

FREQUENTLY ASKED QUESTIONS (FAQ)

OLA LIBRARY

1. What is "OPAC"?

OPAC stands for Online Public Access Catalogue. This is a database of all books, reference books, e-books, theses, reports, patents, standards etc. available in the library. It enables speedy searching of a particular book, books on a given subject, and/or a book by an author.

2. What is the Library timing / working hours/

Monday to Saturday 10.00 AM to 5.00 PM on all working days

Closed on Sundays and all other State Government holidays.

However, during Assembly Session the Library will open from 0900 AM to till the House adjourns for the day.

3. How do I borrow books?

All requisitions for the issue of books and other publications by the Members themselves or persons authorised by them shall be made to the Librarian on written request.

4. How many days can I retain the books?

Books borrowed on loan can be retained for a period not exceeding one month from the date of its issue. However, in the event of a book issued on loan being required for any important and urgent purpose, the Librarian may recall it at any time and such a book shall be returned by the Member within 72 hours.

5. How many books can I borrow?

As per Rule 9 of the OLA Library Rules, 1991 not more than 3 books shall be issued at a time to the Hon'ble Members. However, the present and formers Members of Parliament representing the State, former Members of the Assembly and Ex-Officers of the Assembly Secretariat who have become bonafide members of the Library on depositing a security shall be entitled to borrow only one book at a time.

6. Can I reserve a book to be issued in my favour?

Any Member requiring a book or any Publication which has been issued may get it reserved for him/her at the Issue Counter and such a book shall be issued to the Member in order of priority.

7. What is a Library Passbook?

A Passbook is required to be maintained in respect of the Members of the Assembly for the issue and receipt of books. When a book is issued the Member shall sign in the relevant column of the Passbook as a token of having received the book. While returning the book the Librarian or any other Officer authorised by him/her shall sign the Passbook as a token of return of the same book.

8. What shall I do in case the book issued is lost/ damaged?

In case the book is not returned, the Librarian shall take steps to recover the replacement cost from the borrower as envisaged in Rule-14 of the OLA Library Rules, 1991.

9. Can I suggest for purchase of a new book?

Yes. Suggestions for purchase of a new book, periodicals and Newspaper shall be made in writing to the Library Authority.

10. Whom to contact for any other query?

The Librarian (i.e. the Library-In-Charge) may be contacted for any other queries relating to the Library.

Contact No.0674-2396546

e-mail ola-lib.od@nic.in