

NATIONAL DEFENCE UNIVERSITY

ISLAMABAD



رسد ذی علما

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LIBRARY



LIBRARY GUIDE

NATIONAL DEFENCE UNIVERSITY

ISLAMABAD



SYK LIBRARY GUIDE 2010-11

**National Defence University Library
Sector E-9, Ghazi Road
Islamabad**

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INTRODUCTION

Founded in 1970, the Library of National Defence University Islamabad, over the years progressed and expanded significantly. It is now one of the well organized research libraries of the defence institutions and the capital as well. Its rich resources cover a variety of subject areas. The collection is a blend of general, reference and fiction books, research papers, professional journals, newspaper clipping folders and online databases.

The Library's printed materials have been classified, catalogued and computerized. The catalogue is available on the library's software. Professional journals and articles are being indexed regularly.

The library provides services to faculty members, course participants and other researchers. It also extends membership to ex faculty and alumni living in Rawalpindi/Islamabad and, in special cases, to qualified scholars from outside the University for a specified time period.

By virtue of its dynamic and user friendly services, the library is playing vital role in research support activities of the Institute of Strategic Studies, Research; and Analysis (ISSRA). Library affairs are run under the guidance of Director General ISSRA. Collection development is supervised by a four member Library Committee. The effective practices of acquisition, organization and dissemination of library materials have been highly valuable in extension of services to the researchers.

In recognition of the services of the first commandant of Armed Forces War Course, the library was renamed as Sahibzada Yaqub Khan (SYK) Library in May 2010.

The present brochure offers an overview of the library services, regulations and policies. We welcome our members to the SYK Library and assure than provision of best services in meeting research and information needs. This is ensured by constantly improving the standards of services through highly conducive environment for study and research.

The staff members always look forward to providing any assistance you may require.

Dy Director Libraries
National Defence University
Islamabad

MANAGEMENT OF LIBRARY RESOURCES AND SERVICES

1. **General Books.** SYK Library is well stocked with its holdings of about 70,000 books and professional journals on disciplines of interest including military history, defence and security studies, nuclear studies, terrorism, religion, economics, politics, international relations, policy and governance, internal affairs of Pakistan, etc. The printed materials, both reference, non-reference and journals are kept on open shelves. The books have been classified and arranged on the shelves using Dewey Decimal Classification Scheme (DDC) with some modifications in placement to facilitate their use. Researchers' acquaintance with the library classification system helps them a lot in saving their precious time. A guide to DDC scheme is placed at Annex 'A'. Members are expected to get themselves acquainted with the scheme of arrangement and be able to locate materials of their interest.

2. **Reference Books.** The reference materials have been arranged in a separate location named "Reference Section" which is the core of research support activities. Some of the significant categories of publications held in this section include Encyclopedias, Jane's Publications, Dictionaries, Year Books, Atlases, Almanacs, Annual Reports, State Bank of Pakistan's Reports, Economic Surveys, Military Year Books, etc. List of important reference books is placed at Annex 'B'.

3. The library materials like research papers, rare books, reference works, current issues of journals, newspapers and all printed and audio-visual items marked 'Reference Only' are not allowed to leave the library and have to be consulted inside the library only. However, relevant portion can be photocopied within the library.

4. **Periodicals Indexation.** SYK Library subscribes to over 100 local and foreign journals in covering various subjects. The journals have been organized separately in the “Periodicals Section”. The articles appearing in the important journals are indexed. Computerized indexation facilitates researchers in quick searching and locating the required articles. Current issues are placed on display and the back issues are arranged on the shelves. List of important journals is at Annex ‘C’.

5. **Newspaper Clippings.** Clippings of important articles published in some of the local and foreign English newspapers are prepared on daily basis. These are filed topic-wise and placed in Digital Library. List of important topics covered is placed at Annex ‘D’.

6. **Research Papers Gallery.** Research papers being formal reports of a study are authentic, well documented and valuable source of knowledge. Course participants at NDU have been substantially contributing research papers as part of their course work. Presently over 1000 papers are held in ‘Research Papers Gallery’. SOP on the subject is placed at Annex ‘E’. Following are the salient points of the arrangement and utilization:-

- a. The papers are arranged subject wise on the shelves in a separate corner. List of main subjects is placed at Annex ‘F’.
- b. Users can view the lists placed on the Intranet and get relevant details noted. The access points provided are author name, title and subject heading.
- c. Researchers are to contact library staff for the required papers.
- d. Course participants / members are allowed to consult the papers inside the library only.
- e. Photocopying is **PROHIBITED**.
- f. The papers may be issued to DSs for a period of seven days, if required by them.
- g. In exceptional circumstances only, a sponsor DS may give written permission to a course participant to get

a research paper issued on loan for a period not exceeding five days.

- h. On request from the military headquarters, organizations, research institutes etc, photocopies may be provided with prior approval of the President NDU.

7. **Internet Facility.** Internet being today's information highway, SYK Library provides free of cost internet facility to the members. List of useful sites is at Annex 'G'.

8. **Military Education Research Library Network (MERLN).** By virtue of attending a short course at NESAs, one of our staff member has access to MERLN database. The facility is extended to members for scanning and downloading of articles from thousands of professional journals, newspapers and other sources. It includes databases like Jane's Website on Terrorism and Insurgency; Periscope; Columbia International Affairs Online; MERLN Library Public Resources; US State Department Declassified Documents, etc. Guide to the use of MERLN database is at Annex 'H'.

9. **HEC-National Digital Library.** This programme of HEC is providing researchers with access to international scholarly literature based on electronic (online) delivery. The resources are high quality peer-reviewed journals, databases, articles and e-books across a wide range of disciplines. SYK Library has acquired access to HEC National Digital Library. The electronic resources can be accessed from residences within the Campus, on any computer with internet connection. Please consult the concerned ALO, Computer Supervisor or DD Libraries, in case of difficulty in using the e-resources. List of important databases and e-sources is at Annex J. Two computers with a printer are exclusively earmarked for these databases.

10. **Intranet.** The library's books and journals are computerized and relevant data are available on University's

Intranet. It can be accessed from the Colleges and Institutes on the address; <http://172.16.22.33/libmax>. Following points are important:-

- a. The terminals provide access to the Library catalogue; kindly use the catalogue to check if the item required was in the Library's collections.
- b. Computers must not be used as word processors for course work, nor for any work of a personal nature.
- c. No software should be installed on the computers.
- d. Trouble shooting must be avoided.
- e. In case of any difficulty, always contact Computer Supervisor.

11. **Digital Library**. Digital Library is yet another endeavour by NDU Library to provide latest information services to the members. Keeping in view the fact that many of our valued readers may not find time to personally visit the library premises, a new service in digital format has been launched that provides reading and research material on their desktop. Through this service books, journals, newspapers, articles and online resources pertaining to various subjects are provided in electronic / digital forms. NDU publications like NDU Journal, Margalla Papers, Research Reports, Conference Proceedings, ISSRA Papers, etc also form part of the collection.

12. **Computerized Issue / Receipt of Books**. In SYK Library computerized system of issue and receipt of books has been introduced. Members are issued with machine readable bar coded cards. Member's transaction page in the computer can be accessed with the requisite card only. This has made issue and receipt of books more accurate and quick. Members are requested to obtain library cards by submitting relevant membership forms at Annex 'K' and 'L'. The forms are available from the Library Reception Counter.

13. **Fiction Library**. Situated at the down stairs of the NDU building, Fiction Library's physical facilities are impressive. Its

role is to provide light reading material to the regular members and their families. The collection comprises about 7000 books on literature, fiction and subjects of general interest both in Urdu and English. The collection is being developed gradually. Over two dozens periodicals and national dailies are being subscribed to. List is placed at Annex M. Fiction Library has become a place of great interest for families and the children. The families are therefore, welcome to visit the library.

14. Fiction Library has a collection of DVDs of latest English movies as well which can be borrowed for overnight with nominal charges of Rs.5.00 per movie. Delay in return, will make the members liable to pay the dues for the extended duration on the same rate. Charges are realized through mess bills.

15. **Searching, Photocopying / Printing Facilities.** SYK Library has facilities to carryout search from various sources and get their printed copies. These include computer terminals, scanners, printers and photocopiers. The facilities need to be judiciously utilized, while caring for other members as well. Following points are important in reproduction from library material:-

- a. Photocopying facility is for a limited number of required pages from materials held in the library. Whole books, journals and material brought from outside the library can not be photocopied.
- b. Copyright regulations must be observed at all times.
- c. Permission to borrow materials does not confer any right of reproduction.
- d. Special care should be taken when copying from bound volumes and reference works.
- e. Photocopying of rare books, research papers and fragile materials is not permitted.
- f. Please provide information including locker number, rank, name, course and the details of work

printed/photocopied to the operator of photocopier machines.

- g. Any problem relating to photocopying / printing should be reported to the concerned Assistant Library Officer/DD Libraries.

16. **Library Rules.** Detailed Library Rules are placed at Annex 'N'. Some general points to be followed are:-

- a. Users are requested not to replace books on shelves, but leave them on trolleys.
- b. Books and other items should not be marked with highlighter, lead pencil or pen.
- c. Use of electronic resources subscribed to by the Library is for academic research, study and teaching and may only be used on-site.
- d. Taking of photographs within the Library is not permitted without the prior permission of the Dy Director Libraries.
- e. Members are requested to treat library staff with equal respect and courtesy. Altercation on any point with the staff is not desirable. Always refer the problems, if any, to the Dy Director Libraries.
- f. Food and drink will not be consumed in any public part of the Library.
- g. Personal laptop computers will not be switched in and used in the library.
- h. Mobile phones must be **switched off**.
- j. List of important research organizations/ libraries is placed at Annex 'O'.

17. **E-mail and Telephone Enquiries.** E-mail and telephone enquiries may be put as follow:-

- a. All e-mail enquiries should be directed to liboffr@ndu.edu.pk
- b. If you would like to speak to a member of library staff, please use following telephone numbers:-

- (1) Callers within NDU should dial the desired numbers given below:-
- (a) **Dy Director Libraries**
- | | |
|--------------|--------------|
| From Alcatel | 5278 |
| From Pascom | 5278 |
| From PTCL | 2008-5278 |
| | 2008-12-5278 |
- (b) **ALO/Staff**
- | | |
|--------------|--------------|
| From Alcatel | 5288 |
| From Pascom | 12-5288 |
| From PTCL | 2008-12-5288 |
- (c) **Fiction Library**
- | | |
|--------------|--------------|
| From Alcatel | 5291 |
| From Pascom | 12-5291 |
| From PTCL | 2008-12-5291 |
- (2) Callers from outside NDU using Pascom numbers should use Area Code 8003.
- (3) Callers from outside NDU should dial 9260651-2 and request the desired extension or use the procedure for calling from PTCL as noted above.

18. **Personal Enquiries.** For personal enquiries following staff members may be contacted:-

- a. Membership Forms / Cards and Computer Related Problems
Computer Supervisor Mr. Khalid Abbasi
- b. Issue and Return of Materials
Cataloguer Mr. Tasaddaq
- c. Magazine Section
DEO Mr. Asif
- d. Digital Library Section
ALO Mr Abid
- e. MERLN / HEC National Digital Library
ALO Mr. Aamer or ALO Mr Abid
- f. Fiction Library

Suptdt Mrs Shaista Shehzad

g. School Admissions

UDC Mr. Muhammad Bashir

(In case of any difficulty in services, always contact the Dy Director Libraries)

19. **Library Staff.**

- Dy Director Libraries
 - ✓ Lt Col Khush Muhammad Khan, qsl
- Asst Lib Offr Technical & Periodical Sections
 - ✓ Miss Anila Bhatti
- Asst Lib Offr Administration & Fiction Library
 - ✓ Mr Aamir Mahmood
- Assistant Librarian Fiction Library
 - ✓ Suptdt Mrs Shaista Shahzad
- Computer Supervisor
 - ✓ Mr Khalid Ahmed Abbasi
- Data Entry Operators
 - ✓ Mr Muhammad Asif
 - ✓ Mr Mehboob Sultan
 - ✓ Mr Farhan Haider Shah
 - ✓ Mr. Muhammad Arif
- Digital Library Section
 - ✓ Mr Abid Hussain
 - ✓ Mr Adnan Hussain
- Cataloguer
 - ✓ Mr Tassaddaq Mahmood
- Photocopying Section
 - ✓ Mr Umer Ali
- UDC
 - ✓ Mr. Bashir Muhammad
- Book Shelver
 - ✓ Mr. Qaiser Khan
- N/Qasids

- ✓ Muhammad Rafique
- ✓ Muhammad Naseer
- FCS CORNER
 - ✓ Library Assistant Sub (R) Ibrat Ali
 - ✓ Shelver Ahsan Rafiq
 - ✓ Attendant Iftekhhar Ahmed

20. **Exploring the Library Research Tools and Resources.**

An exercise is placed at Annex 'P' which will help members to understand and use the available resources.

21. **Conclusion.** SYK Library is a well stocked and properly organized library. The staff is trained and is primarily meant for keeping the collection well organized. They will however, guide the members to use library resources, but will not be available exclusively for searching materials for a particular member. The library is equipped with the quality material of diversified nature, sufficient for research pursuits in the University. Frequent visits to this centre of learning will open new vistas of knowledge to those who are eagerly pursuing their research objectives. Members are encouraged to use digital resources extensively to get latest and authenticated information on any topic.

HOW TO LOCATE A BOOK USING DDC

1. **Main Classes of DDC.** DDC Scheme has grouped the whole universe of knowledge into ten main classes as follow:-

▪ General Subjects	000-999
▪ Philosophy	100-199
▪ Religion	200-299
▪ Social Sciences	300-399
▪ Languages	400-499
▪ Pure Sciences	500-599
▪ Applied Sciences/Technology	600-699
▪ Arts, Entertainment	700-799
▪ Literature	800-899
▪ History, Geog & Biography	900-999

2. **Division of Main Classes.** Each main class has been divided into further 9 divisions. For guidance the division is given below:-

000 General Subjects

▪ Bibliography	010
▪ Library & Information Sciences	020
▪ General Encyclopedic works	030
▪ Serial Publications	050
▪ General Organizations	060
▪ News media; Journalism	070
▪ General Collections	080
▪ Manuscripts & rare books	090

100 Philosophy & Psychology

▪ Philosophy	101
▪ Metaphysics	110
▪ Epistemology, Humankind	120
▪ Paranormal Phenomena	130
▪ Specific Philosophical schools	140
▪ Psychology	150
▪ Logic	160

▪	Ethics	170
▪	Ancient, Medieval Philosophy	180
▪	Modern Western Philosophy	190
200	Religion	
▪	Philosophy & theory of Religion	210
▪	Bible	220
▪	Christianity & Christian theology	230
▪	Christian Moral, Devotional Theology	240
▪	Christian Orders & Local Church	250
▪	Social & Ecclesiastical Theology	260
▪	History of Christianity	270
▪	Christian Denominations & Sects	280
▪	Comparative Religions	290
➤	Islam	297
➤	Quran / Tafaseer	297.122
➤	Hadith	297.124
➤	Sufism	297.4
➤	Seerat	297.63
➤	Jihad	297.72
300	Social Sciences	
➤	Sociology	301
➤	Communication	302.2
➤	Disaster	303.485
➤	Conflict	303.6
➤	Terrorism	303.625
▪	General Statistics	310
▪	Political Science	320
▪	Economics	330
▪	Law	340
➤	Military Law	343
▪	Public Adm & Military Science	350
➤	Military Science	355
➤	War & Warfare	355.02
➤	Security	355.03
➤	Military Intelligence	355.343
➤	Military Operations	355.4

➤	Logistics	355.41
➤	Tactics	355.42
➤	Military Strategy	355.43
➤	Foot Forces & Warfare	356
➤	Mounted Forces & Warfare	357
➤	Air Forces	358
➤	Naval Forces & Warfare	359
▪	Social Problems & Services	360
▪	Education	370
▪	Commerce & Communication	380
▪	Customs, Etiquettes & Folklore	390
400	Language	
▪	Linguistics	410
▪	English &	420
▪	Germanic Language & German	430
▪	Romance Languages & French	440
▪	Italian, Romanian	450
▪	Spanish & Portugues Language	460
▪	Italic Languages & Latin	470
▪	Hellenic Languages	480
▪	Other Languages	490
➤	East Indo-European & Celtic Languages	491
➤	Urdu	491.439
500	Natural Sciences & Mathematics	
▪	Mathematics	510
▪	Astronomy & Allied Sciences	520
▪	Physics	530
▪	Chemistry & Allied Sciences	540
▪	Earth Sciences	550
▪	Paleontology	560
▪	Life Science	570
▪	Plants	580
▪	Animals	590

600	Technology	
	▪ Medical Science	610
	▪ Engineering & Allied Operations	620
	➤ Military Engineering	623
	➤ Small Arms	623.44
	➤ Nuclear Weapons	623.45119
	➤ Aircraft	623.746
	➤ Spacecraft	623.749
	▪ Agriculture Technologies	630
	▪ Home Economics	640
	▪ Management	650
	➤ General Management	658
	▪ Chemical Engineering	660
	▪ Manufacturing	670
	▪ Manufacture for specific uses	680
	▪ Buildings	690
700	The Arts	
	▪ Civic & Landscape Art	710
	▪ Architecture	720
	▪ Plastic Art	730
	▪ Drawing & Decorative Art	740
	▪ Paintings	750
	▪ Graphic Art	760
	▪ Photography	770
	▪ Music	780
	▪ Recreational & Performing Arts	790
800	Literature	
	▪ American Literature in English	810
	▪ English	820
	▪ Lit of Germanic Languages	830
	▪ Lit of Romanic Languages	840
	▪ Italian, Romanian	850
	▪ Spanish & Portuguese Literature	860
	▪ Italic Literature	870
	▪ Hellenic Literature	880
	▪ Lit of the other Languages	890

▪ Urdu Literature	893.439
900 Geography & History	
▪ Geography & Travel	910
▪ Biography, Genealogy, Insignia	920
▪ History of Ancient world to ca.	930
▪ General History of Europe	940
➤ Military History of WW I	940.4
➤ WW II	940.53
▪ General History of Asia	950
▪ General History of Africa	960
▪ General History of North America	970
▪ General History of South America	980
▪ General History of Other Areas	990

3. **Sub-Division of the Divisions.** Each division has 9 sub-divisions. For example Public Administration and Military (350) has been subdivided as follow:-

▪ Public Administration and Military	350
▪ Public Administration	351
▪ General Considerations	352
▪ Specific Field of Public Adm	353
▪ Administration of Economy	354
▪ Military Science	355
▪ Foot Forces & Warfare	356
▪ Mounted Forces & Warfare	357
▪ Air & other Specialized Forces	358
▪ Sea (Naval) Forces & Warfare	359

4. **Base Number.** The base number consisting of three digits may extend to infinite number after using decimal. For example 355.41 given to a book can have following interpretation, where 3 is for Social Sciences, 5 is for Public Adm & Military, next 5 is for Military Science, 4 is for Logistics and last digit 1 is for logistic operations, thus forming 355.41.

5. **Call Number.** Author Mark (first three letters of the entry word of author's name) combined with the classification number form the call number. This is visible on the spine of the book and is also given in the entry for each item in the computer database.

6. **How to Search and Retrieve a Book.** NDU library is computerized and the search terminals are there to help the readers. To search and retrieve a book, follow the steps as under:-
- Turn on your PC and click on internet explorer icon.
 - Type **http://172.16.22.33/libmax** in address bar of internet explorer.
 - Type username (ateeq1) and password (lost) in their respective lines. Computer will open library software.
 - Use appropriate search option that is for books, journals or research papers and also the access point like author, subject, title, etc.
 - Note down the relevant details, most important the call number.
 - Go to the relevant shelf; arrangement of books on the shelves is by call number.
 - In case you feel any difficulty, library staff is there to assist you.

IMPORTANT REFERENCE BOOKS

<u>Encyclopedias</u>	
o Encyclopedia Americana	o Ency of World War II
o Encyclopedia Britannica	o Encyclopedia of IR
o Collier Encyclopedia	o Ency of Tourism Mgmt
o Chamber Encyclopedia	o Ency of Land Warfare
o Everyman's Illustrated Encyclopedia	o Encyclopedia of Military History
o Encyclopedia of Lexicon Universal	o Ency of India, Pakistan, Bangladesh & Sri Lanka
o First Encyclopedia of Islam	o Ency of Edu Research
o Encyclopedia of Modern Islamic World	o Encyclopedia of Social Sciences
o Encyclopedia of Philosophy	o Encyclopedia of Science & Technology
<u>Yearbooks</u>	
o Europa World Year Book	o India Year Book
o Statesmen Year Book	o SIPRI Year Book
o Brassey's Defence Yearbook	o Defence & Foreign Affairs Hand Book
o SP's Military Year Book	
o South Asia Def Year Book	o Indian Defence Year Book
o Guinness World Records	o Pakistan Year Book
<u>Jane's Publications</u>	
o Jane's Weapon Systems	o Jane's C4I
o Jane's Sentinel	o Jane's Defence Industries
o Jane's World Armies	o Jane's Radars
o Jane's World Air Forces	o Jane's Fighting Ships
o Jane's World Artillery	o Jane's World Aircraft
o Jane's Air Defence	
<u>Dictionaries</u>	
o Dictionary of Wars	o Dictionary of Mil Terms

○ Dictionary of Quotations	○ Dictionary of Economics
○ Dictionary of Computers	○ Dictionary of I R
○ Dictionary of Politics	○ Roget's Intl Thesaurus
○ Concise Dictionary of World History	○ Dictionary of Military Quotations
○ Dictionaries of different languages	○ Dictionary of Modern Biography
<u>Atlases</u>	
○ Times World Atlas	○ National Geographic World Atlas
○ Atlas of Pakistan	
○ Philips World Atlas	○ South Asia Atlas
<u>Almanacs</u>	<u>Reports</u>
○ Britannica World Almanacs	○ Economic Survey of Pakistan
○ Pakistan Almanacs	○ State Bank Reports
○ Times World Almanac	○ World Bank Reports

IMPORTANT JOURNALS

<u>Foreign</u>	
Adelphi Paper	African Affairs(Downloaded)
Asian Survey	Current History
China Quarterly	Comparative Pol Studies
Comparative Strategy	Defence Today
European Journal of IR	Eco and political Weekly
Foreign Affairs	Foreign Policy
Frontline	Futurist
Harvard Intl Review	International Studies
International Affairs	India Today
Indian Defence Review	India Quarterly
Jane's Defence Weekly	Journal of Strategic Studies
Jane's Intelligence Review	Journal of Political Economy
Jane's International Defence Review	Journal of International Affairs
Jrnl of Conflict Resolution	Journal of Democracy
Journal of Strategic Studies	Middle East Journal
Military Review	Military Review
NDC Journal (India)	National Interest
Newsweek	Naval Review
Popular Mechanics	Popular Science
Politics and Society	Parameters
RUSI Journal	Reader's Digest
Studies in Comparative International Development	Strategic Digest Security Studies
Survival	Strategic Analysis
South Asian Survey	Strategic Survey
Seminar	Time International
USI Journal	World Politics
World Focus	

<u>Local</u>	
Criterion Quarterly	Current Affairs
Defence Journal	Friday Times
Herald	Margalla Papers
National Development & Security	NDC Journal Pakistan Defence Review
News line	Pakistan & Gulf Economist
Pakistan Dev Review	South Asia
Spider	Spotlight on Regional Issues
Strategic Studies	The Citadel
The Environment Monitor	Voice

DAILY NEWSPAPERS

<u>English</u>	<u>Urdu</u>
• The News	• Jang
• The Nation	• Nawa-i-Waqat
• Dawn	• Pakistan
• Daily Times	• Khabarian
• Pakistan Observer	• Express
• Frontier Post	
• Khaleej Times (UAE)	
• New Nation (Bangladesh)	
• The Hindu	
• The Times of India	
• Indian Express	
• Kashmir Times	

IMPORTANT CLIPPING TOPICS

<u>Foreign Affairs</u>	
Afghanistan-Iran Relations	Afghanistan-UN Peacekeeping
Afro-Asian Forum	ARF
Al-Qaida	ASEAN
Bangladesh-China Relations	Bangladesh-Foreign Policy
Bangladesh-US Relations	Bangladesh-India Relations
Central Asia	China-Foreign Policy
China-India Relations	China-Japan Relations
China-North Korea Relations	China-Russia Relation
China-Taiwan Relations	China-US Relations
Commonwealth	G-8
Geneva Summit	Globalization
Gulf Cooperation Council	India-Afghan Relations
India-Foreign Policy	India-France Relations
India-Indians Abroad	India-Israel Nexus
India-Japan Relations	India-Nepal Relations
India-Russia Relations	India-South Africa Relations
India-Sri Lanka Relations	India-US Relation
Iran-Afghanistan Relations	Iran-Israel Relations
Iran-US Relations	Iraq-Foreign Policy
Israel	Japan-Foreign Policy
NATO	OIC
Pak-Afghan Border Clashes	Paki-Afghan Durand Line Issue
Pakistan-Afghan Relation	Pakistan-Austria Relations
Pakistan-Bangladesh Relations	Pakistan-Canada Relations
Pakistan-China Relations	Pakistan-Egypt Relation
Pakistan-Europe Relations	Pakistan-Finland Relations
Pakistan-Foreign Policy	Pakistan-France Relations
Pakistan-Gas Pipeline Issue	Pakistan-Germany Rel
Pakistan-High Level Visits	Pakistan-Illegal Immigrants
Pakistan-India CBMs	Pakistan-India Flag Staff Meetings

Pakistan-India Kashmir Issue	Pakistan-India LOC Issue
Pakistan-India Relations	Pakistan-India Talks
Pakistan-India Water Disputes	Pakistan-Indonesia Relations
Pakistan-Iran Relations	Pakistan-Israel Relations
Pakistan-Japan Relation	Pakistan-Malaysia Relations
Pakistan-Missions Aboard	Pakistan-Norway Relations
Pakistan-Palestine Relations	Pakistan-Russia Relations
Pakistan-Saudi Arabia Relations	Pakistan-Siachen Issue
Pakistan-Sri Lanka Relations	Pakistan-Thailand Relations
Pakistan-Turkey Relations	Pakistan-Uganda Relations
Pakistan-UK Relations	Pakistan-US Military Relations
Pakistan-US Relations	Pakistan-Vietnam Relations
Russia-Foreign Policy	SAARC
SCO	South Asia
Taiwan-Foreign Policy	UK-Foreign Policy
UK-Russia Relations	UN
UNDP	UNESCO
UNHCR	UNICEF
UN-Peacekeeping	UN-Security Council
US-Afghan Relations	US-Foreign Policy
US-Immigrations	US-Iraq relation
US-Islamic World	US-Israel Relations
US-Japan Relations	US-Middle East Policy
US-North Korea Relations	US-Russia Relations
US-South Asia	US-UK Relations
US-War on Terrorism	
<u>Internal Affairs</u>	
Afghanistan - Conflicts	Afghanistan - Election
Afghanistan - Factional War	Afghanistan - Loya Jirga
Afghanistan - Osama	Afghanistan - Political Dev
Afghanistan - Reconstruction	Afghanistan - Refugees
Afghanistan - Taliban	Africa
Algeria	Australia
Azerbaijan	Bangladesh - Elections
Bangladesh: Political Dev	Bhutan
Bolivia	Bosnia

Brazil	Bulgaria
Cambodia	Canada
China	Columbia
Congo	Cuba
Cyprus	Egypt
Europe	European Union
France	Georgia
Germany	Guantanamo Bay
Hong Kong	India: Accidents
India: Babri Masjid	India: BJP
India: Congress	India: Corruption
India: Crimes	India: Elections
India: Goa	India: Health
India: Intelligence	India: Internal Security
India: Kerala	India: Mahrashtara
India: Muslims	India: Parliament
India: Political Development	India: Political Parties
India: Panchayat	India: Punjab
India: Regionalism	India: State Elections
India: States	India: Uttar Pradesh
India: Water Issue	India: Internal Security
India-Bills & Ordinances	Indonesia
Iran: Political Development	Iraq: Conflict
Iraq: Elections	Iraq: Political Development
Iraq: Reconstruction	Iraq: Saddam
Ireland	Israel
Italy	Japan: Pol Development
Kashmir: AJK	Kashmir: APHC
Kashmir: IHK	Kashmir: Issue
Kashmir: LOC	Kashmir: Uprising
Kazikistan	Kenya
Kosovo	Kuwait
Lebanon	Libya
Malaysia	Maldives
Middle East	Middle East Peace Plan
Morocco	Myanmar

Nepal	Nepal: Moist Insurgency
Newzeland	Nigeria
North Korea	Northern Irelands
Norway	Pak: Accountability
Pakistan: NWFP Govt	Pakistan - Establishment
Pakistan - Ethnic Issue	Pakistan - Extremism
Pakistan: 1971	Pakistan: Accidents
Pakistan: Administration	Pakistan: ANP
Pakistan: Anti Terrorism Courts	Pakistan: Archeology
Pakistan: ARD	Pakistan: Army Actions
Pakistan: Army Police Clashes	Pakistan: Attempt on Musharaf
Pakistan: Balochistan C.M.	Pak: Balochistan Culture
Pak: Balochistan Unrest	Pakistan: Balochistan Uplifts
Pakistan: Benazir Bhutto	Pakistan: Bills & Ordinances
Pakistan: Buildings	Pakistan: CDA
Pak: Centre Province Rel	Pakistan: Child Labour
Pakistan: Children	Pakistan: Civil Mil Relations
Pakistan: Civil Services	Pakistan: Constitution
Pakistan: Corruption	Pakistan: C of Isl Ideology
Pakistan: Crimes	Pakistan: Democracy
Pakistan: Devolution Plan	Pakistan: Drinking Water
Pak: Election Commission	Pakistan: Elections
Pakistan – FATA	Pakistan - FIA
Pakistan - Floods	Pakistan - Gender Issue
Pakistan – Governance	Pak: Govt Oppn Relations
Pak: Hadood Ordinance	Pakistan: High Courts
Pakistan: Ideology	Pakistan: Internal Security
Pakistan: Issues	Pakistan: Jamat-e-Islami
Pakistan: Jehadi Orgs	Pakistan: Judiciary
Pakistan: Kachi Abadi	Pakistan: Kidnapping
Pakistan: Law & Order	Pakistan: Lawyers
Pakistan: LFO	Pakistan: Liaqat Ali Khan
Pakistan: Local Govt Elections	Pakistan: Local Govt System
Pakistan: M.A.Jinnah & Fatima Jinnah	Pakistan: Madaris
Pakistan: Minorities	Pakistan: MMA

Pakistan: Moderation	Pakistan: Movement
Pakistan: MQM	Pakistan: NAB
Pakistan: NADRA	Pakistan: Narcotics
Pakistan: NASA	Pakistan: National Assembly
Pakistan: National Issues	Pakistan: National Security
Pakistan: Nawaz Sharif	Pakistan: NEPRA
Pakistan: NFC Awards	Pakistan: NGOs
Pakistan: Northern Areas	Pakistan: NRB
Pakistan: NSC	Pakistan: NWFP C.M
Pak: NWFP Local Bodies	Pakistan: NWFP P.A
Pak: NWFP Political Dev	Pakistan: NWFP Uplifts
Pakistan: Obituary	Pakistan: Opposition
Pakistan: Parliament	Pakistan: Personalities
Pakistan: Pesticides	Pakistan: PML
Pakistan: PML (N)	Pakistan: Pol Development
Pakistan: PPP	Pakistan: President
Pak: Pres Musharraf Govt	Pakistan: Press
Pakistan: Prime Minister	Pakistan: Prisons
Pakistan: Punjab C.M	Pakistan: Punjab Crimes
Pakistan: Punjab Govt	Pak: Punjab Local Bodies
Pakistan: Punjab P.A	Pakistan: Punjab Uplifts
Pakistan: QJP	Pakistan: Railways
Pakistan: RCB	Pakistan: RDA
Pakistan: Religion	Pak: Sectarian Violence
Pak: Rwp/Islamabad Uplifts	Pak: Rwp/Islamabad Crimes
Pakistan: Sedition Case	Pakistan: Senate
Pakistan: Shariat Court	Pakistan: Sindh Crimes
Pak: Sindh Government	Pakistan: Sindh Uplifts
Pakistan: Smuggling	Pakistan: Special People
Pakistan: Student Politics	Pakistan: Suicides
Pakistan: Supreme Court	Pakistan: Tribal Areas
Pakistan: Uniform Issue	Pakistan: VIP Culture
Pakistan: WANA	Pak: Women Hon Killings
Pakistan: Youth	Pakistan: Zafar Ullah Jamali
Pakistan: Zardari	Palestine
Philippine	Romania

Russia: Chechnya	Russia: Pol Development
Saudi Arabia	Serbia
Somalia	South Africa
South Korea	Soviet Union
Spain	Sri Lanka
Sri Lanka: Tamil Issue	Sudan
Sweden	Switzerland
Syria	Taiwan
Thailand	Turkey
UAE	UK
Ukraine	USA: Elections
US: 9/11	USA: Intelligence
USA: Political Development	Uzbekistan
Vietnam	Zimbabwe
<u>Defence , Nuclear and Science & Technology</u>	
Afghanistan: Arms & Ammo	Afghanistan: Deyeaponisation
Afghanistan: National Army	Bangladesh: Defence
China: Space Programme	CTBT
Disarmament	Earthquake
IAEA	India: Defence
India: Indo US Military Exs	India: Military
India: Missile Programme	India: Nuclear Programme
Iran: Nuclear Programme	North Korea : Nuclear Prog
NPT	Nuclear Issues
Nuclear Weapons	Pakistan: Armed Forces
Pakistan: Aviation	Pakistan: CAA
Pakistan: Chashma Nuclear Power Plant	Pakistan: Defence
Pakistan: Defence Exports	Pakistan: Defence Production
Pakistan: Def Purchases	Pakistan: Information Tech
Pakistan: ISI	Pakistan: ISPR
Pakistan: Kargil Issue	Pakistan: NDU
Pakistan: Nuclear Issues	Pak: Nuclear Programme
Pak: Okara Military Farms	Pakistan: PIA
Pakistan: Police	Science & Technology
South Asia Arms Race	South Asia Nuclear Issue

Space	USA-Defence
USA-Military	WMD
<u>Economic & Social Affairs</u>	
ADBP	Afghanistan-Trade
Afghanistan-Women	Anti Terrorism
Asian Economic Forum	Bangladesh-Economy
Bangladesh-Education	China-Economy
Christianity	Commodity
Corruption	Drugs
Economics	Edible Oil
Environment	Free Trade Agreements
Fundamentalism	Global Economy
Global Trade	Human Development
Human Rights	Human Trafficking
IMF	India-Budget
India-Economy	India-Employment
India-Telecommunication	India-Trade
Islam & Islamisation	Media
Money Market	Muslims
Natural Disaster	Noble Prize
OECD	Oil
Oil Spillage	OPEC
Pakistan-Agriculture	Pakistan-Aids
Pakistan-Arts and Culture	Pakistan-Bait-ul-Maal
Pakistan-Balochistan Eco	Pakistan-Banking
Pakistan-Beggary	Pakistan-Budget
Pakistan-CBR	Pakistan-Cement Industry
Pakistan-Cotton	Pakistan-Customs
Pakistan-Dams	Pakistan-Economy
Pakistan-Education	Pakistan-Employment
Pakistan-Energy	Pakistan-Enrichments
Pakistan-Exports	Pakistan-Fishing
Pakistan-Flour	Pakistan-Gas
Pakistan-Gwadar Port	Pakistan-Health
Pakistan-Hospitals	Pakistan-Housing Societies
Pak-IMF Aid to Pakistan	Pakistan-Imports

Pakistan-Industry	Pakistan-Inflation
Pakistan-Investment	Pakistan-IRSA
Pakistan-Kalabagh Dam	Pakistan-Karachi Dev
Pak-Labour Rights Issue	Pakistan-Medicines
Pakistan-Micro Finance	Pakistan-NEPRA
Pakistan-OGDCL	Pakistan-Oil & Gas
Pak-Overseas Pakistanis	Pakistan-PAEC
Pakistan-Population	Pakistan-Ports
Pakistan-Poultry	Pakistan-Poverty
Pakistan-Poverty Alleviation	Pakistan-Power Sector
Pakistan-Prices	Pakistan-Private Sector
Pakistan-Privatization	Pakistan-PTA
Pakistan-Religion	Pakistan-Rice
Pakistan-Roads	Pakistan-Rural Dev
Pakistan-SBP	Pakistan-Sindh Economy
Pakistan-Social Affairs	Pakistan-Stock Exchange
Pakistan-Sugar	Pakistan-Tameer-e-Pakistan
Pakistan-Taxation	Pakistan-Teachers
Paki-Telecommunication	Pakistan-Textile
Pakistan-Thal Canal	Pakistan-Tourism
Pakistan-Trade	Pakistan-Transport
Pakistan-Universities	Pakistan-WAPDA
Pakistan-WASA	Pakistan-Water Dispute
Pakistan-Water Resources	Pakistan-Wheat
Pakistan-WMD	Pakistan-Women
Pakistan-Zakat	Popy Cultivation
Red Crescent	USA-Economy
US-Aid	WHO
Women	World Bank
World Wars	WTO
Year Highlights	

SOP ON RESEARCH PAPERS**General**

1. The participants of ND and War courses every year write a large number of research papers which include Individual Research Papers, Group Research Papers, Military Strategy Papers, Military History Papers, and National Strategy Papers. These papers were being maintained in the respective Archives of the NS and War Colleges. However, in order to make them easily accessible to the researchers, a need was felt to shift unclassified research papers to the main library. The purpose of this SOP is to streamline transfer of research papers from archives and facilitate their use, maintenance and disposal in the main library.

Actions to be Taken by the Colleges

2. NS and War Colleges will:-
 - a. Prepare lists of the research papers and provide both soft and hard copies of the lists to the library.
 - b. Carry out an analysis of the research papers and transfer unclassified papers only to the library.
 - c. Retain classified papers in respective archives as before.
 - d. Ensure that research papers submitted by participants are in properly bound form following one approved format.
 - e. Ensure that on termination of each course, all declassified research papers are sent to the library by 15 July each year.
 - f. Transfer research papers on proper handing/taking over certificate with the representative of the library.

Actions to be taken by the Library

3. Following actions will be taken by the library:-
 - a. The research papers will be taken on proper charge in a separate accession register to be maintained for the purpose.

- b. DD Libraries will detail one of the Assistant Library Officers (ALO) for maintenance and safe custody of the research papers.
- c. Both hard and soft copies of the lists of research papers, kept in the library, will be made available to the members for consultation/reference.
- d. The research papers will be placed in open shelves at a prominent corner in the library for easy access.

Issue and Receipt Procedure in the Library

4. Following procedure will be adopted for issue/receipt and utilization of the research papers:-
 - a. Course participants/members will be allowed to consult the papers inside the library only.
 - b. Photocopying will not be allowed.
 - c. If required DSs can get the papers issued in their names for a period of seven days.
 - e. In exceptional circumstances, a sponsor DS may give written permission to a course participant for getting a research paper issued on loan. The loan period will not exceed five days.
 - f. Military Headquarters, organizations, research institutes, etc if request for a copy of any research paper, they may avail the facility but with prior approval of the President NDU.

Disposal of Research Papers

5. Following procedure will be followed:-
 - a. Research papers will be physically checked during annual stock taking of the library.
 - b. Research papers will be kept in Research Paper Gallery for a maximum period of eight years. The old papers will be preserved in the Library Archives for a total period of fifteen years, after which the papers on recommendation by a board will be destroyed by burning and colleges will be informed accordingly.

- c. Since the papers will be on the open shelves and declassified in nature, the loss, if any, due to fair wear and tear, loss, etc, will be disposed off through annual stock-taking board, in accordance with the procedure followed for the books.

Conclusion

6. Sincere efforts will be made at all levels to ensure that research papers are properly preserved and made available for optimum utilization by researchers.

**SUBJECTS HEADINGS FOR ARRANGEMENT OF
RESEARCH PAPERS**

- Agriculture
- Arms Control
- ASEAN
- Country Studies
- Corruption
- Culture
- Defence & Security
- Developmental Studies
- Disaster Mangement
- Economy
- Education
- Environmental Studies
- European Union
- Foreign Affairs
- Global Security
- Governance
- Human Rights
- Information Warfare
- Insurgency
- International Politics
- International Relations
- Islamic Studies
- Kashmir Issue
- Media
- Middle East
- Military History
- National Security
- Nuclear Studies
- Pakistan National Affairs
- Resource Studies
- SAARC
- Science & Technology
- Social Security
- Socio-Economy
- South Asia
- Terrorism & Counter
Terrorism
- Third World
- United Nations
- WTO

USEFUL INTERNET SITES

✦	http://www.great-quotes.com
✦	http://www.internationalaffairs.com
✦	http://www.odci.gov
✦	http://www.bookbrowse.com
✦	http://www.terrorismanswers.com
✦	http://www.lib.utexas.edu/maps/
✦	http://www.besthistorysites.net
✦	http://connections.smsd.org
✦	http://www.napoleonguide.com
✦	http://www.asanquran.com
✦	http://islam-online.net
✦	http://www.harunyahya.com/
✦	http://www.af.mil
✦	http://www.cgsc.army.mil
✦	http://www.forisb.org
✦	http://www.army.mil
✦	http://tradoc.monroe.army.mil
✦	http://www.defenselink.mil
✦	http://www.militaryhistoryonline.com
✦	http://www.cia.gov
✦	http://www.strategypage.com
✦	http://www.janes.com
✦	http://bharat-rakshak.com
✦	http://www.cfr.org
✦	http://www.cdi.org
✦	http://www.csis.org
✦	http://www.iiss.org
✦	http://www.sipri.org
✦	http://www.carnegieendowment.org/npp
✦	http://www.ndu.edu
✦	http://www.intlsecurity.org

MERLN USERS' GUIDE

1. MERLN (Military Education Research Library Network) is a comprehensive website devoted to international military education outreach. It represents a consortium of military education research libraries that work together to provide access to a variety of unique electronic resources for the use of researchers and scholars. MERLN's extensive electronic resources include the following.

- a. Military Policy Awareness Links (MiPALs), which provide access to Digital collections of full-text papers, lectures, and legislation to current U.S. Government policy statements on selected key topics.
- b. Digital collections of full-text papers, lectures, and legislation
- c. Links to worldwide military library catalogues
- d. Links to military journals and publications; and
- e. Access (password controlled) to full text e-journals and reference tools

2. The MERLN website is maintained by the NDU Library in Washington, D.C. Limited search facilities are available in the following areas:-

- a. **ProQuest.** Access to over 5,000 newspapers, magazines and journals, including such titles as The New York Times, The Wall Street Journal, and Foreign Affairs. Coverage is mid-1980's to the present, varying by title
- b. **Newspaper Direct Press Display.** See hundreds of newspapers from countries throughout the world in their original language, in full-page format, from front page to last, complete with headlines and pictures.
- c. **Jane's Terrorism and Insurgency Centre.** Get the latest news on terrorist activities throughout the

world, analysis from Jane's global network or security and intelligence experts, in-depth profiles of terrorist groups, and track terrorist activity by region or country.

- d. **CIAO - Columbia International Affairs Online.** Search the most comprehensive source for theory and research in international affairs for articles, working papers, conference proceedings, and books from scholarly publishers.
- e. **Periscope.** Access detailed information on military structure, orders of battle, and weapons systems from countries throughout the world.
- f. **First Search.** Search databases specializing in economics, education, agriculture, health and medicine, and a variety of other subjects.
- g. **Digital National Security Archive.** See previously classified U.S. Government documents on key foreign policy topics (Berlin Crisis, El Salvador, Vietnam War, Iran, Presidential Directives on National Security, South Africa, Terrorism, etc.) that have been declassified for public use.

3. Link to MERLN website is with controlled password. Members will always find the website connected on the exclusively earmarked terminals. Search, download and save on your USB the required research materials. If required print outs can also be obtained.

4. In case of difficulty always contact concerned ALO.

HEC NATIONAL DIGITAL LIBRARY - IMPORTANT DATABASES & E-SOURCES

How To Access the HEC Digital Library

1. NDU library has acquired access to some of the databases of National Digital Library of Higher Education Commission of Pakistan. It has specific search mechanism, including three types of search.

- a. **General search / browsing.** In the browsing or general search the researcher just visits the available information, not specifically looking for a required article.
- b. **Search.** In the “search” area one searches out general information, for example looking up articles abstracts.
- c. **Advance search.** In the “advance search” the researcher narrows down his topic and look for specific material by subject, title, name of the author, by ISBN & ISSN numbers

2. Search can be performed by the following method:-

- a. HEC Digital Library is accessible to the members in the library as well as from residences inside the university campus.
 - (1) To access from residence any of the following web address may be typed in the task bar of the computer:-
 - (a) www.digitallibrary.edu.pk/ndu.html
 - (b) <http://bridg/web/intranet>
 - (2) In the library systems, HEC Digital Library icon exists on the digital section of library software as well.

Important HEC Databases

3. **Blackwell Synergy**


- Online database containing over 750 peer-reviewed full-text journals from Blackwell Publishing.
- Subjects include: all Life Sciences, Medicine, Veterinary Science, Accountancy and Economics, Cultural Studies, Development Issues, Social Policy, Law, History and Management Studies.

4. **Springerlink**. Springer Link provides access to 503 full-text Springer-Verlag Journals and 738 full-text journals formerly published by Kluwer Academic Publishing. One of the world's leading information services for Science, Technical and Medical journals.

5. **Taylor & Francis Journals**. Taylor & Francis have grown rapidly over the last two decades to become a leading international academic publisher. More than 1000 journal titles in a full range of disciplines are available.

6. **Project MUSE**. Project MUSE provides full text, subscription access to current content from scholarly journals in the humanities and social sciences. MUSE is constantly growing! The site currently includes: 180,195 articles, from 450 journals by 114 publishers.

MEMBERSHIP FORM (FOR REGULAR MEMBERS)

	<p>Membership No </p> <p>NATIONAL DEFENCE UNIVERSITY ISLAMABAD</p> <p>LIBRARY MEMBERSHIP FORM</p> <p>(Valid for Faculty, Participants and SOs in NDU)</p>	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;"> <p>2 x Photographs (Size 1 x 1 inch)</p> </div>
<p>1. I wish to become a member of the NDU Library. My particulars are given below:-</p>		
a.	PA No/NDU No. :	<hr/>
b.	Rank/Designation :	<hr/>
c.	Name (Full) :	<hr/>
d.	NIC No. :	<hr/>
e.	Status/Appt :	<ul style="list-style-type: none"> ▪ Faculty _____ HQ/NS/AFWC/AOWC/ISSRA/FCS ▪ SO _____ HQ/NS/AFWC/AOWC/ISSRA/FCS ▪ Participant Course _____ Locker _____
f.	Present Address :	<hr/>
g.	Tel # :	Office _____ Residence _____
h.	Perm Address :	<hr/>
j.	NDU e-mail :	<hr/>
k.	Internet e-mail :	<hr/>
<p>2. I undertake that :</p>		
a.	I shall abide by the library rules.	
b.	I shall return borrowed books at short notice if required for official use.	
c.	I am aware that the facilities extended to me will be withdrawn when I am posted/moved out of the NDU.	
<p>Dated: _____</p>		
		<p>Signature of Applicant</p>
<p>FOR OFFICE USE ONLY</p>		
Admissible/Not Admissible	<p>(Dy Dir Libraries)</p>	
Received Membership Card	<p>(Signature)</p>	

MEMBERSHIP FORM (FOR SPECIAL / CASUAL MEMBERS)

Membership No 

**NATIONAL DEFENCE UNIVERSITY
ISLAMABAD**

LIBRARY MEMBERSHIP FORM

(Valid for Residents of Islamabad & Rawalpindi)

2 x Photographs
(Size 1 x 1 inch)

1. I wish to become a member of the NDU Library. My particulars are given below:-
 - a. PA No/Rank/Position and Name: _____
 - b. NIC No: _____
 - c. Status (Please write duration also) :
 - Ex President NDU _____
 - Ex Comdt NDC/NSC/AFWC _____
 - Ex CI/DG (ISSRA) _____
 - Ex Faculty Member/SO _____
 - Alumni ND/War Courses _____
 - MOU Partner NDU _____
 - Miscellaneous (Please Specify) _____
 - d. Address: Office: _____
Residence: _____
 - e. Telephone No: Office: _____ Residence _____
 - f. E-mail : _____
2. I undertake that :
 - a. I shall abide by the library rules.
 - b. I shall return borrowed books at short notice if required for official use.
 - c. I am aware that the facilities extended to me will be withdrawn when I am posted/moved out of Rawalpindi/Islamabad.

Dated: _____

Signature of Applicant

FOR OFFICE USE ONLY

Admissible/Not Admissible

(Dy Dir Libraries)

Approved/Not Approved

(Dir C&C/DG ISSRA)

Received Membership Card

(Signature)

FICTION LIBRARY MAGAZINES

• Aanchal	• Libas
• Akhbar-e-Jehan	• MAG
• Bachoon ki Dunya	• Pakeeza
• Bawarchi Khana	• Phool
• Cricketer	• Qaumi Digest
• Dosheeza	• She
• Family	• Shuaa
• Fashion Mag	• Siara Digest
• Good Food	• Taleem-o-Tarbiat
• Global Science	• Urdu Digest
• Hamdard Sehat	• Women's Own
• Hikayat	• You and Bride
• Khawateen Digest	

NDU LIBRARY RULES**General**

1. Library management has become a complex activity due to knowledge explosion and revolutionary changes in information technology. A library can perform its functions of accumulation, preservation and dissemination of knowledge in an effective manner only if it is efficiently administered with clearly defined rules and procedures. Such rules and regulations must be helpful both to the staff and the users, having greater degree of freedom and ensuring a system of check and balance as well. Within this spirit and intention the SYK library will be administered under these rules, hereafter called SYK Library Rules.

Library Committee

2. a. **Composition**
- | | | |
|-----|------------------------|-----------|
| (1) | DG ISSRA | President |
| (2) | 1 x DS NS College | Member |
| (3) | 1 x DS War College | Member |
| (4) | 1 x Faculty Member FCS | Member |
| (5) | Dy Director Libraries | Member |
- b. **Functions.** Library Committee will be responsible for purchasing library books and framing/revising library rules.

Membership

3. Following types of membership are granted:-
- a. **Regular Membership**
- (1) All the course participants, faculty and staff officers at the University will be entitled to become regular members.
 - (2) Families of the regular members may avail facilities of Fiction Library after getting membership cards.

- b. **Special Membership.** Library facilities may be used by the under mentioned categories of officers as a special case: -
- (1) Services Chiefs and ex Commandants NDC / ex Presidents NDU.
 - (2) General Officers and equivalent of the two services living in Islamabad/ Rawalpindi.
 - (3) Ex members of the Faculty and ISSRA living in Islamabad/ Rawalpindi.
 - (4) Ex graduates living in Islamabad/ Rawalpindi with approval of the President Library Committee.
- c. **Casual Membership.** Following categories of officers / individuals may avail library facilities, as a special case and for specific purpose, with permission of the President NDU:-
- (1) Members of Review/ Research Committees constituted under the auspices of Ministry of Defence, JS Headquarters, Services Headquarters and ISI.
 - (2) Guest speakers for preparation of their lectures can draw books through respective sponsoring DS and return the same soon after their lecture/talk.
 - (3) Scholars of local Research Institutes in Islamabad including IPRI, ISSI, IRS.
 - (4) M Phil / Ph D students of local universities/research institutes when recommended by their respective faculty.
4. **Security Clearance.** Casual Membership to civilians will be granted after obtaining security clearance.
5. **Membership Cards.** All the members are issued with library membership cards. Following points are important:-
- a. The cards are not transferable.
 - b. Members are requested to bring along the card, as these are used for issue/receipt of books.

- c. Membership cards remain the property of the NDU Library and must be returned when membership expires.
- d. Members must notify the Library of any change of address.
- e. Loss of a library card should be reported without delay to the Dy Director Libraries. This will help to stop issue of material to unauthorized persons.
- f. Duplicate card may be issued on payment of charges of Rs.50.00

Issue and Return of Library Material

6. **SOP for Regular and Special Members.** Following rules will apply:-

- a. Regular members may draw/borrow books up to a maximum number of 6 at a time, for a period of 14 days.
- b. Officers nominated for National Defence and Armed Forces War Courses can also borrow six books at a time in advance for four weeks.
- c. Special members will be entitled to draw a maximum number of two books. Fresh books will not be issued.
- d. Reference and reserved material (books, documents, periodicals, etc) will NOT be issued.
- e. Current periodicals and newspapers displayed in the Reading Area will NOT be borrowed or removed from their respective places.
- f. Borrowed books and library material will not be transferred to some other individual by the borrower. These will be returned to the library for reissue as per laid down procedure.
- g. Books/library material specified for a particular study or research assignment will be kept on a separate shelf clearly marked as reserved material. This material will be available for reading/reference purpose within the library during working hours.

However, part of this material may be borrowed after the working hours for overnight reading and will be returned by 0800 hours the next day.

- h. New books will not be issued before these are classified and catalogued. Only regular members will be authorized to draw two fresh books at a time for 7 days, after these are processed.

7. **SOP for Casual Members.** Following rules will apply:-

- a. Books/magazines will not be issued to any casual member.
- b. Two researchers at a time will be permitted to visit the library.
- c. The library staff will not be engaged by the researchers except seeking some initial guidance pertaining to location of required material.
- d. Internet and computer facilities will not be made available.
- e. Limited photocopying/ printing may be allowed on payment of Re 1.00 per copy.
- f. Facility to use the library is liable to be withdrawn without explaining any reason.

8. **Return of Library Material.** Following rules will apply:-

- a. Borrowers may be asked to return the books if required for some special purpose. Such recalled items must be returned as soon as possible, irrespective of the due date.
- b. All borrowed books will be returned within the stipulated period. Reminders will be issued to the borrowers who will not return the books within the prescribed period. The cases not responding to the reminders will be reported to the President Library Committee.
- c. A fine of Re. 1.00 per book per day will be charged against all the books returned after the due date and realized through mess bills of the members. All other categories of members will pay the fine in

cash at the counter, enter the amount in the Fine Register and will sign it with time and date. The amount so received will be deposited in the Fiction Library Fund.

- d. While returning the books, members will ensure that entries are completed by the Library Staff in their presence.

9. **Damage/Loss of Library Material.** Loss of any items must be reported to library staff at once; users will be considered personally responsible and all costs associated with replacing lost or damaged items will be charged to the borrower. Loss/damage will entail payment as given below:-

- a. Latest market rates in case of books available in the market.
- b. Cost of book plus 100% surcharge in case of old books and foreign publications not available in Pakistan.
- c. Special amount will be determined / realized in case of important and rare books.
- d. Cost of the complete set with surcharge will be realized in case the book is part of a set containing more than one volume.
- e. If some pages, illustrations, pictures, maps, etc are missing at the time of return, the borrower will be required to make payment as above.

10. **Internet.** Following rules will govern the use of internet facility:-

- a. Regular members only can avail internet facility. This facility will also be extended to the participants of NS Workshop.
- b. Internet timings will conform to library timings.
- c. Users will operate the internet / scanners themselves however, for any technical help assistance of library staff may be sought.

11. **Fiction Library**. Fiction Library is primarily meant for providing light reading material to the regular members and their families. The following rules will be adhered to:-

- a. Families of the regular members only can obtain membership of the Fiction Library.
- b. Members may draw 2 books and 2 old magazines at a time for a period of 7 days.
- c. Producing membership card will be mandatory to get books issued.
- d. A fine of Re. 1.00 per book / magazine per day will be charged against all the material returned after the due date. This will be realized through mess bills of the members.
- e. DVDs of English movies can be borrowed for overnight with nominal charges of Rs.5.00 per movie. On delayed return the borrower will be charged on the same rate for the extended duration as well. The charges will be realized through mess bills.

Dress Code

12. Following dress code will be observed :-

- a. **Main Library**
 - (1) Military - Uniform/ Closed Collar
 - (2) Civilian/Course Participants and FCS faculty/students – Closed Collar
 - (3) Female Members/Families – Any decent dress
- b. **Fiction Library**
Officers/Families - Smart/Casuals (Jeans, shorts, slippers and Shalwar Qameez without Waist Coat (gents) are not allowed)

Timings

13. The library will remain open from Monday to Saturday. Morning timings conform to the University timings whereas evening timings will be flexible according to the requirements.

Announcements of any changes to these timings shall be publicly displayed and conveyed to the concerned colleges, institutes and branches. Last issues are made 10 minutes before closing time. The timings are as follow:-

- a. **Summers** (1 March to 31 October)
 - (1) **Main Library**
 - (a) All working days: 0800 to 2000 hrs
 - (b) Fridays: Morning: 0800 to 1230 hrs
Evening: 1600 to 2000 hrs
 - (2) **Fiction Library**
 - (a) Morning: 1100 to 1400 hrs
 - (b) Evening: 1700 to 2000 hrs
- b. **Winters** (1 November to 28 February)
 - (1) **Main Library**
 - (a) All working days: 0800 to 1700 hrs
 - (b) Fridays: Morning: 0800 to 1230 hrs
Evening: 1500 to 1700 hrs
 - (2) **Fiction Library**: 1100 to 1700 hrs

14. The libraries will remain closed on Sundays/gazetted holidays. However, to facilitate research work. The Main Library will remain open during 1100 to 1600 hrs on 1st Saturday of the month which is otherwise (closed holiday). In case the participants of NDC/AFWC are not on the campus, the library will observe closed holiday.

15. During Foreign Study Tours, term breaks and from termination date of courses in June till commencement of new courses, the Main Library will remain open in the morning times only.

Miscellaneous

16. Some of the general points are:-

- a. Regular members may avail photocopying/ printing services on payment which will be realized through their mess bills. Special and casual members may also avail this facility on payment.

- b. Photocopying facility will be available for the material held in NDU library only. Anything brought from outside will not be photocopied.
- c. Personal books, bags, brief cases, etc will not be brought into the library but must be placed on the table near the entrance.
- d. Current magazines/journals/newspapers will not be removed from the Reading Area of the library even for photocopying purpose without prior permission of the Dy Director Libraries.
- e. Users must not in any way damage or mark any item belonging to the Library.
- f. Items which are found to be damaged or marked should be reported to a member of library staff before getting it issued.
- g. No visitors (other than members) are allowed except with the permission of Dy Director Libraries or Dir C&C.
- h. Children less than 12 years of age will not be allowed to enter the Main Library premises. However, they may visit the Fiction Library.
- j. **SMOKING IS PROHIBITED** in the Library.

**IMPORTANT RESEARCH ORGANIZATIONS &
LIBRARIES**

Army Central Library
GHQ, Rawalpindi
Tel: 561-30890

Institute of Strategic Studies Islamabad
Sector F-5/2, Islamabad,
Tel: 9204423- 4, www.issi.org.pk

Islamabad Policy Research Institute
No. 2, Street 15, Main Margalla Road, F-7/2, Islamabad
Tel: 9213680-2, www.ipripak.org

Institute of Regional Studies Islamabad
No.12, Street 84, Embassy Road, G-6/4, Islamabad
Tel: 9204940, www.irs.org.pk

Institute of Policy Studies Islamabad
Nasr Chambers, Block-19, F-7 Markaz, Islamabad
Tel: 2650971-3, www.ips.org.pk

Pakistan Institute of Development Economics
Quaid-i-Azam University Campus, Islamabad
Tel: 9209397, www.pide.org.pk

The Mahbub ul Haq Human Development Centre
42, Embassy Road, G-6/3, Islamabad
Tel: 2271228, www.un.org.pk/hdc

National Library of Pakistan
Constitution Avenue, Islamabad
Tel: 9214523

Quaid-i-Azam University Library

QAU Campus Islamabad

Tel: 9064207-8, www.qau.edu.pk

Defence & Strategic Studies Department Library

QAU Campus, Islamabad

Tel: 9064207-8, www.qau.edu.pk

Allama Iqbal Open University Library

H-8, Islamabad

Tel: 9250040, www.aiou.edu.pk

HEC Library

H-8, Islamabad

Tel: 9040304

Islamic Research Institute Library

Faisal Mosque, Islamabad

Tel: 9257955

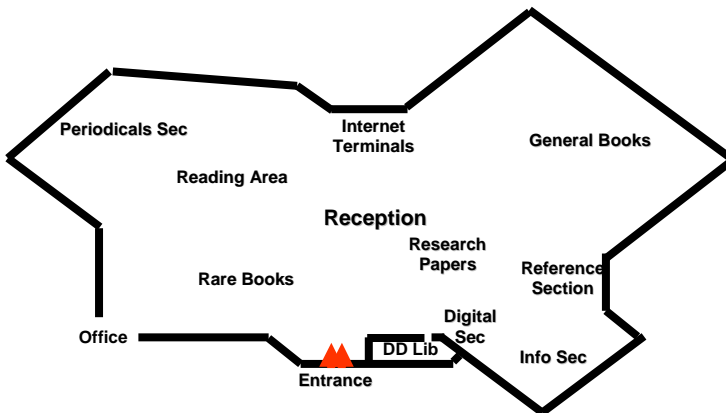
EXPLORING THE LIBRARY RESEARCH TOOLS AND RESOURCES

General

1. This exercise is meant to augment the briefing and Library Guide you have received from the SYK Library. Its aim is to increase the knowledge and skills you will need to reach the appropriate resources for completion of various research assignments including Individual Research Papers, Group Research Papers, etc. Please work on these tasks on your own as much as possible. Don't hesitate to seek help from library staff if you get stuck. But rather than asking for the answers directly, instead ask for assistance in finding the answers.

Organization of SYK Library

2. NDU has a well-stocked and effectively organized library spread over a spacious reading, research and stack area. The following sketch will give you an idea of the major sections of the library and their locations:-



Using Research Tools and Resources

3. The Library Database. The books and journals have been computerized and relevant data are available on Intranet which

can be accessed from the Colleges and Institutes on web address; <http://erp/member/login.aspx>. To access the database from the terminals in the library follow these steps:-

- a. Go to any computer and find on the desktop the icon of “Library Database Shortcut”.
- b. Double click the shortcut to open the relevant page, or
- c. Type **http://172.16.22.33/libmax** on the task bar and click to open.
- d. Type “ateeq1” and insert Password “lost” in the specified spaces.
- e. As per your search requirements, click on the relevant icon listed on the top like; Books, Magazines, Newspapers, Articles, etc.

4. **Searching for Fresh Arrivals**. Latest books are displayed on the fresh arrival racks. To attract readers a list of selected books is placed on the database; it is automatically displayed once you login:-

- a. View the list and note down the book you like the most. Get the book from the fresh arrival racks or approach Counter Assistant for help.
- b. It is even more advisable to *BROWSE* fresh arrival racks that will broaden your choice of selection.

5. **Searching for General Books**. Your library is well stocked with its holdings of about 70,000 books, reports and back issues of professional journals. To provide you freedom in selecting required materials all the printed materials are on open display. Arrangement of books on the shelves is conventional, using Dewey Decimal Classification Scheme (DDC). For acquaintance see the outline of the scheme appended at page 13 to 18 of the Library Guide. Searching a book through database will require following steps:-

- a. Follow the first four steps at para 3 above. Your next step is to click on the icon *BOOKS* at the top of the screen. A new interface will be available.

b. **Searching by Author**

- (1) Type name of the author on the search bar, select the mode “author” and click “GO”. For correct response please ensure that the entry word used is correct. You will get a list of book(s) by the author.
- (2) Note down classification Number and author mark of the item you require, for example, 954.9 BRO. Classification number 954.9 is a code from DDC for Pakistan and BRO is author mark, consisting of the first three letters of the entry word (last part of the name, or prominent part of the name).
- (3) Books are arranged on the racks according to DDC Scheme using classification number 000 - 999 with infinite subdivisions. On the spine of each book classification Number and author mark are written, where arrangement of books is first by classification number and then by author mark. Match the chit with the information on the spine and select the required book.
- (4) In case you do not find the book, check it with the Counter Assistant to get the status of the book that may be already issued, reserved, with photocopier, in process of repair, wrongly placed on the shelf, etc.
- (5) If you are not in search of a particular item, do find time to *BROWSE* the racks containing books on your subject of interest that will provide you even broader choice of selection.
- (6) Following the above steps please find out one book each written by Paul Kennedy, Noam Chomsky, Tariq Ali and Liddle Hart.

Write down the title and classification number of each book:-

- (a)
-
- (b)
- (c)
- (d)

c. **Searching by Title.**

- (1) Type title of the required book, with correct spellings, on the search bar and enter. You will get a title wise list of book(s) having the words you entered, if held in the database.
- (2) Follow the steps at para 5 (b) (2 to 6) above to find the book of your requirement.
- (3) Please search out the under-mentioned books; write down their author’s name and classification number:-
 - (a) “Reconstruction of Religious Thought in Islam”
.....
 - (b) “The American Papers”
.....
 - (c) “Truth Never Retires”
.....
 - (d) “Essentials of International Relations”
.....
 - (e) “The End of History and the Last Man”

d. **Searching by Subject Heading or Keyword.**

- (1) Type on the search bar a brief, commonly used and broader subject heading or keyword for the required book and enter. You will get a subject-wise list of book(s) on the topic of your interest, if held in the database.

- (2) Follow the steps at para 5 (b) (2 to 6) above to find the book of your choice.
- (3) Please find out three latest books, one each on Afghanistan, Pakistan’s Foreign Policy and Nuclear Iran (write title and author mark) :-
 - (a)
 - (b)
 - (c)
- (4) Search books related to the topic of your research paper / assignment and prepare a complete bibliography, giving information for author, title, edition, place of publication, publisher, date, no of pages, etc. (Please attach the list).

6. **Searching for Reference Books.** Locate Reference Section from the above sketch. List of important reference books is placed at page 19-20 of the Library Guide. Take the following steps:-

- a. Take a round and acquaint yourself with books in the Reference Section.
- b. To search a particular reference book through database follow the same steps as you follow for general books.
- c. Locating particular item of information from a reference book is however, more important than finding the book itself. Therefore, acquaint yourself with searching tools like:-
 - (1) Alphabetically arranged index given at the end of every good reference book or published separately. Note down the page number and open the referred page for the details.

- (2) Information/ entries in some of the reference books are alphabetically arranged. Look for the required topic as you look for a word in a dictionary.
- (3) If you don't find an index, go to the table of contents.

d. Now look for Encyclopaedia Britannica and Encyclopaedia World War II to find out the following:-

- (1) Find an article on "World War II" in the Macropaedia and write volume and page no only
.....
- (2) Find an article on "General Montgomery" in the Micropaedia and write volume and page no only
.....
- (3) Find an article on "Adolf Hitler" from Encyclopaedia World War II and give reference of volume and page
.....

e. In Reference Section you will find Year Books. Can you locate the following more important ones? Write yes/no in front of each:-

Europa World Year Book	Yes/No	Statesman Year Book	Yes/No
Brassey's Defence Annual	Yes/No	SP's Military Yearbook	Yes/No
South Asia Defence Yearbook	Yes/No	Indian Yearbook	Yes/No
SIPRI Yearbook	Yes/No	Indian Defence Yearbook	Yes/No

Defence and Foreign Affairs Handbook	Yes/No	Pakistan Yearbook	Yes/No
--------------------------------------	--------	-------------------	--------

- f. Please find articles on Islam, Conflict and Terrorism in the SIPRI Year Book 2006. Quote pages from to
- g. Please note the defence expenditure of India in the Year 2007. Quote source and pages
- h. Please extract some information about United Kingdom’s Education System from Europa World Yearbook. Refer to volume and pages only
- j. For FST you need to have ample information about the countries you are going to tour. Keeping this in view, collect suitable information about any two countries of your interest (Quote the sources and page number only):-
 (1) -----
 (2) -----
- k. In the Reference Section look for the Jane’s Publications. Locate the following and write call number in front of each:-

Jane’s Weapon System		Jane’s World Artillery	
Jane’s Sentinel		Jane’s C41	
Jane’s World Armies		Jane’s Defence Industries	
Jane’s World Air Force		Jane’s Radars	

Jane's Fighting Ships		Jane's World Aircraft	
-----------------------------	--	--------------------------	--

- l. Please write down page no for entry on "Pakistan Armed Forces" in the Jane's World Armies.
- m. Look in the Jane's Sentinel and note down statistics on militaries of any one country in the Middle East (Give year and pages only).
.....
- n. You need to find latest population figures of Brazil and Brunai Darussalam. Indicate the best sources.
.....
- o. Where from you will find female literacy rate in Balochistan?
- p. Please take some statistics about poverty in Asia from the latest UN Development Report. Quote reference (Quote pages only).
.....
- q. Look for Economic Survey of Pakistan 2007-2008 and give pages where the statistics on Imports of Pakistan are given.
.....
- r. Search reference books containing information related to your research paper and prepare a bibliography. (Attach the list with this exercise).

7. **Searching for Research Papers.** Locate Research Papers Gallery which is just opposite the Reference Section. The papers are for reference only. To find a particular research paper, follow the under-mentioned steps:-

- a. Search the library database with the same steps as you follow for a general book. Note down the Classification Number, author mark and subject. The papers have been arranged by subject and then by classification number.
- b. For your ease a hard copy of list is placed at the Reception Counter. Papers are arranged by subject

headings. Note down accession number e.g. RP-412 which is written on the spine of research paper as well and get the required paper.

- b. The detail of subject headings used is at page 35 of the Library Guide. The subject headings are also displayed on shelves for guidance.
- d. Going through the process, carry out following exercise:-
 - (1) Look for a research paper on Netcentric Warfare and write its complete title and author:
.....
 - (2) Find out a Research Paper on defence and write title and author:
.....
 - (3) Search research papers relating to the topic of your research assignment and prepare a bibliography (Please attach the list).

8. Searching Material from Information Section.

Information Section is located adjacent to Digital Library Section (MERLN). It has clippings from local and foreign newspapers on; (1) Internal Affairs; (2) Foreign Affairs; (3) Economic, Social and Cultural Affairs; and (4) Defence, Science and Technology. List of important subjects is given at page 23-31 of Library Guide. The procedures to be followed are:-

- a. Arrangement of folders on the racks is first by four main subject categories and then alphabetical within each subject area.
- b. Some Exercise Questions:
 - (1) Please find out folder on “Indo-US Nuclear Deal? (Yes / No)
 - (2) Could you locate articles from Foreign Newspapers about Bombay terror attacks? (Yes / No)
 - (3) Could you find bound copy of articles on Pakistan’s Economy? (Yes/No)

- (4) Could you find folder on Afghanistan? (Yes / No)
- c. Information Section personnel are available for assistance in search.
- d. Members can obtain softcopies of required articles on USB.
- e. Search newspaper articles related to your research paper and prepare a bibliography (Please attach list).

9. **Searching Articles from the Journals.** NDU Library receives over 140 local and foreign journals, organized in the “Periodicals Section”. List of important journals is at page 21 and 22 of the Library Guide. Following procedures will assist you in the use of the journals:-

- a. To search an article:-
 - (1) Get connected with the database, following the steps at para 5 (b) (2 to 5) above.
 - (2) Click on the icon ‘MAGAZINES’ and browse the list. Find magazine wise lists of articles.
 - (3) Click on the icon ‘ARTICLES’. To find an article of interest follow the same steps as followed for searching a book.
- b. Please carry out a small exercise:-
 - (1) On the Library's web page, click on "Magazines," and find information about “International Affairs”. Is the journal held? (Yes or No)
 - (2) If yes, find article “Challenge of Multiculturalism in European Foreign Policy” and note the relevant details of publication.
 - (3) Please go to the racks, locate the article. Could you? (Yes/No).
 - (4) Library staff will always feel pleased to assist you.

- (5) Scan quickly the areas of the library where current journals are kept, and jot down a couple high priority titles that you'd like to peruse later. (Enclose a list of at least five).
- (6) Locate "Foreign Policy" and give publication details of the latest issue
.....
- (7) Look for the latest issue of "Jane's Defense Weekly" and note publication date
.....
- (8) Find "Clash of Civilizations and the Remaking of World Order" and write its author's name.
.....
- (9) Look for the back issues of "Defence Review" and find out an article on Baglihar Dam. Please give reference.
.....
- (10) Find the article "Re-Envisioning Asia" by Francis Fukuyama. (Yes/No)
- (11) Write reference of article "Imperial Myopia" by Peter Sluglett.
- (12) Look for the article "Strong Gender Egalitarianism" by Harry Brighthouse. Quote reference:
.....

c. Search articles from various journals related to your research paper / assignment and prepare a bibliography (Please attach the list).

10. **Searching Newspapers.** The library subscribes important national and some foreign newspapers. Find the display racks where recent issue (but not today's) of the "New Nation" is kept:-

- a. Where is this newspaper published from?
.....

- b. Indicate two foreign newspapers stacked near that one.

11. **Searching Newspapers Through Internet.** Lot many foreign newspapers are available online. Using Google search engine:-

- a. Open the “Washington Post” and look for recent articles on Pakistan. Quote reference of any one:
- b. Open the “Indian Express”, and find editorials on some latest issue. Quote reference of any one:
- c. Search latest articles on war on terror in the “New York Times”. Quote reference of any one:
- d. Locate “Sunday Telegraph” and scan contents: (Yes/No)

12. **Using Digital Library Resources.** NDU library has access to National Digital Library of HEC Pakistan and Military Education Research Library Network (MERLN). Following details will help in accessing these resources:-

- a. **HEC National Digital Library.** List of important databases and e-sources is at page 38-39 of the Library Guide. Use your digital library for enormous amount of authentic information:-
 - (1) You will find HEC Digital Library icon on the desktop of computers in the library otherwise open internet explorer and type www.digitallibrary.edu.pk/ndu.html or <http://web/bridge/intranet>. The main page of HEC Digital Library will be displayed. You can find lot many sources but three databases are Blackwell Synergy, Springerlink and Taylor and Francis Journals. Click on any of the database icon and get connected.

- (2) Open Taylor and Francis Journals. database. Follow step by step procedure and download an article on Child Labour on trial basis. Could you? Quote reference
.....
- (3) Click on Taylor and Francis Journals icon. Follow step by step procedure and download latest issue of “Strategic Analysis”. Could you? (Yes/No)

b. **Military Education Research Library Network (MERLN)**. MERLN database facilitates scanning and downloading of articles from thousands of professional journals, newspapers and other sources. Guide to the use of MERLN database is at page 37 and 38 of the Library Guide. Use this enormous research resource with procedures as follow:-

- (1) In the Digital Library Section / MERLN you will find two of the computers duly connected with MERLN database. Locate please. (Yes/No)
- (2) MERLN database can be connected using password which is not open for members. You will find it already connected otherwise library staff will do it for you.
- (3) Locate main page of MERLN and browse databases like Jane’s Website on Terrorism and Insurgency; Periscope; Columbia International Affairs Online; MERLN Library Public Resources; MIPALS, etc.
- (3) Using “MILITARY Periscope” find details of Armed Forces and equipments of any country. Write the strength of Army of the selected country:
.....

- (4) Using MIPALs look for latest articles on Pakistan issued by US State Department. Quote title and author
.....
- (5) Using Jane's website on Terrorism and Insurgency search for latest articles on War on Terror. Quote reference
.....
- (6) Look for some latest articles on South Asia by Ashly J. Tellis. Quote title and source
.....
- (7) Click on the CIAO and look for latest article on NATO in Afghanistan. Quote reference
.....
- (8) Find list of world renowned think tanks from CIAO and look for latest papers on Pakistan. Quote reference for one such paper.....
- (9) On the MERLN web page select "ProQuest." Do a basic search for "South Asia." Write down the title and author of an article recently published:
.....

c. **Google Search.** Internet open sources are sometimes not as authentic as subscribed databases like HEC Digital Library and MERLN. However, internet as an information highway still provides highly useful information. Please get connected to such sources for latest information by going to www.google.com. Search for the following magazines / documents:-

- (1) Look for "Parameters" US Army magazine. Among the articles published in 2007, indicate the title of one authored by Carl Ceulemans.....
.....

- (2) Find “Military Review” and give date of publication of the latest issue
.....
- (3) Find IPRI publications and list two latest ones:-
.....
- (4) Find PESRU and give reference of its latest publication on Pakistan.
.....
.....

Conclusion

13. After going through this exercise the members will surely have better orientation with each section of the NDU library and the resources held there.

