

MAITREYI COLLEGE LIBRARY

LIBRARY MANUAL



**MAITREYI COLLEGE LIBRARY
(UNIVERSITY OF DELHI)
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NEW DELHI-110021**

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1. INTRODUCTION

For any institution its Library is reckoned as its heart, so does the Maitreyi College Library always puts every bit of its efforts to meet the expectations of its users. There is a team of 19 members to run the College Library and all are professionally well qualified. However, there has been a long felt need to bring transparency and uniformity in procedures and practices of the library for further improvement of its efficiency, utility and services.

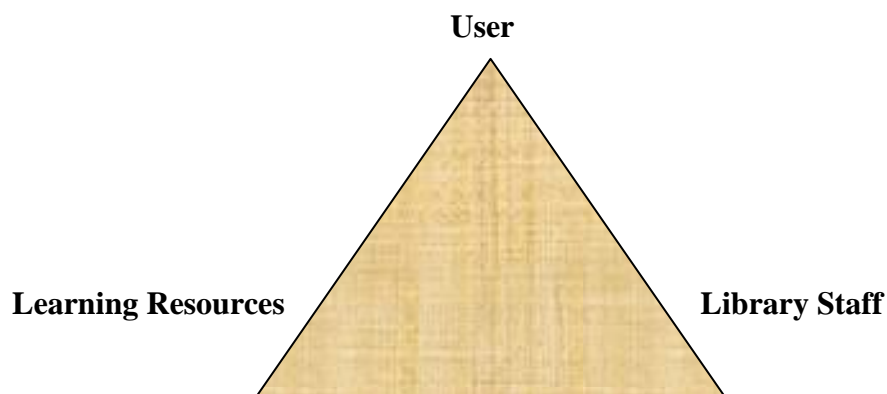
The library manual delineates all important functional modules of the library and clears the library policy and its responsibility as to how the activities of the library like collection development, provision of information services, and management of other academic support facilities.

Library Manual:

Library manual is not only a firm source of information but more a constitution which lists out all Library sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion arises about any function or procedure; Lots of efforts are made into the preparation of the manual.

Role of Library:

Library plays a pivotal role in sustaining the academic Programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, DR. S. R. Ranganathan, one of the harbingers in the field of Library Science, also known as the father of Library Science in India, has suggested that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

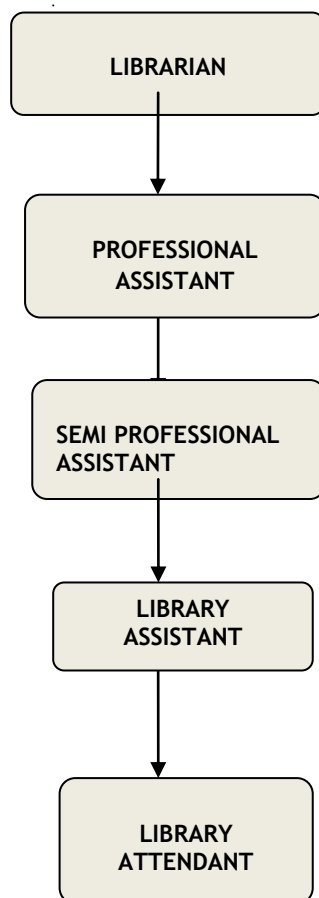


(Fig: Trinity of library)

1.1 ORGANIZATIONAL CHART

MAITREYI COLLEGE LIBRARY (UNIVERSITY OF DELHI)

ORGANISATIONAL CHART



1. The Principal holds all the financial powers, especially allocation of budgets and other expenditure is done with the approval of the Principal.

2. LIBRARY COMMITTEE (LC)

The main objective of the Library Committee is to facilitate the library development plans by advocating the library development activities with the authority. Therefore, the role of College library committee is purely advisory in nature. The main objectives of the Library Committee are to **allocate the Annual Library Budget** and **recommend the books for the Library** users according to their best use and need. The Committee's essential objective is to pave the way between the Library and the academic fraternity in terms of fund allocation and collection development. The Library Committee (LC) is constituted every year comprising of all the Teachers-in-charges of the different departments and the Librarian.

Composition:

The composition of this Committee is as follows:

- Chairperson: Principal/or any person nominated by the Principal is the chairperson of the Committee and The Librarian is Ex-Officio Convenor of the Committee.
- Members: Teacher-in-charges of all departments.

Meeting Frequency: The Library Committee meets at least once in a year to review the library budget and its allocation to the various departments.

Tenure: The tenure of the Library committee has a term of for one year starting from 1st April to 31st March every year. The Principal can recommend a replacement for a member who withdraws or expresses inability to be a member of the Library Committee.

Objectives of Library Committee: -

- a) To allocate the library budget.
- b) To advise the management on matters of policy relating to development of library or The Librarian himself/herself can advise the same.
- c) To look after the stock verification process of the library.
- d) To recommend books/journals or other reading material for library to be used by the users.
- e) To earmark the books which are not used by the users for weed out,

2.1. Library Budget /Finances

Library budget means the financial assistance to acquire books / documents and to provide access to the information resources. The present annual library budget of the library has the following components:

1. UGC Grants Plan / Non-plan
2. Recurring grant
3. Students' library fee

Further, depending upon the needs every year a lump sum amount is kept aside to meet the contingency expenses like purchasing of Journals, stationery and any other Library accessories required.

2.2 Resources with ephemeral value and those whose revised editions are frequently published:

Magazines, Newspapers etc., do not carry long lasting value, and therefore be purchased from contingency expenditure budgets only which make it easy to weed out the ephemeral value items.

3. ACQUIRING LEARNING RESOURCES

Acquiring good and useful learning resources at the best price is the primary objective of the library. While acquiring documents print or non-print format utmost consideration is given to identifying, evaluating, selecting, processing and making it available to the users. Library is acquiring whether a book, a journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sum of money and has long-lasting repercussions, it is very much essential that library has a well thought out collection development policy.

3.11 Procurement of Books/ Documents: -

- a) Faculty can recommend the books to be procured for their courses and general interest.
- b) Students can also recommend the books for procurement provided their recommendation is endorsed by the teacher-in-charge of their respective departments.
- c) The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions

3.12 Terms and conditions for Vendors

The following discount rates, terms and conditions are applicable for purchase/acquisition of books/documents in the College Library:-

S.No.	Category	Percentage of rate of discount on the printed price of the books/publication
1	Foreign publications (books etc.)	15%
2	Indian publications (books etc.)	20%
3	Text books	15%
4	Govt. publications	10%
5	Remainder books	50%

The terms and conditions for book sellers/publishers/suppliers are as follows: -

1. The book seller/vendor/publisher/distributor shall submit the copy of their current year's IT return and PAN/TIN / GST no. or the prevailing tax policy of the Government.
2. All books of foreign origin, priced in foreign currency will be procured on the bank exchange rates adopted by the RBI/any nationalized bank on buying rates on the date of receipt of books along with the bill in triplicate. The vendor shall support the exchange

rates charged in every bill with the certified copies of the exchange conversion rates issued by the RBI/any nationalized bank.

3. No supplier/distributor /publisher shall have the sole right to supply books/publications. Notwithstanding the discount rates so decided, the college library shall have the right to procure books/publications at higher rates(S) of discount. The Library shall have the right to procure books directly from the suppliers/distributors /publishers on the terms and conditions decided by the College.
4. The supplier shall submit the bill duly recommended by the teacher-in-charges of the concerned subject/department. If the publications is text book then it should be verified by the concerned teacher, otherwise it will be treated as general book.
5. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the books or else a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of the price verification. In no circumstances the copy of the books in print or such bibliographical list reflecting the price of the books will be acceptable to the library in support of price verifications: only latest publisher's catalogue or purchased invoice can be accepted for price verification.
6. The decision of the Principal in all the matters of procurement of books shall be final and binding on all concerned.
7. Book sellers/vendors/publishers/distributor is allowed to show the books to the teachers on every Wednesday in the staff room only. Or if anyone called by teacher on any other day then kindly note that they should show the books to the concerned teacher outside the staff room.

3.13 Procurement Process

3.13.1 Books

I. Initiation of Acquisition:

- Receiving Recommendations by Emails, Publisher Catalogues marked and signed
- Find out the Exact details of the Title recommended
- Duplicate Checking
- Correspond with Suppliers/vendors for checking Availability Status

II. Invoice Processing:

- Receive Books from Suppliers/Vendors.
- Cross checking with the bill.
- Foreign Exchange Rate Verification as per the Reserve Bank concerned website.

- Price Proof Verification for Foreign Publications and for books on which price is not mentioned (Photocopy of the Publisher catalogue, Print out from the Publisher's Website, photocopy of the invoice received by the supplier from the distributor)

III. Accessioning

- Accessioning: accessioning the book is-Entering the details of the Books (Author, Title, publisher, pages etc.) and Invoice in Accession Register.
- Assign Accession Numbers to Titles and also write on Purchased Bills
- Pass entries in Bill Register and forward bills
- Preparation of statement of bills for submitting the bills in the account section.
- Maintain Bill File

IV. Classifying

- Classify Books as per the Dewey Decimal Classification (DDC ed. 22) Schedule
- Write the Class No, on the back of Title page, secret pages (i.e.35, 55,101) and at the last page of the book.

V. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module of SOUL software database according to AACR2 Standards
- Assigning Keywords: Minimum three keywords are assigned to each title for the subject search.
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.

VI. Processing Books:

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Pasting bar Codes on the Front Page and on the Title page and laminate it with tape
- After completing the stamping & pasting of barcodes the books are displayed on display board & then send to the book shelves for issue-return.

VII. Institutional Repository like Dissertation/Thesis/Reports and the Books are received as

Gift: The College Institutional Repository is designed and created to collect, preserve and disseminate the scholarly intellectual output of Maitreyi College-University of Delhi, Delhi and currently it is on Intranet .Repository is an important tool for preserving an organization's legacy; they facilitate digital preservation and scholarly communication. It contains previous year's Question papers, Syllabus, College Magazines, Newsletters and articles solemnly authored and co-authored by the Faculty and students of Maitreyi College.

One can search, browse, access and download the resources through the **DSPACE based repository**.

3.13.2 Subscriptions of Journals:

I. Availability of funds

- Ensure that adequate recurring/annual funds are available for the Journals Subscription/renewals etc. as required.

II. Procedure for acquiring journals: - Every year The Library will get a list of journals approved from all the concerned departments for renewal of the journals or for any addition or deletion of journals.

- i. Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions
- ii. PAN/TAN, Sales / VAT tax number or GST Number or any other tax policy imposed by the Government.

III. Terms and conditions:

- i. Normally there is no discount on the journals
- ii. Library should not subscribe journals against 'personal subscriptions'. However, Journals received against institutional membership are acceptable.
- iii. Journal subscription payments: The payment towards the journal subscriptions could be made (a) directly to the publisher or (b) through the subscription agent(s)/ vendor(s).

IV. Ordering journals:

- i. Compile priority list with the approval of library committee.
- ii. Adhere to the Terms and Conditions of the Library
- iii. Budget estimate based on the costs, currency conversion
- iv. Payment against the original and proper invoice/bill/renewal notice etc.

V. Receipt of and access to the materials:

Check-in system:

- i. Ensure that the items received are as per the order & access is enabled to the desired resource
- ii. Journals entry into the Serial Control module of the SOUL software database, so that the users may search the existing journals available in the library.
- iii. Timely display of the Loose Issues of the periodicals on the respective display racks.
- iv. Accompanying materials such as CDs/DVDs etc. are being preserved in the library for usage by the users.

VI. Gratis Periodicals:

- i. Gratis may be accepted from the Institute's faculty, scholars, or outside institutes and organizations of similar interest.
- ii. Avoid duplication unless essential

VII. Preserving and Weeding Out

In order to fulfill all the library rules viz., "Library is a growing organism" it becomes a necessity to discard books which are not used by the library users or a title having multiple copies but the usage is less, so that the new and useful books can be added. Hence such books or documents are discarded for weed out and 01 copy is preserved in the library for future usage/reference.

The following categories of materials can be considered for weeding out:

- i. Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- ii. Journals may be weeded out after a certain period and last five years journals may be kept in the Library for reference.

VIII. Maintenance of Records:

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for data collection & check the optimum usage of available information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- i. Periodicals Record Registers
- ii. Bills Register
- iii. Issue-Return record of Journals

IX. Procurement of e-Resources:

- i. In the present era, especially the younger generation or even the school kids are more interest for the e-access and therefore there is a need to have a major shift of our print resources to e-resources.
- ii. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, access to the walk-in-users, usage statistics, simultaneous access, etc.
- iii. The Ministry of Education formed e-ShodhSiindhu consortium (UGC-INFONET Digital Library Consortium, N-LIST and INDEST-AICTE Consortium) which is providing access to a large number of resources to Universities since our college is on wide area network of

University of Delhi, and our college is also subscribing N-LIST for accessing e-resources remotely, the users of our library can use both the e-sources with their ease.

- iv. E-books are becoming a common reality to cater the information needs of the user and in the coming years the print media solely will shift over to Electronic books. Hence, due consideration must be given to provide access to E-books to the library users.
- v. To sustain the academic needs of the library users the College has subscribed an electronic database called "N-List" (National Library and Information Services Infrastructure for Scholarly Content), which is a joint venture of e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium. The legitimate users of library can access e-resources of N-List, as they given a user I D and Password, it also facilitate the users as they can download the articles directly from the publisher's website, and can take the print as well.

4. LIBRARY AUTOMATION

Information Technology explosion made the society to move towards to paper to paperless society, hence, the library, gradually had to shift its print books to electronic books and all its operations from conventional methods to computerization system. In the year 2007 the library started its automation and to functionalize the all the library activities SOUL software of INFLIBNET was purchased. Today all the important functions of the library are done through the SOUL 2.0 software.

5. CIRCULATION SECTION

Circulation Section is one of the most important operation in the library or one can say that it is the first step where the library users actually make up their mind that using the library is worth. Hence having a huge and good collection in the library is not enough to entice the users but the functioning and management of circulation section is very important. Efficient functioning of Circulation Desk leaves a lasting impression on the user and therefore it is a very important section of the library. Major Activities of the Section are: -

- a) Issue and return of Books/Documents.
- b) Attending the Users' query for effective interpretation of library rules and regulations
- c) Registration of new members and issue of barcode generated ID card for Users.
- d) Inter Library Loan Service through DELNET.
- e) Operation of "Circulation Module" of Library Management Software SOUL. Maintenance and updatation of all data related to users at Circulation desk in SOUL software.
- f) Sending Reminders to users with overdue documents.

- g) Correspondence & No Dues certificate issuing.
- h) Library Orientations/Information Literacy programme.
- i) Assisting the users for accessing OPAC.

5.11 Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper flowchart/sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

- Quickly glance the book for any damage
- Enter details into Issue Database
- Discharge the books as per direction on the SOUL software
- Entering the details on the due date slip pasted on the book to let the book pass through the check point.
- Handover the books to users

While receiving the books:

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in SOUL Software
- Overdue charges as per the library rules
- Send the books back to Stack for Shelving

5.12 Loan Criteria/Borrowing entitlements for faculty/Students

Clearly defined number of books / documents that user are eligible to borrow:

For Faculty members: -

<u>Title</u>	<u>No. Of Books</u>
Faculty/Adhoc Faculty	20 Books

For students: -

S. No.	Courses	No. Of books
1	B.A.(prog.)/B.com.	04 books
2	All B.A.(hons) / B.Com. (hons)	06 books
3	B.Sc.(prog.)/B.Sc.(hons)	06 books

5.13 Documents that Can and cannot be borrowed

Documents that can be borrowed:

- Books from the general and book bank shelves can be borrowed.
- Reading Room/Overnight text book section books can be borrowed for overnight only.

Documents that cannot be borrowed:

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises. Only previous volumes will be issued.
- Rare and costly books will not be issued. Apart from this, reference books/documents like dictionaries, encyclopedia etc. will not be issued, as these are for reference only.

5.14 Renewals/Reservations and Over Due/Fines

- Generally Books are not renewed / reissued, but in special circumstances the Librarian can recommend for the same. The renewal must be made on or before the due date.
- There will be overdue charge of 0.50/- paisa per day per book

5.15 Loss or Mutilation of documents by Students

- Since the Library is not for any individual whereas it serves the whole community. Hence the library materials are to be handled with utmost care.
- If a book is lost or mutilated beyond usable condition by any user, then the book has to be replaced with the same or latest edition of that book.
- If the book is out of print, then the cost of book has to be paid by the users.
- **If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced.**

5.16 Visitors Access

- All outside students / researchers who wants to utilize the library are allowed to utilize the library services if they produce valid identity cards with the approval of the Librarian / Principal.

5.17 Theft/Misuse of Library resources:

- As a matter of fact, that the funds for Library have always been a bottle neck and to build the library collection it takes a huge amount of sagacity and hard consideration. Hence, the theft or misuse of Library resources like books, journal issues, reports, and other materials should be viewed very seriously and necessary measures must be taken to check such incidents.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.

6. COLLECTION DEVELOPMENT

All academic and research libraries have a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization of information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

6.1 Shift towards e-resources

Because of the conveniences like multiple accesses from anywhere, anytime access, there is a considerable demand for online databases, e-journals and e-books. The College Library also has excellent access infrastructure like E-resource center, 100mbps broadband internet speed, Wi-Fi connectivity in the campus.

7. STACK AREA MANAGEMENT

As a matter of fact, to satisfy the first three laws of library science viz, (1) Books are for use (2) Every reader his/her book (3) Every book its reader. The arrangement of Collection plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked / displayed in the following categories:

- Ground floor for text books, Newspaper, magazine and Journals.
- First floor Book Bank, General Books and Reading Room section
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- The books returned by the users or the books taken by them for reading purpose must be re-shelved on the same day.
- Each unit of Stack must be assigned to Library Staff to take care of it.
- Shelf Reading must be done continuously to look for misplaced books.
- Books reported untraced by users be traced in the quickest possible time.
- The stacks should be properly labeled with subject guides and Class Number Guides

8. STOCK VERIFICATION AND PROCEDURE TO WITHDRAW BOOKS

8.1 Stock Verification

Physical Verification is an essential process for any institution or a library. Physical Verification of library is carried out to ascertain the actual number of books available in the library, to identify the missing books.

The sample can be of random generation of numbers. The verification has to be carried by the Library Staff under the guidance of Librarian / Library Committee / Principal.

But to ascertain the exact no. of books available in the library the Library Committee/Librarian opined that during the physical verification we must go through each and every book, and the verification may be done after every five years.

8.2 Loss of Books/Documents

- Since the books/documents kept in the library are for use and maximum efforts should be made to make the information available to the users. Open access is a common method to make familiar the users with the library collection; loss/theft/mutilation of books is a major lack in open access method. Therefore the Librarian should not hold responsible for such lost of books.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be considered as reasonable loss.
- Loss of a book of the value exceeding Rs.1000.00 (as GFR norms) and books of special nature and rarity shall invariably be investigated and consequential action taken. College Library will write off all such losses with the approval of competent authority i.e. College Governing Body. The base values suggested for Indian and foreign books shall be reviewed every five years.
- A book/document may be considered as lost only when it is found missing in three successive stock verifications and thereafter be notified to write off the publications by the competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- There may be no objection to the Librarian disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.*

➤ (* Extract from Ministry of Finance O.M. No. 23(7) E II(A)/83 dated 7.2.1984 and CAT's U O No. 1984-TA.II/21-83 dated 23.12.83)

1. “The cost of book inevitably lost in an open access library should be written off. If the proportion of loss to be annual issue excess one to five hundred, the matter should be investigated and causes for the

loss should be found out and removed. Such a policy in regard to loss of books does not mean a premium for unawareness on the part of the staff nor does it imply we want to free librarians from any responsibility whatever.”

2. After physical verification of stores of the colleges/institutions, list of unserviceable articles noticed during verification will be placed before a Survey Committee to be constituted by the Governing Body for recommending to the Governing Body to accord sanction for write off and disposal.

3. After sanction of the Governing Body the sanctioned write off books should be deleted from the Library records.

8.3 Procedure for write-off

- Preparing a list of documents not found during stock verification,
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task),
- Compile a final list of documents not found,
- Compare with the list of earlier stock verification to identify common entries,
- Compare losses with borrowing/ consulting / photocopying statistics,
- Make necessary entries in the accession register, write-off register, assets register, etc,
- Remove records from databases,
- Close file.
- Improve the system with additional precautionary measures

8.4 Preventive measures:

Some preventive measures are listed below.

- Follow closed access to the rare/costly books.
- The exit/entry point of the library be monitored
- Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.
- Inadequate staff in the library is also one of the reasons for the losses.

9. SERVICES PROVIDED TO USERS

9.1 **Issue/Returns:** As mentioned in Circulation Section.

9.2 Library Timings

Since the primary objective of the Library is to sustain the College’s educational function.

Library will remain open on all working days except (Sundays and other gazetted holidays).

Library Timings

Monday- Friday 9.00 a.m. to 5.30 p.m.

Saturday 9.00 a.m to 5.30 p.m.

(For study and reference purpose only)

Issue/Return Timings

Monday- Friday 9.00 a.m. to 2.30 p.m. (Text Book Section)

1:00 p.m. to 3:00 pm. (Overnight issue)

9:00 a.m. to 10:30 a.m. (to return overnight

Issued books)

Saturday 9.00 a.m. to 5.30 p.m. (No issue / return)

9.3 Membership: -

All the bonafide students and permanent /ad hoc faculty members can become a member of the Library and time to time the members have to get their membership card renewed.

9.4 Reference Service

Library acquires all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are kept on the First floor Reference section. Users can also contact Reference Desk for any assistance.

Library also has access to online reference sources which may be accessed from the library's E-resource center.

9.5 Information Literacy/Library Orientation programme

Library conducts Information Literacy/User Education/Orientation programmes to all in the beginning of the academic session. Besides this, the awareness programmes are also conducted as and when requested by users.

9.6 Inter Library Loan

Library maintains an inter library loan arrangement with leading local libraries. Hence, all possible efforts are made to make available the learning resources needed for the faculty and students.

9.7 Photocopying (Reprography) and Printout Services

Users can get 04 pages printout per day for academic use only from the e-resource center (e-library).

9.8 E-database: As we all know that in the present era, the information has become the back bone in every sphere of life. Whether it is a research work or our day to day life, we all need to gain information; therefore Library's role cannot be overshadowed in terms of using information technology for disseminating the required information to its users. College Library has subscribed an Electronic Database called N-List, managed by e-ShoudhSindhu. N-list provides access to more than 31000 e-

journals and 3 crores E-books. Apart from this, databases subscribed by Delhi University Library can also be accessed. These E-databases proved to be very fruitful to our faculty members and students, as they contain information in multi-disciplinary subjects.

10. NEW INITIATIVES

10.1 RECLASSIFICATION OF BOOKS

CC to DDC: - The library was using Colon Classification scheme to arrange its book collection on the library shelves. Quite often it is observed that books dealing with same subject content shelved at different locations, this is due to classification variations used by the classifiers. To get over to this hurdle, it is decided that the entire library collection may be classified with the help of DDC (Dewey decimal classification) as it is a kind of scheme which shelves the books according to the related subject and the classification number, and the classification numbers are readily available in the schedule. While switching on the new classification scheme the library faced some genuine problems like classification of collection of language books especially Hindi. To get rid of this, the library devised self mechanism to classify the Hindi language books. The classification numbers are given between 8H0 to 8H9 and so on. The new Book number is also given to books viz. the first three letters in caps of the surname of the author (if there is no surname, the first three letter of the first name of the author can be considered) to assign the book number.

Further to make the book collection user friendly & easy to access the library also uses rack location number system, wherein the user can find the book as per the given rack and shelve number,

10.2 RFID: - to make the library automated the procurement of RFID system is in the pipe line. The RFID system will help the user to find the desired book without taking too much time, it is also handy tool of anti-theft. It will make the human contact less which is much needed required in this pandemic situation as well as for inventory management.

10.3. Rare book collection: - Library is also in process of making a rare book collection, in the collection the books which are rare to find in the market or authored by the college faculty members will be kept & used, preserved for future retrieval.

11 PHYSICAL AMBIENCES:

11.1 Cleanliness:

There is an adage that if somebody wants to see how good an institute is? He / She must visit its Library. So Library is reckoned as the heart of any institution, all possible efforts must be put to make the library neat and clean.

11.2 Electricity and Water and Ventilation

Library must ensure that there should be proper lighting at every place of the library and facility of drinking water should also be there. Library is a place where the users should feel at home.

11.3 Floor Plan and Direction/Guideposts

There should be a map of Library building giving proper directions/guideposts for people to move around the library and proper arrangement of indicators has to be there for the users to locate the required information / documents.

12. GENERAL RULES AND REGULATIONS:

1. All the users entering the Library shall deposit their bags and other belongings at the property counter against the token issued to them and sign in the Register at the checkpoint. Users should not leave their valuables and money at the property counter. In case of any loss the Library will not be responsible. In case the token is lost, a fine of Rs.10/- will be charged.
2. Library membership card is compulsory for getting access to the library.
3. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself.
4. The newspaper(s) should be folded properly after reading and kept back in the designated place.
5. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, disciplinary action will be taken against them.
6. To become a member of the Library, the users have to fill the library membership form.
7. Library is a no silence zone; hence while entering inside the library the users should put their mobile phones on either vibration or switch off mode.
8. No eatables are allowed inside the library.
9. Library membership card and books are non-transferable. This may lead to cancellation of membership.
10. Members should get their books and other belongings checked at the check point while leave the library.
11. Books on loan with the users can be recalled by the Librarian at any time without assigning any reason thereof.
12. Avoid bringing the other library and personal books inside the library or prior information is must.

RECRUITMENT RULES FOR NON-TEACHING (LIBRARY) 2020(UPDATED) AND SCHEME OF EXAMINATION

1.	Name of Post	Professional Assistant
2.	No. of Posts	-
3.	Classification	Group B, Non Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> M. Lib.Sc./M.L.I. Sc. or equivalent OR Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> To perform under the overall supervision of the In-charge of the cell/unit/section and assisting them in routine work; Membership and Circulation Work: Performing, supervision and of staff; Issuing the No Dues/Clearance Certificates; Acquisition Work: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L./D.L./Librarian; maintenance of records and correspondence; Receiving books on approval and on confirmed order and bills and checking with purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc. Periodical work: Soliciting suggestions for renewal and inviting/receiving for subscription of periodicals and their processing ' Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic databases' placing orders for subscription of periodicals and electronic databases; maintaining and controlling the budgetary allocations: issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals Technical Processing work: Classification cataloguing and preparing the data sheets; subject indexing; metadata preparation and content

		<p>development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; database maintenance and rectification;</p> <p>6. Maintenance of statistics or various nature; report generation both manual as well computerized;</p> <p>7. Reference and Referral Work: Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/information literacy and competency programs; Inter-library loan services and maintenance of records; upkeep and development of reference collection;</p> <p>8. Providing in Internet Access service, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals;</p> <p>9. Performing Opening and Closing work;</p> <p>10. Secretarial Work: Maintenance of files, records registers, stationery items, consumables required in the cell/unit/section</p> <p>11. Stock verification of books, periodicals and other document and permanent store items</p> <p>12. Maintenance of legal documents</p> <p>13. Maintenance of the Library Buildings</p> <p>14. Attending morning, evening and holiday duties as supervisors of shift.</p> <p>15. Any other job assigned from time to time</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion 25% by Limited Departmental Examination 25% by Direct Recruitment.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	<p>Promotion: Amongst the Semi Professional Assistants working in the University with at least 05 years regular service in the grade and possessing the following:</p> <p>1. Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect)</p> <p>Attended at least two computer training program each of one weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program</p> <p>Limited Departmental Examination: Amongst the Semi Professional Assistants working in the University with at least 03 years regular service in the grade and possessing the following: Post Graduate with B.Lib.Sc./ BLISc.</p>

	(M.Lib. will be considered a postgraduate degree in this respect) Attended at least two computer training program each of one weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program.
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E.3 Library Posts:

E.3.1 Scheme of Examination for Direct Recruitment to the post of Professional Assistant

The following shall be the scheme of Examination. Components of written test and its syllabus for recruitment to the post of Professional Assistant by direct recruitment:

A. Scheme of the Examination:

Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library System etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

Recommendations of Committee regarding discontinuation of Interview at junior level posts.

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B. Detailed Syllabus for Paper I:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:
Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malayalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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1.	Name of Post	Semi Professional Assistant
2.	No. of Posts	-
3.	Classification	Group B, Non Ministerial
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification. 2. B. Lib. Sc./B.L.I. Sc. 3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by promotion. 25% by Limited Departmental Examination 25% by Direct Recruitment.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	For Promotion: Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least five years regular service in the grade and possessing the following: 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification with B. Lib. Sc./B.L.I. Sc. 2. Successfully attended two computers training program of one week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/registered institution. For Limited Departmental Examination: Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least three years regular service in the grade and possessing the following: 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification with B. Lib. Sc./B.L.I. Sc. 2. Successfully attended two computers training program of one week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/registered institution. Note: Deleted



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E.3.2 Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Semi Professional Assistant by direct recruitment.

A. Scheme of the Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

*15 minutes extra per minute would be given to Visual Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.



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(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 - MCQ 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 2 – Descriptive 50 marks (5 questions)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit shall be drawn on the basis of combined scores of the two papers.

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7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

E.3.3 Scheme of Examination for Direct Recruitment to the post of Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Library Assistant by the direct recruitment:

A. Scheme of Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Automation & Library Awareness	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

1.	Name of Post	Library Assistant
2.	No. of Posts	-
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 03
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions. 2. Certificate in Library Science/Library and Information Science from a recognized institution; 3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized/registered Institution. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. Secretarial Jobs: Performing the administrative jobs in respective units, like secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc. 2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media. 3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library. 4. Performing the Data Entry Operation; 5. Assist user in searching books and periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes). 6. Library services for users with special needs; 7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding; 8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc. 9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation: 10. Performing the Scanning work and attending to e- mails; 11. Printing of bar code labels and magnetic ships etc. 12. Covering and removing the dust covers from the

		<p>computers while closing and opening the Library Unit, section respectively.</p> <p>13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.</p> <p>14. Performing holiday and weekend and shift duties.</p> <p>15. All other such jobs as may be assigned from time to time.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion.</p> <p>25% by Limited Department Examination 25%</p> <p>by Direct Recruitment</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	<p>By promotion: Amongst the Library Attendants working in the University with at least five year regular service in the grade and should have attended one computer Training Program of a duration of one week as Library Attendant, conducted by DULS or training of comparable duration from recognized/registered institution, subject to the fulfillment of minimum qualification for Direct Recruitment.</p> <p>By Limited Departmental Examination: Amongst the Library Attendants working in the University with at least 03 year regular service in the grade subject to the fulfillment of minimum qualification for Direct Recruitment.</p>



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7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
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E.3.3 Scheme of Examination for Direct Recruitment to the post of Library Assistant

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A. Scheme of Examination:

Written Test		
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Paper - II Library Automation & Library Awareness	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Paper - I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)



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(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Library Automation & Library Awareness.

The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 - MCQ 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 2 - Descriptive 50 marks (5 questions)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.

1.	Name of Post	Library Attendant
2.	No. of Posts	-
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. Certificate in Library Science/Library & Information Science from a recognized Institution. <p>Desirable:</p> <p>Computer as a subject at Secondary level or Basic course in Computers from any Institution.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. 2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media. 3. Assist in Opening / Closing of the Library; 4. Manning the Check Point/ Property Counter; 5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library. 6. Arrangement of chairs, tables in respective units, sections and in the reading halls. 7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc. 8. Library services for users with special needs; 9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags. 10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation; 11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places. 12. Searching out the damaged books and periodicals,

		<p>mending them and preparing them for binding;</p> <p>13. Pasting of bar code labels and magnetic strips on books, periodicals etc.</p> <p>14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.</p> <p>15. Collection of parcels from Rail, Road and Air etc.</p> <p>16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)</p> <p>17. Attending holiday and weekend and shift duties.</p> <p>18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of Functioning of the institution concerned.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



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However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.

4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

E.3.4 Scheme of Examination for Direct Recruitment to the post of MTS Library

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of MTS Library by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300



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B. Detailed Syllabus:

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify written test.

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6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

E.3.5 Scheme of Examination for Limited Departmental Test for Promotion of MTS Library and erstwhile Library Attendant to Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Attendant to Library Assistant through limited departmental exams:

An **objective type** paper of two hours (02 hrs.) duration with maximum of 100 marks, which include Library questions.

The **Multiple Choice Questions** shall judge the knowledge of Library Science for promotion to post of Library Assistant.

Out of **100 questions**, 40 questions should be related to the duties of Library Assistant, with options from Acquisition, processing & circulation, specific post for which the promotions are to be considered by the department, 20 questions of General Knowledge, 20 questions of English and 20 questions of Mathematical abilities.

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie., for SC/ST/PwD category as applicable).
- The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
- The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers comprising of the following:
 - Officer Incharge of the Establishment Non-Teaching
 - Officer Incharge of the Recruitment Section
 - Officer Incharge of College Branch
 - Officer Incharge of the Vigilance Section.
 - Section Officers of the respective Establishment and Recruitment Sections.

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5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.

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Signature

14 **REQUISITION FORMS USED IN LIBRARY**

14.1 Membership card lost form

14.2 Library consultation form

14.4 Book replacement form



MAITREYI COLLEGE LIBRARY
(UNIVERSITY OF DELHI)
NEW DELHI-110021

Date: _____

FORM FOR DUPLICATE LIBRARY E-CARD

To
The Librarian
Maitreyi College
Chanakyapuri
New Delhi-110021

Subject: Duplicate Library e-card

Respected Sir,

I have lost my Electronic library card. I shall be obliged if you issue me duplicate Library card/Clearance certificate. I will continue to be responsible for any loss, which the library may suffer due to the loss or misuse of my lost library card.

Kindly allow me.

Thanking You

Yours Faithfully

(Signature of Member)

Name: _____

Designation/Roll No.: _____

Department/Course: _____

No Book issued/Book issued Acc. No. _____

Dealing Asstt.

FOR LIBRARY USE

If permitted He/She may issued Duplicate card/Clearance Certificate on payment of fine Rs. _____

Fine Paid(Rs.) _____

Dealing Asstt.

Allowed

Librarian



MAITREYI COLLEGE LIBRARY
(UNIVERSITY OF DELHI)
NEW DELHI-1 1002 1

Date: _____

FORM FOR LIBRARY CONSULTATION (By non-bonafied members)

To
The Librarian
Maitreyi College
Chanakyapuri
New Delhi-110021

Subject: CONSULTATION OF LIBRARY

Respected Sir,

I am not the member of your library and I want to consult some of the books on the Topic/Purpose “_____” I shall be obliged if you allow me to consult the library resources for a period of _____ to _____ 20___. I will be very grateful to you.

Kindly allow me.

Thanking You

Yours Faithfully

(Signature)

Name: _____

Designation: _____

Department/Course: _____

Address _____

Dealing Asstt.

FOR LIBRARY USE

He/She may be permitted for a period of _____ for consultation of library resources on production of proper ID.

Dealing Asstt.

Allowed

Librarian



MAITREYI COLLEGE LIBRARY
(UNIVERSITY OF DELHI)
NEW DELHI-1 1002 1

Date: _____

FORM FOR REPLACEMENT OF LIBRARY BOOK/S

To
The Librarian
Maitreyi College
Chanakyapuri
New Delhi-110021

Subject: Replacement of Library Book

Respected Sir,

I have taken a book entitled “ _____ / _____ ” from
Library, due to some reasons it has been lost. Now I want to replace it.
Kindly allow me to replace the same

Thanking You

Yours Faithfully

(Signature of Member)

Name: _____

Designation/Roll No.: _____

Department/Course: _____

FOR LIBRARY USE

S. NO.	ACC.NO	AUTHOR/ EDITOR (S)	TITLE & ED.	PUBLISHER

The above book checked and verified from the library records. Kindly allow to replace the same.

Dealing Asstt.

Allowed

Librarian