



# THE LIBRARY

of the Institute of Ismaili Studies





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## THE LIBRARY OF THE INSTITUTE OF ISMAILI STUDIES

### OPENING TIMES

- The Library is open Monday to Friday between 9.30 a.m. and 6.30 p.m.
- Announcements of any changes to these times shall be publicly displayed in the Library.
- Last issues are made 10 minutes before closing time.

### LIBRARY STAFF AND ENQUIRIES

- All enquiries should, in the first instance, be directed to: [library@iis.ac.uk](mailto:library@iis.ac.uk).
- If you would like to speak to a member of Library staff, please use the contact details below. Callers within IIS should dial the extension shown. From outside IIS, dial 020 7881 6000 and request the desired extension.

Title	Name	Extension	E-mail
Chief Librarian, Head of Department	Professor Eric Ormsby	245	<a href="mailto:eormsby@iis.ac.uk">eormsby@iis.ac.uk</a>
Senior Librarian, Keeper of the Ismaili Collections	Alnoor Merchant	280	<a href="mailto:amerchant@iis.ac.uk">amerchant@iis.ac.uk</a>
Librarian: General Collections	Dr Dinah Manisty	212	<a href="mailto:dmanisty@iis.ac.uk">dmanisty@iis.ac.uk</a>
Librarian: Audio-visual Collections	Shellina Karmali	213	<a href="mailto:skarmali@iis.ac.uk">skarmali@iis.ac.uk</a>
Assistant Librarian	Shah Hussain	216	<a href="mailto:shussain@iis.ac.uk">shussain@iis.ac.uk</a>
Senior Library Assistant	Khadija Lalani	214	<a href="mailto:library@iis.ac.uk">library@iis.ac.uk</a>

## INTRODUCTION

Founded in 1979, the Library of The Institute of Ismaili Studies contains collections of manuscripts, printed and audiovisual materials in Islamic studies, including outstanding and often unique resources for the scholarly study of the history, thought and traditions of the Ismailis.

The collections include some 1,500 rare manuscripts in Arabic, Persian, Gujarati and the Khojki script; four catalogues describing the Arabic manuscripts in the Institute's Library have been published to date. Besides over 15,000 items comprising reference works, books, journals, periodical articles and theses on various aspects of Islamic history, theology, philosophy, law, art and literature, there is a specialised holding of nearly 2,000 printed items on Ismaili studies. There is also a significant collection of audio-visual materials, especially of Islamic music from east to west, films in video and DVD formats, slides, and a small but growing collection of recorded recitations of the Holy Qur'an. Certain reference works, such as *The Encyclopaedia of Islam*, are now available on-line in the Library and further titles in digital form are scheduled. The Library's printed and audio-visual materials have been classified using a modified version of the Library of Congress Cataloguing Scheme. The Library provides its services to researchers and students of IIS, as well as to qualified scholars from outside, most notably by provision of access to the collections through an on-line catalogue, reference assistance and inter-library loan.

The present brochure offers an overview of the Library's services, regulations, and policies. Further information on the Library's collections and activities is available on the Library page of the Institute's web-site, [www.iis.ac.uk](http://www.iis.ac.uk).

We welcome you to the Library of The Institute of Ismaili Studies. We are here to serve the scholarly and teaching needs of the IIS, and we look forward to providing any assistance you may require.



Professor Eric Ormsby  
*Chief Librarian*  
*Head of Department*

## MEMBERSHIP

- The Library serves the Institute's current faculty, students, staff, and researchers, and borrowing privileges are limited to these users only.
- The Library is open to the public, by prior appointment, and for reference purposes only.
- All members are issued with a Library card, which is not transferable.
- Library cards remain the property of the IIS and must be returned when membership expires.
- Members must notify the Library of any change of address.
- Loss of a member's Library card should be reported without delay to the Chief Librarian.
- Alumni of the Institute, as well as external scholars, can obtain specific library privileges upon application to and at the discretion of the Chief Librarian.

## LIBRARY RULES

- Members are requested to treat Library staff and users with equal respect and courtesy.
- All bags must be left near the entrance, and are subject to inspection.
- Food and drink may not be consumed in any public part of the Library.
- Laptop computers may be used so long as they do not disturb other users.
- Mobile phones must be switched off.
- Users must not in any way damage or mark any item belonging to the Library.
- Items which are found to be damaged or marked should be reported without delay to a member of Library staff.
- 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.
- Users are requested not to replace books on shelves, but leave them on trolleys.
- Lead pencils must be used when making notes from manuscripts and rare items.
- Use of electronic resources subscribed to by the Library is for academic research, study and teaching, and may only be used on-site.
- Taking of photographs within the Library is not permitted without the prior authority of the Chief Librarian.
- For breaches of these rules, borrowing privileges may be withdrawn.

## LOAN POLICIES

- The following materials are not allowed to leave the Library: manuscripts, rare books, reference works, current numbers of journals, newspapers and all printed and audio-visual items marked 'Reference Only'.
- For all borrowing and renewals, Library cards must be produced.
- Borrowing privileges, unless otherwise authorised by the Chief Librarian, are as follows:
  - Staff . . . . . 20 items (maximum of 5 audio-visual items)
  - Students . . . . . 15 items (maximum of 5 audio-visual items)
  - Alumni and External Staff . . . . 5 items
- Printed materials, except those in the Teaching Collection (see below), may be borrowed for up to three weeks.
- Audio-visual materials may be borrowed for three days only, and must be returned in person to the circulation desk.
- Telephone or e-mail renewals of printed materials are allowed once; thereafter, they must be renewed in person by the original borrower with the items present.
- Audio-visual materials cannot be renewed by telephone or e-mail.
- Members with overdue items will receive two reminders following which, if the items are not returned, all borrowing privileges will be suspended.
- Recalled items must be returned as soon as possible, irrespective of the due date.
- Outside Library opening times, printed materials **only** should be placed in the box at the entrance of the Library.

## TEACHING COLLECTION

- Materials recommended as essential reading on course lists are kept separately for the duration of the course, and are issued to students as overnight loans only.
- A maximum of 2 books *or* 2 articles can be borrowed on overnight loan at a time.
- Teaching collection materials will not be issued before 5.00 p.m.
- Items borrowed Monday-Thursday are due back by 10.00 a.m. the following day.
- Items borrowed Friday are due back by 10.00 a.m. on Monday.
- Teaching collection materials cannot be renewed.

## INTER-LIBRARY LOANS

- Material which is not held by the Library may be requested via Inter-library loan service.
- Before submitting an Inter-library loan request, users must check that the material is neither held by the Library, nor available at any other nearby library (e.g. SOAS) to which they have access.
- Forms are available for Inter-library loans; these should be submitted, duly filled in with full bibliographic information, to the Senior Library Assistant.
- While every effort will be made to provide the material as soon as possible, supply times vary and depend on the type of material and the issuing library.
- Items received on Inter-library loans must be consulted in the Library only.

## ACCESS TO COLLECTIONS

- Most printed materials, both reference and non-reference, are kept on open shelves.
- Non-reference printed materials and journals are placed on rolling stacks; particular care should be taken when using these stacks.
- Original manuscripts are not housed in the Library; please contact the Chief Librarian and/or the Keeper of the Ismaili Collections for procedures relating to manuscript access.
- For preservation and legal reasons, access to some audio-visual materials is restricted, as well as limited to Library use only; please consult the Audio-visual collections Librarian.

## PHOTOCOPYING AND RECORDING OF MATERIALS

- Copyright regulations must be observed at all times.
- Any problems relating to the photocopying machines should be reported to the Senior Library Assistant.
- Special care should be taken when copying from bound volumes and reference works.
- Photocopying of manuscripts, rare books and fragile materials is not permitted; contact the Keeper of the Ismaili Collections as special procedures apply.
- Recording and copying of audio-visual materials is not permitted.
- Permission to borrow materials does not confer any right of reproduction.



## USE OF LIBRARY COMPUTERS

- Two computers in the Library provide access to the Library's catalogue; kindly use the catalogue to check if the item required is in the Library's collections.
- Electronic resources subscribed to by the Library may be accessed on these computers; please consult the General Collections Librarian before printing from these e-resources.
- Computers must not be used as word processors for course work, nor for any work of a personal nature (e.g. e-mail).
- No software should be installed on the computers.

## ELECTRONIC RESOURCES

The Library subscribes to *JSTOR*. All students and staff will be allotted an **Athens** account with a username and password and will access *JSTOR* via this account.

Also available:

- Encyclopaedia of Islam
- Questia online library
- Times Literary Supplement
- Arabica
- Middle Eastern Literatures
- MESA (Middle East Studies Association Bulletin)

**Photographs: 19th century views of the courtyard of Al Azhar**

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