➤ **INDEST Consortium User's Group at each Institution**

With an aim to optimise usage of electronic resources made available through the Consortium, each member institution is required to constitute an INDEST-AICTE Consortium Users Group Committee, which may be a sub-committee of the existing Library Committee. The Consortium User Groups are required to meet once in a month to review the usage and associated problems.

➤ **INDEST Consortium Users Convention at each Institution**

It is obligatory for each institution to organize a Users Convention in their respective institutions for electronic resources accessible to them through the INDEST-AICTE Consortium for the benefit of their user community. Several member institutions have already organized User Conventions for electronic resources accessible to them through the Consortium.

➤ **Feedback and Suggestions**

The Expert Group has made its recommendations based on the present scenario of electronic publishing. The beneficiary members have a responsibility to improve and enrich the consortium with their inputs and feedback. Your suggestions and feedback may be addressed to:

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# **Tutorial on E-Resources Subscribed by the Consortium**

