

**Result Framework Document (RFD) for DLDI  
Inter Se Priorities among Key Objectives, Success indicators and Targets**

Objective	Weight	Action	Success Indicator	Unit	Weight	Target/Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Library resources organization and maintenance of books, journals, reports, library reader services, literature retrieval, services to researchers and analysis of reports	30	Acquisition Section	i. Selection of books		1					
			ii. Duplication Checking		1					
			iii. Placing the order of selected books		1					
			iv. Passing the bills		1					
			v. Accessioning		1					
		Technical Section	i. Classification of books		1					
			ii. Cataloguing of books		1					
			iii. Physical processing of books		1					
			iv. Release of the books		1					
			v. Barcode		1					
		Circulation Section	i. Membership Registration		1					
			ii. Issue/return, ILL, Book Reservation		1					
			iii. Issue of Reminder, NDC		1					
			iv. Price recovery/withdrawal of books		1					
			v. Photocopy		1					
		Journal Section	i. Approval, order, Receipt of journals/Newspapers/ Magazines		1					
			ii. Entry in the Kardex and in Libsys software		1					
			iii. Passing of bills		1					
			iv. Binding & Accessioning of journals		1					

			v. Shelving & Reader Service		1					
		Reference Service	i. Orientation to freshers		1					
			ii. Orientation to group visitors		1					
			iii. Meeting Reference queries		1					
			iv. Compilation of bibliography		1					
			v. SDI Service		1					
		Maintenance Section	i. Books shelved/rectified		2					
			ii. Binding of books/journals		2					
			iii. Withdrawal/weeding out of books		1					
Application of ICT in different Deptts./ Sections	10	Data entry of books	i. Data entry of books in the acquisition module of Libsys		2					
		Data entry of journals	i. Data entry of journals in the serials module of Libsys		2					
		Membership & issue/return	i. Computerised memberships card & issue/return through Libsys		2					
		Documentation service	i. Dissemination of information products		2					
		OPAC	i. Online Public Access Catalogue		2					
Computerised Documentation Services	10	Press Clippings	i. Marking of headings in daily newspapers		0.5					
			ii. Cutting of marked news		0.5					
			iii. Assigning subject heading		0.5					
			iv. Making the content page subject-wise		0.5					
			v. Dissemination of Press Clipping		0.5					

		Book Review	i. Selection of book reviews from daily newspapers/ journals	0.5					
			ii. Cutting / photocopying	0.5					
			iii. Assigning subject heading	0.5					
			iv. Compilation	0.5					
			v. Dissemination	0.5					
		Current Contents	i. Photocopying the content page of newly arrived journals	0.5					
			ii. Compilation	1					
			iii. Dissemination	1					
		New Arrivals	i. Develop file in the Libsys	0.5					
			ii. Converting the same file in word file	0.5					
			iii. Editing	0.5					
			iv. Dissemination of final new arrival list	1					
		I.T. Section	5	Maintenance of I.T. infrastructure	i. Maintenance of Hardware through CRC	0.5			
ii. Maintenance of software through Libsys	0.5								
iii. Back up	0.25								
Maintenance of Website	i. Updating library related information from time to time			1.25					
Maintenance of online journals	i. Liaison with publisher			0.75					
	ii. Verifying user ID & password from time to time			0.50					
E-reference service	i. Providing reference service through e-mail			1.25					
Stock Verification	5			Assigning the number for stock verification by	i. Requesting Head, DES&DP to assign a number from 0 to 9 except allotted	0.25			

		DES&DP	numbers							
		Initiation of stock verification process	i. Developing the format for the assigned accession number		0.25					
			ii. Physical verification of the book (Accession numberwise)		0.25					
			iii. Stamping the book & maintaining the record		0.25					
			iv. Verification from the withdrawn/binding register		0.25					
			v. Verification from Circulation Counter		0.25					
		Submission of report	i. Preparation of report		1.50					
			ii. Detailing the cost of the book		0.25					
			iii. Submission of report		0.50					
		Withdrawal of lost items	i. Getting approval from the competent authority		0.50					
			ii. Entry in the withdrawal register		0.75					
Extender hour library services.	5	Providing library service during extended hours	i. Opening the library from 8 AM to 8 PM & Saturdays & Sundays except Gazetted Holidays		5					
External membership	5	Providing library services to the external members in the field of education & peripheral subjects	i. Registration of membership		1					
			ii. Orientation		1					
			iii. Issue/return		1					
			iv. Photocopying		1					
			v. Renewal of membership		1					
Administration	10	Organising meetings	i. Organising DAB meetings		0.5					
			ii. Organising monthly library staff meeting		0.5					

			iii. Organising Library Committee Meeting		0.5					
			iv. Organising Library Purchase Committee meeting		0.5					
			v. Organising any other meeting as and when required		0.5					
		Maintaining Library budget	i. Maintenance of record for expenditure of books		0.5					
			ii. Maintenance of record for expenditure of journals		0.5					
			iii. Maintenance of record for expenditure of binding		0.5					
			iv. Maintenance of record for expenditure of stationary		0.5					
			v. Maintenance of record for expenditure of PAC programmes		0.5					
		Maintaining of physical infrastructure of Library building	i. Maintenance of electrical points		0.5					
			ii. Maintenance of furniture		0.5					
			iii. Maintenance of equipments		0.5					
			iv. Maintenance relating to civil work		0.5					
			v. Pest control, rodent & cleanliness		0.5					
		Maintenance of files and records	i. Daily records of staff attendance/ leave		0.5					
			ii. Consolidated statistical record from individual deptts.		0.5					
			iii. Letters Received (Hindi, English)		1					
			iv. Assigning extended hour duty		0.5					

PAC Programmes	20	Meeting of Professional Library staff of NIE and its Constituent Libraries.	i. Meeting of the Professional Library Staff		5						
		Orientation Programme for Key Resource Personnels from Libraries of SCERTs, SIEs, DIETs	i. Preparation and finalization of training modules through workshop at DLDI		1						
			ii. Requesting SCERT, SIE & DIETs Directors/ Principals to depute participants for the Programme		0.5						
			iii. Organizing the training course and conduct of various related activities		3						
			iv. Report of the Training Programme		0.5						
		Preparation of a book entitled "Role of School Libraries in Quality Education – A Selective Reading"	Meeting of the expert committee for Identification / Review / Editing the book entitled "Role of School Libraries in Quality Education – A Selective Reading"		5						
		NCERT E-Journals Consortium	i. Constitution of management committee		0.5						
			ii. Meeting of management committee		0.5						
			iii. Meeting of NCERT and its constituent library professionals		1						
			iv. Meeting of selected SCERTs & SIEs Library professionals		1						

			v. Meeting of selected vendors of e-journals for negotiation		1					
			vi. Meeting of the technical experts to identify infrastructure		1					