

LIBRARY

In library, everybody whether children or grown up can enter into a woodland of knowledge and information through its door that's why it is called 'Treasure House with another Door'.

AIM

It stimulates thinking, reasoning, imagination, argumentation & creativity. It satisfies student's quest for knowledge, widens their mental horizon, adds to their general information, educates them & creates further curiosity to learn more & more.

FEATURES OF THE LIBRARY

Digicampus software is used for the working process of library with following features-

- ASSESSING OF BOOKS
- TRANSACTION OF BOOKS
- SHELVING OF BOOKS
- SEARCHING THE BOOKS
- WITHDRAWAL OF BOOKS
- CLASSIFICATION OF BOOKS (DDC)
- BARCODING OF BOOKS
- E-BOOKS
- REPORTS

MAGAZINES/PERIODICALS

Magazines or Periodicals, a printed or digitally published collection of texts (essays, articles, stories, poems), often illustrated, that is produced at regular intervals. In our library we are subscribing **27** magazines to cater the needs and interest of various levels of the students and teachers.

NEWS PAPERS

To update us about the happenings around the world and enhance our knowledge, we are subscribing **26** News papers.

Library Committee

A committee of teachers, headed by the Principal and the Co-coordinators, may be entrusted with the task of selecting books for the library in the beginning of the New Session or whenever required (on orders of Principal). The committee will study book reviews and consult catalogues and select books keeping in view the natural and psychological tendencies of the staff and pupils, their interests, the age group and level of intelligence. The librarian will maintain a Book Demand Register which will be put up to Lib Committee every time it has meetings. The Library, committee will consist of:-

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|------------------------------|---|---------------------------|
| (a) Principal | - | Chairperson |
| (b) Librarian | - | Secretary |
| (c) Teachers | - | Members |
| (d) One or two students from | - | Members (senior classes.) |
| (e) Two parents | - | Members |

Functions of Library Committee

Recommend books , magazines , periodicals & daily news papers for the library. Make suggestions for maintenance & upkeep of the library during its meeting from time to time.

LIBRARY RULES

The following points will be kept in mind and the same be adhered to strictly:-

- Strict discipline & silence is to be observed in the library.
- Library books can be issued & returned only during library period.
- A member, against whom any overdue or other charges are outstanding, shall not be allowed to borrow books.

- Marking , underlining , cutting & erasing or damaging pages of books is strictly prohibited & one is fined if any such damage to the library books is detected.
- Text books, Reference books, Journals & periodicals are to be read in the library only.
- Library books must be returned in time, failing of which a fine of one rupee per day will be charged.
- Personal belongings shall not be brought inside the library.
- No eating is permitted in the library.
- Before leaving the library, readers are required to return any book/ magazine specially requisitioned by them for consultation at the counter. Once a book has been issued, the subscriber shall be responsible for any damage to the book.
- No one will remove any page or pages from the books or magazines.
- Senior students are free to browse amongst the stack & take out the books of their Interest. They are to replace the books back on the shelves after use.

E- LIBRARY

The library of the school is automated and e-library has been established. Besides the WI-FI facility, five computers have been installed for optimal use by the students and educators. The following facilities are available in the library-

- For the students and staff of the School access has been given to free e-books, e-newspapers and e-journals.
- Links of education and online study material is available in the webpage.
- Online dictionaries and thesaurus are available for the students and staff.
- Links for Text books of senior classes have been given for easy access.
- Children explore library resources and go through various sample papers.
- Motivational videos are downloaded to infuse aesthetic sensibility in the children.
- **NDA corner** has been created with adequate books / reading material
- **Kindles** have been purchased for the benefit of the students
- **VIRTUAL LIBRARY** has been created and the link of this has been shared with the students and teachers to explore the study material from home also .