

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: LIBRARY BRANCH
OLD SECRETARIAT: DELHI- 110054
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No. DE./101/1/Lib.Br./2017/287

Date: 21-10-2022

CIRCULAR

Subject:- Directions for Heads of Schools for Streamlining the functioning and use of Libraries in all the Govt. Schools under Directorate of Education, Govt. of NCT of Delhi.

Reference: Circular No. DE/101/11/Lib. Br./2017/37 dated 14-06-2018

In order to ensure the optimum utilisation of library resources, all the Heads of Schools are hereby directed to adhere to following directions for smooth functioning of school libraries: -

A. WEEDING OUT AND CONDEMNATION OF BOOKS

1. As per CBSE Manual of School Library, it is a duty of Librarian to ensure regular weeding out/ deselection/ cancellation of unwanted, outdated, less used books. In order to smooth the process of weeding out of books, all the Heads of Govt. Schools will ensure that weeding out of used, old and outdated books (General and Subject Reading books) must take place based on following criteria: -
 - i. Their physical condition (if books are mutilated/ brittle/ pest infested).
 - ii. Obsolete content and documents not in use for a very long time.
 - iii. Multiple copies of very old books which are beyond use in addition to old editions of text books, study materials based on the old curriculum. (However, one copy of such books may be kept for reference considering them as rare collection)

Books weeded out with the approval of Head of School must not exceed the amount of Rs. 5000/- other than condemnation and permissible loss of the books.

(Reference: Circular No. DE/101/11/Lib. Br./2017/37 dated 14-06-2018)

2. Heads of Schools must ensure that condemnation of books is carried out at least once and maximum three times in a year as per the guidelines (even if Librarian is (i) not posted (ii) on long leave). A proper board for condemnation must be constituted for the same and process must be followed.

B. STEPS TO BE TAKEN TO IMPROVE THE LIBRARY EXPERIENCES

1. All the Heads of Govt. Schools must ensure that Computers System(s) and Printer(s) specifically provided for school libraries vide Circular No. - F.No/DE/IT/Computer Hardware/ Procurement/ 2017/ 220-226 dated - 24/06/2020 are fully functional and installed in school library(s) (Middle School Library/ Main Existing Library) as per the directions of Directorate of Education. These systems must be kept in library(s) and must be used for library related work only like entry of books in Library Module/ online circulation/ Compilation of Library related data/ Guiding students and Teachers for accessing of e-Resources etc.
2. All the Heads of Govt. Schools are further directed to ensure that a fully functional and dedicated Internet connection (LAN connection) must be provided for the Computer System(s) and Printer(s) specifically provided for schools Libraries.
3. Magazines and Newspapers must be subscribed and properly displayed in the library.

4. Stock verification for all active collection (books available on shelf and issued) must be carried out as per guidelines every year in the month of June in place of March. Preferably, prior to stock verification all the issued books must be called back and further issue of books must be suspended for smooth execution of stock verification. A stock verification register must be maintained and report of stock verification must be submitted to the Head of school by the end of June. A certificate to this must be mentioned in the Accession Register.
5. The efficacy of a library lies in circulation of books and study material. It is the frequency of issuance of study material that renders the library a lively status. The number of footfalls and the data of books issued and returned must complement each other which corroborate the meaningfulness of existence of a library system and librarian associated with it. Working in tandem with the facts above, it is directed to issue the books to students and teachers as per the issued guidelines.
6. Files related to Procurement of books must be completed in all respects by librarians and attested by Head of School.
Completion of records as per codal formalities w.r.t Accession register, newspaper /Magazine record register, Stock verification register, condemnation records, permissible loss records, Librarian's Diary etc. by librarians and duly attested by HOS.
7. Head of School must ensure that the expenditure on library stationery like- Accession register, Library issue registers for students and staff, stock verification register, newspaper record register, stamps and stamp pads, cartridge for printer(s), A-4 size paper rim, other office stationery and miscellaneous library related material must be incurred from PWF/ Office Expenses (OE) for the entire academic year.

8. Library periods must be allotted as per guidelines issued as per above mentioned circular. Last period of school librarian must be kept strictly free for library housekeeping activities.
9. Activities for students must be conducted in all three level libraries as per the activity calendar.
10. Almirahs allotted for class room libraries must be kept in the primary section(s) for library books storage and properly utilized for storing library books in the classrooms of primary sections only.

This issues with the approval of the Competent Authority.



SANJAY SUBHAS KUMAR
DDE (Library)

All Heads of Schools through DEL-E

No. DE./101/1/Lib.Br./2017/287

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1. PS to Secretary Education
2. PA to Director (Education)
3. PA to Joint Director (IT)
4. All RDEs
5. Joint Director (Planning)
6. All concerned DDE (District) and DDE (Zone)
7. OS (IT) for uploading on MIS
8. Guard File



PRAMOD KUMAR
OSD (Library)