

LIBRARY POLICY INTRODUCTION

Library Policy can simply be defined as a guide to the operations and management of library. It serves to maintain standards and avoid inconsistencies. It is used to measure the extent to which a library performs its functions and meets its objectives as well as its systems and services.

The policy covers areas such as funding, staffing, resource management, operations etc.

The mission of D.A.V. Public School, Sector – 49, Gurugram Library is to support the current and anticipated teaching through the provision of all relevant information resources, facilities, services and personnel. Its aim is to assist library users to identify, locate, retrieve and access needed information and also instruct them on how to use them best for better utilization. Academic librarians shall be responsible for classifying information resources. - Cataloguing of library resources shall be done using the current edition of the DDC in operation.

Cataloguing should be done by trained professionals. - Information in the catalogue shall be stored in electronic and manual databases for security. - Library shall have a back-up for its database.

Fines and other Charges to Library Defaulters - Library users who lose library books shall pay the cost of replacement at the current price in addition to twenty rupees.

Overdue fines for defaulting users shall be as determined by the library management.

SECURITY POLICY

The library shall be well equipped with functional fire extinguishers and maintain periodic checking of electric wire connections, fumigation, and temperature regulation (through air-conditioners) especially in areas where sensitive materials are kept. It shall ensure prohibit eating in the library, keep the surroundings clean, monitor and control roof/ mechanism leakage, install devices to prevent misuse and manhandling of library systems and resources by both the users and staff.

RESPONSIBILITIES OF THE LIBRARY STAFF

- ❖ Greet and assist teachers, staff and students in locating books and other library resources.
- ❖ To provide guidance on library technology (catalogue search, e-books, library blog, etc.)
- ❖ Assist with account management (borrowing, renewals, fines etc.)
- ❖ Catalogue, classify and organize books, magazines, newspapers and other materials.
- ❖ Maintain an orderly shelving system using Dewey Decimal Classification Scheme, 19th Ed.
- ❖ To select the resources in coordination with 'Book Selection Committee'.
- ❖ Procurement of new books and their accessioning, covering and bar coding.
- ❖ Remove outdated or damaged materials with the help of 'Weeding and Discarding Committee'.
- ❖ To provide Initiation/ Orientation service to the new users of the library.
- ❖ To maintain a 'Recommendation Register' where the users can recommend resources for the library.
- ❖ To supervise shelving in the library shelves.
- ❖ To organize library activities like story time, quizzes, workshops, reading club which help foster the reading skills of the students and increase their involvement in the library.
- ❖ To conduct Stock Verification of the resources.

ACCESS TO THE LIBRARY AND ITS RESOURCES

Functional on all the working days throughout the year, the library operates during the following timings:

8:00 am-3:30 pm (Monday - Friday)

8:00 pm-2:30 pm (Saturday)

ENTITLEMENTS FOR BORROWING

A) STUDENTS

- CLASS III-IX: 1 Book for 1 week
- CLASS X-XII: 2 Books for 1 week

B) TEACHERS

- Maximum 8 Books (Text Books/ Text Support Books for their respective subjects) for 1 Session
- Maximum 5 Books (Fiction/ Motivational/ other than their respective Subject Books) for a Week/ Fortnight

C) OFFICE STAFF

Maximum 2 Books for a Week/ Fortnight

D) SUPPORT STAFF

1 Book for 1 Week/ Fortnight

***NOTE:** For Teachers, Office and Support Staff, the Issue-Return record is maintained in the Library Software, Loan Register and Daily Book Borrowers' Register.

DIGITAL SERVICES PROVIDED

The library is projected online through its extensive **LIBRARY BLOG**, **VIRTUAL LIBRARY** and dynamic **LIBRARY ON MOBILE**.

- **Library Blog**

<https://davps49ggn.blogspot.com/p/home.html>

Library Blog offers information about the LRC services, Literary Activities, Projects, E-books, New Arrivals List, List of Periodicals, Quotations, Library Rules, Teachers' Resources, Students' Literary Works, Book Reviews, Useful Websites and lot more.

- **Virtual Library** is attached with our library website.

- **Library on Mobile** <https://linktr.ee/davps49libraryggm>

Library on Mobile is the digital extension of the library. It has transcended the physical boundaries providing infotainment to the users. The users navigate through the following heads:

- ❖ E-books
- ❖ Podcasts
- ❖ Nursery Poems and Stories
- ❖ Quiz
- ❖ Extract from the Library Print Material
- ❖ Biographical Content
- ❖ Poetry Section
- ❖ Short Films/ Movie Clips
- ❖ Contemporary Topics / News/ Events
- ❖ Career Guidance
- ❖ Audio Books
- ❖ Online Digital Resources like NDLI, DIKSHA, NCERT, CBSE, OLABS etc.

Library Rules

The school has two well equipped libraries- The Junior Library for students from Grade I to V & Senior Library for students from grade VI to XII. Students have to observe the following rules

1. Students are expected to maintain absolute silence in the library.
2. Students are not allowed to bring their personal books into the library.
3. Marking, underlining, or writing on library books is strictly forbidden.
4. Books can be issued to the students upon showing their valid student ID.
5. Books (Fiction & Textbooks) other than reference books are issued for one week from Grade III to XII. A book may be reissued on request, if there is no demand by others.
6. Students are required to check the books at the time of getting them issued. Any damage, if any, should be reported immediately.
7. In case of book is misused, wrongly handled or lost the student will have to replace the book or pay the full price of the book.
8. Books are to be returned on due date mentioned on the issue label. A fine of Rs. 3/- per day is imposed on any book returned after the due date.
9. The students must take the Library Clearance towards the end of the session (when a notice to this effect is sent in the month of January/February).
10. Students can access the e-library via the school website by clicking on the library tab found on the school website.