

**THE RATAN TATA LIBRARY
DELHI SCHOOL OF ECONOMICS
UNIVERSITY OF DELHI
DELHI- 110 007**

Help Desk: To help users in getting the books, journals/ periodicals etc. traced, the RTL has been operating two help desks at

1. Ground floor, opposite Circulation Counter: For books etc.
2. Current Periodicals Hall: For periodicals and related materials.

Registers have been kept at both the help desks for users to make entries of the required reading material. which is either not available in the collection, or not traceable.

Users are requested to give full details of the materials to be traced & also of their own, including, subject, status, tel. nos, e mail address etc.

As soon as the reading material is traced, the user is informed by the staff.

In case of any difficulty users are advised to contact the Deputy Librarian/Asstt. Librarian in person, through mail or telephonically.