

## 10. Library, Documentation and Information Services

The National Institute of Open Schooling Library- cum-Documentation Unit houses a print collection of 14,727 books, 11,500 loose issues of journals and non-print collection of 688 audio/video cassettes particularly on education, distance education, and the subjects offered by the NIOS at different levels. It receives more than 80 National/ International journals on subscription and complimentary basis and 23 magazines, 18 Daily and 2 Weekly newspapers on subscription basis. Newsletters of CBSE, COBSE, COL, DELNET, ICDL, IGNOU, NIEPA, NCERT, NCSTC, NLM, ODLAA and UNESCO are also received on complimentary basis.

The main objective of the NIOS Library is to cater to the needs of academic, non-academic staff and other educational experts who are engaged in the development of curriculum and study material for the NIOS learners of various courses

The NIOS Library performs the following tasks to provide library services.

### **Technical Processing**

All procured books in the NIOS Library are classified and catalogued. It uses Dewey Decimal Classification 20<sup>th</sup> Edition Scheme for classification; and Anglo-American Cataloguing Rules for cataloguing. During 2005-06, more than 360 books were classified and catalogued.

### **Up-dation of Library Database**

The library database was up-dated by making entries of books and journals procured for the Library. Data relating to issue and return of books and journals were also entered. Press clippings in electronic form were generated and stored in compact discs.

### **Scanning for Educational News**

More than 6000 newspapers/magazines/journals were scanned during 2005-06 for identifying news items and articles on Education, Distance Education and particularly on NIOS.

## **The NIOS Library provides the following services**

### **Circulation Service**

It includes issue and return of books, magazines, journals, audio/video cassettes and cds, registration of new members and issue of 'No Demand Certificate'. During the year, more than 8,000 documents were issued and returned. Sixty library tickets were issued to eight new library members and 'No Demand Certificates' were issued to six members.

### **Inter-Library Loan**

Under this service, documents are made available on Inter-Library Loan to the users from other Libraries, in case of non-availability of required documents in the NIOS Library. More than 80 books were made available from different Libraries.

### **Reference Service**

It is provided in anticipation and on demand. It includes answering of queries and searches for reference. During the year, 250 queries were answered and 360 searches for documents were made for providing required information to the users. More than 350 persons other than registered library members visited the NIOS Library for reference purpose and searches for references.

### **Referral Service**

Under this service, the user is referred to other Libraries if the required document is not available in the NIOS Library and cannot be made available on Inter-Library Loan. Eighteen members were referred to other Libraries for providing them the required documents/information.

### **Reprographic Service**

The NIOS Library provides on demand xerox copies of reference material to the library users. During the year, more than 3,000 copies of reference material were made available from various documents.

### **Addition to the NIOS library**

During the year, 327 books and 09 cds were added in the NIOS Library. Subscription in respect of sixty two journals, 23 magazines, 18 daily and 2 weekly newspapers was renewed for a further period of one year.

### **Information Technology**

Keeping pace with modern information technology, the NIOS Library provides facilities of INTERNET and DELNET (Developing Library Network) to the members of the Library. DELNET, with more than 989 institutions as its members, promotes resource sharing among the member

Libraries. The NIOS Library members used INTERNET and DELNET for more than 400 hours during the year 2005-06.

The NIOS Library uses “**LIBSYS**” software. It is fully integrated library system which supports all activities relating to acquisition, cataloguing, circulation and serials. It also provides for analytical indexing of journals, and an advanced user-friendly OPAC (Online Public Access Catalogue) interface to access all library materials through a web browser.

### **E-Press clippings and New additions Service**

Under this service, scanned important news clippings on education, distance education, and new addition list of books and journals are being sent through e-mail to Officers at NIOS Headquarters and at its Regional Centers.