



**PROCESS DOCUMENT FOR  
NCDC LIBRARY**

**DOC. NUMBER.**

**NCDC/PD (Lib.)-08**

**DATE OF ISSUE**

**01-08-2016**



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**Process Document for  
NCDC LIBRARY**

Document ID : **NCDC/PD(Lib.)-08**

Revision No. : **01**

<b>Prepared By:</b>	<b>Reviewed By:</b>	<b>Approved By</b>
<i>V. K. Saluja</i> Chief Director (Library)	<i>S. Malhotra</i> QMS Documentation Committee	<i>Juni</i> Managing Director



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### DOCUMENT CONTROL PAGE

#### 1) REVISION HISTORY

Revision No.		RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					
-	00	08.09.2014	D.D. (Library)	-	Initial	Management Representative
00	01	01.08.2016	Chief Director (Library)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee

#### 2) DOCUMENT AVAILABILITY

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Chief Director (Library)
SOFT COPY	<a href="http://ncdc.in/Internal_files/Page399.htm">http://ncdc.in/Internal_files/Page399.htm</a>

#### 3) CONFIDENTIALITY

- The Process Document ('PD') contain confidential and proprietary information. The materials, ideas and concepts contained herein are the property of NCDC ('the corporation') and neither these, nor any other contents of NCDC may be copied, distributed or disclosed to any third party, by any means in any form, without the express written permission of NCDC.
- The procedures listed here are a facilitator to smooth functioning and a means of spreading common process knowledge and understanding across the Corporation.

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V. K. Saluja Chief Director (Library)	 QMS Documentation Committee	



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### 1) DIVISION STRUCTURE

Annexure- I

### 2) RESPONSIBILITIES & AUTHORITIES

Annexure- II

### 3) ABBREVIATIONS

AACR	Anglo American Cataloging Rule
AMC	Annual Maintenance Contract
BOM	Board of Management
DDC	Dewey Decimal Classification
GC	General Council
HO	Head Office
IDMS	Integrated Document Management Software
LIB	Library
LDC	Lower division Clerk
MTS	Multi Tasking Staff
QMS	Quality Management System
RO	Regional Office

### 4) PURPOSE

To act as a collection of sources of information and similar resources primarily for NCDC employees for reference or borrowing.

### 5) SCOPE

- Procurement of books
- Issue of books to the readers
- Maintenance Library Catalogue
- Subscribing to Journals / Magazines
- Browsing facility for non - NCDC members through inter library Loan.

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Chief Director (Library)

*S. Meenotra*  
QMS Documentation Committee

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### 6) PROCESS

#### 6.1 Preparation of Annual Budget

Process input	Source
1. Previous Year budget 2. Expected utilization in the next financial year 3. Book Selection Committee recommendations 4. Requisition from NCDC employes from time to time 5. New arrival in the market / web	Budget file, Requisitions and Book Selection Committee Report

- 6.1.1 Preparation of budget at the beginning of every year;
- 6.1.2 Seek the approval from the Competent Authority;
- 6.1.3 Utilization of budget on different heads; and
- 6.1.4 Re-conciliation of annual accounts with Finance Division

Process Output	
	Budget estimate for the year and Reconciliation of annual accounts

#### 6.2 Procurement of the required reading material

Input	Source
Approved budget, Book Selection Committee recommendations and approved requisitions for reading material	Budget file , Requisition from ROs, Divisions and individuals.

- 6.2.1 Receive request for books through Library Requisition Slip / Book Recommendation Form or through verbal request.
- 6.2.2 Prepare list of all the books and publication recommended by the readers.
- 6.2.3 Check the catalogue to avoid duplication of procurement. In case, similar books is already available in the library, record the same in the "Remarks" column and inform the indenter.

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### 6.2.4 Seeking approval of books from the Competent Authority:-

- Purchase of books through Book Selection Committee , books are selected from new arrivals in the market/ web and the list of books is placed before the committee for selection
- Purchase of new books from Delhi World Book Fair ( through a committee constituted for the purpose)
- Purchase of regular publications (Swamy's publications, India reference annual, Income Tax act/ Rules etc.) for Reference

6.2.5 In case the required publication is not available with the registered supplier and subject to urgency, procure the item from the other available sources.

6.2.6 Follow up with the suppliers for the timely supply of the publications.

6.2.7 Receive the publications and check / compare with the suppliers challans / invoice for ensuring the correct supply of publications.

**Process Output**

Updating Accession Register

### 6.3 Process for Procurement of Periodicals / Newspapers for the Library.

Input	Source
Book Selection Committee recommendations for renewals and approved requisitions	Book Selection Committee, Individual employees

6.3.1 Recommendation for renewal of technical Journals/ magazines on receipt of verbal/ written request from NCDC staff's / officer's including for introduction of a new periodical / newspapers.

6.3.2 Renewal of popular magazines/journals & newspapers for the current financial year (Annual Subscription).

6.3.3 Obtain approval of Competent Authority and place orders.

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- 6.3.4 On receipt of periodicals details are enter in Cardex cabinet. On receipt of newspapers & journals details, entered in the register.
- 6.3.5 Put library stamp on the periodicals / newspaper at two places and enter the date of receipt.
- 6.3.6 Place the periodicals / newspaper alphabetically in the display racks in the reading room.
- 6.3.7 On receipt of bill from publisher/ newspaper vendor, forward the bill to Account Section for payment.
- 6.3.8 Maintain a record of all bills and receipts.

**Process Output**

Reading material processed for placement as per requirement of NCDC Library

### 6.4 Providing new Membership and issue of Library Cards

Input	Source
Appointment order of the newly appointed employees	Request in prescribed format from the newly appointed employees.

- 6.4.1 NCDC employees submit the application in the prescribed proforma for membership of the library.
- 6.4.2 The Library card is printed / laminated and issued to the applicant employee on receipt of completed application.

**Process Output**

Issue of Library card as per eligibility

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### 6.5 Process for issue of books on loan:

Input	Source
Library Card	Members

**6.5.1** NCDC library follows open access system. Under the system for lending books from the library, the member(s) are allowed access to the shelves. They can make selection of books either by consulting catalogue/ the Library Assistant or by browsing amongst the books on the shelves which are generally arranged subject-wise.

**6.5.2** Books are issued for thirty (30) day at a time.

**6.5.3** Re- issue of books may be allowed for thirty (30) days for a maximum of three times or as long as no other Library Card holder requires the books.

**6.5.4** Re- issue of the book is through Libsys software or it can also be renewed from the circulation counter without bringing the book.

**6.5.5** In case loss of a book borrowed by a member the member will either replace the same (same or latest edition) or pay printed cost of the book.

**6.5.6** Overdue charges: NIL

**6.5.7** Library staff shall maintain strict vigil for ensuring safety of the books placed in the library.

<b>Process Output</b>	Issue of Library book(s) / journal(s)/ magazine(s)
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### 6.6 Classification cataloguing pasting subject wise labeling and placement as per library science norms

Input	Source
New supply of books	Book supplier agency

- 6.6.1** Generate the Dewey Decimal Classification Number (DDC) with the 18th edition and then enter the details of the book in the Accession Register.
- 6.6.2** Cataloguing of books as per Anglo American Cataloging Rules (AACR) by the Librarian
- 6.6.3** Enter the details of the book in the Libsys Software.
- 6.6.4** Paste due date slip on the book.
- 6.6.5** Put Library stamp on processed books at four places for identification as Library property.
- 6.6.6** The book is placed in the appropriate shelves in the Library in the Technical Section Shelf.
- 6.6.7** Send the verified challan, bills along with sanction order to accounts section for payment.
- 6.6.8** Maintain a record of all Challans and bills and a summary of receipts throughout the year.
- 6.6.9** Re-conciliation of Annual accounts with Finance Division

<b>Process Output</b>	Proper classification and cataloguing for retrieval of reading books
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### 6.7 Stock Verification & Disposal

6.7.1 Stock Verification of the books is conducted through committee constituted by competent authority.

6.7.2 Withdrawal of old, annual publications and unserviceable books from circulation as per the suggestion of the Stock Verification Committee after seeking approval of the competent authority.

6.7.3 Disposal of newspapers is carried out after one month, Journals/Magazines after six month through General Administration Division.

### 6.8 Miscellaneous:

- Preparing the metadata / keywords & indexing uploading to the IDMS software for information retrieval.

## 7) PROCESS MEASUREMENT

S.No	Process	Measurable process indicators (Working days)	Monitoring Frequency	Responsibility for Monitoring
1	Preparation of budget for next financial year	On receipt of request from G.A. before the beginning of the financial year	Yearly	A.D. (Library)
2	New Membership and issue of card	Within 7 days of receipt of request from newly recruited employees.	Monthly	A.D. (Library)
3	Purchase of Books	After receipt of request from readers: i. Seek approval within 10 days ii. Purchase of books within 15 days of approval	Monthly	A.D. (Library)
4	Purchase of specific Newspaper/Journal	After receipt of request from readers: i. Seek approval within 10 days	Fortnightly	A.D. (Library)

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		ii. Purchase of newspapers/ journals within 7 days of approval		
5	Arrange specific book within short period	-do-	Fortnightly	A.D. (Library)
6	Classification & cataloguing of books	After accessioning in the accession register within 10 days. Classification & Cataloguing including pasting etc. of the books.	Monthly	A.D. (Library)

**8) RISK & OPPORTUNITIES IDENTIFIED**

Ref.# Risk Register

**9) PROCESS CONTROLS**

Process	Controls
Purchase of Books	<ul style="list-style-type: none"> <li>• Cross check with data base before purchasing any book</li> <li>• Requirement to be well assessed by the committee to avoid irrelevance and duplication of books purchased</li> </ul>
Circulation of books/ journals/ magazines	<ul style="list-style-type: none"> <li>• Regular follow ups with the borrowers</li> <li>• Implementation of library rules</li> </ul>
Classification, cataloguing, pasting subject wise labeling and placement as per library science norms	<ul style="list-style-type: none"> <li>• Adoption of "Generate the Dewey Decimal Classification Number" (DDC) system with the 18th edition and then enter the details of the book in the Accession Register.</li> <li>• Cataloguing of books as per Anglo American cataloging Rules (AACR) by the Librarian</li> <li>• Enter the details of the book in the Libsys Software.</li> <li>• Paste due date slip/ book pocket/tag on the book.</li> </ul>

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**10) DETAILS OF DOCUMENTED INFORMATION RETAINED**

S. No.	Records	Location	Maintained By	Retention Period in Years	Disposition
1	Purchase of books	Almirah -A	Sr. Asstt.	5 Years	Tearing/ Shredding after digitization
2	Purchase of reference books	Almirah-A	Sr. Asstt.	5 Years	-do-
3	Recovery of Lost books	Almirah-A	Sr. Asstt.	5 Years	-do-
4	Binding of Library Books	Almirah-A	Sr. Asstt.	5 Years	-do-
5	Purchase of Journal/Magazines	Almirah-A	Sr. Asstt.	5 Years	-do-
6	Purchase of newspapers	Almirah-A	Sr. Asstt.	5 Years	-do-
7	Budget Information	Almirah-A	Sr. Asstt.	5 Years	-do-
8	RAJBHASHA KARYANVAYANA (HINDI)	Almirah-A	Sr. Asstt	5 Years	-do-
9	Institutional Membership (BCL)	Almirah-A	Sr. Asstt	Permanent	-
10	ISO 9001 : 2008	Almirah-A	A.D. (Library)	Permanent	-
11	Stock Verification of books	Almirah-A	A.D. (Library)	Permanent	-
12	Audit Inspection Report	Almirah-A	Sr. Asstt	Permanent	-
13	Library Rules	Almirah-A	Sr. Asstt	Permanent	-
14	Demand / No Demand Certificate	Almirah-A	Sr. Asstt	3Years	Tearing/ Shredding after digitization

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**11) DETAILS OF DOCUMENTED INFORMATION MAINTAINED**

- Format of Accession Register
- Procedure for Catalogue Cabinet
- Library Rules
- Feedback forms are circulated among the NCDC officers /readers and suppliers on half yearly basis in order to know their views about Library's performance. (Annexure -VII)
- The five laws of Library Science were expressed by Dr. S. R. Ranganathan in the year 1931. ( Reference Book Accession No. 7694 )
- Delegation of Power (Latest Officer Order No. NCDC 2-1/2004-Admn).
- Agenda item no.22 of 32<sup>nd</sup> meeting of the BOM held on 3.1.1985 for Establishing NCDC Library.

**12) REFERENCES:**

- NCDC Act, Rules & Regulations;
- NCDC's latest circular on delegation of financial and administrative powers.

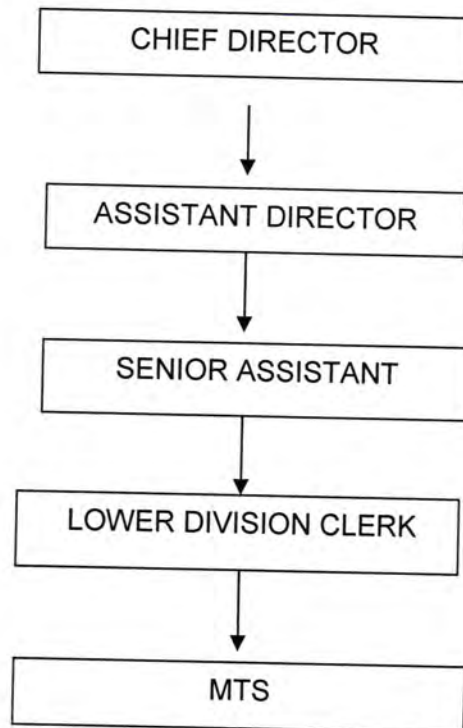
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## ANNEXURES TO NCDC/ PD(Lib.)- 08

### LIST OF ANNEXURES

<b>Annexure No.</b>	<b>Title</b>
I	Division Structure
II	Responsibilities and Authorities
III	Internal Feedback Form
IV	Accession Register
V	How to use Library Catalogue
VI	Library Rules

**DIVISION STRUCTURE**



## ANNEXURES TO NCDC/ PD(Lib.)- 08

### Annexure- II

#### RESPONSIBILITIES & AUTHORITIES:

Designation	Responsibilities	Authorities
Head of the Division (Chief Director)	<ul style="list-style-type: none"> <li>• Overseeing the entire functions of the division.</li> <li>• Approvals with delegated powers and recommendation for approval beyond delegated powers from Competent Authority</li> <li>• Co-ordinating for the activities of the Division, whenever required</li> <li>• Organise events for Library</li> <li>• Plan Digitization of Library Records i.e Agenda &amp; Minutes of BOM /GC , AR etc.</li> <li>• Compliance to Official Language(Hindi) Act 1963.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decisions / Approvals within defined financial and Administrative Delegation of Powers.</li> </ul>
Assistant Director (Library)	<ul style="list-style-type: none"> <li>• Registration of New Members &amp; Issue demand / no demand certificate to the employees( on Retirement / Death)</li> <li>• Purchase of new books from book fair (through constituting Committee), on immediate demand &amp; in general way</li> <li>• Acquisition of books &amp; settlement the Bills of books purchased</li> <li>• Renewal &amp; subscribing of Newspapers /Journals Magazines</li> <li>• Display / Exhibit Rare Agriculture Reports / books during Cooperative Week &amp; Events organized by NCDC.</li> <li>• Provide inter Library Loan &amp; Reference Service to readers</li> <li>• Renewal of AMC/ASD for Computer Software.</li> <li>• Classification of books through Dewey DecimalClassification.</li> <li>• Cataloguing of books as per Anglo American Cataloguing Rules ( AACR ) manually as well as computerized through Libsys packag (bi-lingual)</li> <li>• Prepare Hindi Report &amp; keeping the Percentage record of Hindi Books</li> <li>• Preparation of Budget</li> <li>• Write-off old &amp; unserviceable books</li> <li>• Cataloguing, Classification &amp; Circulation of Books through Libsys package in Computer Bi-lingual</li> <li>• Noting drafting through Computer</li> <li>• Follow up for update Libsys Package</li> </ul>	<ul style="list-style-type: none"> <li>• As assigned by reporting authorities;</li> <li>• Propose action on files for decision making.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Cost recovery of lost books from the readers</li> <li>• Digitization work of NCDC Documents, Records, Reports and Publications etc.</li> <li>• Overall maintenance &amp; vigilance of Library</li> <li>• Stock Verification of Books through</li> <li>• Committee constituted by Competent authority.</li> <li>• Other statutory requirement of the staff</li> </ul>	
SENIOR ASSISTANT (Lib.)	<ul style="list-style-type: none"> <li>• Access new books</li> <li>• Settlement of Bills of books/ newspapers / Journals / Magazines and AMC/ASD Computer Software</li> <li>• Re-conciliation of Annual accounts with Finance Division</li> <li>• Maintenance of records of books/ newspapers/ journals/ magazines and agenda BOM/GC</li> <li>• Extend help to Purchase new books from book fair, on immediate demand &amp; in general way.</li> <li>• Provide Inter Library loan service and reference service to readers</li> <li>• Display / Exhibit Rare Agriculture Reports / books during Cooperative week celebrations.</li> <li>• Prepare list of withdrawal books.</li> <li>• Noting drafting through computer</li> <li>• Maintenance of Accession Register and Reference Register</li> <li>• Maintenance of Invoice and expenditure Register.</li> <li>• Reminder to supplier/agency for non receipts of Journals / Magazines /Periodicals;</li> <li>• Supervision of shelving of books and periodcal and agenda BOM / GC.</li> <li>• Binding of books, NCDC Newsletter &amp; Cooperative Journals</li> <li>• Issue of demand / no demand certificate and cost recovery of lost books from employees</li> <li>• Compilation of annual accounts with Finance Division</li> <li>• Keeping records on Percentage of Hindi Books</li> <li>• Maintenance of Library .</li> </ul>	<ul style="list-style-type: none"> <li>▪ As assigned by reporting authority</li> <li>▪ Examine &amp; put up for decision making</li> </ul>
Lower Division Clerk	<ul style="list-style-type: none"> <li>• Issue of books , periodicals to the readers</li> <li>• Attendance of newspapers/Journals /Magazines in Register / Cardex</li> <li>• Circulation of Journals/Magazines</li> <li>• Circulation of books through Libsys</li> <li>• Look after the Counter /Cardex</li> <li>• Sort out the news papers / journals for Disposing</li> <li>• Reminder to readers for overdue books</li> </ul>	<ul style="list-style-type: none"> <li>• As assigned by reporting authority</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintenance of Dispatch Register</li> <li>• Merging of Catalogue Cards</li> <li>• Library related typing jobs</li> <li>• Provide reference service to readers</li> <li>• Prepare the list of binding material</li> <li>• Provide books for digitization after maintaining records.</li> </ul>	
<p>MTS/Library Attendant</p>	<ul style="list-style-type: none"> <li>• Properly shelving the books on book shelves &amp; News papers &amp; journals in proper place.</li> <li>• Vigilance- Look after / watch the Library / Readers</li> <li>• Prepare the bundles for disposing off the news papers &amp; Journals</li> <li>• Help the readers to locate the books / journals etc.</li> <li>• Labeling / pasting on new books &amp; shelves</li> <li>• Maintain the Library neat &amp; clean.</li> <li>• Help for digitization work</li> <li>• Any other job assigned by Officers i.e. bring the books at short notice etc.</li> </ul>	<ul style="list-style-type: none"> <li>• As assigned by reporting authority</li> </ul>

## Annexure - VII

### NATIONAL COOPERATIVE DEVELOPMENT CORPORATION (LIBRARY)

No.NCDC:1-4/2015-Lib.

Dated : 06.07.2016

#### INTERNAL FEEDBACK FROM NCDC OFFICIALS

Kindly give us your valuable feedback with regard to the quality of various services provided by the library for the period 1.1. 2016 to 30.6 2016 by ticking in the relevant box in the feed back form given below within 10 days. This is required as a part of our ISO 9001:2008 based system for improvement of services provided by the Library. Satisfaction level for the services provided by the Library may be ranked on a scale of 1 to 5. In case any of the services is not availed during the period of review, the same may be indicated accordingly.

To,

All Employees of NCDC

Notice Board

(V.K. SALUJA)  
Chief Director (Library)

#### FEEDBACK FORM

Sl. No	Criteria	Poor	Satisfactory	Good	Very Good	Excellent
		1	2	3	4	5
1.	Library Resources					
2.	Library Services					
3.	Library Staff services					
4.	Availability of various Newspapers /Periodicals Magazines etc.					
5.	Availability of reference books, subject books on cooperative, Agril. Allied activities and other including fiction books.					

Are there books, magazines, journals or resources that you would like to see added to the library?

Suggestions/Remarks, if any for improvement of services provided by Library Section.

Name & Designation of Officer/Official: \_\_\_\_\_ (Signature)  
Division: \_\_\_\_\_

To,  
Chief Director (Library), NCDC, New Delhi.

ANNEXURE-IV

REGISTRATION REGISTER

पत्रिका क्रमांक

पत्रिका

Accession  
Number  
पत्रिका क्रमांक

AUTHOR  
लेखक

TITLE  
शीर्षक

Edition  
संस्करण

Place &  
Publishers  
पत्रिका स्थान & प्रकाशक

Year Pages Vol.  
वर्ष पाने वॉल्यूम

Source  
स्रोत

Cost  
पैसा  
Rs. P  
रु. पा.

Call No.  
CLASS NO. BOOK NO.  
कॉल नंबर / क्लास नंबर / बुक नंबर

Bill No.  
& Date  
Receipt No.  
बिल नंबर & तिथि / रसीद नंबर

Withdrawal No.  
Date & Remarks  
पत्रिका क्रमांक / तिथि & टिप्पणी

Table with multiple columns for book details: Accession Number, Author, Title, Edition, Place & Publishers, Year Pages Vol., Source, Cost, Call No./Class No./Book No., Bill No. & Date/Receipt No., Withdrawal No./Date & Remarks. The table contains several rows of data, though the text is mostly illegible due to scan quality.

## Annexure- V

### HOW TO USE THE LIBRARY CATALOGUE

Books of the library are indexed in three different sequences in the catalogue cabinet viz. by the surname of the author, title of the book and class number.

If you want a particular book and only know the name of the author please look up his surname in the author catalogue, where cards are arranged alphabetically. For example, to trace the book entitled "DISCOVERY OF INDIA" by JAWAHAR LAL NEHRU, you may please see under the surname of the author i.e. NEHRU, JAWAHAR LAL in the author catalogue, where you will find a card for it. The call number 954 NEH on the left hand top corner of the card will indicate where it is located on the shelf and three letters after the number will indicate the exact position. If you know only the title of any particular book, please see the title catalogue. Articles i.e. 'a', 'an' and 'the' or honorific words prefixing the titles are to be ignored. Once you have located the card in the title catalogue, please follow the above mentioned procedure to locate the book. Fiction titles are not assigned numbers. These are arranged alphabetically in the shelves by three letters of surname of the authors, i.e. the fiction title "Bourn Identity" by ROBERT LUDLUM can be located under LUD (first 3 letters of surname). 'N' or 'S' written with it indicate whether the book is "Novel" or "Story Collection".

You may please contact the Librarian/Asstt. Librarian if you want to know about the availability of books on a particular subject.

- (i) Please do not remove any card from the Catalogue.
- (ii) Please do not replace books on the shelves. Leave them on the tables.
- (iii) Please do not remove any book from the library without proper authorisation.
- (iv) Please avoid dog-eating of pages, pencil marking and mutilation of books and periodicals.

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## पुस्तकालय सूचीपत्र का प्रयोग कैसे करें

पुस्तकालय की पुस्तकों का, सूचीपत्र दराज इकेटिंग कैबिनेट में तीन विभिन्न क्रमांकों, अर्थात् लेखक का उपनाम, पुस्तक का शीर्षक और वर्ग संख्या इन्क्लास नंबर, में सूचीकरण किया गया है।

यदि आप किसी विशेष पुस्तक को चाहते हैं और आपको केवल लेखक का नाम पता है तो लेखक सूचीपत्र में, जहां कोई अकाराधिक्रम से रखे हुए हैं, कृपया लेखक का, उपनाम देखें। उदाहरण के लिए "सुमित्रानंदन पंत" द्वारा लिखित "चिदंबरा" शीर्षक की पुस्तक ढूँढने के लिए लेखक के उपनाम अर्थात् पंत, सुमित्रानंदन को लेखक सूचीपत्र में देखें; वहां पर आपको उसके लिए एक कार्ड मिलेगा। कार्ड कोने में ऊपर बाएं हाथ पर लिखी 891 की संख्या से यह पता चलेगा कि शिल्फु यह पुस्तक कहां रखी है और संख्या के बाद के तीन अक्षरों "पंतसु" से उसके सही स्थान के बारे में पता चलेगा। यदि आपको किसी विशेष पुस्तक का केवल शीर्षक ही पता है तो कृपया शीर्षक सूचीपत्र में देखें। शीर्षक सूचीपत्र में कार्ड के मिल जाने पर, पुस्तक ढूँढने में कृपया उपरोक्त प्रक्रिया का अनुसरण करें। कृपया शीर्षकों की संख्या नहीं दी गई है। उनको शिल्फु में लेखकों के उपनाम के

अकारादिक्रम से रखा गया है। पुस्तकों पर लिखा "उ" और "क" से यह इंगित होता है कि पुस्तक "उपन्यास" है अथवा "कहानी संग्रह" है।

किसी विशेष विषय पर पुस्तकों की उपलब्धता के बारे में जानकारी के लिए कृपया पुस्तकाध्यक्ष/सहायक पुस्तकाध्यक्ष से सम्पर्क करें।

- 1४ कृपया सूचीपत्र से कोई कार्ड न निकालें।
- 2४ कृपया शेल्फों में पुस्तकें वापस न रखें उन्हें मेज पर छोड़ दें।
- 3४ कृपया बिना अनुमति के पुस्तकालय से कोई पुस्तक न ले जायें।
- 4४ कृपया पुस्तकों और पत्रिकाओं के पन्नों के कोने न मोड़ें, उन पर पैसिल के निशान न लगाएं और उन्हें खराब न करें।

## Annexure - VI

### NATIONAL COOPERATIVE DEVELOPMENT CORPORATION LIBRARY

#### LIBRARY RULES

1. The services of this Library are extended to all staff members of the Corporation. Library books may, however, be lent to the officers of Ministry of Agriculture and other institutions at the discretion of the management. This Library would also practice Inter-Library Loan.
2. Library books would be issued at a time on the following pattern:-

I.	M.D./Dy. M.D.	-	12
II.	ED/FA	-	8
III.	C,D's	-	7
IV.	Dy. Director's / Director's	-	6
V.	AD's / PO's	-	5
VI.	Others	-	3
3. Borrower's ticket's are not transferable.
4. A Book will be lent to a member only in exchange for one of borrower's ticket issued to him/her. This will be returned to the reader when he/she deposits the book at the counter.
5. Loss of Borrower's ticket's shall be intimated to the Librarian in writing immediately to avoid misuse. Duplicate ticket's will be issued at a cost of Rs. 5/- per ticket.
6. Books are issued for one month. Books required for reference can be retained for longer period under intimation to the Librarian.
7. Issued books would be recalled earlier than the due date if there is a demand from other staff members.
8. Costly books, reference books and pictorial books would not ordinarily be issued. Such books would be issued for short period only under special circumstances.
9. Books should be handled carefully. These should not be damaged, spoiled or marked.
10. In the event of loss or damage to the books a serious view would be taken. In addition, the printed price or the price assessed by the Librarian for unpriced books would be recovered from the Borrowing official.
11. Any member leaving the Corporation shall return all the Borrower's tickets issued to him/her failing which 'No Dues' certificates shall not be issued.