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## **LIBRARY & INFORMATION CENTRE MANUAL**



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## INTRODUCTION: -

The base for the library, the knowledge hub of DAPM R V Dental College had be laid down by Dr. M K Panduranga Setty President and Sri. D A Pandu Chief Mentor pioneer of DAPM R V Dental College, a distinguished educationist and Dr. K S Nagesh and Dr. Dinesh M R the former Principals of the college and spearhead of Dental Education recognized the importance and place of the Library and Information Centre in Dental Education since 1992. With dynamic changes towards positive fruition as the college Library and its service is enhanced by its extensions in the Faculty of Dentistry.

The very purpose of our library is to integrate the information support system with the educational activities in all possible ways and to lead forward to the expectation of the academic community of the college and also those who resort to our library resources from other academic institutions.

The functional aspect of a library is normally an integration of **Academic** (i.e., resource selection, technical processing, organization of materials, reader's service, update new developments etc.) and **Administrative** (i.e., Acquisition of Materials, bill processing, budget management, etc.) aspects of the institution. Therefore, the College Library require Library Manual for its everyday activity to follow uniform procedures.

## MISSION

Library Provides high quality of scientific information resources and services to support the research and development of the Institution.

## VISION:-

To explore and implement innovative technologies and service to deliver information and scholarly resources that can be accessed by any one any time anywhere.

## GOALS

- ❖ To plan and design use of printed and electronic documents by applying Cost Efficient methods
- ❖ To assist the users in making use of resources of LIC to the maximum extent
- ❖ To implement new version of the following Five Laws of Library Science, enunciated by Great Librarian of the world, namely, Late Dr. S R Ranganathan
- ❖ Library Serves Humanity
- ❖ Respect all forms by which knowledge is communicated
- ❖ Use technology intelligently to enhance service
- ❖ Protect free access to knowledge
- ❖ Honor the past and create the future

## LIBRARY ADVISORY COMMITTEE MEMBERS:-

1. Dr. Asha R Iyengar Principal & Chairman
2. Dr. Akshai Shetty K R Committee Head
3. Dr. G Bhagyalakshmi Member
4. Dr. Madhura M G Member
5. Dr. B V Subhash Member
6. Dr. Ravish Krishnamurthy Member
7. Dr. Megha Rao PG Student (Cons)
8. Ms. Devayani D K UG Student

## SPACE

LIC occupies plinth area of 4545 square feet. It is having separate Reading Rooms for under graduate and post graduate students, with seating capacity of 200 seats. It is also having separate internet section. There is sufficient space for further expansion.

## STAFF DETAILS:-

Senior Librarian: - Dr. Ravish Krishnamurthy B.Sc., M.A., M L I Sc., M Phil., Ph.D., PGDCA

Junior Librarian: - Mr. Ningana Gouda. A H B A., M L I Sc

Library Attender: - 1. Gowramma C  
2. Lingaraju M

## WORKING HOURS:-

Working hours of LIC are from 09.00 AM to 08.00 PM on all the working days.

## INFRASTRUCTURE:-

To make LIC more useful to the users, it is having- (a) Stack Section (b) Periodicals Section: (c) Circulation Section (d) Internet and Multimedia section with 14 computers for providing surfing facilities and print out from e resources and Reprographic section with an advanced Sharp Copier-cum-Printer to provide copies form the documents to the users on demand.

## COLLECTION

Sl. No.	TYPE OF DOCUMENT/ E RESOURCES	SUB DIVISIONS	TOTAL
1.	Books		
	(a) Purchased Books	6912	
	(b) Donated Books	1086	
	(c) Books of Book Bank (DSW)	151	8149
2.	Current Subscription to National and International Periodicals (Journals)		
	(a) National	08	
	(b) International	39	47
3.	Current Subscription to National and International Print and E Journals Through HELINET Consortium		
	(a) Print Journals		
	(1) National	80	
	(2) International	66	
	(b) e Journals		
	(1) National	NIL	
	(2) International	289	435
4.	e-books through HELINET Consortium	306	
5.	Bound Volumes of Journals	1738	
6.	Journals and DVD's on Dental Medical Science	612	
7.	Dissertations/Thesis	538	
8.	General Magazines	07	
9.	Newspapers	06	

## ARRANGEMENT OF RESOURCES

Books are classified according to a special classification scheme developed by Library of Congress Scheme of Classification (USA), Books are arranged in a classificatory sequence (Subject-wise) and this is enabling the users to find their required books easily and quickly.

## INSTITUTIONAL MEMBERSHIP

We have institutional membership of

- ❖ HELINET (Health Sciences Information Network) of RGUHS- Digital Library.
- ❖ British Library, Bangalore
- ❖ My loft DCI Consortium
- ❖ National Digital Library of India
- ❖ SWAYAM

## PROCUREMENT OF LIBRARY BOOKS:-

Books exhibition will be conducted once in a year for three days for selection of Books to the Central and Departmental Libraries. The dates and selection of vendors will be decided in the LAC Meeting and three vendors are called to display books in the book exhibition who offers higher rate of discount with quality of books in the premises. Selection of Books will be made by concerned HOD's and Staff of Dental and Medical Departments.

## LIBRARY INTERCONNECTIVITY

We have interconnectivity with all the educational institutions of RGUHS through Internet to share resources of knowledge, information and data, under inter Library cooperation.

## LIBRARY ADVISORY COMMITTEE

The Library Committee formulates policy and guidelines for the smooth and efficient functioning of LIC. It includes 7 members addition to chairman Agenda and Minutes of the Meetings will be recorded under the chairmanship of the Principal meets once in three months to discuss various points to take library and information centre to greater heights.

The Library Advisory committee was previously headed by Dr. K Shashikala Vice- Principal of the college after the superannuation the library advisory committee is now headed by Dr. Akshay Shetty K R Professor of the college.

## LIBRARY AUTOMATION & COMPUTERISED INFORMATION RETRIVAL:-

Considering the importance of Library Automation, standard and useful Library Automation Software, Namely LIBSOFT 12.0.0 Cloud based Version of software is installed in LIC. LIBSOFT 12.0.0 provides several special facilities such as digital library, Virtual Library. Direct Link to MS-Word, MS EXCEL in case of report generation. Direct email facility, CAS (Current Awareness Service), SDI (Selective Dissemination Service of Information) OPAC (On Line Public Access Catalogue) enables our users to search within few seconds the required information such as (a) whether a book or journal or CD or DVD or thesis is available in LIC; (b) if it is there, whether it is issued to other user, the same can be reserved by either informing or sending e mail to Senior Librarian.

Since Databases in LIC are constantly updated as and when new documents are added. Our users can have quick access to latest information either by visiting LIC or from their Departments because our whole campus is networked through Wi-Fi technology. All most all the functions of LIC such as (a) Acquisition, (b) Serial Control, (c) Cataloguing (d) Circulation (e) OPAC (f) Documentation (g)SDI (h) Compiling Bibliographies (i) Reports Generation (j) Library Stock Verification (k) Management of LIC are automated.

There is not only saving precious time of users, but also enhanced the efficiency of functioning of LIC, since bar coding is done for documents are issued to users.

There are 14 PC's with broadband connections in internet section of LIC.

The whole campus is networked through Wi-Fi Technology to share the information of LIC.

## HELINET

Our College is a member of HELINET consortium of RGUHS (Rajiv Gandhi University of Health Sciences) since 2004, by making initial payment of Rs.500000/- towards our College Membership, during January 2004.

HELINET is an Health Sciences information Network which enables our members of faculty and students to have quick and easy access to e-resources and printed documents (Hard copies), such as : - (1) 42 e-journals in Dental Sciences; (2) 242 e journals and 34 e books in Medical sciences; (3) 80 print Indian Journals and 66 Print International Journals (Hard Copies) in Medical Sciences through Document Delivery System and (4) 218 LWW Lippincott William Wilkins) archival e-journals in Medical Sciences available for Document Delivery @RGUHS from Vol-1 and Issue-1. In case of e-resources at serial numbers 1 and 2, our members of faculty and students are having access to 284 e-journals and 34 e books daily, in the internet section of our Library and Information Centre. Whenever they need any paper or part of a book, they download and take hard copies, since two printers are available.

In case of e-resources at serial numbers 3 and 4, they can have access to content electronically and whenever hard copy of the full text of the same is required, they can request our Senior Librarian who will provide the same after obtaining it from RGUHS, under Document Delivery System.

E-resources of HELINET as mentioned above are for the year 2014. These e-resources will be enriched by RGHUS periodically and the same will be available to us.

There are 14 PC's with broadband connections in internet section of LIC.

The whole campus is networked through Wi-Fi Technology to share the information of LIC.

## SERVICES

1. Bibliographic Service
2. Reference Service
3. Referral Service
4. Internet, Printing, Scanning Services
5. Reprographic Services
6. Current Awareness Service
7. Inter Library Loan Service
8. Book Bank Service
9. News Paper Clipping Service
10. Content Page Service
11. Mail Alert Service
12. Lending Books
13. Overnight issue of current and back volumes of journals
14. Helping in access to e journals and e books from HELINET
15. Providing borrowing facilities from British Library, Bangalore

## FEED BACK:-

Library Feedback will be obtained by the outgoing PG and UG students and External Visitors who visits the Library and Information Centre and submit the same to the Principal and Library Advisory Committee.

## ADDITIONAL FACILITIES

1. Cafeteria is made available in the premises.
2. Versatile wheel chair made available from lift to LIC for the handicapped students and faculty members.
3. Puregaurd which is a water cooler-purifies is installed for the benefit of the students and faculty members
4. The LIC gives incentives by way of annual Awards to the students and faculty members for making maximum use of LIC.
5. The LIC provides training for Basic Computer concepts, information retrieval. Database search and searching e-journals and e books from HELINET to the users.



**KIOSKS in Library and Information Centre:-**

KIOSKS is available in the Library and Information centre to know more about the Library and Information centre and to access the WEBOPAC by members of the Faculty and Students

**PLAGIARISM SOFTWARE:-**

Plagiarism checker is a plagiarism software available in the Library and Information Centre which is being used by Members of Faculty and Students for Plagiarism checks.

**STOCK VERIFICATION OF LIBRARY AND INFORMATION CENTRE:-**

Stock verification of the Central and Department Library will be conducted every year by the team members appointed the Principal of the college and submit the report to the Principal along with the Senior Librarian.

**PHOTOGRAPHS OF THE LIBRARY AND INFORMATION CENTRE**















## **Library Rules and Regulations**

- No discussion permitted inside the library instead student can use the discussion room in the library for discussion
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the library premises

### **Admission to Library:**

Students are provide Bio Metric access to enter into the library and information Centre should also produce their authorized/valid Identity Cards whenever requested by the library staff

### **Working Hours of the Library:**

Monday to Friday 09.00 AM to 06.00 pm (During Examination up to 08.30 PM)  
Saturday 9.00 AM to 6.00 PM

### **Security System in Library and Information Centre:**

There are 10 close circuit cameras around the library and information centre which prevents loss of books in the Library.

### **Circulation:**

#### **Issue System**

Issue of Books to UG and PG Students will be as below:-

UG Students: - 2 Books per Member for the Period of 15 Days

PG Students: - 3 Books per Member for the Period of 15 Days

Books will be issued on presentation of the library card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

#### **Book Lost**

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.



### **Care of library borrower card**

Take special care to maintain the library borrower cards.

Do not fold, alter entries made on the cards, members are responsible for the entire set of library borrower card issued to them.

### **Loss of cards**

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.50/- per card.

### **No due Certificate**

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

### **Care of Library Books**

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

### **Book Bank**

SC/ST students of college can become a member of the book bank giving application along with caste certificate, by paying refundable membership fee of Rs. 100 for UG Rs.200 for PG for the full duration of course.

Members of the book bank will be issued 4 textbooks for each semester.

Book shall be returned within two days after the theory examination, otherwise a fine of Rs.1/- per day will be charged.

### **Reference section**

This section has Encyclopedia, dictionaries, Text books reference books etc. which are only available for reference. User can make use of these resources.

### **Journal Section**

In these section journals, general magazines and newsletter are available. They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meant only for reference within the library.

### **Reprographic Section**

Reprographic services in Library such as Xerox, Printout's are provided at nominal charges to staff and students.