**kbx¿sf] sfo{ljj/0f**

! kbsf] gfdM k':tsfno k|d'v ;]jfM lzIff

;d'x÷pk;d'x M k':tsfno lj1fg >]0fLM /f k l4

**kbsf] sfo{ ljj/0f**

* g]kfnleq k|sflzt ;Dk'0f{ g]kfn ;DaGwL k':ts, kqklqsf k|n]v l/kf]6{ cflb / ljb]zdf k|sflzt g]kfn ;DaGwL k':ts kqklqsfx? ;Dej eP;Dd ;+sng ;Da4{g / ;+/If0f ug{]
* b]zleqsf ;Dk'0f{ ;/sf/L tyf u}/] ;/sf/L k':tsfno, k|nv tyf ;'rgf s]Gb|x?sf] ;+/If0f, ;Dj4{g tyf ljsf;sf] nflu cfjZos k|fljlws ;/;Nnfx Pj+ ;'emfj k|bfg ug]{ .
* ;j{;fwf/0f hgtfnfO{ ;'ljwf k|bfg ug]{ b]zel/sf ljleGg k':tsfnox? / ;'rgf s]Gb|x?sf] :yfkgf ;+rfng / ljsf;sf] lglDt cfjZos gLlt lgwf{/0f ug{] >L % sf] ;/sf/df l;kmfl/; ug{] .
* g]fkn /fli6|o k':tsfnonfO{ cGt/fli6|o:t/sf] lgwf{{l/t dfkb08df k''ofpg lg/Gt/ k|of; ug{] .
* k':tsfnodf cfwf/e't ;fwg / ;'ljwfx?sf] rfFhf]kfFrf] ldnfpg cfjZos Joj:yf ug]{ .
* ljleGg zfvf tyf sIffx?sf] sd{rf/L ljbfdf ePsf jvt sfd g/f]lsg u/L sfo{ ;+rfng ug{] Joj:yf ldnfpg] .
* ;/sf/L, u}/];/sf/L tyf cGt/fli6|o k':tsfno Pj+ ;'rgf s]Gb|x?;Fu ;dGjo u/L /fli6|o ;'rgf s]Gb|- National Information Services Center) sf] ?kdf cfjZos ;]jf k'~ofpg] .
* k':tsfno Pj+ ;'rgf s]Gb|x?sf] ljsf;sf] lglDt tflnd, uf]li7, ;efsf] cfof]hgf ug'{ / /fli6|o cGt/fli6|o ;ef ;Dd]ng, ;]ldgf/df efu lnO{ tT;;DaGwL l;kmfl/x?nfO{ ;fwg / ;|f]tn] EofP;Dd sfof{Gjog ug{] u/fpg] .
* k':tsfnosf] ;Dk"0f{ k|zf;gdf ;'k/Lj]Ifs, ;a} zfvf tyf sIffx?sf] aLrdf ;dGjo /]vb]v, lgb]{zg, lgoGq0f u/L k':tsfno k|zf;gsf] ;d:t cleef/fsf] lgldQ >L % sf] ;/sf/ k|lt pQ/bfloTj jxg ug]{ lzIff tyf v]ns'b dGqfnon] lbPsf] lgb]{zg adf]lhd ;Dk"0f{ sfo{x? ug]{ u/fpg] .

@= kbsf] gfd ljlAnof]u|fkm/ ;]jf M lzIff

;d"x÷pk;d"x M k':tsfno lj1fg >]0fL /f= k= t[= -k|f=\_

**kbsf] sfo{ ljj/0fM**

* g]kfnL zfvf, ;+:s[t zfvf, afn zfvf / k|fljlws zfvfsf] kf7\o ;fdu|Lx? Jojl:yt ?kdf /fVg nufO{ ;'rf? ?kaf6 ;+rfng ug]{ u/fpg] .
* k':ts tyf kqklqsfx¿sf] ;+sng tyf ;+/If0{f ug]{ .
* ;+slnt ;fdu|Lx?sf] juL{s/0f tyf ;"rLs/0f ug]{ .
* k':tsfnodf k|fKt ;fdu|Lx?sf] lgoldt ?kdf ;"rL k|sflzt u/L clw/fHoel/sf k':tsfno / ;"rgf s]G›df ljt/0f ug]{ .
* /ffli6«o jfO\do ;"rL National Bibliography \_ tof/ ug]{ .
* National Union Catalogue NNL Newsletter -cb{\wjflif{s ?kdf\_ k|sfzg ;DaGwL sfo{ ug]{ .
* k':ts tyf kqklqsfsf] cfjZos ;+ef/ u/L oyfl:yltdf /fVg nufpg]
* kf7sx?nfO{ ;Gbe{ ;]jf k|bfg ug]{ .
* b'n{e / ck|sflzt u|Gyx?nfO{ cf/lIft ug]{ Joj:yf ldnfpg] .
* cfˆgf] dftxt zfvfsf] /]vb]v Pj+ ;'kl/j]If0f ug]{ .
* k':tsfno k|d'vnfO{ cfjZostfg';f/ ;xof]u ug]{ .

#= kbsf] gfdM k':tsfno clws[t ;]jfM lzIff

;d"x÷pk;d"xM k':tsfno lj1fg >]0fLM /f k t[ -k|f=\_

**kbsf] sfo{ ljj/0fM**

* kf7\o ;fdu|Lx?sf] rog u/L k':ts 5gf}6 ;ldltdf k]z ug]{ .
* k':ts 5gf}6 ;ldltjf6 6gf}6 ePsf kf7\o ;fdfu|Lx? vl/b, ljlgdo jf pkxf/dfug]{ . ;+slnt ;fdu|Lx?sf] juL{s/0f tyf ;"rLs/0f ug]{ .
* k':ts tyf kq klqsfx?sf] tYof+s /fVg] .
* :jb]zL tyf ljb]zL k':tsfnox?;Fu ;DaGw sfod ug]{ .
* ck|fKo k':tsx?sf] ;+/If0f ul/ dfOqmf]lkmNd k|lt kf7sx?nfO{ pknAw u/fpg] . ;a} k':ts, kqklqsfx? ;+/If0f tyf ;Dab{\wg ug]{ .
* kf7sx?nfO{ ;Gbe{ ;]jf k|bfg ug]{ .
* c+u|]hL zfvf, lxGbL zfvf, dfOqmf]lkmNd zfvf / kqklqsf zfvfsf] kf7o;fdu|Lx?Jojl:yt ?kdf /fVg nufO{ ;"rf? ?kaf6 ;+rfng ug]{ u/fpg] .
* cfˆgf] dftxt zfvfsf] /]vb]v Pj+ ;'kl/j]If0f ug]{ .
* k':tsfno k|d'vnfO{ cfjZostfg';f/ ;xof]u ug]{ .

$= kbsf] gfdM gfoa ;'Aaf ;]jf k|zf;g

;d"x÷pk;d"x ;fdfGo k|zf;g >]0fLM /f= k= cg+= k|= -k|=\_

**kbsf] sfo{ ljj/0fM**

* k':tsfnosf] ;fdfGo k|zf;gdf k':tsfno k|d'vnfO{ ;xof]u ug]{ .
* sd{rf/L k|zf;g ;DaGwL ;Dk"0f{ sfo{ ug]{, u/fpg] .
* k':tsfnosf] cfjZos ef}lts Joj:yf ug]{ u/fpg] .
* >L % sf] ;/sf/sf] k|rlnt P]g lgod cg'?k sd{rf/Lx?nfO{ b08 ;hfo k'/:sf/ cflb ;DalGwt sd{rf/Lsf] sfo{;Dkfbgsf] cfwf/df ug{ l;kmfl/z ug]{ .
* zfvfdf k|fKt x'g] ;a} kqx? a'lem k':tsfno k|d'v ;dIf k]z ug]{, u/fpg] . k':tsfno k|d'vaf6 lgb]{zg eP cg'¿k k|fKt kqx¿sf] cfjZos sfo{jfxLsf] nflu kmfOn tof/ ug]{, l6Kk0fL p7fpg] kqx?sf] d:of}bf u/L k]z ug]{, u/fpg] .
* k':tsfnodf k|fKt x'g] / k':tsfnoaf6 aflx/ hfg] kqx?sf] btf{ rnfgLsf] Joj:yf ldnfO{ clen]v b'?:t /fVg], /fVg nufpg] .
* k':tsfnodf cfjZos lhG;L ;fdfgx?sf] Joj:yf ug]{, ug{ nufpg] / sfof{nosf] lhG;L ;fdfgx?sf] ;'/Iffsf] plrt k|aGw ldnfpg] .
* k':tsfnosf] ;/;kmfOdf plrt Joj:yfkg ug]{, u/fpg] .
* k':tsfnosf] hgzlQmnfO{ k':tsfnosf] p2]Zo xfl;n ug{ clwstd kl/rfng ug]{
* kf7sx?nfO{ kmf]6f]skL ;]jf pknAw ug]{, u/fpg] .
* k':tsfno k|d'vsf] lgb]{zgfg';f/ kl/ cfPsf cGo sfo{x? ug]{ .

% kbsf] gfdM k':tsfno ;xfos -g]kfnL c+u|]hL÷;+:s[t÷lxGbL\_ ;]jf M lzIff

;d"x÷pk;d"x M k':tsfno lj1fg >]0fL /f= k= cg+= k|= -k|f=\_

**kbsf] sfo{ ljj/0fM**

* zfvfdf ePsf k':tsx? k':tsfno lj1fgsf] l;4fGt cg';f/ ofsdf Jojl:yt u/L/fVg] .
* kf7sx?n] vf]h]sf] k':ts Unicode WINISIS jf6 ag]sf] Data Base df Online Public Access Catalogue - OPAC\_ k|of]u u/L l56f]5l/tf] pknAw u/fpg] .
* ;do ;dodf ofsdf Misplace ePsf kf7\o;fdfu|Lx?nfO{ oyf:yfgdf ldnfP/ /fVg] .
* zfvfdf pknAw ;+u|xx?sf] ;+/If0f / ;Dab{\wg ug]{ .
* RofltPsf] jf em'qf] x'g cfF6]sf kf7\o ;fdfu|Lx? cnu /fVg] .
* cfjZos k/]sf] j]nf k|fljlws zfvfnfO{ ;xof]u ug]{ .
* kf7sx?nfO{ ;Gbe{ ;]jf k|bfg ug]{ .
* kf7ssf] ?rLnfO{ Wofgdf /fvL gof k|sflzt k':tsx?sf] ;"rL tof/ u/L k':ts 5gf}6 zfvfnfO{ lbg] . k':tsfno ljsf;sf nflu cGo cfjZos /rgfTds sfo{x? ug]{ .
* cfˆgf] zfvfsf] ;Dk"0f{ clen]vx?sf] lhDd]jf/L lnO{ lgs6:y clws[tsf] /]vb]v, lgoGq0f / ;'kl/j]If0fdf /lx cGo cfjZos /rgfTds sfo{x? ug]{ .
* k':tsfno k|d'vsf] lgb]{zgfg';f/ kl/ cfPsf cGo sfo{x? ug]{ .

^= kbsf] gfd k':tsfno ;xfos -/rgf\_ ;]jfM lzIff

;d"x÷pk;d"x M k':tsfno lj1fg >]0fLM /f= k= cg+= k|= -k|f=\_

**kbsf] sfo{ ljj/0f M**

* afn zfvfdf /x]sf kf7\o;fdfu|Lx?nfO{ ;'Jojl:yt / cfsif{s t/Lsfn] ldnfP/ /fVg] .
* afnaflnsfx?n] vf]h]sf] k':ts l56f]5l/tf] pknAw u/fpg] .
* ;do ;dodf Jofqmdf Misplace ePsf kf7\o;fdfu|Lx?nfO{ oyf:yfgdf ldnfP/fVg] .
* afnafnLsfx?nfO{ k':tsfnodf cfslif{t ug{ ;do ;dodf ljleGg lzIffd"ns dgf]/~hgfTds sfo{qmd cfof]hgf ug]{ .
* ljBfgkaf6 k':tsfno e|d0fdf cfpg] afnjfnLsfx?nfO{ k':tsfnosf] af/]df hfgsf/L lbg] / OG;fOSnf]k]l88of, gSzf cfbL x]g{ l;sfpg] .
* zfvfdf pknAw ;+u|xx¿sf] ;+/If0f ug]{ .
* cfjZos k/]sf] a]nf k|fljlws zfvfnfO{ ;xof]u ug]{ afnjflnsfx?nfO{ ;Gbe{ ;]jf k|bfg ug]{ .
* afnafnLsfx?sf] ?rL cg';f/sf] kf7\o;fdfu|Lx¿sf] Joj:yf ug{ k':ts 5gf}6 ;ldltnfO {k/fdz{ lbg].
* RofltPsf] jf em'q x'g cfF6]sf kf7o;fdfu|Lx? cnu /fVg] .
* cfˆgf] zfvfsf] ;Dk"0f{ clen]vx?sf] lhDd]jf/L lnO{ lgs6:y clws[tsf] /]vb]v, lgoGq0f / ;'kl/j]If0fdf /lx cGo cfjZos /rgfTds sfo{x? ug]{ .
* k':tsfno k|d'vsf] lgb]{zgfg';f/ kl/ cfPsf cGo sfo{x? ug]{ .

& kbsf] gfd M k':tsfno ;xfos -Sof6nu/\_ ;]jf lzIff

;d"x÷pk;d"x k':tsfno lj1fg >]0fLM /f= k= cg+ k|=, -k|f=\_

**kbsf] sfo{ ljj/0fM**

* k':tsx?sf] juL{s/0f, ;"rLs/of ug]{ .
* Sof6nu sf8{ tof/ u/L Soflag]6df kmfOlnË ug]{ .
* lalAnof]u|fkmL tof/ ug{ ;xof]u ug]{ .
* sDKo'6/df 8f6f OlG6« ug]{ .
* cfˆgf] zfvfsf] ;Dk"0f{ clen]vx?sf] lhDd]jf/L lnO{ lgs6:y clws[tsf] /]vb]v, lgoGq0f / ;'kl/j]If0fdf /lx cGo cfjZos /rgfTds sfo{x? ug]{ .
* k':tsfno k|d'vsf] lgb]{zgfg';f/ kl/ cfPsf cGo sfo{x? ug]{ .

\* kbsf] gfd M vl/bf/ ;]jfM k|zf;g

;d"x÷ pk;d"x M ;fdfGo k|zf;g

>]0fLM /f= k= cg= lå= -k|=\_

**kbsf] sfo{ ljj/0fM**

* k':tsfnosf] ;fdfGo k|zf;gdf zfvf k|d'vnfO{ ;xof]u ug]{ .
* sd{rf/L k|zf;g ;DaGwL ;Dk"0f{ sfd ug]{ .
* zfvfdf k|fKt x'g] ;a} kqx? a'lQm zfvf k|d'v ;dIf k]z ug]{ .
* zfvf k|d'vaf6 lgb]{zg eP cg'¿k k|fKt kqx?sf] cfjZos sfo{jfxLsf] nflu kmfOn tof/ ug]{ / kqx?sf] d:of}bf sfo{df ;xof]u ug]{
* k':tsfnodf k|fKt x'g] / k':tsfnoaf6 aflx/ hfg] kqx?sf] btf{ rnfgLsf] Joj:yf
* ldnfO{ clen]v b'?:t /fVg], /fVg nufpg] . kf7sx?nfO{ lgodfg';f/ kmf]6f]skL ;]jf pknAw u/fpg] .
* sfp06/ zfvfnfO{ r':tb'?:t /fVg] .
* k':tsfno k|d'vsf] lgb]{zgfg';f/ kl/ cfPsf cGo sfo{x? ug]{ .