



**154 YEARS OF EXCELLENCE**

# **GCU LIBRARY HANDBOOK: RESOURCES AND SERVICES**

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## INSIDE THIS PUBLICATION:

MESSAGE FROM VICE CHANCELLOR	Page 4
VISION OF GC UNIVERSITY LAHORE	Page 5
CONCISE DESCRIPTION ABOUT GCU LIBRARIES	Page 6
<b>LIBRARY COLLECTIONS</b>	Page 7
• Print Collections	Page 7
• Personal Collections	Page 7
• Special Collections	Page 7
• Govt. Documents	Page 11
<b>LIBRARY SERVICES</b>	Page 12
• Circulation Section	Page 12
• Reference Section	Page 12
• Multimedia Section	Page 12
• Theses & Dissertations	Page 12
• Orientation Programmes	Page 13
• Reprographic Service	Page 13
• Periodical Section	Page 13
• Nuqoosh Research Centre	Page 13
• The Ravi section	Page 13
• Library Membership	Page 14
• British Library Document Delivery Service	Page 14
• Inter Library Loan (ILL)	Page 15
<b>ELECTRONIC RESOURCES</b>	Page 15
• GCU Library Website	Page 15
• Library Software	Page 16
• HEC Digital Library	Page 16
• World Digital Library (WDL)	Page 21
• GCU Virtual Library	Page 21
• Open Knowledge Repository (OKR)	Page 22
• Referencing/Internet Tools	Page 22

- Digital Reference Services Page 22
- Essential Virtual Reference Collections Page 23
- IMF E-Library Page 33
- E-Library USA Page 33
- Summon Database Page 33

GCU LIBRARY SOCIETY Page 34

AWARDS & DISTINCTIONS Page 35

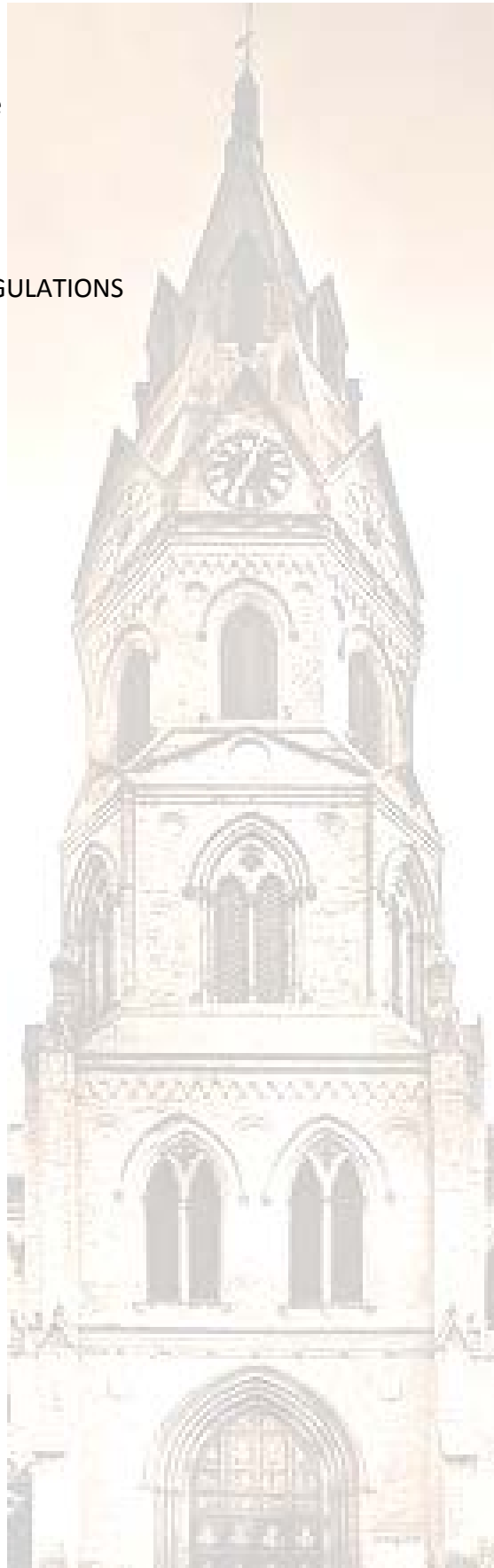
LIBRARY'S RULES AND REGULATIONS Page 35

SUGGESTION BOX/E-MAIL Page 36

THE LIBRARY STAFF Page 36

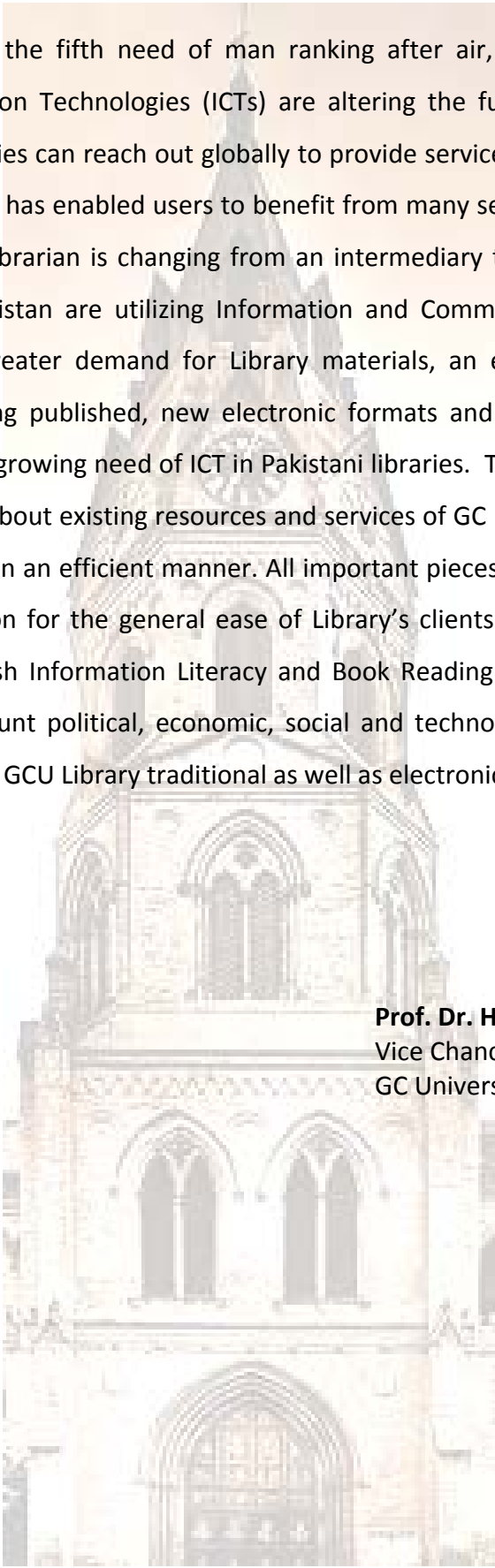
IMPORTANT URLs Page 37

CONTACT US Page 39



## MESSAGE FROM VICE CHANCELLOR:

Information is known as the fifth need of man ranking after air, water, food and shelter. Information Communication Technologies (ICTs) are altering the functioning and services of Libraries. ICT-Based Libraries can reach out globally to provide services 24-hours a day in a very cost effective manner. ICT has enabled users to benefit from many services without any human intrusion. The role of a Librarian is changing from an intermediary to a facilitator. More than ever, the libraries of Pakistan are utilizing Information and Communication Technologies to serve target clients. A greater demand for Library materials, an enormous increase in the amount of literature being published, new electronic formats and sources are some of the prominent causes for the growing need of ICT in Pakistani libraries. This Library Handbook is an attempt to update users about existing resources and services of GC University Libraries so that they can utilize the same in an efficient manner. All important pieces of information have been included in this publication for the general ease of Library's clients. GCU Library Staff is very much dedicated to flourish Information Literacy and Book Reading Culture and is facilitating users by taking into account political, economic, social and technological trends. All you are warmly welcomed to avail GCU Library traditional as well as electronic resources.



**Prof. Dr. Hassan Amir Shah (SI)**  
Vice Chancellor  
GC University Lahore

## GC UNIVERSITY, LAHORE

### VISION

GC University Lahore is a modern, demand-driven, futuristic and quality conscious university. The university aims to build its future through internationally renowned research work, scholarship and learning within a distinctive scholarly environment.

We are committed to be a research led institution that values knowledge and learning for own sake, as well as for the cultural, social and economic benefits. We are committed to the dissemination of knowledge and learning in an environment in which leading academicians engage their pupils in rigorous intellectual activity. We focus increasingly on the **“learner-centered”** approach to education and the promotion of research activities. Our plans embrace three additional strategic directions: institutional collaboration, international links and open-learning to increase flexibility and interaction. We aim to extend the University's reach and its capacity for research pursuits. We believe in creating an environment in which academic excellence can be combined with the opportunities for personal development, enabling individuals to make their own future. We respect the academic freedom of all staff members and students. This, we believe, is the best means of promoting creativity and generating innovative solutions to problems.

The Varsity seeks to recruit staff members and produce students of high quality. We ensure that our activities are carried out ethically. GCU believes in pluralist diversity and is committed to provide the best possible opportunities to all staff members and students respectively.

Guided by this vision, we attempt to ensure three aspects in our Academic Programmes:

- (i) Assurance of quality teaching;
- (ii) High standards of research and
- (iii) Organizational and managerial efficiency

In order to convert our vision into reality, we equip our students with ideas and proficiencies; create novel ideas and unsurpassable services to set standards for others.

## GC UNIVERSITY LIBRARIES LAHORE

### CONCISE DESCRIPTION

The mission of the GCU Libraries is to support information literacy among students. This is done by using conventional and electronic modes of libraries, and by providing teaching resources, space for tutoring and information and referral services. The Library of GC University Lahore dates back to 1872. In addition to the Central Library, a new Postgraduate Library was established in 1999. Another Library known as Life Sciences Library is located in the premises of the Institute of Biotechnology. Besides these three libraries, there are eight departmental libraries in the University.

The year 2008 brought great news for the visually impaired students in Pakistan as GC University (GCU) Lahore established a Centre for Special Students (CSS). This is the first ever, initiative of its kind at any college or university in Pakistan. The center is facilitating special students in order to eliminate their educational barriers with the facilities of Computer Training Classes, Solutions for Braille Related Issues, Computers/Speech Output Programs, Internet Surfing, Braille Magazines for Pleasure Reading, Audio Books/Tutorials and Books-Scanning. GCU Lahore is the alma mater of the highest number of visually impaired students as compared to any other university of the country and has set up of a state-of-the-art Centre for Special Students. The Centre has about 20 high-tech computers which can easily run heavy screen reading software. The GCU Library has also set up a **“Braille Reading and Electronic Section”** in the Centre with the collection of more than 3,000 books covering various disciplines such as Literature, Psychology, Political Science, Law and others is at hand. The GCU Library is responsible to manage the Centre.

GCU Libraries provide its members with an environment that is conducive not only for academic but also climatic change. We manage cleanliness, prompt accessibility as well as healthy air-conditioning. The key objective of these continuous library efforts is to enhance its manual and e-resources and also to improve its services by capitalizing the options extended by the traditional, professional and recent IT applications in the libraries. This will enhance our archive and current collection potential and will certainly help faculty boost research activities. It provides one window instant access to huge amounts of data and information remotely. It saves a lot of time and energy of information seekers. This is purely GC University Library product focused to serve the Ravians, people of Pakistan, and International researchers.

## LIBRARY COLLECTIONS

### PRINT COLLECTIONS

GC University Libraries house 3,39,388 books (Till December 2017) in stock. All theses and dissertations completed by the University's students are placed in the Central Library and bibliographic details of the same may be seen by the GCU's Website. The library has outstanding reference collections, British government documents section and periodical collections. All the library units subscribe 15 national and 4 international dailies.

### PERSONAL COLLECTIONS

GCU library Lahore has also a very affluent collection of fifty five reputed personalities having more than 125,569 books (Till December 2017), none of which was bought. There is no such example of personal libraries in any Public and University Library of Pakistan. The books are donated by renowned personalities including Prof. Sufi Tabassam, Prof. Qayyum Nazar, Ashfaq Ahmad, Bano Qudisia, Dr. Ebadat Brailvi, Dr. Waheed Qureshi, Abdullah Malik, Dr. Sohail Ahmed Khan, Dr. Zaheer Ahmed Siddiqui, Malik Meraj Khalid, Dr. Khalid Aftab and Dr. Syed Moeen Ur Rahman, Prof. M. Rashid and Prof. Dr. M. Afzal etc. The bibliographic details of all the donated material are accessible on the library web Pages at the URL:

[http://library.gcu.edu.pk/PCollections.htm#PERSONAL COLLECTIONS:](http://library.gcu.edu.pk/PCollections.htm#PERSONAL COLLECTIONS)

### SPECIAL COLLECTIONS

Besides above personal collections, a Special Collection Section was developed in 1998. This Section includes very old and rare books on various subjects in English, Arabic, Persian and Urdu. These books have been arranged and placed separately in the Central Library. The readers are allowed to utilize collections within the library premises and are not issued. An index with library reference pages of valuable collection of former Indian governments' documents, reports, gazettes, gazetteers and university calendars is arranged subject wise. These documents can only be consulted within the library.

The University Archives contain old documents relating to the Madras, Calcutta and Punjab University, and also archival special collections relating to British India. The institutional records of the universities held in the Library includes Senate, Council and other committee minutes, prospectuses, annual reports, GC University publications and press cuttings.

Concise bibliographic details of afore mentioned publications are as follows:

S. N.	Title	Reference No.
1	Administration of justice	93
2	Annual Administration Report	72
3	Annual Progress Report (Misc deptt)	97
4	Annual Report (Misc Deptt)	83
5	Annual Report of the Archsurvey	32 to 35
6	Antiquary (Indian)	115
7	Archaeological survey of India	27, 28
8	Calcutta University Calender	7
9	Calcutta University Commission Report 1912-1919	74
10	Calcutta University Minutes	6
11	Census of India 1901	41
12	Census of India 1911	42
13	Census of India 1911	43
14	Census of India 1921	44, 45
15	Census of India 1981	40
16	Departmental Code	99
17	Collection of Taxes	119
18	Department of Agriculture India	77, 78
19	Department of India Statistic	56
20	Educational Reports	126
21	Enquiry into the Rice Prices	95
22	Famine (Indian)	99



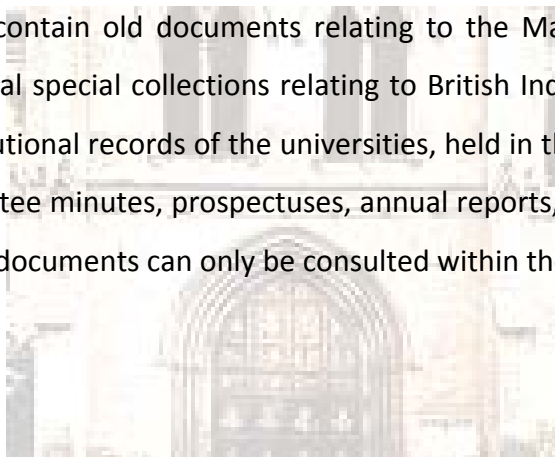
23	French Publications	98
24	Gazetteer (British India)	13
25	Gazettees of University of the Punjab	94
26	Government of the central province and berar	80
27	Government of the Punjab Budget	36, 37
28	Government of the Punjab of Ministry of Agriculture	62, 63, 64
29	Government of West Pakistan	120
30	Govt. of the Punjab Public Work Department	61
31	Government College, Lahore	113
32	Imperial Gazetteer	17, 18, 19
33	Indian Gazetteer	20, 21, 22
34	Indian Industry Commission	66
35	Indian Institute of Science Bangalore Calender	11
36	Indian Weather	120
37	Joint Stock Companies	95
38	Journal Fur (French)	121
39	Land Revenue Report	87
40	Letters of East India Company	31
41	Linguistic survey of India	29
42	Ministry of Agriculture and Roods Branch	76
43	Miscellaneous	127-131
44	N.W.F.P Gazetteer	23
45	Notes On civil and Criminal Justice.	84
46	Pakistan Gazetteer	14, 15, 16
47	Progress report on forest administration in the	39

	Punjab Board of Economic Inquiry	
48	Public Health Administration	96
49	Public Service Commission India	60
50	Punjab Forest Publicity	114
51	Punjab Government Records	30
52	Punjab Legislative	100 to 112
53	Punjab Legislative Assembly Reports	117,118
54	Punjab Legislative Assembly Reports	117
55	Punjab University Calender	1 to 5
56	Reports On Education (British India)	82
57	Report of Municipalities of Punjab	72
58	Report on Administration of Estate	91
59	Report on Co-Operative Societies in Punjab	90
60	Report on Districts Board of Punjab	88
61	Report on Income-Tax Administration of Punjab	85
62	Reports on Education	57, 58, 59
63	Report on Registration Department of India	116
64	Report on Revenue	86
65	Statistic of British India	91
66	Report on the administration Burma	46, 50
67	Report on the administration Punjab and its dependence	46, 47, 48
68	Report on the International trade of Punjab	89
69	Report on the revenue administration	52
70	Report On Panchats of Punjab	70

71	Report on Police and Jail	81
72	Revenue Report and Statement	51
73	Royal Commission on Opium	65
74	Statistics of British India (Misc. Deptt)	53, 54, 55
75	The Indian Quarterly Register	24, 25
76	Thomason-Civil Engineering College Calender	8, 9,10
77	Visvakarma (Indian Architecture)	119
78	Poona Residency Correspondence Vol 1 Mahadji Sindia and North Indian Affairs	130
79	Poona Residency Correspondence Vol 2 Poona Affairs	Same As Above
80	Poona Residency Correspondence Vol 3 The Allies War with the Tipu Sultan	Same As Above
81	Poona Residency Correspondence Vol 5 Nagpur Affairs	Same As Above
82	Lahore Political Diaries Vol 1	30
83	Lahore Political Diaries Vol 2	30
84	Lahore & Other District Gazetteer	13

## GOVT. DOCUMENTS

The University Archives contain old documents relating to the Madras, Calcutta and Punjab University and also archival special collections relating to British India. They are housed in the Central Library. The institutional records of the universities, held in the Library, includes Senate, Council and other committee minutes, prospectuses, annual reports, GC University publications and press cuttings. These documents can only be consulted within the library-prmises.



## LIBRARY SERVICES

### CIRCULATION SECTION

This section plays a significant role to provide books, CDs etc. to the Library's clients. The Library's users may contact the concerned Librarians regarding the matters related to Library's membership, fine and clearance, and theses/dissertations etc. The new arrivals are placed near the Library's circulation counter. The required book/books may be traced out by utilizing the Library's software.

### REFERENCE SECTION

The function of Reference Section is to answer the readers' reference questions. It also answers the questions as like who is who, what is what, how and where etc. to save the precious time of Library's users. The reference tools like encyclopedias, dictionaries, atlases, almanacs, biographical dictionaries, glossaries etc. have been displayed in this section for the general ease of Library's clients. These reference sources can be consulted within the library's premises or selected pages may be photocopied. However, Reference Sources/Collections may not be borrowed.

### MULTIMEDIA SECTION

The Library has its own Multimedia collections. The Multimedia section provides access to CD-ROMS, microfilms, audio and video cassettes etc. The collection of CDs and Audio Cassettes are 1700 and are readily available to users from Postgraduate Library.

### THESES & DISSERTATIONS

GC University Library Lahore houses collection of theses and dissertations accepted for Higher Degrees. The Library has collected theses submitted for the degrees of Ph.D., M.Phil. etc. from the university's academic departments. These are not issued. These can be consulted within the Library. Links to access national as well as foreign full text theses/dissertations free of cost have been uploaded at GCU Library's Web Pages for the ease of researchers.

## **ORIENTATION PROGRAMMES**

The Library provides a wide range of information literacy programs to enable users to use the Library to its optimum potential and develop information searching techniques. The orientation programs are conducted through-out the year. Visitors and delegates are also briefed by the senior staff about the available Library's resources and services.

It is worth mentioning here that Library has devised its own documentaries to update students, faculty members, delegations about the available resources and services. These documentaries also reveal book searching and book issuing techniques. The students are taught the methods of bringing completion of their research work by virtue of digital journals and digital books. They are given practical tips to access scholarly information via online research resources. A thorough and comprehensive briefing is presented about HEC Digital Journals and books to flourish information searching proficiencies.

## **REPOGRAPHIC SERVICE**

The photocopy facility is available in the Central and Postgraduate Libraries on payment basis, from where the users can get the photocopy subject to the copyright law. Color photocopying facility is also available in the Postgraduate Library.

## **PERIODICAL SECTION**

Periodical Section of the GCU Library has well-to-do collection of national as well as international refereed/reviewed journals, magazines, institutional reports and research articles. Periodical/Serial Section is functioning in Postgraduate Library. The Library subscribes different national and international journals and magazines in print. The current issues are displayed on special shelves in this particular section. Back volumes of the serials are bound and shelved separately.

## **NUQOOSH RESEARCH CENTRE**

"Nuqoosh" is a voluminous magazine that was devoted to the progressive cause. Its first issue appeared in 1948. GCU Library was donated all Volumes of Nuqoosh. The Library has also received almost 18000 letters of prolific literary figures and collection of 400 original scripts of

renowned figures including Mirza Ghalib, Allama Iqbal, Ehsan Danish, Saadat Hassan Manto, Akhter Sheerani, Akbar Ellah-abadi, AltafHussainHalli, Ahmad Nadeem Qasmi, Ijaz Batalvi, Amirta Pritam, Hafeez Jalandri, Qudrat Ullah Shahab, Asmat Chughtai and Suffi Tabasum.

The Library has established Nuqoosh Research Centre to facilitate the researchers/scholars of Urdu Literature. The Centre is equipped with high-tech facilities and users' information needs are placed on top priority.

## **THE RAVI SECTION**

GC University Lahore magazine titled "Ravi" serves to focus attention on the literary and cultural life of the University and provides students with a medium of self-expression. It is a necessary aid to the fostering of extra-academic life in the University.

Ravi was started in June 1906. At present it is published at regular intervals in three languages: English, Urdu and Punjabi. It is regarded as a major literary magazine in the Country and is redolent of the growing Ravian tradition. All volumes of Ravi from 1906 to date are available in the Ravi Section of Post Graduate Library and may be consulted for Reference Use only.

Volumes of the Ravi are digitized too in leading open source software known as Greenstone. All Index of the magazine has been converted in soft form as ready reference so that quick information may be delivered to the users. The users are also provided full text articles in soft form from the Ravi collections by utilizing the Greenstone Software.

## **LIBRARY MEMBERSHIP**

Library Membership is offered to all the enrolled students and faculty members of GC University, Lahore. Membership provides a wide range of lending, reference, information and current awareness services to Library's users. Seasoned staff is available to provide help in utilizing Library's services in the most fruitful way. Researchers from other institutes may also avail Library's resources having sought the approval of their concerned institutes' authorities.

Library membership is compulsory for lending Library's books and for utilizing resources of the Library. All facilities and services in the Library are subject to production of the Library Card

issued by GCU only. For getting any other piece of information regarding Library Membership, Inquiry Counter may be consulted.

### **BRITISH LIBRARY DOCUMENT DELIVERY SERVICE**

British Library Document Delivery is the most effective service offered through Higher Commission Education Pakistan to the Participants of Digital Library. Documents which are available in British Library may be acquired in electronic format by the respective Institute's users having submitted a Request Form by virtue of concerned Library Staff. The document is encrypted and requires Adobe Reader 6 or above to view and print it. The document must be downloaded within 14 days. The document can be downloaded only once.

Requests for British Library Document Delivery may be sent at [chief librarian@gcu.edu.pk](mailto:chief librarian@gcu.edu.pk) having filled required fields of Request Form which may be downloaded through:

[http://www.digitallibrary.edu.pk/placerequest\\_bl.html](http://www.digitallibrary.edu.pk/placerequest_bl.html)

### **INTER LIBRARY LOAN (ILL):**

The Library has successfully launched Resource Sharing Project with other leading libraries of the country. The university's users are facilitated by borrowing books from these libraries if the same are not available in GCU Library.

## **ELECTRONIC RESOURCES**

### **GCU LIBRARY WEBSITE:**

Library's website provides links to almost all academic disciplines that are taught in the University. The web pages of the website have been designed to acquaint visitors with the intellectual and physical vistas of our University. All pieces of information about the University and its programmes are readily available at this site. Whether you want to inquire about the faculty members or their pedagogical and research activities or any other information, these web pages offer you adequate information.

## **LIBRARY SOFTWARE:**

The Library maintains automated English catalogue containing bibliographic information of the available publications in the all the Library's units. Database that is under Library Management System (LMS) software is searchable via Online Public Access Catalogues (OPACs) at LAN.

The Library has launched KOHA Software in Main Library, Post Graduate Library and Life Sciences Library. KOHA is an open-source Integrated Library System (ILS). Its functionality has been adopted by thousands of libraries worldwide, each adding features and functions, deepening the capability of the system.

Searching requisite titles in KOHA is not a complex task. Searching Process is elucidated as following:

To find required book, please run Internet Explorer. The URL of local server for OPAC is the default homepage. In search box; you can type Title, Author and Subject etc. of your desired book.

Please Note: If you have to search a book in Urdu Language, you have to choose UR option from system tray.

## **HEC DIGITAL LIBRARY**

Higher Education Commission of Pakistan launched Digital Library Program in 2003. GCU Library has access to world standard collection of digital resources. Presently 26 electronic databases covering the disciplines of Sciences, Social Sciences and Humanities etc. are accessible at GCU LAN. These databases provide an access to more than 25,000 full text e-journals. The Library also has an access to more than 1, 45,000 + electronic books. Terminals have been provided free of cost for accessing digital library in all the Libraries.

The List of available databases at GCU LAN is as following:

URL: [http://library.gcu.edu.pk/S\\_FullJourIP.htm](http://library.gcu.edu.pk/S_FullJourIP.htm)

### **1. ACS PUBLICATIONS**





<http://pubs.acs.org/about.html>

## 2. AMERICAN ASSOCIATION OF PHYSICS TEACHERS



<http://www.aapt.org/>

## 3. AMERICAN INSTITUTE OF PHYSICS



<http://journals.aip.org/>

## 4. AMERICAN PHYSICAL SOCIETY JOURNALS



<http://publish.aps.org/>

## 5. AMS ELECTRONIC JOURNALS



<http://www.ams.org/journals/>

## 6. ASSOCIATION OF COMPUTING MACHINERY



<http://acm.org/pubs/>

## 7. BRITISH LIBRARY



<http://direct.bl.uk>

8. CAMBRIDGE UNIVERSITY PRESS



<http://journals.cambridge.org>

9. ASTM INTERNATIONAL



ASTM INTERNATIONAL

<https://compass.astm.org/>

10. EMERALD



<http://www.emeraldinsight.com>

11. IEEEEXPLORE



<http://ieeexplore.ieee.org>

12. INSTITUTE OF PHYSICS



<http://iopscience.iop.org/>

13. JSTOR



<http://www.jstor.org/>



14. NATURE



<http://www.nature.com>

15. SCIENCE ONLINE



<http://www.sciencemag.org/>

16. SCIENCE DIRECT JOURNALS



<http://www.sciencedirect.com/>

17. SPRINGER LINK



<http://www.springerlink.com/>

18. TAYLOR & FRANCIS



<http://www.tandfonline.com>

19. UNIVERSITY OF CHICAGO PRESS



<http://www.press.uchicago.edu/journals.html>



20. WILEY INTER SCIENCE



<http://onlinelibrary.wiley.com/>

21 EBRARY



<http://site.ebrary.com/lib/gculahore/home.action>

22 BRILL



<HTTP://WWW.BRILL.COM/>

23 Institute for Operations Research and the Management Sciences (INFORMS)



<HTTPS://PUBSONLINE.INFORMS.ORG/>

24 ProQuest Dissertations & Theses Global



<http://search.proquest.com/pgdtglobal?accountid=135034>

25 Society for Industrial and Applied Mathematics (SIAM)



<http://www.siam.org/>

## 26 IMF eLibrary

IMF eLIBRARY

<http://www.elibrary.imf.org/>

21

These Online databases develop searching skills among the researchers. These are helpful in getting HEC Ranking. No finance problems happen in accessing costly content. Research culture increases. The researchers become independent in searching required material.

### **WORLD DIGITAL LIBRARY**

World Digital Library (WDL) is an international digital library operated by UNESCO and the United States Library of Congress (LoC). Its mission is to promote international and intercultural understanding. The library intends to make available on the Internet, free of charge significant primary materials including manuscripts, maps, rare books, musical scores, recordings, films, prints, photographs and architectural drawings.

GCU Library Lahore is the only partner of World Digital Library program from Pakistan. So far, GCU Library has uploaded 17 rare titles at WDL Portal which may be accessed free of cost in full text format via: <http://www.wdl.org/en/search/?institution=government-college-university-lahore>

### **GCU VIRTUAL LIBRARY**

The GCU Virtual Library supports the vision of the University by providing electronic resources to enhance teaching and learning in the classrooms. The services offered include technologies that are directly used in the physical classroom space and technologies that create a virtual classroom environment. Virtual Library contains A to Z subject collections, academic information gateways, databases & subject resources, electronic books, international organizations, global statistics, government resources, Islamic resources, online abstracts &

serials, Pakistan online database, trial electronic journals, Urdu resources, web catalogues of the universities and world level universities links etc.

## **OPEN KNOWLEDGE REPOSITORY (OKR)**

Open Knowledge Repository (OKR) provides electronic access of World Bank published books, Policy Research Working Papers (PRWP), Economic and Sector Work (ESW), Journal articles, World Bank Group Annual Reports, Independent Evaluation Studies and Other knowledge products via above subject cited repository in full text format.

The e-collections of Open Knowledge Repository (OKR) are full text accessible (downloadable) at GCU Library Website by clicking at the following:

<https://openknowledge.worldbank.org/>

## **REFERENCING/INTERNET TOOLS**

The style manuals that are mostly used by researchers in citing sources for their respective research papers/projects/theses/dissertations etc. have been uploaded in full text format at Library's Website including the styles of APA, APSA, CBE, Chicago, MLA and Turabian. These may be accessed through the following URL:

[http://library.gcu.edu.pk/Reference.htm#APA\\_Style](http://library.gcu.edu.pk/Reference.htm#APA_Style)

## **DIGITAL REFERENCE SERVICES:**

Digital Reference has been defined as **“a mechanism by which people can submit their questions and have them answered by a library staff member through some electronic means e.g. e-mail, chat etc. not in person or over the phone”**. Electronic access to information is transforming both the concept of future libraries and the way in which reference librarians are disseminating the information services. The wide availability of electronic information and access to databases, full-text periodicals, etc. have further enabled the library to offer customized electronic reference services to their users that increases the richness of these services. GCU Libraries are providing full support and training to the users and also facilitating them with authentic information resources using all the available technologies. Information is being provided electronically using e-mail, image processing, online databases and e-journals to the university's students and faculty members by the Library Professionals.

GCU librarians are exploring ways of supporting patrons in the emerging virtual communities such as offering online and real – time reference service. The experts in addition to answering the questions also provide the users with referrals to other online and print sources of information.

## **ESSENTIAL VIRTUAL REFERENCE COLLECTIONS**

Essential Virtual Reference Collections are being depicted as followings along-with links:

### **ALMANACS & FACTS BOOKS**

#### **FAST FACTS**

<http://www.worldatlas.com/webimage/countrys/asia/pk.htm>

By the above link, fast facts can be found on a wide variety of topics.

#### **CIA ONLINE DIRECTORY**

<https://www.cia.gov/library/publications/world-leaders-1/index.html>

This link includes the lists of chiefs of state and cabinet members of foreign governments.

#### **BARTLEBY.COM**

<http://www.bartleby.com/>

It contains dictionaries, encyclopedias, quotations, complete fictions and nonfiction books, inaugural speeches, language and style guides, and many other helpful links.

#### **INFORMATION PLEASE ALMANAC**

<http://www.infoplease.com/>

This link is used to find answers to questions in this wide ranging reference work, which includes an almanac, encyclopedia, and dictionary and much more.

#### **THE LIVING ALMANAC OF DISASTERS**

<http://www.disasterium.com/58>

It is used to find out which disasters occurred on a given date, with brief descriptions and some graphics.

#### **OLD FARMER'S ALMANAC**

<http://www.almanac.com/>

One of the first almanacs published in the U.S. is now online.

### **ON THIS DAY**

<http://learning.blogs.nytimes.com/on-this-day/>

The New York Times provides a look at the front page and news stories about important events from different years. It is used to find recognition of important birthdays, plus other information related to that day in history.

## **BIOGRAPHY**

### **BIOGRAPHICAL DICTIONARY**

<http://www.s9.com/>

Very brief descriptions of over 18,000 people who have helped shape our earth.

### **4000 YEARS OF WOMEN IN SCIENCE**

<http://www.astr.ua.edu/4000WS/>

It is used to find biographies of women in the sciences.

### **BIOGRAPHY.COM**

<http://www.biography.com/>

It is used to find over 25,000 biographies.

### **CONVERSATIONS WITH HISTORY**

<http://conversations.berkeley.edu/>

It is used to find information about distinguished men and women from all over the world talk about their lives and their work.

### **DISTINGUISHED WOMEN OF PAST AND PRESENT**

<http://www.distinguishedwomen.com/>

This site has biographies of women who contributed to culture in many different ways. There are writers, educators, scientists, heads of state, politicians, civil rights crusaders, artists, entertainers, and others.

### **THE WORLD BIOGRAPHICAL INDEX SEARCHER**

[http://www.libraries.rutgers.edu/cms/indexes/descriptions/world\\_bio\\_index62](http://www.libraries.rutgers.edu/cms/indexes/descriptions/world_bio_index62)

This database is based on the 5th edition of the World Biographical Index contains about 2,4 million short biographical entries for eminent individuals who lived in North and South America,



Western and Central Europe, Australia, New Zealand, and Oceania. This edition is also a compiled index to many biographical archives.

## CALENDAR

### CALENDAR AND DATE

<http://www.calendardate.com/>

This useful site allows viewing calendar for the present year, as well as past and future years.

### Interfaith Calendar

<http://www.interfaithcalendar.org/index.htm>

It provides detail of sacred days and holidays of different religions including, Islam, Christianity, Jewish, Hinduism, Sikhism etc.

## DICTIONARIES, THESAURUSES

### CAMBRIDGE DICTIONARIES ONLINE

<http://dictionary.cambridge.org/>

Three different Cambridge dictionaries may be searched from the above site which are International Dictionary of English,

### DICTIONARIES AND THESAURUSES

<http://itools.com/language>

It includes a handy collection of online dictionaries and thesauruses to aid you in your research and writing! Included dictionaries for foreign languages as well!

### A BASIC DICTIONARY OF ASL TERMS

<http://home.earthlink.net/~masterstek/ASLDict.html>

Here are a few American Sign Language terms to help those who are trying to communicate with a person who signs, but does not hear.

### CONNECTED THESAURUS

<http://www.lexfn.com/>

This website is used to search for relationships between words, concepts, and people. It is a combination thesaurus, rhyming dictionary, pun generator, and concept navigator.

### THE DICTIONARY OF PHRASE AND FABLE

<http://www.bibliomania.com/2/3/255/frameset.html>

This classic work of reference - described as a browser's joy – has been in popular demand since 1870. The Dictionary is extensively cross referenced, lending itself ideally, to the hypertext environment.

### **ONE LOOK DICTIONARIES**

<http://www.onelook.com/>

It is used to search various specialized dictionaries, and then organizes their results, so that the user can choose the context in which the word is to be defined.

### **ONLINE DICTIONARY OF THE SOCIAL SCIENCES**

<http://bitbucket.icaap.org/>

This social science dictionary has 1000 entries covering the disciplines of sociology, criminology, political science and women's study with a commitment to Canadian examples and events and names.... a product of Athabasca University and ICAAP.

### **THE OXFORD ENGLISH DICTIONARY**

<http://oxforddictionaries.com/>

Check on the historical development and uses of a defined word in the English language.

### **A WEB OF ONLINE DICTIONARIES**

<http://www.facstaff.bucknell.edu/rbeard/diction.html>

Hosts an English language dictionary and links to numerous dictionaries for languages of the world.

### **WORD-ONLINE GENERAL LANGUAGE DICTIONARIES**

<http://www.uwasa.fi/viestintatieteet/>

It contains links to general language dictionaries that available free in the WWW or the Gopher. Users will find monolingual dictionaries like the Webster's or bilingual like Finnish – English Dictionary or even multilingual dictionaries.

### **THE WORDSMYTH ENGLISH DICTIONARY-THESAURUS (WEDT)**

<http://www.wordsmyth.net/>

A full dictionary and a complete thesaurus, integrated into one work; information seekers only need to look up a word once, with hyperlinks to synonyms, and similar or related words available where appropriate.

Chinese-English Dictionary

<http://www.mandarintools.com/worddict.html>

It provides a searchable interface and very profitable to fulfill specific queries.

## THESAURUS

Important websites related to Thesaurus are as followings:

### SCHOOLS ONLINE THESAURUS

<http://scot.curriculum.edu.au/>

### THESAURUS.COM

<http://thesaurus.com/>

### FREEALITY.COM

<http://freality.com/phrasest.htm>

## ENCYCLOPEDIAS

These are as below:

### COLUMBIA ENCYCLOPEDIA

<http://www.bartleby.com/>

It contains nearly 51,000 entries (marshaling six and one-half million words on a vast range of topics), and with more than 80,000 hypertext cross-references.

Encyclopedia Britannica

### FUNK AND WAGNALLS

<http://www.funkandwagnalls.com/>

In addition to the encyclopedia, this reference site includes a dictionary, thesaurus, world atlas, animal book, media gallery (with images, speeches, sound bites), and news sections.

### ARTCYCLOPEDIA

<http://www.artcyclopedia.com/index.html>

It offers a comprehensive index of every artist represented at hundreds of museum sites, image archives and offers more than 24,000 links directly to an estimated 80,000 works by 7,000 different artists.

## **ENCYCLOPEDIA OF GRAPHIC SYMBOLS**

<http://www.symbols.com/>

It contains more than 2,500 Western signs, arranged into 54 groups according to their graphic characteristics. In 1,600 articles their histories, uses, and meanings are thoroughly discussed. The signs range from ideograms carved in mammoth teeth by Cro-Magnon men, to hobo signs and subway graffiti.

## **INTERNET ENCYCLOPEDIA OF PHILOSOPHY**

<http://www.iep.utm.edu/>

It contains very valid information related to philosophy and philosophers.

## **LEGAL ENCYCLOPEDIA**

<http://www.nolo.com/encyclopedia>

Nolo Press offers this collection of articles on a wide variety of legal topics.

## **CATHOLIC ENCYCLOPEDIA**

<http://www.newadvent.org/cathen/>

An encyclopedia related to matters involving the Catholic religion. This is a broad area, with much historical and biographical information about many, many related things.

## **ENCYCLOPEDIA MYTHICA**

<http://www.pantheon.org/>

This is an on-line encyclopedia about mythology, folklore and legends etc.

## **THE PLANTS DATABASE**

<http://plants.usda.gov/java/>

It includes names, checklists, automated tools, identification information, species abstracts, distributional data, crop information, plant symbols, plant growth data, plant materials information, plant links, references, and other plant information.

## **WEBOPEDIA**

<http://www.webopedia.com/>

This is an online encyclopedia that covers technology and all things related to computer technology and the Web.

## ACRONYM SEARCH

<http://www.aber.ac.uk/en/ibers/>

This link provides detailed information related to acronyms.

## HANDBOOKS

### ALL MUSIC GUIDE

<http://www.allmusic.com/index.html>

It explains the different styles of popular music, from bluegrass and country to gospel and rock. It includes essays and background information on the styles, performers and other aspects of popular music.

### THE ARIA DATABASE

<http://www.aria-database.com/index.html>

It contains information about opera and operatic arias. Besides providing basic information about each aria, the Database includes translations for many arias and aria texts for those that are not affected by copyright restrictions.

### ASSOCIATIONCENTRAL.COM

<http://www.associationcentral.com/>

A Web portal for all things association-related! Find out about groups, organization and associations dedicated to a wide range of topics and interests.

### CNN TRAVEL GUIDE

<http://edition.cnn.com/TRAVEL/index.html>

Maps, city guides, travel directions and much more travel information is offered here.

### ETHNOLOGUE: LANGUAGES OF THE WORLD

<http://www.ethnologue.com/web.asp>

Find information about the 6,800 main languages plus 41,000 alternate names and dialects languages by the many peoples of the world, organized by maps and charts, with descriptions and other helpful data.

## **FREE E-MAIL PROVIDERS GUIDE**

<http://www.fepg.net/>

This service "allows you to quickly search our extensive listings of over 1400 free email providers in more than 85 countries to easily find the Free Email Provider that has all of the features you want and is perfect for you."

## **THE GREATEST FILMS**

<http://www.filmsite.org/>

It offers interpretive, descriptive review commentary and historical background, a wealth of film reference material (including a complete Academy Awards History and Film History - by decade), and hundreds of colorful, vintage film poster reproductions for some of the best Hollywood and American classic films in the last century.

## **THE INTERNET MOVIE DATABASE**

<http://www.imdb.com/>

Find out about the different movies, actors, directors and other interesting background on films.

## **TELEPHONE DIRECTORIES**

<http://www.infobel.com/en/world/>

It provides an index of online phone books, with links to Yellow Pages, White Pages, Business Directories, Email Addresses and Fax, Listings from over 150 countries all around the world.

## **WORLD FLAG DATABASE**

<http://www.flags.net/>

In addition to flags, "There are over 260 pages on countries and international organizations. Each page contains basic information on the country, including its formal name, capital city, area, population, currency, languages, and religions."

## **GAZETTEERS AND GEOGRAPHY**

### **ALTAPEDIA ONLINE**

<http://www.atlapedia.com/index.html>

It contains full color physical and political maps as well as key facts and statistics on countries of the world.

## **HISTORICAL MAP WEB SITES**

[http://www.lib.utexas.edu/maps/map\\_sites/hist\\_sites.html](http://www.lib.utexas.edu/maps/map_sites/hist_sites.html)

It provides a collection of links to maps of places in earlier times.

## **HOW FAR IS IT?**

<http://www.indo.com/distance/>

It finds the latitude and longitude of two places, and then calculates the distance between them (as the crow flies). It also provides a map showing the two places.

## **LOOK SMART - INTERACTIVE MAPS**

<http://www.looksmart.com/sitewatch/maps/>

It provides a collection of maps that allow the viewer to specify travel or destination information desired.

## **MAP COLLECTION AT PERRY-CASTANEDA**

<http://www.lib.utexas.edu/maps/index.html>

Many maps from countries around the world are available here, at this excellent online map collection. Maps are organized by continent, and then by country.

## **U.S. GEOLOGICAL SURVEY**

<http://www.usgs.gov/>

Geographical information for the United States is offered here.

## **GAZETTEERS**

### **U.S. GAZETTEER**

<http://www.census.gov/geo/www/gazetteer/gazette.html>

Find geographic facts about places in the U.S.

### **THE WORLD GAZETTEER**

<http://www.gazetteer.de/>

It offers current population figures for cities, towns and places of all countries.

## STATISTICS

### STATISTICAL ABSTRACT OF THE UNITED STATES

<https://catalog.data.gov/dataset/statistical-abstract-of-the-united-states>

Users may find the most frequently requested statistics about the United States here. It is collected and provided by the U.S. Census.

### STATISTICAL RESOURCES ON THE WEB

<http://www.lib.umich.edu/clark-library>

A statistics "gateway" site that organizes the most useful Web sites according to the type of statistics offered there. It has been compiled by the University of Michigan Library.

### STATISTICS EVERY WRITER SHOULD KNOW

<http://www.robertniles.com/stats/>

Check this place out so that you will be able to tell if someone is "lying with statistics."

## GENERAL REFERENCES & COLLECTIONS

These are as followings:

### EDUCATOR'S REFERENCE DESK

<http://www.eduref.org/>

Users can access AskERIC's 2,000+ lesson plans, 3,000+ links to online education information, and 200+ question archive responses.

### FEDERAL AGENCIES & COMMISSIONS

<http://www.whitehouse.gov/>

Various government agencies have been listed alphabetically.

### GUINNESS WORLD RECORDS

<http://www.guinnessworldrecords.com/>

It contains information about the records in every field.

### HYPERHISTORY ONLINE

[http://www.hyperhistory.com/online\\_n2/History\\_n2/a.html](http://www.hyperhistory.com/online_n2/History_n2/a.html)



"HyperHistory presents 3,000 years of world history with a combination of colorful graphics, lifelines, timelines, and maps."

### **QUICK REFERENCE / RESEARCH**

<http://www.refdesk.com/instant.html>

It contains collection of links to ready reference works.

### **IMF ELECTRONIC LIBRARY**

GC University Library Lahore has affiliation with IMF Electronic Library Washington. The IMF publishes a range of time series data on IMF lending, exchange rates, and other economic and financial indicators. IMF Electronic Library statistics include PDF access to the print versions of statistical yearbooks and monthly and quarterly updates. The IMF Government Finance Statistics contain statistical data on government financial operations for 145 IMF member countries. The IMF Balance of Payments Statistics contains over 100,000 quarterly and annual time series data.

The e-collections of IMF E-Library are full text accessible (downloadable) by clicking at the following link:

- <http://www.elibrary.imf.org/?redirect=true>

### **E LIBRARY USA**

US Consulate Lahore has provided access to its digital resources to GC University Library Lahore. It is pertinent to mention here e-Library-USA is a collection of databases developed and maintained by the U.S. Consulate Lahore. This is a virtual library with online access to thousands of publications, scholarly journals, articles, e-Books, audio, video, and other multi-media content including the Bureau of International Information Programs Books and e-Journal USA.

### **SUMMON DATABASE:**

GCU has endeavored to acquire leading academic resources relevant to the research requirements through HEC Digital Library Program. The Library has been provided access to Summon Database which

provides facility to search online research papers and electronic books from all available HEC Databases through one website. This database has brought a great ease to researchers. The link of the database is as following:

<http://hecpk.summon.serialssolutions.com/advanced#!/>

## **GCU LIBRARY SOCIETY**

In recent years, marketing has earned magnetism in libraries and information centers throughout the world. Self-support policies, increasing competitiveness in the marketplace, increasing users' expectations and widening access to information are some of the high-flying causes for this trend. The user is at the center of every library's activity. Pleasing the customers is the primary concern in the marketing process. To fulfill the information needs of students and faculty members in an efficient manner, GC University Library Lahore has engaged a team of University's gifted students to flourish reading culture that is declining gradually among the youth with the advent of Information and Communication Technologies (ICTs). This team is named GCU Library Society and is a University level society which was founded in 1999. The Society provides an opportunity to promote information literacy and to explore the unknown and to express views on different issues. The Society organizes lectures, presentations, visits to other institutions, exhibitions, book fairs, writing competitions and study tours etc. to flourish knowledge and market library's resources and services for noble cause. Membership of the Library Society is open for all the students of the University at the start of new academic sessions.

## AWARDS & DISTINCTIONS

The official website of GCU Library <http://www.gcu.edu.pk/library> won the first prize among the varsities of Pakistan and was declared the Best Library Website, in the competition organized by Elsevier Publishing in collaboration with the HEC. GCU Library Lahore is the only partner of World Digital Library program, a cooperative project of the Library of Congress (LoC) and the United Nations Educational Scientific and Cultural Organization (UNESCO). The GCU Library was honored with the “Best Library Award” by the International Society for Science and Religion (ISSR) through a competitive and peer-review process based on present capacity, commitment to research and study in science and religion, institutional support for related projects and original and promising plans for scholarly activity related to the Library. GCU Library is the only partner of WDL, a cooperative project of the Library of Congress and the UNESCO. The Library has contributed seventeen rare books at WDL Portal to date. The GCU Library has received 55 personal collections having more than 125,569 books, none of which was bought. There is no such example of personal libraries in any Public and University Library of Pakistan. In the year 2016, the Library received an amount of Rs. 2 million from HEC Pakistan to acquire latest books related to different disciplines in order to promote reading and research culture. It is pertinent to be mentioned here that GCU Library Professionals manage not only Library’s Website but also the University’s Website.

## LIBRARY’S RULES AND REGULATIONS (SOME EXTRACTS)

- a. The security deposited under any of the foregoing regulations shall lapse to the University if it remains unclaimed for a period of two years from the date on which a borrower ceases to be a member of the Library.
- b. The Library’s users will submit their bags at the Reception Desk/Security Counter. All valuable items must be retained in personal custody i.e. cash, jewellery etc. The Library Staff will not be held responsible for any such loss.
- c. Library material borrowed by any member is a subject to recall if needed by the library.
- d. Reference services are open to Old-Ravians and Researchers as well.
- e. No library material is to be taken away from the Library premises unless any member gets it issued against from the Circulation Desk.

- f. Library's users will not damage, mark or write upon any book, periodicals, maps, manuscript. In case of the violation of this rule, fine will be imposed as determined by the Chief Librarian.
- g. The Chief Librarian may, at his discretion, reduce or remit the fine incurred by a borrower.
- h. The Chief Librarian is authorized to withdraw library facilities from any member found misusing the library material.
- i. After reading, leave books on the table and do not shelve the books.
- j. Theft of books and tearing of pages is a crime.
- k. Eating, sleeping, smoking and conversation within the library premises is prohibited.
- l. For guidance regarding how to use the library, please contact the Librarians of respective libraries.
- m. If any member leaves the University without returning books borrowed from the library, the price of the books(s) will be adjusted against his security/dues with the University.

## **SUGGESTION BOX/E-MAIL**

Electronic Feed Back Form is accessible for Library's users. The students may send their feedback about GCU Libraries by submitting the dully filled form available at:

<http://www.gcu.edu.pk/Forms/Library%20Services%20Comments%20and%20Suggestion%20Form.pdf>

Suggestion boxes have been installed at the entrance of Post Graduate Library as well as the Central Library in which the Library's clients may drop their suggestions only about Libraries, if any, for improving services and facilities.

## **THE LIBRARY STAFF**

In the GC University Libraries (Central Library, Post Graduate Library and Life Sciences Library), there are 2 Senior Librarians, 5 Librarians, 1 Data Processor, Two Computer Operators, Eight Library Assistants, Five Library Clerks, Seven Library Attendants, Two Book Binders, and Two Naib Qasid. Total Number of library staff members is 34 (Till December 2017). The staff is fully equipped and proficient to fulfill the information needs of library's users in the present age of Information and Communication Technologies (ICTs) where information is known as the fifth

need of man ranking after air, water, food and shelter. ICTs have altered the functioning and services of Libraries and GCU Library Staff is playing the role of a facilitator. They are dedicated to their job and leave no stone unturned to come up to the expectations of their users. They do their best to provide a congenial environment to Library's visitors for the purpose of enhancing reading culture and flourishing research tradition.

## IMPORTANT URLs

The important URLs of Library's collections/resources/services are as followings:

### Archives:

[http://library.gcu.edu.pk/G\\_Doc.htm](http://library.gcu.edu.pk/G_Doc.htm)

### Personal Collections:

<http://library.gcu.edu.pk/PCollections.htm>

### HEC Digital Library:

[http://library.gcu.edu.pk/S\\_FullJour.htm](http://library.gcu.edu.pk/S_FullJour.htm)

### Theses & Dissertations:

<http://library.gcu.edu.pk/theses.htm>

### Nuqoosh Collections:

<http://library.gcu.edu.pk/NaqooshC.htm>

### GCU Publications:

<http://www.gcu.edu.pk/Publications.htm>

### GCU Virtual Library:

<http://library.gcu.edu.pk/A2ZSubCollec.htm>

### Electronic Reference Sources:

[http://library.gcu.edu.pk/E\\_Ref.htm](http://library.gcu.edu.pk/E_Ref.htm)

### News & Events:

<http://library.gcu.edu.pk/NewsEvents.htm>

## Referencing Tools (Manual Styles):

[http://library.gcu.edu.pk/Reference.htm#APA\\_Style](http://library.gcu.edu.pk/Reference.htm#APA_Style)

## Books Searching Online Catalogs:

<http://library.gcu.edu.pk/OPAC.htm>

## Audio & Video Collections:

<http://library.gcu.edu.pk/CDROMs.htm>

## New Arrivals:

[http://library.gcu.edu.pk/New\\_acc.htm](http://library.gcu.edu.pk/New_acc.htm)

## E-Libraries:

<http://library.gcu.edu.pk/E-Library.htm>

## Open Access E-Journals:

[http://library.gcu.edu.pk/S\\_FullJourOA.htm](http://library.gcu.edu.pk/S_FullJourOA.htm)

## Open Access E-Books:

<http://library.gcu.edu.pk/OLBookF.htm>

## Open Knowledge Repository:

<https://openknowledge.worldbank.org/>

## Library Services:

[http://library.gcu.edu.pk/Services.htm#CIRCULATION SERVICE](http://library.gcu.edu.pk/Services.htm#CIRCULATION_SERVICE)

## Library Regulations:

[http://library.gcu.edu.pk/gen\\_rules.htm](http://library.gcu.edu.pk/gen_rules.htm)

## Departmental Libraries:

<http://library.gcu.edu.pk/DepartLib.htm>

## Online Different Library Forms:

<http://library.gcu.edu.pk/Downloads.htm>

## FAQs:

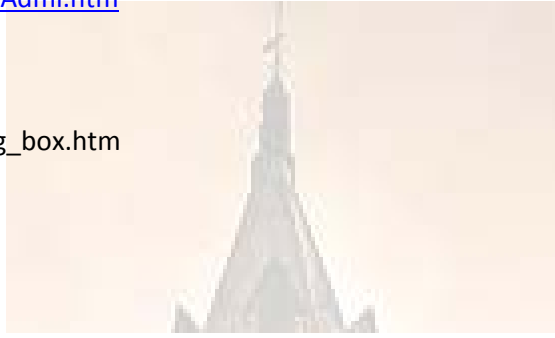
<http://library.gcu.edu.pk/FAQ.htm>

**The Library Staff Directory:**

<http://library.gcu.edu.pk/LibAdmi.htm>

**Electronic Feedback:**

[http://library.gcu.edu.pk/sug\\_box.htm](http://library.gcu.edu.pk/sug_box.htm)



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39

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**Fazal I Hussain Library, GC University Lahore**

Tel: +92 (42) 111-000-010 Ext: 244  
E-mail: [naeemgcu@hotmail.com](mailto:naeemgcu@hotmail.com)

**Postgraduate Library GC University, Lahore**

Tel: +92 (42) 99213349  
E-mail: [samreenlateef@gcu.edu.pk](mailto:samreenlateef@gcu.edu.pk)

**Life Sciences Library, GC University, Lahore**

E-mail: [khurram@gcu.edu.pk](mailto:khurram@gcu.edu.pk)

**URL:** [www.gcu.edu.pk](http://www.gcu.edu.pk) (GC University Lahore)

**URL:** [www.library.gcu.edu.pk](http://www.library.gcu.edu.pk) (GCU Library Lahore)

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