

AWADH CENTRAL LIBRARY

FC-31 SHEIKH SARAI, PHASE-II INSTITUTIONAL AREA PRESS ENCLAVE ROAD, NEW DELHI 110017

WEBSITE: www.awadh.org.in

PHONE: 011-29257793 FAX: 011-29250614



CENTRAL LIBRARY

Awadh Centre of Education has its own Library, Awadh Central Library. The student of the college can access the Library facility for their various academic purposes. The Library provides numerous books in various subjects, both reference and text recommended by the GGSIP university.

The library is fully computerized to meet the students requirements. The system is beneficial for them in order to search for the availability of books and for other library facilities. Library Provides the students with the following:

Library books- Awadh Central Library has about thousands of books including journals, periodicals etc. The Library has a separate magazine section having different magazines, journals and periodicals. On the Commencement of session Smart Cards are issued so that students can avail the Library facility. Students are permitted to retain books issued by the Library during their semester.

- The following rules are adopted for availing the library facility:-
 1. The smart card is issued at the time of commencement of session. Every student of the BCA/B.ED/D.EL.ED/BBA Programme is issued the books through the smart cards.
 2. A student is issued a maximum of 2 books for duration of 10 days.
 3. After that extension of the due date (ten days) a fine is levied as per rule.



Book Bank for BCA Students- In order to meet the increasing demand of books students are provided with the book bank facility. The facility provides the books to students for reading purposes for their entire semester. The demand was felt due to the increasing cost of the books and also due to the limited number of books that are issued to the students. Students are required to fill up the Form A in order to register for the for the book bank facility and Form B is submitted for choice of books.

Students can retain the books for a maximum of 10 months. However, they are free to deposit a particular book earlier and take another book.

Number of books to be issued at a time	Security Deposit
3 (Three)	Rs. 1000/-

TIMINGS

MONDAY TO FRIDAY

9:00 AM TO 4:00 PM

THE LIBRARY REMAINS OPEN THROUGHOUT THE YEAR EXCEPT
SATURDAY SUNDAY AND GAZETTED HOLIDAYS

LIBRARY COLLECTION

YEAR	B.ED	D.EL.ED	BCA
TOTAL TITLES	3173	719	1188
TOTAL VOLUMES	5991	2328	4024
TOTAL NUMBER OF JOURNALS	12	12	14
NATIONAL	11	11	11
INTERNATIONAL	1	1	3
MAGAZINES	3	3	3
NEWSPAPERS	6	6	6

SERVICES OFFERED

LIBRARY SERVICES

- ❑ OPAC (Online Public Access Catalogue)
- ❑ Reference Services
- ❑ Reprographic Services
- ❑ Bibliographic Services (On demand)
- ❑ Internet Surfing
- ❑ Computerized user friendly database
- ❑ Computerized issue-return
- ❑ Latest new arrivals

REFERRAL SERVICE

- ❑ DELNET (DEVELOPING LIBRARY NETWORK)



FACILITIES AVAILABLE

- ❑ Book Bank
- ❑ Reading Room facility for student & staff
- ❑ New arrivals display
- ❑ User awareness programmes for newly admitted students

MEMBERSHIP

Library membership is open to faculty, students and Non-teaching staff.

- Faculty Members
- B.ED & D.EL.ED Students
- BCA & BBA Students
- Administrative staff

BORROWING FACILITY

CATEGORY	NO. OF BOOKS ISSUED	PERIODICITY
B.ED STUDENTS	02	10
D.EL.ED STUDENTS	02	10
BCA STUDENTS	02	10
BBA STUDENTS	02	10

OVERDUE CHARGES FOR BOOKS RETURNED AFTER THE DUE DATE

- ▶ If the books are not returned by the due date, overdue charges will be levied after 10 days from the due date @5 per day per book.

LOSS OF BOOKS

- ▶ Loss of book by the borrower should be reported to the circulation section immediately to avoid fine. Further, the borrower shall either replace the book within 15 days or pay the cost of the book.

NO DUES

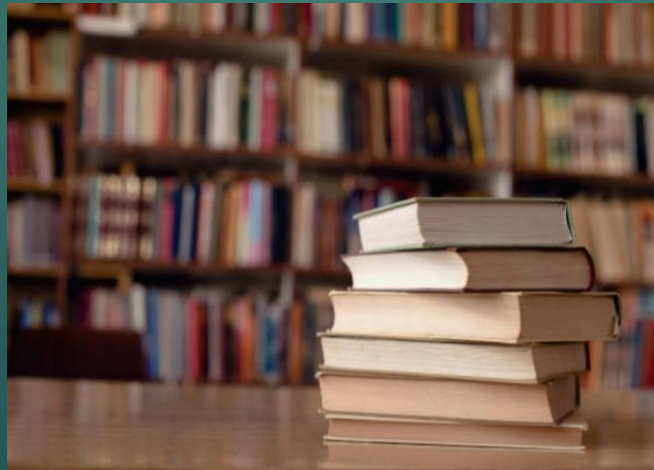
- ▶ Whenever a member leaves/retires or even before proceeding on long leave he/she has to obtain “ No Dues Certificate” from the library.

LIBRARY RULES

- ▶ Please maintain absolute silence in the Library
- ▶ While entering into the library please sign in Entry Register
- ▶ Student should behave in a civilized manner. They are liable for punishment and fine if they either misbehave/damage books or any other property of Library
- ▶ Keep the chairs in order while leaving library
- ▶ Nobody will be allowed to use another person's Borrower card or Identity card for taking books. Use your own borrower card for taking books
- ▶ Only two books will be issued for 10 days against borrower card for taking books
- ▶ If any book is not returned before due date, an overdue charge of Rs. 5/- per book day will be charged
- ▶ Reference books, special books and unbound periodicals will not be issued, user can read these documents in library only
- ▶ The library reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner

MISSION

“To give maximum information,
maximum number of times by
maximum possible ways in
Minimum Time”





Contact Details-

Librarian

Awadh Center of Education

FC-31, Sheikh Sarai, Phase-11, new delhi

110017

E-mail: awadhbhawan@gmail.com

Website: www.awadh.org.in