ABOUT LIBRARY

Sri Venkateswara College Library was established in 1961 at the South Campus, Dhaula Kuan, New Delhi. The college library is a well-stocked library with a collection of more than 1,45,891 book titles on different disciplines to cater all educational needs of faculty members, students and staff. The library follows an open access system and maintains Online Public Access Catalogue (OPAC) to provide easy access to the shelves. The library is well equipped with all facilities and resources (print and electronic) in the formats of books, journals (print and electronic), newspapers, online databases, magazines, atlases, encyclopedias and dictionaries etc. The library provides access to e-journals, e-books and online databases through e-resources subscribed by Delhi University Library System. It is also a member of N-LIST (INFLIBNET program) to provide the access of e-resources to the users.

The library is fully computerized, uses the library management software (LMS) Libsys- Lsease web centric software. The library collection is accessible through a WEB-OPAC. The library uses Dewey Decimal Classification 22nd edition to classify the documents and for cataloguing using AACR-II code. In addition to the college library, students are also offered the facility of departmental libraries for quick and easy access of books. The entire library is under CCTV surveillance.

MISSION

To preserve and provide the best possible access to books and other reading material (print and electronic) to meet the needs of all students, faculty members and staff.

LIBRARY FLOOR PLAN AND LAYOUT

The library occupies total 524.133 sq. mtr. area of separate building. The floor wise distribution of resources and services of the library is as follows:

GROUND FLOOR
The ground floor houses the following important sections and facilities:

- Librarian’s Room
- Reading Hall
- Faculty Reading Room
- Circulation Section
- Faculty Publication Display
- Reference Section
- Acquisition and Technical Processing Section
- Property Counter
- Security Check Point
- New Arrival Display

**Stack Area:** Ground floor has a stack area for books on Medicine and Health, Environment Studies, Biotechnology, Agriculture, Zoology, Botany, Biology, Bio-chemistry, Chemistry, Computers, Electronics, Statistics, Mathematics, Physics, Commerce, Economics and General Books
FIRST FLOOR

Stack Area: The first floor houses stack area for books on History, Sociology, Education, English, Tamil, Political Science, Law, Hindi, Telugu, Sanskrit, Religion and Philosophy.

LIBRARY OPENING HOURS

Monday-Friday: 9 A.M. to 5 P.M.
Saturday: 9 A.M. to 5 P.M. (reading hall during the examinations only)
Issue/Return: 9.30 A.M. to 3.00 P.M. (Monday-Friday)
(Saturday, Sunday and Public Holiday: Closed)

LIBRARY MEMBERSHIP

All the students, teaching and non-teaching staff of the college can become the member of the library.

LIBRARY MEMBERSHIP REGISTRATION

To register yourself as a member of library students are advised to follow the following steps:

1. Open the following URL from browser: http://103.79.169.7:8080/opac
2. And click in New User/ Sign Up Here
Guidelines to fill up the registration form and membership approval

1. Type your college roll number in IC No Box
2. In Occupation/Designation box type **student**
3. In category box select your **course**
4. In department box select **department/course**
5. Upload your photo
6. E-mail ID, address and mobile numbers are compulsory, without that your registration request will not be submitted
7. After successful submission of registration request, please ensure to take approval from the library circulation counter by showing your aadhar card, DU payment slip, provisional admission receipt issued by the college at the time of admission.

**LOAN PRIVILEGE**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Member Category</th>
<th>No. of Books Issued</th>
<th>Max. no. of days</th>
<th>Overdue charges</th>
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<tbody>
<tr>
<td>1</td>
<td>UG Students</td>
<td>4</td>
<td>14 days</td>
<td>₹ 1 per day</td>
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<tr>
<td>2</td>
<td>PG students</td>
<td>6</td>
<td>14 days</td>
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<td>3</td>
<td>Teaching Staff</td>
<td>10</td>
<td>30 days</td>
<td>-do-</td>
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<tr>
<td>4</td>
<td>Non-teaching Staff</td>
<td>6</td>
<td>14 days</td>
<td>-do-</td>
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**LIBRARY RULES**

1. The students must carry the bar-coded ID card with him/her to get the books issued/return.
2. The students are not permitted to use other student’s ID card for any purpose in the library. The loss of ID card should be immediately reported to the college office, so that a duplicate card may be issued.

3. The students should enter their name, roll number and entry time in the register kept at the security counter and also mention the leaving time, when they leave the library.

4. Loss and damage of any book borrowed must be reported immediately to the Librarian. In case the book is lost, the member must pay the original cost of the book or replace the lost book with the latest edition along with overdue charges, if any.

5. Smoking, sleeping, talking on mobile phone and eatable items are strictly prohibited in the library.

6. Users should not damage library material in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the material.

7. The members have the privilege of direct access to the book shelves and freedom to browse the books during the working hours.

8. Users are requested not to leave any personal belongings like mobile phone, laptops etc. unattended. The library will not be responsible for the loss of the same.

9. Members can check their library transaction details (i.e. no. of books issued/due date) through online using WEBOPAC from the www.svc.ac.in/library, http://103.50.148.61:8080/OPAC

10. For better use of the library, members can approach the library staff.

**LIBRARY SERVICES AND FACILITIES**

The library offers many services to support the teaching, learning and research. The library offers following Services and facilities to the users:

1. **Circulation:** In circulation the library provides the following major services:
   - Membership to new members and renewal the existing members.
   - check-out(issue) and check-in(return) of books
   - Reservation of books
   - Generation of reminder letters for overdue documents etc.
2. **Reference and Referral service**: The library staff assists the users to solve their queries and also provide them the needed documents.

3. **OPAC/ Web OPAC**: Library catalogue is the mirror of library collection. It assists the users to find the location of a particular book without wasting of time and efforts and also enable to search either combined or specifically for all books. The library offers catalogue search facility through Online Public Access Catalogue (OPAC).

4. **Current Awareness Service (CAS)**: The library provides Current Awareness Service to the users and helps them to keep up to date with latest information. In this regard the library provides them the latest magazines and periodicals, books for general awareness, competitive exams books and newspapers etc.
5. **Selective Dissemination of Information (SDI):** The library offers specific information and documents according to user’s requirements.

6. **Wi-fi Service:** The library provides the accessibility of free internet connectivity through wi-fi to its users.

7. **Laptops for Divyang students:** The library issued the laptops to the divyang students for whole session to improve efficiency in their studies.

8. **E-Resources:** The library provides access to e-journals, e-books and online databases through e-resources subscribed by the Delhi University Library System. It is also a member of N-LIST (INFLIBNET program) to provide the access of e-resources to the registered users.

9. **Reading Room Facilities:** Students and teachers are expected to make the maximum use of the library and its services, therefore reading room facilities are available in the library. The reading rooms are fully air-conditioned.
10. **Question papers and syllabus:** The library provides the question papers and syllabus to the students, teaching and non-teaching staff and also for non-users of our library for photocopy.

11. **E-mail or SMS alert service:** The library provided e-mail and SMS alert service at the time of checkout and checkin and also gives reminders to our users for overdue documents.

12. **User Awareness and Orientation program:** The library conducts user awareness and orientation programs for the users to make them aware about the library and its services.

**LIBRARY COLLECTION**

In the library collection development is through the recommendations of the concerned subject expert and request from the users according to their requirements. The library has a good collection pertaining to Arts, Humanities, Social Sciences and Sciences as mentioned below:

- **Arts, Humanities & Social Sciences:** English, Hindi, Sanskrit, Tamil, Telugu, Tourism & Travel, Education and Arts, Religion, Philosophy, Commerce, Economics, Law, Political Science, Sociology, History and Library Science
- **Sciences:** Computer Science, Electronics, Statistics, Mathematics, Physics, Botany, Biotechnology, Bio-chemistry, Environmental Science, Zoology and Medical Science

**PRINT COLLECTION**

**Books:** The library has 1,45,891 books as on 31st March, 2019.

**Reference Collection:** The library has a good reference collection of 1143 books consisting of various encyclopedias, yearbooks, dictionaries, atlases, biographies, directories and competitive exam books etc.

**Journals and Magazines:** The library subscribes to more than 50 journals and magazines currently, their number may be increased in future.

**Newspapers:** The library has subscribed 15 Newspapers in 4 languages, in which 8 Newspapers are in English language, 4 in Hindi, 2 in Telugu and 1 in Tamil.
ELECTRONIC RESOURCES

The library gives access to the following e-resources:

- DULS e-resources
- N-LIST programme
- Advocate Khoj
- National Digital Library of India
- DU e-journals
- Rare Book Society of India
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<th>Photo</th>
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<tr>
<td></td>
<td><strong>Dr. Bebi</strong></td>
<td>Librarian</td>
<td>Phone: 011- 24112196 (O) Email: <a href="mailto:librariansvcdu@svc.ac.in">librariansvcdu@svc.ac.in</a></td>
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<td></td>
<td><strong>Mr. N. Sivaram</strong></td>
<td>Semi-Professional Assistant</td>
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<td><strong>Ms. Sandhya Salunia</strong></td>
<td>Semi-Professional Assistant</td>
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<td><strong>Mr. Ram Niwas</strong></td>
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<td><strong>Mrs. Roma Tiwari</strong></td>
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