SCHOOL OF OPEN LEARNING

LIBRARY

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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
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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 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

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Books</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. (Prog.)/B.Com.</td>
<td>02</td>
<td>15 Days</td>
</tr>
<tr>
<td>Hons. Courses</td>
<td>03</td>
<td>15 Days</td>
</tr>
<tr>
<td>Post Graduate Courses</td>
<td>04</td>
<td>15 Days</td>
</tr>
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</table>

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**

<table>
<thead>
<tr>
<th>Heads</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>01. Periodicals</td>
<td>Rs. 5,00,000.00</td>
</tr>
<tr>
<td>02. Library Miss. &amp;</td>
<td>Rs. 3,00,000.00</td>
</tr>
<tr>
<td>(Book Binding)</td>
<td></td>
</tr>
<tr>
<td>03. Library Books</td>
<td>Rs. 35,00,000.00</td>
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<tr>
<td>04. Book Bank</td>
<td>Rs. 10,00,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Rs. 53,00,000.00</strong></td>
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</table>

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

NORTH CAMPUS

STUDENT UNIT  TEACHER UNIT  ACQUISITION UNIT/ LIBRARIAN’S OFFICE  SOUTH STUDY CENTRE

1. Registration
2. Acquisition & Processing
3. Cataloguing
4. Circulation
   a. Under Graduate
   b. Hons.
   c. Post Graduate
5. Reference/Reading Room
6. Stock Verification
7. Weeding Out
8. Binding
9. Property Counter
10. Check Post
11. Help Desk
12. Statistics Related to S.U.
13. Library Automation

1. Acquisition & Processing
2. Cataloguing
3. Circulation
4. Book Bank
   a. Acquisition & Processing
   b. Circulation
5. Reference & Periodical Section
6. Weeding Out
7. Stock Verification
8. Binding
9. Statistics Related to T.U.
10. Library Automation
11. Budget (Book Purchase)
12. Payments of Bills
14. Maintenance of Lib. Records
   (Office Files etc.)
15. Diary & Despatch
16. Stationery/Furniture/Equipments
17. Reference & Periodical Section
18. Leave Applications
19. Duty Chart of whole Library
20. Lib. Committee Minutes
21. Stock Verification Records
22. Library Automation
23. Library Statistics
24. Library Automation
25. Stock Verification Records
26. Library Automation
27. Library Committee Minutes
28. Stock Verification Records
29. Library Automation
30. Library Statistics
31. Library Automation
32. Library Committee Minutes
33. Stock Verification Records
34. Library Automation
35. Library Statistics
36. Library Automation
37. Library Committee Minutes
38. Stock Verification Records
39. Library Automation
40. Library Statistics
41. Library Automation
42. Library Committee Minutes
43. Stock Verification Records
44. Library Automation
45. Library Statistics
46. Library Automation
47. Library Committee Minutes
48. Stock Verification Records
49. Library Automation
50. Library Statistics
51. Library Automation
52. Library Committee Minutes
53. Stock Verification Records
54. Library Automation
55. Library Statistics
56. Library Automation
57. Library Committee Minutes
58. Stock Verification Records
59. Library Automation
60. Library Statistics
61. Library Automation
62. Library Committee Minutes
63. Stock Verification Records
64. Library Automation
65. Library Statistics
66. Library Automation
67. Library Committee Minutes
68. Stock Verification Records
69. Library Automation
70. Library Statistics
71. Library Automation
72. Library Committee Minutes
73. Stock Verification Records
74. Library Automation
75. Library Statistics
76. Library Automation
77. Library Committee Minutes
78. Stock Verification Records
79. Library Automation
80. Library Statistics
81. Library Automation
82. Library Committee Minutes
83. Stock Verification Records
84. Library Automation
85. Library Statistics
86. Library Automation
87. Library Committee Minutes
88. Stock Verification Records
89. Library Automation
90. Library Statistics
91. Library Automation
92. Library Committee Minutes
93. Stock Verification Records
94. Library Automation
95. Library Statistics
96. Library Automation
97. Library Committee Minutes
98. Stock Verification Records
99. Library Automation
100. Library Statistics

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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Work Area</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. S.S. Manral</td>
<td>Asstt. Librarian</td>
<td>Incharge Library &amp; Registration</td>
<td>27667666 Ext. 238</td>
</tr>
<tr>
<td>Mr. Indu Kalra</td>
<td>Professional Assistant</td>
<td>Incharge, S.S.C.</td>
<td>26882897 Ext. 239</td>
</tr>
<tr>
<td>Mr. Neelam Malhotra</td>
<td>Professional Assistant</td>
<td>Budget &amp; Maint. (SU)</td>
<td>Ext. 239</td>
</tr>
<tr>
<td>Mr. Dinesh Kumar</td>
<td>Professional Assistant</td>
<td>Acq. &amp; Processing (TU)</td>
<td>Ext. 244</td>
</tr>
<tr>
<td>Mr. Aejaz Ahmed</td>
<td>Professional Assistant</td>
<td>Acq. &amp; Processing (SU)</td>
<td>Ext. 240</td>
</tr>
<tr>
<td>Mr. Chander Mohan Singh</td>
<td>Professional Assistant</td>
<td>Circulation &amp; Processing (BB)</td>
<td>Ext. 248</td>
</tr>
<tr>
<td>Mrs. Prabha</td>
<td>Professional Assistant</td>
<td>Maintenance (TU)</td>
<td>Ext. 244</td>
</tr>
<tr>
<td>Mrs. Preeti Sharma</td>
<td>Professional Assistant</td>
<td>Periodicals</td>
<td>Ext. 246</td>
</tr>
<tr>
<td>Mrs. Anjana</td>
<td>Professional Assistant</td>
<td>Hons. Processing &amp; Circulation</td>
<td>Ext. 279</td>
</tr>
<tr>
<td>Mrs. Nirmala</td>
<td>Professional Assistant</td>
<td>P.G. Processing &amp; Circulation</td>
<td>Ext. 243</td>
</tr>
<tr>
<td>Mr. R. K. Tiwari</td>
<td>Professional Assistant</td>
<td>Circulation (TU)</td>
<td>Ext. 244</td>
</tr>
<tr>
<td>Mrs. Uma Rani</td>
<td>Professional Assistant</td>
<td>U.G. Circulation</td>
<td>Ext. 241</td>
</tr>
<tr>
<td>Mrs. Neelam Chauhan</td>
<td>Semi Prof. Asstt.</td>
<td>Book Bank, Periodicals</td>
<td>26882897 Ext. 240</td>
</tr>
<tr>
<td>Mrs. Vijay Lakshmi</td>
<td>Semi Prof. Asstt</td>
<td>S.S.C. Acquisition (SU)</td>
<td>Ext. 240</td>
</tr>
<tr>
<td>Mr. Moti Singh Khati</td>
<td>Semi Prof. Asstt</td>
<td>B.A. Circulation</td>
<td>Ext. 241</td>
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<tr>
<td>Mrs. Madhu Jain</td>
<td>Semi Prof. Asstt</td>
<td>Acquisition (BB)</td>
<td>Ext. 248</td>
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<tr>
<td>Mr. Devinder Parkash</td>
<td>Semi Prof. Asstt</td>
<td>P.G. Circulation</td>
<td>Ext. 243</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department</td>
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<tr>
<td>Mr. R. K. Vishwas</td>
<td>Semi Prof. Asstt</td>
<td>B.Com. Circulation</td>
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<tr>
<td>Mrs. Sunita Bhatia</td>
<td>Semi Prof. Asstt</td>
<td>Maintenance (TU)</td>
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<tr>
<td>Mr. Shri Dass</td>
<td>Semi Prof. Asstt</td>
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<td>Mr. Dharam Singh</td>
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<tr>
<td>Mrs. Gyatri Sareen</td>
<td>Semi Prof. Asstt</td>
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<tr>
<td>Mrs. Kusum Rani</td>
<td>Semi Prof. Asstt</td>
<td>Acquisition (SU)</td>
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<tr>
<td>Mrs. Kusum Goel</td>
<td>Semi Prof. Asstt</td>
<td>Acquisition (TU)</td>
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<tr>
<td>Mrs. Jagdamba Saxena</td>
<td>Semi Prof. Asstt</td>
<td>Hons. Counter</td>
<td>Ext. 279</td>
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<tr>
<td>Mr. Surjit Singh Manhas</td>
<td>Semi Prof. Asstt</td>
<td>Registration</td>
<td>Ext. 241</td>
</tr>
<tr>
<td>Mr. Ashok Kumar</td>
<td>Jr. Lib. Info. Asstt.</td>
<td>Library Office</td>
<td>Ext. 239</td>
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<tr>
<td>Mr. Chandan Singh Dangwal</td>
<td>Library Attendant</td>
<td>P.G. Circulation</td>
<td>Ext. 243</td>
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<tr>
<td>Mr. Sanjay Sharma</td>
<td>Library Attendant</td>
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<td>Mrs. Sudesh</td>
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<tr>
<td>Mr. Kailash Chand</td>
<td>Library Attendant</td>
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<tr>
<td>Mr. Mohit Sabharwal</td>
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<tr>
<td>Mr. Parmod Kumar</td>
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<td>Mrs. Mumtaz Rehman</td>
<td>Library Attendant</td>
<td>P.G. Circulation</td>
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<tr>
<td>Mrs. Neelam Dabas</td>
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<td>B.Com Circulation</td>
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<tr>
<td>Ms. Inderjeet Kaur</td>
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<td>Name</td>
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<tr>
<td>Mr. Sanjeev Kumar</td>
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<td>Mr. Anil Kumar</td>
<td>Library Attendant</td>
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<td>Mrs. Promila Gupta</td>
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<td>Mr. Jitender Kumar Varun</td>
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<td>Periodicals</td>
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<tr>
<td>Mrs. Geeta Sahai</td>
<td>Library Attendant</td>
<td>Processing (BB)</td>
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<tr>
<td>Mr. Nitin Mathur</td>
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<td>Mrs. Sanju Giri</td>
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<td>Registration</td>
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<td>Mr. Jitender Kumar Singh</td>
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<td>UG Circulation</td>
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<td>Mr. Vinay Aggarwal</td>
<td>Library Attendant</td>
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<td>Mr. Kailash Chand Singh Rawat</td>
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<td>Reference (TU)</td>
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<tr>
<td>Mr. Mohd. Furquan Qureshi</td>
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<td>Library Office</td>
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<tr>
<td>Mr. Jasvinder Singh Sokhi</td>
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<tr>
<td>Mr. Dinesh Kumar Yadav</td>
<td>Library Attendant</td>
<td>Acq. &amp; Processing (TU)</td>
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<tr>
<td>Mr. Asha Rani Yadav</td>
<td>Library Attendant</td>
<td>Acquisition (SU)</td>
<td>Ext. 240</td>
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<tr>
<td>Mr. Kali Charan</td>
<td>Office Attendant</td>
<td>Library Office</td>
<td>Ext. 239</td>
</tr>
<tr>
<td>Mrs. Saraswati Devi</td>
<td>Farash</td>
<td>Hons. &amp; (TU)</td>
<td>Ext. 242</td>
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<tr>
<td>Mrs. Dharmo</td>
<td>Safai Karamchari</td>
<td>5&lt;sup&gt;TH&lt;/sup&gt; to 7&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>Ext. 248</td>
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<tr>
<td>Mr. Mahesh</td>
<td>Safai Karamchari</td>
<td>4&lt;sup&gt;TH&lt;/sup&gt; Floor &amp; Stairs</td>
<td>Ext. 244</td>
</tr>
<tr>
<td>Mr. Jai Bhagwan</td>
<td>Safai Karamchari</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; to 3&lt;sup&gt;rd&lt;/sup&gt; Floor</td>
<td>Ext. 279</td>
</tr>
</tbody>
</table>

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.

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Fax : 2766 7242, 27666973
Website : www.sol.du.ac.in.

SOUTH CAMPUS

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(Campus of Open Learning)
South Study Centre
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New Delhi-110 021.

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