



## SCHOOL OF OPEN LEARNING

### LIBRARY

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## **1. ABOUT LIBRARY**

The School of Open Learning (formerly known as School of Correspondence Courses & Continuing Education) has a small library of its own right from its inception in 1962. This library was restricted only for the use of the teachers and no library facilities were extended to the students. It was in the year 1974 that the School for the first time, extended library facilities to its students residing in Delhi and its adjacent areas.

The present library building was constructed in the year 1990-91 which was ready for the use in August 1991. The Library is located at almost the central position of the institution. The shape of the library is rectangular which is suitable one. The total area covered is 22x22 meters (Approx.). The building is constructed in such a way that natural light could be made available throughout the day. The library building has seven floors, In every floor, there are a good number of windows and ventilators for cross ventilation.

With the introduction of library facilities, the students have a feeling of belonging to the institute since they can frequently visit the library and whenever they have any difficulty in understanding a subject, they can also contact the teachers in the school premises. At present 8797 students of Ist year have registered themselves as a member of the Library at North Campus and 7498 at South Study Centre.

Layout of the library on different floors is as follows:-

### **Ground Floor**

- Professional Senior Room.
- Professional Junior Room.
- Library Office.
- Registration of Membership.
- Circulation Service for B.A. (Prog.)/ B.Com Ist and IInd year students and stacks.
- Help Desk, Property Counter and Check Post.

### **First Floor**

- Acquisition and Processing Section.
- Stacks and Circulation Section for B.A. /B.Com Final Year and B.A. (Hons.), B.Com (Hons.).

### **Second Floor**

- Reading Room for students with Internet facilities.

### **Third Floor**

- Processing of Books of Post Graduate Courses.
- Circulation Section for Post Graduate Students.

**Fourth Floor**

- Teacher Unit Library.
- Processing of Books & Cataloguing
- Stacks and Circulation service for SOL Academic and Non-Academic Staff.

**Fifth Floor**

- Acquisition Section (TU).
- Periodical Section.
- Computer Lab. for Library Automation.

**Sixth Floor**

- Reference Section (for staff only).

**Seventh Floor**

- Book Bank.
- Acquisition and Processing.
- Circulation.

**South Study Centre Library**

The South Study Centre library is catering to the needs of students who have taken admission in this centre. The whole library is housed in two rooms and one Reading Hall.

Library and Book Bank services are provided only to the students of Pass/Programme Courses.

**2. INFORMATION FOR MEMBERS & BORROWING FACILITY****Library Fee & Security**

For Undergraduate Courses, Library Fee is Rs.100/- per student per annum and the Security (Refundable) is Rs.200/- per student.

For Postgraduate Courses, Library Fee is Rs.300/- per student per annum and the Security (Refundable) is Rs.500/- per student.

**Library Membership**

The students, faculty members and Non-Teaching Staff of the school are eligible for the membership of the library.

**Renewal of Membership**

Students can renew their membership for next year after showing Fee Receipt and Identity Card for the year.

## Clearance Certificate

After completion of Final Exam, students have to deposit their Library Borrower Tickets.

### Loan Privileges

<u>Category</u>	<u>No. of Books/Borrower Tickets</u>	<u>Loan Period</u>
B.A. (Prog.)/B.Com.	02	15
Hons. Courses	03	15
Post Graduate Courses	04	15

### Admission to the Library

The library is open to the bonafide student of the SOL. The admission to the library is against the Identity Card issued by the SOL, to be shown at the time of entrance as well as for borrowing books on loan.

Readers are requested to sign the Gate Register kept at the Property Counter. Bags, Brief Cases, personal belongings and books borrowed from other libraries must not be brought inside the library. Valuables, such as Cash, Mobile, and Laptop etc. are not allowed to deposit at the property counter. Moreover, library does not accept any responsibility for loss or damage to any personal property left therein. The property left at the counter must be taken back on the same day.

### Library Hours

Main library of the School remains open from 9:00A.M. to 5:30 P.M. on working days. From 1<sup>st</sup> January to the end of examination, the timings are 9:00 A.M. to 8:00 P.M. on working days only (subject to change). South Study Centre Library of the School remains open from 9:00A.M. to 5:30 P.M on working days. On Saturdays, Sundays and other Holidays, the timings are 9:00 A.M. to 05:00 P.M. (subject to change).

Both the libraries remain closed on Republic Day, Holi, Independence Day and Gandhi Jayanti.

### 3. LIBRARY BUDGET ESTIMATES FOR THE YEAR 2009-2010

	<u>Heads</u>	<u>Amount</u>
01.	Periodicals	Rs. 5, 00,000.00
02.	Library Miss. & (Book Binding)	Rs. 3, 00,000.00
03.	Library Books	Rs.35, 00,000.00
04.	Book Bank	Rs.10, 00,000.00
	<b>Total =</b>	<b>Rs. 53, 00,000.00</b>

#### **4. LIBRARY COLLECTION**

In 1974, when the School extended library facilities to its students, the collection was 13,301 books. With the passage of time, the library acquired more and more books. Total collection of book (including reference collection) is 5, 13,389 (as on 31<sup>st</sup> March, 2009)

Regarding periodicals, the School Library now subscribes 85 Nos. periodicals related to Arts, Humanities and Social Science discipline.

#### **5. LIBRARY SERVICES**

In the Main Library & the South Study Centre Library, following services are provided to the students:-

- ❖ Lending/Circulation Services.
- ❖ Reference Service.
- ❖ User Orientation / Help Desk.
- ❖ Reading Room.
- ❖ Press Clipping.
- ❖ Book Bank Facility.
- ❖ Photocopy (in SOL premises).
- ❖ Internet Access Facility.

#### **Reading Room**

Total No. of seats in Reading Room are 205 including South Study Centre.

#### **Visitors**

On an average 1200 students (Approx.) North Campus and South Study Centre per day.

#### **Document Circulation System**

In **Main Library**, we have **Closed Access System** for B.A. (Prog.)/B.Com. Ist and IInd year students of the School.

In **South Study Centre Library** we have **Closed Access System** for the students.

For all other members of the library, it is open access.

## **Help Desk**

To help the users regarding different queries about the library and its services.

The Registers is kept at the Help Desk for visitors to make entries for the purpose of their visit.

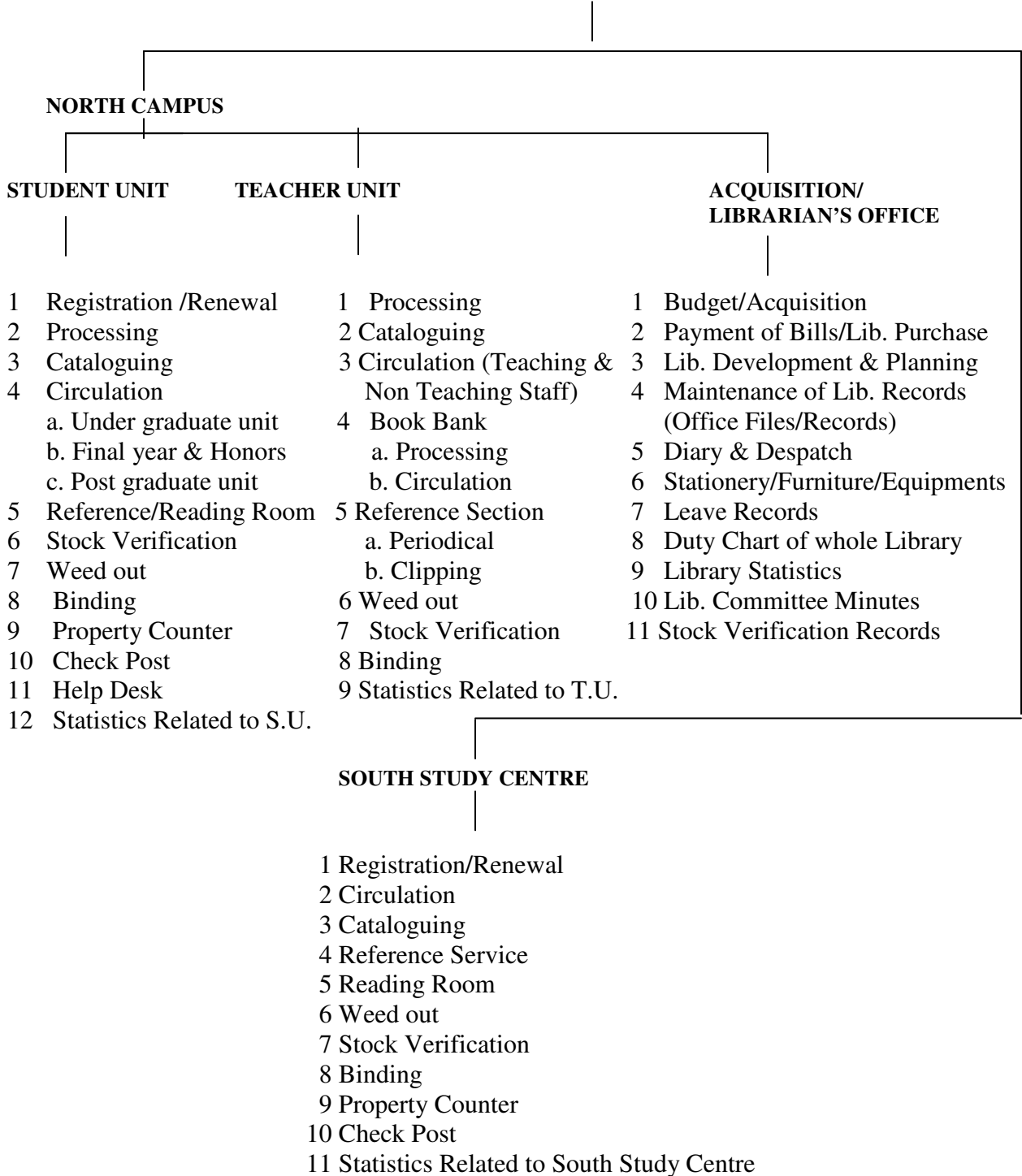
Visitors are requested to give their details such as date, roll no., purpose & time of visit.

In case of any difficulty users are advised to contact the Incharge of the library in person, through mail or telephonically.

## **Book Bank Facility**

Book Bank facility is provided only to needy, deserving and economically weaker students of the school.

## 6. DIVISION OF WORK IN SOL LIBRARY



## 7. LIBRARY RULES & REGULATION

- ❖ Entry to Library is permitted on production of valid Identity Card issued by the school.
- ❖ Members are responsible for any damage caused by them to the books or any other property belonging to the library.
- ❖ Members leaving the library may please get checked the material borrowed or taken out of the library.
- ❖ The Librarian reserves the right to suspend the membership of any member found misbehaving in the library.
- ❖ Bags, Mobile phones are not allowed inside Library.
- ❖ Library Borrower Tickets are not transferable.
- ❖ Library is a non-Smoking Area.
- ❖ Complete silence is to be observed.

## 8. LIBRARY STAFF

<b>Name</b>	<b>Designation</b>	<b>Work Area</b>	<b>Contact</b>
Mr. Madan Lal	Prof. Sr. (Offg.)	Over all Supervision of SOL Library	27666713 Ext. 238
Dr. S.M. Abbas	Prof.Jr. (Offg.)/Incharge	South Study Centre (SSC)	26882897
Mr. S.S. Manral	Professional Assistant	Library Office & Acq. Section	27666713 Ext. 240
Mrs. Indu Kalra	Professional Assistant	South Study Centre	26882897
Mrs. Neelam Malhotra	Professional Assistant	Periodical Section & Acq.	27666713 Ext. 246
Mr. Dinesh Kumar	Professional Assistant	PG Circulation	27666713 Ext. 243
Mr. Aejaz Ahmed	Professional Assistant	Hons. & Final Year Circulation & Acq. (SU)*	27666713 Ext. 242
Mr. Chander Mohan Singh	Professional Assistant	Circulation & Processing (TU)*	27666713 Ext. 244
Mrs. Prabha	Professional Assistant	Registration & UG Cir. (SU)	27666713 Ext. 241

Mrs. Anjana	Prof. Assistant (Ad-hoc)	Cataloguing (TU)	27666713 Ext.244
Mrs. Nirmala	Prof. Assistant (Ad-hoc)	Book Bank	27666713 Ext.248
Mr. R. K. Tiwari	Semi Prof. Asstt.	Acq. /Budget	27666713 Ext.239
Mrs. Neelam Chauhan	Semi Prof. Asstt.	South Study Centre	26882897
Mrs. Vijay Lakshmi	Semi Prof. Asstt	Reading Room (SU)	27666713 Ext.242
Mrs. Preeti Sharma	Semi Prof. Asstt	Acq. (SU)	27666713 Ext.242
Mr. Moti Singh Khati	Semi Prof. Asstt	Book Bank	27666713 Ext.248
Mrs. Prem Lata Garg	Semi Prof. Asstt	Circulation (TU)	27666713 Ext.244
Mrs. Bimla Madan	Semi Prof. Asstt	Cataloguing (TU)	27666713 Ext.244
Mrs. Madhu Jain	Semi Prof. Asstt	Periodical Section	27666713 Ext. 246
Mr. Bhagwan Singh Gola	Semi Prof. Asstt	Registration	27666713 Ext. 241
Mr. Devender Prakash	Semi Prof. Asstt	Acq. (TU)	27666713 Ext. 246
Mr. R. K. Vishwas	Semi Prof. Asstt	Cataloguing (TU)	27666713 Ext.244
Mrs. Sunita Bhatia	Semi Prof. Asstt	PG Circulation	27666713 Ext. 243
Mr. Shri Dass	Semi Prof. Asstt	Circulation Hons.	27666713 Ext. 242
Mr. Dharam Singh	Semi Prof. Asstt	Library Office	27666713 Ext. 240
Mrs. Gyatri Sareen	Semi Prof. Asstt	Processing (SU)	27666713 Ext. 242
Mrs. Uma Rani	Semi Prof. Asstt	Cataloguing (TU)	27666713 Ext.244
Mrs. Kusum Rani	Semi Prof. Asstt (Ad-hoc)	UG Circulation	27666713 Ext.241
Mrs. Kusum Goel	Library Attendant	Circulation Hons.	27666713 Ext. 242
Mrs. Jagdamba Saxena	Library Attendant	Cataloguing (TU)	27666713 Ext.244

Mr. Surjit Singh Manhas	Library Attendant	Processing (SU)	27666713 Ext. 244
Mr. Ashok Kumar	Library Attendant	Book Bank	27666713 Ext.248
Mr. Prakash Chand	Library Attendant	Comp. Lab.	27666713 Ext. 246
Mr. Chandan Singh Dangwal	Library Attendant	Registration	27666713 Ext. 241
Mr. Sanjay Sharma	Library Attendant	Registration S.S.C.	26882897
Mrs. Sudesh	Library Attendant	Registration S.S.C.	26882897
Mr. Kailash Chand	Library Attendant	Comp. Lab.	27666713 Ext. 246
Mr. Mohit Sabharwal	Library Attendant	Circulation & Lib.Off.S.S.C.	26882897
Mr. Parmod Kumar	Library Attendant	Library Office	27666713 Ext. 240
Mrs. Mumtaz Rehman	Library Attendant	Registration	27666713 Ext. 241
Mrs. Neelam Dabas	Library Attendant	Book Bank	27666713 Ext.248
Ms. Inderjeet Kaur	Library Attendant	Reading Room S. S.Centre	26882897
Mr. Sanjeev Kumar	Library Attendant	Registration S. S.Centre	26882897
Mr. Anil Kumar	Library Attendant	Book Bank S.S.C.	26882897
Mrs. Promila Gupta	Library Attendant	PG Proc.(SU)	27666713 Ext. 242
Mr. Jitender Kumar Varun	Library Attendant	Book Bank	27666713 Ext.248
Ms. Kiran Bagga	Library Attendant	Circulation S.S.C.	26882897
Mrs. Geeta Sahai	Library Attendant	UG Circulation	27666713 Ext.241
Mr. Nitin Mathur	Library Attendant	Circulation (TU)	27666713 Ext.244
Mrs. Sanju Giri	Library Attendant	Processing (SU)	27666713 Ext. 242

Mr. Jitender Kumar Singh	Library Attendant	PG Circulation	27666713 Ext. 243
Mr. Vinay Aggarwal	Library Attendant	Circulation S.S.C.	26882897
Mr. Kailash Chandra Singh Rawat	Library Attendant	Registration	27666713 Ext. 240
Mr. Kali Charan	Office Attendant	Library Office	27666713 Ext. 240
Mr. Prem Singh	Frash	Book Bank	27666713 Ext. 244
Mrs. Saraswati Devi	Frash	Hons. & Reading Room (SU)	27666713 Ext. 242
Mrs. Dharmo	Safai Karamchari	5 <sup>th</sup> to 7 <sup>th</sup> Floor	27666713 Ext.248
Mr. Mahesh	Safai Karamchari	4 <sup>th</sup> Floor & Stairs	27666713 Ext.244
Mr. Som Pal	Safai Karamchari	1 <sup>st</sup> to 3 <sup>rd</sup> Floor	27666713 Ext.242

\* SU = Student Unit, TU = Teacher Unit,

## 9. CONTACT US

### NORTH CAMPUS

School of Open Learning  
(Campus of Open Learning)  
5, Cavalary Lane,  
University of Delhi,  
Delhi-110007.

PBX/Enquiries : 2766 7600, 2766 7166,  
2766 7645,  
2766 6713

Fax : 2766 7242

Website : <http://sol.du.ac.in/>

### SOUTH CAMPUS

School of Open Learning  
(Campus of Open Learning)  
South Study Centre  
South Moti Bagh,  
(Old Moti Lal Nehru College  
Building)  
New Delhi-110 021.

PBX/ Enquiries: 2688 2897,  
2687 9462

Deputy Director : 2410 4037

Fax : 2410 4027