# KV ONGC MEHSANA

# My Library

Kendriya Vidyalaya ONGC mehsana Library has a wide collection of about 6431 well selected books and educational CD/DVD’s in almost all subjects ranging from English/Hindi Fiction, Non-fiction, reference books, encyclopedias, dictionaries etc. The Vidyalaya Library subscribes to leading newspapers and educational magazines, every year Book exhibitions, Book fair and various competitions related to reading and creative writing are organized to encourage supplementary reading.

**Mission**

  The Library provides a welcoming learning environment for students and staff; supports the school’s aims and curriculum; encourages the love of reading and the development of students’ independent learning skills.

**Opening Hours**

The library is open every school day from 08 a.m. to 2.30 p.m.

**Library Periods**

 According to the school time table the students of Class VI-XII can visit the library for the issue and return of the books during their library periods. They can refer books and participate in library activities during this time.

**Borrowing information**

 **Students** 02 book for a period of 02 weeks **Faculty and staff** Maximum 05 books for a period of 01 month.The users should submit their ID cards for the automated circulation of books.

**Open Access and Classification**

The library follows an open access system. The books are classified and shelved according to the Dewey Decimal Classification (Ed.22). Every book is barcoded and spine labels are attached. Junior fiction is shelved separately.

**Library Automation**

The stock and services of the library has been automated with an Integrated Library .eGranthalaya software. **OPAC**(**O**nline **P**ublic **A**ccess **C**atalogue) of library holdings is available. Patrons can search by using keywords, author, title and subject.

#### पुस्तकालय नियम

1. विद्यालय सभी छात्र और कर्मचारी पुस्तकालय के सदस्य हैं ।
2. एक विद्यार्थी दो सप्ताह की अवधि के लिए एक बार में केवल दो पुस्तके जारी करवा सकता है।
3. एक स्टाफ पूरे माह की अवधि के लिए एक समय में अधिकतम पांच पुस्तके जारी करवा सकता है।
4. पुस्तकालय कालांश के दौरान विद्यार्थियोकों पुस्तके जारी की जाएगी। पढ़ाई के दौरान कोई पुस्तक जारी व वापस नहीं की जाएगी।
5. पुस्तकालय की पुस्तकों, पत्रिकाओं और समाचार पत्र पर चिन्ह लगाना,अंडरलाईन अथवा लिखना सख्त मना है।
6. संदर्भ पुस्तके और वर्तमान पत्रिकाएँ किसी भी सदस्य को जारी नहीं की जाएगी। इन्हे केवल पुस्तकालय मे ही पढ़ना है।
7. यदि पुस्तके निर्धारित समयावधि मे नहीं लौटाई जाती तो इसे गंभीरता से लिया जाएगा और नियमों के अनुसार जुर्माना लगाया जाएगा।
8. पुस्तकाध्यक्ष किसी भी पुस्तक को किसी भी समय लौटाने के लिए कह सकता है बशर्ते पुस्तक लौटाने की अवधि समाप्त न हुई हो।
9. यदि पुस्तक खराब,फाड़ी अथवा खो जाती है तो संबधित विद्यार्थी/ स्टाफ को पुस्तक की वर्तमान बाजार कीमत अथवा पुस्तक लाकर देनी होगी।
10. कृपया सुनिश्चित करे कि पढ़ने के पश्चात पुस्तके,पत्रिकाएँ अथवा समाचार पत्र उनके निर्धारित स्थान पर वापस रखे।
11. सदस्य पुस्तकालय फर्नीचर और अन्य उपस्करों की अच्छी देखभाल करेंगे। कृपया सुनिश्चित करें कि पुस्तकालय छोड़ते समय उसकी व्यवस्था वैसी ही हो जैसा कि जब आप आए थे।
12. पुस्तकालय में ड्रिंक और भोजन लाना मना है।
13. पुस्तकालय संगणक केवल शैक्षिक उद्देश्य के लिए हैं। संगणक सेटिंग्स के साथ छेड़छाड़ न करे।इंटरनेट सुरक्षा दिशानिर्देशों का अनुपालन करें।
14. प्रत्येक विद्यार्थी/स्टाफ को विद्यालय छोड़ते/स्थानांतरण के समय पुस्तकाध्यक्ष से ”बेबाकी प्रमाणपत्र “‘ No Dues Certificate’ प्राप्त करना अनिवार्य है।
15. पुस्तकालय मे आदेशों का दृढ़तापूर्वक अनुपालन करे और मौन बनाए रखे। यदि बहुत आवश्यक हो धीरे बोले।

LIBRARY RULES

1. All students and staff of the school are members of the library.
2. A students can borrow only two books at a time for a period of two weeks.
3. A staff members can borrow maximum five books at a time for a period of one month.
4. Books will be issued to the students, during the library periods. No book will be issued or returned during the teaching hours.
5. Marking, underlining or writing on library books, periodicals, and newspapers is strictly forbidden.
6. Reference books and current periodicals will not be issued to any member. These can be consulted only In the library.
7. If the books are not returned within the specified time it will be viewed seriously and fine will be charged as per rules.
8. The librarian may call for a book at any time, even if the normal period of loan has not expired.
9. In case book is misused, wrongly handled or lost the person concerned will have to replace the book or pay the current market price of the book.
10. After reading, make sure that the books, periodicals and newspapers are kept back at their respective Places.
11. The members should take good care of library furnishing and equipment. Make sure the library looks as good when you leave as it did when you came in.
12. Drink and food are not allowed in the library.
13. Library computers are for academic purpose only. Do not temper with the computer settings. Follow the internet safety guidelines.
14. A ‘No Dues Certificate’ by each students is to be obtained from the librarian while his/her transfer/withdrawal from the school.
15. Strict order and silence shall be maintained in the library and speak softly if needed.

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**BOOKS IN OUR LIBRARY**

* BOOKS LOST & AMOUNT PAID   (UP TO 31/03/2017)       –   1915
* TOTAL BOOKS & EDUCATIONAL MULTIMEDIA (UP TO 31/03/2017)   – 14218
* Language-wise number of Books
  1. English : 2532
  2. Hindi : 3467
* Sanskrit & etc : 432
* USERS
  1. Total number of student users : 978
  2. Class Libraries (Class I-V) : 561
  3. Secondary (Class VI-XII) : 522
  4. Total number of staff users : 38

PERIODICALS

**NCERT PUBLICATIONS**

* Mathematics Today
* Physics Today
* Chemistry Today
* Biology Today
* कम्पीटिशन सक्सेस रिव्हू
* Pratiyogita Darpan (English)
* सेनबोसेक
* EDUCATIONAL
* इंडिया टुडे
* India Today
* Reader’s Digest
* Chronicle
* क्रोनिकल
* Kloud 9

CAREER

* Career Solutions
* Employment News  
  **COMPUTER SCIENCE/IT**
* Digit  
  **SPORTS & GAMES**
* क्रिकेट सम्राट   
  **CHILDREN’S MAGAZINES**
* सुमन सौरभ
* चंपक
* Champak(English)
* PCM Children’s Magazine
* बालहंस
* बाल भारती
* Bharat Scouts and Guides
* **KVS PUBLICATIONS**
* शाला ध्वनि
* KVS Quarterly Newsletter

**GIFT SUBSCRIPTIONS**

* साहित्य भारती (मासिक पत्रिका)
* हरित वसुंधरा (मासिक पत्रिका)
* हिदुस्तानी (त्रैमासिक पत्रिका)
* बालभारती
* समकालीन साहित्य समाचार
* Education Digest
* Discovery
* पर्यावरण विकाश
* नन्हे सम्राट
* युग वार्ता
* यथावत

**NEWSPAPERS**

* The Time of India (01 copy)
* Indian Express (01 copy)
* राजस्थान पत्रिका
* सन्देश (गुजराती)

**MULTIMEDIA**

* Total number of Multimedia     : 10

**OTHER RESOURCES**

**Scrap Books**

* Know Your English
* Science and Technology
* On special topics
* **CBSE Board Examination Question papers**
* Class X
* Class XII 2018,
* **Newspaper  Clippings**
* Young World
* My School
* Career
* **Bulletin Boards**
* Library News
* Book Reviews
* Reader’s Club
* Career and Guidance
* INTERNET:  1 P C
* LIBRARY CATALOGUE (OPAC)SUGGESTION BOX

 