

Library and Documentation Division (LDD)

Know Your Library



विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Sri Aurobindo Marg, New Delhi 110016

HISTORY

The Library and Documentation Division (LDD) [earlier known as Division of Library, Documentation and Information (DLDI)] came into existence in 1967 as a result of the amalgamation of all the departmental libraries of National Institute of Education (NIE) and shifted to the present building, i.e., Pandit Govind Ballabh Pant Khand in the year 1980.

Timings

The library remains open throughout the year except gazetted holidays.

Monday to Friday:	8:00 AM to 8:00 PM
Saturday and Sunday:	9:00 AM to 5:30 PM

Vision

The vision of LDD is to create a network of knowledge system that facilitates dissemination of scientific communication and innovative information to different target groups.

Mission

The mission of LDD is to respond to the readers' needs, adding qualitative and quantitative value to information resources, services and products.

Library Resources

The LDD has a collection of about 1,75,000 books (general and reference), nearly 25,000 bound periodicals, 200 subscribed periodicals, 89 E-Journals, database (J-STOR), magazines and newspapers. LDD has textbook archive section that comprises all textbooks published by NCERT as per the National Curriculum Framework developed in 1975, 1988, 2000 and 2005. The supplementary reading materials, published by NCERT, also find a place in the LDD.

Library Services:

- ◆ OPAC (Online Public Access Catalogue)
- ◆ Reference Services
- ◆ Reprographic Services
- ◆ Resource Sharing
- ◆ Internet Surfing
- ◆ Bibliographic Services (on demand)
- ◆ Open Access (WIFI)

Digital Services:

- ◆ Online Catalogue (WEB OPAC)
- ◆ Electronic Resources
- ◆ SMS Services
- ◆ Article Indexing
- ◆ JSTOR

Referral Services:

- ◆ World Cat: www.worldcat.org
- ◆ Inlibnet: www.inlibnet.ac.in
- ◆ Delnet: www.delnet.nic.in
- ◆ NDL: www.ndl.iitkgp.ac.in
- ◆ DOAJ: www.doaj.org

Research Support:

- ◆ Shodhganga: www.shodhganga.inlibnet.ac.in
- ◆ E-Pathshala: www.epathshala.nic.in
- ◆ SWAYAM prabha – You tube: www.goo.gl/AWnXs3
- ◆ Mendeley: www.mendeley.com
- ◆ NROER www.nroer.gov.in/

Information Products (monthly):

- ◆ Newsclip Series: <http://ncert.nic.in/ncertltd/services/pressclip.html>
- ◆ Current Contents: <http://ncert.nic.in/ncertltd/services/contents.html>
- ◆ Book Review: <http://ncert.nic.in/ncertltd/services/br.html>
- ◆ New Arrival: <http://ncert.nic.in/ncertltd/services/new%20arrival.html>

Membership

There are various types of memberships available to suit the requirements of readers. They need to register themselves with valid Id Proof (Aadhar Card, Voter Id Card, Passport, etc., as approved by the Government of India) and pay a fee (in certain membership). The institutional members need to have an official seal on their forms.

Eligibility for membership:

- ◆ Regular Staff of NIE and CIET
- ◆ Contractual/Temporary Staff of NIE, CIET
- ◆ Retired Employees of NIE/CIET
- ◆ Participants attending Seminars/programmes organised by the Council
- ◆ Teachers / Research Scholars / Administrators / Planners / Policy Makers in the field of education
- ◆ Students from bonafide educational institutions and members of NGOs based in Delhi NCR.

Types of Memberships

- ◆ **Casual Membership:** Members in this category can avail the library resources and use photocopying facility in the library on payment basis as per the library rules. They are required to enrol themselves as casual members of the library by providing the proof of residence or a letter from the affiliated institution. Casual members cannot borrow any book.
- ◆ **Special Membership:** Special membership may be extended to NCERT retired personnel (with pension benefits) with borrowing facilities (2 books only) after submission of the prescribed application form
- ◆ **External Membership:** External members seeking membership will have to duly fill the requisite application form with a security deposit of ₹2000/- (Rupees two thousand only) which is refundable without any interest on expiry of membership. A letter from the institution where they are employed or a reference from a faculty of NCERT is to be submitted along with the form. The membership will be valid for one year. Members can borrow two books.
- ◆ **Institutional Membership:** This is offered to organisations/institutions located in Delhi and NCR. The membership fee is ₹5000/- (Rupees five thousand only) as a security deposit (refundable without any interest) with borrowing facilities for three books.

Loan Privileges

The entitlement for borrowing books will be as follows:

- ◆ Director/Joint Director/Secretary – As per their requirement
- ◆ Academic Staff – 15 books for one month
- ◆ Administrative Staff (Category A) – 10 books for one month
- ◆ Administrative Staff (Category B) – 08 books for one month
- ◆ Administrative Staff (Category C) – 05 books for one month
- ◆ Administrative Staff (Category D) – 03 books for one month
- ◆ Special and External Members – 02 books for one month
- ◆ Institutional members – 03 books for one month

Reservation of Books:

Members can reserve books on loan for borrowing on filling up the Reservation Slip available in the Circulation Section of LDD.

Renewal of Books:

Book due for return may be renewed, provided no other reader has reserved the book. Maximum two renewals are allowed for a title.

Overdue Charges:

All the library members are expected to return the books as per the information given under Loan Privileges. However, all HODs may ensure that the staff working under them should return all the books by 30th June of every year. No new issue of books will be made to the staff who does not return the books by the specific date as given above.

Loss of Books

The loss of books may be intimated at the earliest possible by the borrower. In case of loss of books the borrower is required to replace the book. If the book is not available in the market prevailing cost of the book(s) + 25% of the cost as library surcharge has to be paid.

In case of loss of book(s) which were received as gratis and whose price is not known, the amount recoverable will be as under:

Pages	Publications (Indian)	Publications (Foreign)
Up to 50 Pages	₹50/-	₹100/-
51 to 200 Pages	₹100/-	₹200/-
201 to 500 Pages	₹200/-	₹400/-
501 and above	₹300/-	₹600/-

Loss of Library Membership Card:

The loss of library membership card should be reported immediately at Circulation Counter to avoid any misuse of lost card. Duplicate library cards will be issued on payment of ₹20/- and a photograph (stamp size).

No Dues Certificate:

A member can obtain a 'No Dues Certificate' by submitting an application on the prescribed form and surrendering library membership card issued by the library.

Reprographic Services:

Photocopying facility is available in the library on payment of ₹1/- per copy against receipt. However, NCERT faculty member can get photocopy of any material of library with signature on the form from their respective Head of the Department/Unit/Cells/Divisions.

General Guidelines:

- ◆ Members must show their Library Card while entering the library, borrowing books or at any time if asked to do so by the library staff.
- ◆ Personal belongings must be deposited at the property counter.
- ◆ Every member must sign the register available at the entrance.
- ◆ Members are free to browse through the books. Books taken out of the shelves must be put on a table. Replacing the books on shelves is not encouraged as it may be misplaced. Misplaced book is a lost book.
- ◆ Readers should not mark, underline, write, tear pages or damage the library documents.
- ◆ Silence, decorum and discipline must be maintained in the library.
- ◆ Spitting, smoking, eating, sleeping, etc., are prohibited in the library.
- ◆ Newspapers and magazines should be read only in the specific area and should not be taken to any other reading area.
- ◆ No library material can be taken out of the library without permission.
- ◆ Anyone who violates the rules and regulations of the library would be liable to lose the privileges of library membership.

The librarian, with the approval of the Library Advisory Committee reserves the right to add, delete, alter or modify any of the above rules as and when required.

Contact Details:

The Librarian,
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National Council of Educational Research and Training
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New Delhi – 110016
Phone No.: 011-26863154
E-mail: dldi.ncert@gmail.com
Website: <http://ncert.nic.in/ncert/index.html>