16. Library, Documentation and Information Services

The National Institute of Open Schooling Library-cum-Documentation Unit has a rich collection of print and non-print material which includes 15,308 books, 12,600 loose issues of journals and 690 audio/video cassettes particularly on education, distance education, and the subjects offered by the NIOS at different levels. It also has NIOS publications, which includes study material of the NIOS courses, Annual Reports, Newsletters, Conference reports and other NIOS publications. It receives more than 75 National/ International journals on subscription and complimentary basis and 23 magazines, 19 Dailies and 2 Weekly newspapers on subscription basis. Newsletters of CBSE, COBSE, COL, DELNET, ICDL, IGNOU, NUEPA, NCERT, NCSTC, NLM, ODLAA and UNESCO are also received on complimentary basis.

The NIOS library caters 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.

16.1 The NIOS library performs the following tasks:

16.1.1 Technical Processing

All procured books in the NIOS library are classified and catalogued. It uses Dewey Decimal Classification 20th Edition Scheme for classification and Anglo-American cataloguing rules for cataloguing. During 2006-07,more than 450 books were classified and catalogued.

16.1.2 Up-dation of Library Database

The library database was up-dated by making entries of books and journals, procured by the NIOS library . Data relating to registration of library members and issue/return of books and journals were also entered.

16.1.3 Scanning for Educational News

More than 5500 newspapers/magazines/journals were scanned during 2006-07 for identifying news items on Education, Distance Education and particularly on NIOS news in different newspapers.

16.2 The NIOS library provides the following services

16.2.1 Circulation Service

It includes issue/return of books, magazines, journals, audio/video cassettes and CDs, registration of new members and issue of 'No Demand Certificate'. More than 7,500 documents were issued and returned during this period. 40 library tickets were issued to five new library members and 'No Demand Certificate' to **six** members.

16.2.2 Inter-Library-Loan

In this service, documents are made available on Inter-Library Loan to the users from other libraries , in case of non-availability of required document in the NIOS library. More than 170 books were made available from different libraries.

16.2.3 Reference Service

During this period, 230 queries were answered and 255 searches for documents were made for providing required information to the users. More than 290 people other than registered library members visited the library for reference purpose and searches for references.

16.2.4 Referral Service

In 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. Twenty members were referred to other libraries for providing them the required documents/information.

16.2.5 Reprographic Service

The NIOS library provides xerox copies of reference material to the library users on demand. During the current year 3250 copies of reference material were made available from various documents.

16.3 Addition to the NIOS library

During the year 581 books on various subjects were added in the NIOS library, which includes education and distance education 78, science and allied sciences 85, general and fictions145, reference 15, social sciences 18, NCERT 240 books. Renewal of 58 journals 23 magazines 18 daily and 2 weekly newspaper was done for a further period of one year and subscription of 5 new journals and one magazine was started during the year.

16.4 Information Technology

Keeping pace with modern technology in information and computer science, the NIOS library provides facilities of INTERNET and Developing Library Network (DELNET) to the members of the library. DELNET, with more than 1180 institutions as its members, promotes resource sharing among the member libraries. Library members used INTERNET and DELNET for more than 350 hours during the year 2006-07

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 Online Public Access Catalogue (OPAC) interface to access all library materials through a web browser.

16.5 E-Press Clippings and New Additions Service

Under this service important news clippings on education, distance education, NIOS and new addition list of books and journals are sent through e-mail to NIOS Officers.