

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: LIBRARY BRANCH
OLD SECRETARIAT, DELHI - 110054
(edu.librarybranch@gmail.com)**

NO. DE. /101/34/Lib.Br./ASC/2019/155

Date:19/11/2020

CIRCULAR

Subject: Online Activities by Librarians (Regular/Guest) of all the Govt. schools of DoE to Enrich the Students and Teachers of their respective schools with various e- contents during the School closure due to Covid-19 pandemic.

1. Due to the Pandemic situation of Covid-19, all the schools are closed since March 24,2020. The physical services of the School Libraries have been also suspended. During this crucial time, librarians have the following two important responsibilities towards Students and Faculty: -
 - i. to continue to provide as many students/teachers as possible with access to quality reading material.
 - ii. to act as a clearing house for information that our students/teachers require.

The Librarians may share various activities with the Students /Teachers using the Online Platforms, such as:

- Self-created Audio and Video story clippings to students.
- Quiz Competitions within a class group in the context of Worksheets shared.
- Awareness about Covid-19 virus.
- Participation in different online workshops by teachers.
- Awareness about the Library Blog to students and teachers.

All the Heads of Schools must ensure that the Librarians (Regular/ Guest) share these activities with the students and teachers to keep them updated with various e- contents, during the School closure period.

Each school must send their **One** best Video/Audio clip regarding Library Activities of the month to their respective DDE(Zone). All the DDE (Zone)s are requested to select **Five** of the best Video /Audio clips of Library activities from the schools in their jurisdiction and send them to the Library Branch at edu.libraryactivities@gmail.com by the 10th Day of the succeeding month.

2. Many of the schools of the Directorate of Education have prepared documents like “Library page based on Google Drive” which are being called by many names such as “Virtual library”, “Digital Library”. This is a welcome effort in this unprecedented time. These pages can serve as a repository of all the Support Material as well as Resource Content Material prepared by DoE for classes KG to XII. It can also be seen as a compendium of all the guidelines issued by DoE regarding efficient Library Management.

However, it has come to notice that some of the e-content being shared on these pages, may support Plagiarism/ Unsupported Advertisement or may be a violation of Copyright/Patent & other issues that may involve legalities.

Whereas, a Copyright is a collection of rights that automatically vest in someone who creates an original work of authorship – it may be a literary work or a software etc.

(For more information, visit: <https://copyright.gov.in/Documents/CopyrightRules1957.pdf>).

Whereas, A Patent is a form of intellectual property that gives its owner the legal right to exclude others from making, using, or selling an invention for a limited period of years in exchange for publishing an enabling public disclosure of the invention.

Whereas, Plagiarism is the representation of another author's language, thoughts, ideas, or expressions as one's own original work.

Attention of the Heads of Schools is invited to the fact that violation of these Acts & Regulations is of the nature of “a cognizable offence”.

In this context, all the Heads of Schools are directed to review the uploaded links/ hyperlinks on their respective “Library Pages”, “Digital library Page” etc. to ensure that there is no unauthorized content on them. The Heads of Govt. Schools are advised to adhere to these Guidelines to ensure proper compliance.

The onus of ensuring, that such legalities are not overstepped in their self-created pages-lies with the Head of School. In the eventually of any lapse, the Head of School will be solely responsible. For any activity by a school that becomes a violation of Copyright Act, Patent and any other cognizable offence, the Directorate of Education shall not bear any responsibility.

All DDEs (District) are requested to review /monitor, the content uploaded on the documents which are being called as "Virtual library"/ "Digital Library" etc by many of the Govt. schools of Directorate of Education for any such unauthorised content, in their respective District.

This issues with the approval of Competent Authority.


Dr. Saroj Sain
Addl DE (School)

All Heads of Schools through DEL-E

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1. PA to Secretary (Education)
2. PA to Director (Education)
3. PA to Addl. DE (Schools)
4. All RDEs
5. All concerned DDEs (District) and DDEs (Zone)
6. OS (IT) for uploading on MIS
7. Guard File.


Mythili Bector
OSD (Library) 19.11.2020