



SCHOOL OF OPEN LEARNING

LIBRARY

1. About Library
2. Information for Members & Borrowing Facility.
3. Library Budget
4. Library Collection
5. Library Services
6. Division of Work in SOL Library
7. Library Rules & Regulations
8. Library Staff
9. Contact us

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 within the Campus of School of Open Learning and it 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 have in 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 difficulties in understanding a subject, they can also contact the teachers in the school premises. During the year 2012-2013 more than one lakhs students were registered as a member of the Library Main Campus and South Study Centre Library.

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

Ground Floor

- Deputy Librarian Room.
- Assistant Librarian Room & Library Office.
- Acquisition Unit (SU)
- Registration of Membership.
- Circulation Service for B.A. (Prog.)/ B.Com and stacks.
- Help Desk, Property Counter and Check Point.

First Floor

- Processing of Books for Hons. Courses.
- Stacks and Circulation Section for 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.
- Acquisition & Processing of Books
- Stacks and Circulation service for SOL Academic and Non-Academic Staff.

Fifth Floor

- Periodical Section.
- Computer Lab. for Library Automation.

Sixth Floor

- Reference Section (Academic and Non-Academic staff).

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/Programmed Courses.

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

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

For Postgraduate Courses, Library Fee is Rs.400/- per student per annum and the Security (Refundable) is Rs.500/- per student.

There is no Library Fee and /or Security for the academic and administrative staff of the School.

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 Renewed I. Card for the year.

Clearance Certificate

After completion of Final Exam student have to deposit Library Borrower Tickets.

LOAN PRIVILEGES

Category	No. of Books	Loan Period
B.A. (Prog.)/B.Com.	02	15 Days
Hons. Courses	03	15 Days
Post Graduate Courses	04	15 Days

Admission to the Library

The library is open to the bonafide student of the SOL. The admission to the library will be 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. Library does not accept any responsibility for loss or damage to personal property left on its premises. Valuables, such as Cash, Mobile, and Laptop etc. are not allowed to deposit at the property counter. The property left at the counter must be taken back on same day.

LIBRARY HOURS

Library of the School remains open from 09:00 A.M. To 05:30 P.M. on working days both North and South Study Centre Main Library of the School remains open during P.C.P. Classes as per schedule.

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

3. LIBRARY BUDGET ESTIMATES FOR THE YEAR 2013-2014

	Heads	Amount
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	<u>Rs.10, 00,000.00</u>
	Total =	Rs. 53, 00,000.00

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, 68,407 (as on 31st March, 2013)

Regarding periodicals, the School Library now subscribes 63 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. 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 in different queries about the library and its services.

Registers have been kept at the Help Desk for visitors to make entries for the purpose of the visit.

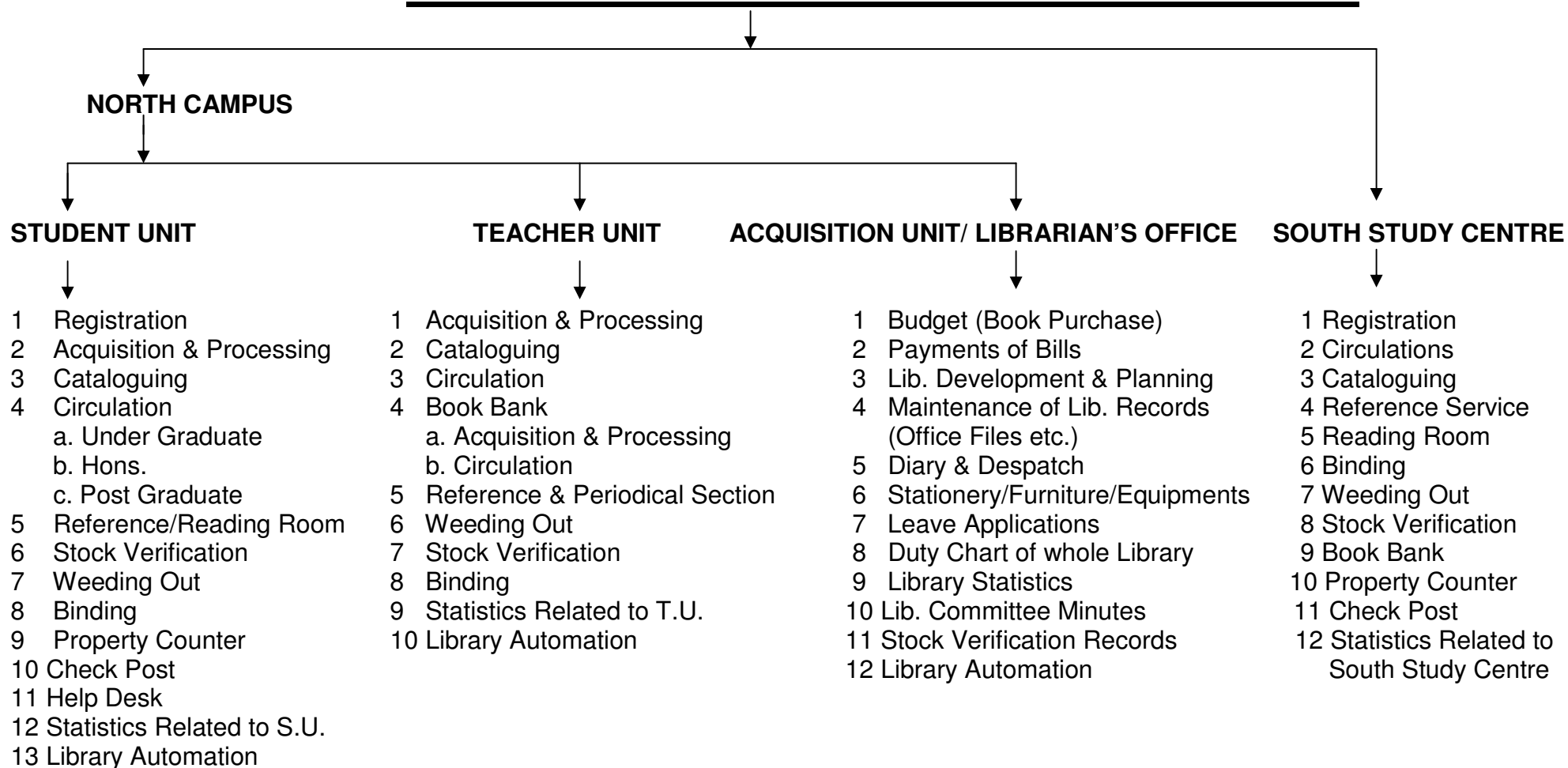
Visitors are requested to give their full details Date, Roll No., Purpose & Time of visit.

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 economical weaker students of the school.

6. DISTRIBUTION OF WORK IN SOL LIBRARY



7. LIBRARY RULES & REGULATION

- ❖ Entry to Library is permitted on production of valid I.D. 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 not Smoking Area.
- ❖ Complete silence is to be observed.

8. LIBRARY STAFF

<u>Name</u>	<u>Designation</u>	<u>Work Area</u>	<u>Contact</u>
Mr. S.S. Manral	Asstt. Librarian (Offg.)	Incharge Library & Registration	27667666 Ext. 238
Mr. Indu Kalra	Professional Assistant	Incharge, S.S.C.	26882897
Mr. Neelam Malhotra	Professional Assistant	Budget & Maint. (SU)	Ext. 239
Mr. Dinesh Kumar	Professional Assistant	Acq. & Processing (TU)	Ext. 244
Mr. Aejaz Ahmed	Professional Assistant	Acq. & Processing (SU)	Ext. 240
Mr. Chander Mohan Singh	Professional Assistant	Circulation & Processing (BB)	Ext. 248
Mrs. Prabha	Professional Assistant	Maintenance (TU)	Ext. 244
Mrs. Preeti Sharma	Professional Assistant	Periodicals	Ext. 246
Mrs. Anjana	Professional Assistant	Hons. Processing & Circulation	Ext. 279
Mrs. Nirmala	Professional Assistant	P.G. Processing & Circulation	Ext. 243
Mr. R. K. Tiwari	Professional Assistant	Circulation (TU)	Ext. 244
Mrs. Uma Rani	Professional Assistant	U.G. Circulation	Ext. 241
Mrs. Neelam Chauhan	Semi Prof. Asstt.	Book Bank, Periodicals S.S.C.	26882897
Mrs. Vijay Lakshmi	Semi Prof. Asstt	Acquisition (SU)	Ext. 240
Mr. Moti Singh Khati	Semi Prof. Asstt	B.A. Circulation	Ext. 241
Mrs. Madhu Jain	Semi Prof. Asstt	Acquisition (BB)	Ext. 248
Mr. Devinder Parkash	Semi Prof. Asstt	P.G. Circulation	Ext. 243

Mr. R. K. Vishwas	Semi Prof. Asstt	B.Com. Circulation	Ext. 241
Mrs. Sunita Bhatia	Semi Prof. Asstt	Maintenance (TU)	Ext. 244
Mr. Shri Dass	Semi Prof. Asstt	Maintenance (SU)	Ext. 239
Mr. Dharam Singh	Semi Prof. Asstt	Circulation (TU)	Ext. 244
Mrs. Gyatri Sareen	Semi Prof. Asstt	Circulation S.S.C.	26882897
Mrs. Kusum Rani	Semi Prof. Asstt	Acquisition (SU)	Ext.240
Mrs. Kusum Goel	Semi Prof. Asstt	Acquisition (TU)	Ext. 244
Mrs. Jagdamba Saxena	Semi Prof. Asstt	Hons. Counter	Ext. 279
Mr. Surjit Singh Manhas	Semi Prof. Asstt	Registration	Ext. 241
Mr. Ashok Kumar	Jr. Lib. Info. Asstt.	Library Office	Ext. 239
Mr. Prakash Chand	Jr. Lib. Info. Asstt.	System Software	Ext. 241
Mr. Chandan Singh Dangwal	Library Attendant	P.G. Circulation	Ext. 243
Mr. Sanjay Sharma	Library Attendant	Registration S.S.C.	26882897
Mrs. Sudesh	Library Attendant	Circulation S.S.C.	26882897
Mr. Kailash Chand	Library Attendant	Hons. Circulation	Ext. 279
Mr. Mohit Sabharwal	Library Attendant	Registration S.S.C.	26882897
Mr. Parmod Kumar	Library Attendant	Book Bank Circulation	Ext. 248
Mrs. Mumtaz Rehman	Library Attendant	P.G. Circulation	Ext. 243
Mrs. Neelam Dabas	Library Attendant	B.Com Circulation	Ext. 241
Ms. Inderjeet Kaur	Library Attendant	Book Bank S. S.C.	26882897

Mr. Sanjeev Kumar	Library Attendant	Registration S. S.C.	26882897
Mr. Anil Kumar	Library Attendant	Circulation S.S.C.	26882897
Mrs. Promila Gupta	Library Attendant	Circulation (TU)	Ext. 244
Mr. Jitender Kumar Varun	Library Attendant	Periodicals	Ext. 246
Mrs. Geeta Sahai	Library Attendant	Processing (BB)	Ext. 248
Mr. Nitin Mathur	Library Attendant	Reading Room (SU)	Ext. 279
Mrs. Sanju Giri	Library Attendant	Registration	Ext. 241
Mr. Jitender Kumar Singh	Library Attendant	UG Circulation	Ext. 241
Mr. Vinay Aggarwal	Library Attendant	Registration S.S.C.	26882897
Mr. Kailash Chand Singh Rawat	Library Attendant	Reference (TU)	Ext. 246
Mr. Mohd. Furquan Qureshi	Library Attendant	Library Office	Ext. 239
Mr. Jasvinder Singh Sokhi	Library Attendant	Hons. Circulation	Ext. 279
Mr. Dinesh Kumar Yadav	Library Attendant	Acq. & Processing (TU)	Ext. 244
Mr. Asha Rani Yadav	Library Attendant	Acquisition (SU)	Ext. 240
Mr. Kali Charan	Office Attendant	Library Office	Ext. 239
Mrs. Saraswati Devi	Farash	Hons. & (TU)	Ext. 242
Mrs. Dharmo	Safai Karamchari	5 TH to 7 th Floor	Ext. 248
Mr. Mahesh	Safai Karamchari	4 th Floor & Stairs	Ext. 244
Mr. Jai Bhagwan	Safai Karamchari	2 nd to 3 rd Floor	Ext. 279

SU = Student Unit, TU = Teacher Unit, S.S.C. = South Study Centre

9. CONTACT US

NORTH CAMPUS

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

**PABX/Enquiries : 2766 7600, 2766 7581, 2766 7645
Fax : 2766 7242, 27666973
Website : www.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.**

**PABX/ Enquiries : 2688 2897, 2687 9462
Deputy Director : 2410 4037
Fax : 2410 4027
Website : www.sol.du.ac.in**