



**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES.**

Shavige Malleshwara Hills, Kumaraswamy Lay-out Bangalore-78,

Tel: 080 26663654 E-mail: [library@dscds.edu.in](mailto:library@dscds.edu.in)

**Dept.of Library and Information Centre.**

**Policy Manual**



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## INTRODUCTION: -

The Central Library and Information Centre of Dayananda Sagar College of Dental Sciences started in the year 1991. The library is housed in an independent 2<sup>nd</sup> floor of the Pre-Clinical Dental Block. The primary object of the library is to serve the information needs of the faculty and students community. It acts as a center for the collection of literature, predominantly related to dentistry and its allied subjects and aims to develop as a comprehensive collection of information that is useful for both teaching and references. It also ensures that information resources are acquired and organized so as to meet the present and future information needs of our time. It can accommodate more than 150 students at a time. It has an excellent ambience and provides easy access to required information. The system in the library is user friendly and provides a conducive atmosphere to read and learn.

The Library is well equipped with modern facilities, such as e-learning, access to internet and web resources including online journals and e-books. The library is providing a growing range of databases on the campus network. Access to e-resources subscribed by the library. All the library services have been automated on a modern line. The library has fully computerized its collection, which could be accessed through OPAC. The library is enabled with Wi-Fi technology and Security systems with CCTV surveillance.

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 requires the Library Manual for its everyday activity to follow uniform procedures.

## VISION

Dayananda Sagar College of Dental Sciences Library aims to provide reliable and comprehensive information on the right time to the right users in the right manner. It is well-equipped with an elaborate collection of books, journals, and other resources to serve the various information needs of the students, faculty members, and its many users. The library is innovative and provides a sustaining, stimulating learning environment for the students, staff, faculty, and patients by providing high quality services, facilities and information resources in all formats.

  
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Dayananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 078.

## MISSION

Providing high quality information, knowledge resources and tools that support clinical care, public health and research by investing in state-of-the-art systems that seamlessly integrate, retrieve, organize, analyze and preserve information.

## OBJECTIVES

1. To fulfill the information needs of students and faculty.
2. To be a center for the education of available and accessible literature related to dental and allied medical literature.
3. To acquire information resources to match the present and future needs of the recipients.

## LIBRARY ADVISORY COMMITTEE:

The Library Committee formulates policy and guidelines for the smooth and efficient functioning of LIC. It includes 11 members in addition to chairman Agenda and Minutes of the Meetings will be recorded under the chairmanship of the Principal meets once in six months to discuss various points to take the library and information Centre to greater heights.

The Library Advisory committee was headed by Dr. Hemanth. M Principal of the college and Head of the Department of Orthodontics and has representation of faculty and post graduate students as members.

## SPACE

The library is Housed in an independent 2<sup>nd</sup> floor of Pre-Clinical Dental Block with 5200 Sq.ft. It has separate Reading Rooms for undergraduate and postgraduate students, with seating capacity of 150 seats. It also has a separate internet section. There is sufficient space for further expansion.

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## STAFF DETAILS

Sl. No.	Details	Photo
01	Mr. Narasimha Murthy. A.V . Librarian M.L.I.Sc., M.Phil., Ph.No. 080-26663654 e-mail: <a href="mailto:dscdslibrary@gmial.com">dscdslibrary@gmial.com</a>	
02	Ms. Divya. M. S Library Asst. D.L.I.Sc., B.Com., e-mail: <a href="mailto:msdivyashree935@gmail.com">msdivyashree935@gmail.com</a>	
03	Mr. Puttaraju. L Junior Asst. (B.Com.) e-mail: <a href="mailto:puttu_dsi@yahoo.co.in">puttu_dsi@yahoo.co.in</a>	
04	Mr. Chethan Babu Xerox Operator cum Attender PUC	

## WORKING HOURS:-

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

Reference Section : Monday -Friday: 9 am to 8 pm

Saturday: 9 am to 3 pm

Circulation Section : Monday -Friday- 9 am to 5 pm

Saturday: 9 am to 1.30 pm

  
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## 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 13 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.

## LIBRARY RESOURCES

The total collection of library resources as on As on 30<sup>th</sup> August 2022 stands as follows:

Collections	Total (As on August 2022)
Total no. of Titles	1566
Total no. of Books	4214
DSCDS library e-Books	551
RGUHS Helinet e- Books	6656
Print Journals subscribed for the year 2022	32
RGUHS Helinet e- Journals	44
Back Volumes of Journals	1260
CD`s/DVD`s	220
Dissertations/e-Dissertations	221

## LIBRARY E-RESOURCES.

### HELINET (Health Science Library and Information Network)

Our College has been a member of the HELINET consortium of RGUHS (Rajiv Gandhi University of Health Sciences) since 2004, by making payment of Rs.1,300000/- towards College Membership fee every year.

HELINET is a 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)

There are 10 PC's with broadband connections and internet section of Digital Library

The whole campus is networked through Wi-Fi Technology to share the information of LIC. Its provides to access to a wide variety of e-resources, including electronic books (e-books), electronic journals (e-journals), online databases.

All library e-resources can be accessed on the campus network. The library is subscribing to the following publishers e-resources through HELINET.

Sl.No	Publisher	Subjects	E-contents	URL	ACCESS
01	Jaypee Brothers	Dental/ Medical	2123 e-books 531 videos	<a href="http://www.jaypeedigital.com/">http://www.jaypeedigital.com/</a>	IP Based
02	Elsevier Clinical key database	Dental/ Medical	1130e-books 675 e-journals	<a href="https://www.clinicalkey.com/#!/">https://www.clinicalkey.com/#!/</a>	IP Based
03	Wiley-online library	Dentistry	26. e-journals	<a href="http://www.wileyindia.com/Wiley_Online_Resources/HELINET/RGUHS-HELINET%20Consortium.html">http://www.wileyindia.com/Wiley_Online_Resources/HELINET/RGUHS-HELINET%20Consortium.html</a>	IP Based
04	Proquest	Dental/ Medical	1946 e-journals	<a href="https://search.proquest.com/health/">https://search.proquest.com/health/</a>	IP Based
05	Springer	Dental/ Medical	3403 e-Books	<a href="http://www.rguhs.ac.in/digitalibrary/Springer%20e-books.html">http://www.rguhs.ac.in/digitalibrary/Springer%20e-books.html</a>	IP Based/ Remote access

### ARRANGEMENT OF RESOURCES

Books are classified according to a Dewey decimal classification system 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 Science Library and Information Network) of RGUHS- Digital Library.
- ❖ National Digital Library of India
- ❖ SWAYAM

## **PROCUREMENT OF LIBRARY BOOKS:-**

Books exhibition will be conducted once in a year for selection of Books to the Central and Departmental Libraries. The dates and selection of vendors will be decided in the LAC Meeting and four vendors are called to display books in the book exhibition who offer a 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 the internet to share resources of knowledge, information and data, under inter Library cooperation.

## **LIBRARY AUTOMATION & COMPUTERISED INFORMATION RETRIVAL:-**

Considering the importance of Library Automation, standard and useful Library Automation Software, Namely LIBSOFT 12.0 Cloud based version of software is installed in LIC. LIBSOFT 12.0.0 provides several special facilities such as digital library, Virtual Library. DirectLink to MS-Word, MS EXCEL in case of report generation. CAS (Current Awareness Service), SDI (Selective Dissemination Service of Information) OPAC (Online Public Access Catalogue) enables our users to search within few seconds the required information such as books, journals, thesis, and e-resources available in the stock of library

Databases in LIC are constantly updated as and when new documents are added. Our users can have quick access to the 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.



It not only saves precious time of users, but also enhances the efficiency of functioning of LIC, since barcoding is done for documents issued to users.

There are 10 PC's with broadband connections in the internet section of LIC.

The whole campus is networked through Wi-Fi Technology to share the information of our Library resources to the users

### OPAC (Online Public Access Catalogue)

OPAC is an electronic form of the library catalogue which provides its user with enhanced searching option for the library holdings. It is available online and accessed directly through intranet portal <http://192.168.72.52/opac/Search.aspx>

It can be accessed anywhere in the Campus. It also provides its user with the information of the library collection with the latest updates. The users can search required document through the different options, such as by author's name, book title, subject, department etc., only library members can access full text of digital materials by using their 'User ID' and 'Password' and online reservation can be done through web OPAC for a book which is already lent out.

### LIBRARY SERVICES

1. Bibliographic Service
2. Reference Service
3. Internet, Printing, Scanning Services
4. Reprographic Services
5. Current Awareness Service
6. Digital library service
7. Previous Years Question Papers
8. Book Bank Service
9. News Paper Service
10. Lending Books
11. Overnight issue of current and back volumes of journals
12. Helping in access to e journals and e books from HELINET
13. Providing borrowing facilities from British Library, Bangalore

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 & 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

## **SECURITY SYSTEM IN LIBRARY & INFORMATION CENTRE.**

There are 04 close circuit cameras around the library and information Centre which prevents loss of books in the Library.

## **STOCK VERIFICATION OF LIBRARY AND INFORMATION CENTRE**

Internal audit/Stock verification of the Central and Department Library will be conducted every year by the team members appointed by the Committee in consultation with Principal. The team shall submit the report to the committee which will analyze the report

## **CIRCULATION SECTION**

Library is fully automated with LIBSOFT automation software. Books for circulation are housed in the 2<sup>nd</sup> floor, Pre-clinical block. Issue of books, return and renewal is managed through library software.

- Documents are issued to all eligible members as per their entitlements.
- Closed access system is followed in the library.
- 

## **DIGITAL LIBRARY**

The Digital Library is housed in the 'Reference Section'. The users of the library can search and access all subscribed E-Resources. In order to facilitate sharing of E-resources available the college has taken up membership from RGUHS-HELINET Consortium. In addition, seekers of information are provided the required access to well-known sites.

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Resources that can be accessed in Digital library.

- Journals
- E-Books
- Educational videos
- Scanned model question Papers
- NPTEL (National Programme on Technology Enhanced Learning)
- National Digital Library
- Free Databases
- Open Access Resources

## REFERENCE SECTION

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

## JOURNALS SECTION

The Library procures both national and international journals. They are displayed in the journals section, general magazines and newsletter are available. They are arranged alphabetically. Bound volumes of journals are arranged as subject wise and are meant only for reference within the library.

## REPROGRAPHIC SECTION

Reprographic services in the library such as photocopy and printouts are provided at nominal charges to staff and students.

## RULES AND REGULATIONS OF THE LIBRARY

- Readers are required to deposit their bags/belongings at the property counter before using library resources.
- Members should produce their ID card to the security/staff as and when asked for.
- Complete silence must be maintained. The use of mobile phones is banned.
- Underlining, scribbling and tearing of pages or disfiguring will be severely dealt with.
- Students can keep a book for a period of 06 days only
- Rules of fine for the late return of Library Book:  
-A fine of Rs. 5/- per day per book will be collected for books not returned or renewed before the due date.

-If the books are kept for more than 20 days membership will be cancelled and caution Deposit will be forfeited.

- Smoking and eating are strictly prohibited inside the library.
- Necessary action will be taken by the competent authority against the users who are found misusing the services, facilities, amenities etc.
- Library is under video surveillance, if any person is found misusing the library services necessary action will be taken.
- The above mentioned rules are subject to periodical reviews and revisions.
- Users are requested to switch off their mobiles inside the library.

## MEMBERSHIP

All the students and Staff Members are eligible to become the members of the library. The details related to the issue of documents for home use is given below:


Category	No. of Documents	Issue Period
Faculty member	02 Books	30 Days
Students	1 Book	06 Days

To get the Library membership students have to produce the below mentioned documents:

- ID CARD(Smart Card)
- Admission Receipt
- One passport size photo

## BOOK LOST.

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

  
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## **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.

## **DISPOSE OF OLD BOOKS**

Library does not dispose old books and they are kept a separate cupboard.

## **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.

## **LIBRARY ORIENTATION.**

The library has conducted an orientation program for the benefit of faculty and new students in the beginning of the academic year. They are taken around the library to familiarize with the available resources and services. Faculties and students desiring to know more about library resources and services or to learn how to use a particular resource like OPAC, E-resources at HELINET and databases etc. should contact any library staff member.

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PHOTOGRAPHS OF THE LIBRARY AND INFORMATION CENTRE











  
**PRINCIPAL**

Devananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 073.









## INVOICE

P.O No: Letter,		Invoice No:	133
Dayananda Sagar College of Dental Sciences, Shavige Malleswar Hills, Kumarswamy Layout, Bangalore – 560078		Date:	31-MAR-2022
		GST No:	29AAACE8466F1ZE
		PAN No:	AAACE8466F
		State Code:	29
S.NO	Particulars	Qty	Amount(Rs)
1	Libsoft - Library Management System Annual Maintenance Contract (AMC) Renewal for 2022-2023.	1	6780.00
	CGST 9%		610.00
	SGST 9%		610.00
	<b>Total</b>		<b>8000.00</b>
	Advance		0.00
Total Amount in words: Eight Thousand Rupees only.		Balance	<b>8000.00</b>
<b>Payment Terms:</b> Payment to be done by cheque / draft in favour of Environ Software Pvt Ltd. Payable at Bangalore.			
<b>NEFT Details:</b>			
Name	Environ Software Pvt Ltd.		
A/C No	139811011000065		
Bank and Branch	Union Bank Of India, Electronic City , Bangalore		
IFSC Code	UBIN0813982		

For Environ Software (P) Ltd.

*[Signature]*  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumarswamy Layout,  
Bangalore - 560 078.



Authorized Signatory

# Environ Software Pvt. Ltd.



## RECEIPT

To Dayananda Sagar College of Dental Sciences, Shavige Malleswar Hills, Kumarswamy Layout, Bangalore – 560078	Receipt Date: 31-03-2022 Receipt No: 11
---	--

**Sub: Payment Received towards for Libsoft 12.0 - Library Management Systems AMC Renewal 2022-2023.**

We have received the amount of Rs.8000.00 /- (Eight thousand Rupees only)


Vide: NEFT: , Dated: 30/03/2022 towards for LIBSOFT 12.0-Library Management Systems AMC Renewal 2022-2023.

Yours faithfully

For Environ Software (P) Ltd.



Authorized Signatory

  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumarswamy Layout,  
Bangalore - 560 078.



# DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES

(Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore)

(Recognised by Dental Council of India, New Delhi)

ISO 9001 : 2008 Certified Institution

To:  
M/s. Environ Software Pvt. Ltd.,  
60/s, 4<sup>th</sup> Floor, Hosur Main Road,  
Konappana Agrahara,  
Electronic City,  
Bangalore-560 100.

Date: 24.04.2013

Sir,

Sub: Supply and installation of LIBSOFT at DSCDS Library  
Ref: Your office Quotation No. 00652, dated. 19/04/2013.

\*\*\*\*

With reference to the above. We are pleased to place an orders for supply and installation of Libsoft at Dayananda Sagar College of Dental Sciences Library. Kindly supply the Libsoft library software as per the below mentioned specification.

Sl. No.	Particulars	Amount
01	LIBSOFT 10.0.0 Web Version 1 server <sup>MM</sup> additional center License, unlimited clients license and unlimited Web OPAC	Rs.55,000=00
	Less: After Negotiation Discount Amount	Rs. 5,000=00
	<b>Net Amount of Rs.</b>	<b>Rs. 50,000=00</b>

### Terms and Conditions:

1. Software installation at one location
2. Training will be given at one location
3. Data porting from MS Excel to Libsoft (SQL Server) is free for onetime only
4. Version updation will be supply at free of cost (With the same Version)
5. One year free maintenance from the date of purchase. AMC charges 15% on P.O. Amount applicable after one year.
6. Inclusive Sales Tax (VAT) 5.5%
7. Mode of Payment: once installation is completed, payment will be made.

Thanking you,

Received by  
*Sampath Kumar*

*[M. Sampath Kumar]*  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 078.

Yours Sincerely

*[Signature]*  
Secretary



## INVOICE

**Bill To:**  
Dayananda Sagar College of Dental Sciences,  
Shavige Malleswar Hills,  
Kumarswamy Layout,  
Bangalore - 560078

**VAT No:** 29970701031  
**Invoice No:** 0242  
**Date:** 5/7/2013  
**Order No:** Letter  
**Order Date:** 5/7/2013

S.No	Particulars	Qty	Price (Rs.)
1.	LIBSOFT 10.0.0 Web Version 1 additional server centre license, unlimited clients license and unlimited Web OPAC	1	47393.37
	Sales Tax		2606.63
	Service Tax		0.00
	<b>Total:</b>	<b>1</b>	<b>50000.00</b>

**Total Amount in words:** Rupees Fifty Thousand Only

Above products are received in good condition

*AVD Murthy*  
Receiver's Signature

For Environ Software (P) Ltd.

Please quote our Invoice Number at the Time of Payment and sign on the copy for receipt of consignment against this invoice

*Arredy*  
Authorised Signatory

**Payment Terms:**  
Payment to be done by cheque/draft in favour of M/s Environ Software (P) Ltd. Payable at Bangalore.

*[Signature]*  
**DR. H. P. RAGHUVeer**  
M.D.S. F.P.F.A. F.I.C.D.  
PRINCIPAL  
Dayananda Sagar College of Dental Sciences  
Kumarswamy Layout  
BANGALORE - 560 078

*[Signature]*  
**PRINCIPAL**  
Dayananda Sagar College of Dental Sciences  
Kumarswamy Layout,  
Bangalore - 560 078.







## RECEIPT

<b>To:</b> Dayananda Sagar College of Dental Sciences, Shavige Malleswar Hills, Kumarswamy Layout, Bangalore - 560078	<b>Invoice Date:</b> 7-May-2013 <b>Invoice No:</b> 0242 <b>Received Date:</b>
--	---

**Sub: Payment received towards Supply and Installation LIBSOFT 10.0.0 Web Version 1 additional server centre license, unlimited clients license and unlimited Web OPAC .**

We have received the amount of Rs. 50000/- (Rupees  Fifty thousand  
 only).

vide Ch No: 524523 towards LIBSOFT 10.0.0 Web Version 1 additional server centre license, unlimited clients license and unlimited Web OPAC .

Thanking You

Yours faithfully

For Environ Software (P) Ltd.

*Reddy*

Authorised Signatory



*[Signature]*  
**PRINCIPAL**

Dayananda Sagar College of Dental Sciences  
Kumarswamy Layout,  
Bangalore - 560 078.

*5496 20004 Technology towards B.C. 2010 - 2011*

# Environ Software Pvt. Ltd.



## OFFER FOR SUPPLY AND INSTALLATION OF LIBSOFT AT DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES.

Quote.No: 00652

Date: 4/17/2013

CUSTOMER:

SUPPLIER:

**The Principal  
Dayananda Sagar Dental College  
Shavige Malleswara Hills  
Kumara swamy Layout  
Bangalore – 560078**

**Environ Software Pvt. Ltd.  
60/4, 4th Floor, Hosur Main Road,  
Konappana Agrahara,  
Electronic City,  
Bangalore-560 100.  
Ph:080 2852 2191, 9449750282**

### I. OBJECTIVE

Offer for supply and installation of Libsoft software for library automation and Maintenance of the software

### II. INTRODUCTION

Dayananda sagar College of Dental Sciences, would like to acquire Computer Based Software Modules for Library Automation.

### III. HISTORY OF ENVIRON SOFTWARE

Environ Software (P) Ltd is a multi-disciplinary software development and consulting firm focusing primarily on development of software for educational institutions i.e. Library automation software – **LIBSOFT** and institution Management system software **e-Institute**. Incorporated in 1998, Environ houses a team of highly skilled and dedicated staff, specializing in Mechanical Engineering and Computer Science. Environ products are absolutely user friendly which requires minimal training. The highlights of the products of Environ are interactive, high quality GUI utilities, which promises enhanced performance.

### IV. ENVIRON-LIBSOFT

Libsoft is a multi user package, web based and developed by a team of library professionals and software professionals for effective Management of a library from all aspects. It is designed and developed to cater the needs of various types of libraries such as university libraries, college libraries, school libraries, etc. and the software package has proved its efficiency in the management of library over the last few years and installed over 170 institutions including Engineering, Medical, Arts & science and Management institutions.

The salient features and details of modules are furnished in **Annexure-I**.

The list of software installations completed successfully at various government and private organizations have been listed in **Annexure-III**.

### V. COST OF THE SOFTWARES

The details of the cost for supply and installation of LIBSOFT at Dayananda sagar College of Dental Sciences are furnished in **Annexure-II** and the applicable taxes (service taxes, educational taxes etc.) to be paid by Environ Software (P) Ltd.

Page 1 of 8

Environ Towers, 60/4, 4th Floor, Hosur Main Road, Konappana Agrahara, Electronic City, Bangalore - 560 100.  
Tel: +91-80-28522191/92, Fax: 91-80-28522949, Mob: +91 9449750282, email: environ@vsnl.com, www.environsoftware.com

  
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Kumaraswamy Layout,  
Bangalore - 560 078.

# Environ Software Pvt. Ltd.



## VI. VALIDITY

Validity of this offer is for thirty days (30 days)

## VII. DELIVERY PERIOD

Delivery of Libsoft will be supplied within one week from the date of technical and commercial clearance of order. Any additional scope of work will be taken up at the cost worked based on the actual amount of work and accordingly, the time frame to be revised.

## VIII. TERMS AND SERVICES

The Libsoft Software modules will supply and install at Dayananda Sagar College of Dental Sciences. Training will be provided for all of your staff members for one day at your Campus.

## IX. WARRANTY AND MAINTENANCE

Software maintenance with hot line user support (written and telephone) in the software utilization is offered free for one year from the time of installation. Recommend taking up AMC for continued maintenance. The following services will be provided during Annual Maintenance Contract.

Four visits per year based on your requirements and attending your problem within one day if there is a high priority issue otherwise three days after registering the complaint. After six visits, each visit will be charged at Rs. 5000/- (Rupees three thousand only). The visits would be considered as 'one visit' till the complaint is solved, irrespective of number of Engineers and no of days that they are engaged to resolve it. For outside of Bangalore, the client to be paid TA and accommodation during AMC.

## X. USER SUPPORT

Environ has a team of 3 engineers in its Bangalore based office participating actively in the development of Library software modules. This team will be primarily responsible for the user support.


## XI. USER INTERFACE

Libsoft user interface is designed with Microsoft Technology i.e VB.Net( Libsoft 9.8.0) and ASP.Net (Libsoft 10.0.0)

## XII. DATA MANAGEMENT INTERFACE

MS SQL Server 2000, 2008, 2008 R2 and MS SQL Express Editions database is used for storing the library management data. Client should take care of procurement of MS SQL server 2000 or 2008 version license. We will provide only MS SQL Express Editions at free of cost.

For Environ Software (P) Ltd.

  
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## Annexure-I

### Library Management System ( LIBSOFT )

Libsoft is multi user package designed and developed by a team of library professionals and software professionals for effective management of a library from different angles. This package has been designed to handle huge volumes at lightening speed thus saving manpower. Libsoft is Windows based software and it runs in any Windows environment and hence it has excellent Graphical user Interface. The Menu Interface has been designed to operate the software by use of mouse and other features of WINDOWS such as menu bars, Icons on tool bars, Scroll bars, buttons, list boxes, Function keys, etc. The software has been installed at many libraries, on windows environment and the software package has proved its efficacy in the management of Library over a decade.

### FEATURES OF LIBSOFT:

- Absolutely user friendly software that requires minimum training. Simplified package, which requires minimum user interaction.
- Multi user package with database loaded in the server.
- The individual nodes across different departments can share the data from the server.
- Multi Center facility to combine 2 or more centers using single server.
- Interactive features for data handling i.e. Importing and Exporting data according to MARC 21 format between different libraries across different countries.
- Information resource retrieval protocols: Z39.50 supports information retrieval among different information systems.
- Functional Requirements for Bibliographic Records or FRBR supports to relates user tasks of retrieval and access in on line library catalogs.
- Dynamic backup support (Automatic) from server and client.
- Create/Modify/Delete different users (Password Protected), with restrictions set by the administrator at the time of creation.
- Generates Purchase Orders that can be sent by E-mail directly. The system keeps track of the items arrived as against the items ordered. Automatic tracking of items for ordered, received, reminders etc. Multiple Material (Books, Reports etc.) and Media (CD, Audio/Video cassette, Microfilm, Maps etc) cataloging, all in one place.
- Find & Replace facility for spelling correction.
- The background image of the software can be changed easily as and when required.
- Circulation can be done for 2 or more documents at a time with Bulk issue and bulk return for every member with single entry. Easy way to installation of Libsoft 9.8.0 with inbuilt security files.
- Announcements(News/Messages) will be displayed to all members in individual member web OPAC account.
- Members can check their transaction details(title of their transaction, due date, fine amount and reserved material details) through web OPAC.
- Simplified serials module with auto reminder. Semi-Automatic DDC (Dewey Decimal Classification) based Classification Number generation.
- Expenditure monitoring through budget control for user defined grants.
- Circulation with bar code interface wherein the user needs very few interaction with the system.
- Circulation settings for different materials with different cards and due days. Excellent multiple reservation facility to reserve the book which has been issued.
- Enhanced but Simplified search facility (Boolean search with like, =, <, >, <=, >= and <> conditions) to locate books, members, purchase orders and Vendors quickly, Transactions can also be searched.

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- Optional Enhanced documentation facility for preparing detailed reports the way the user prefers.
- Multi-Lingual display of search results. Title of the Report, date and Time of report generation will be shown as Report heading.
- Graphical representation of Expenditure, Books in Demand, New Arrivals, Material distribution, Member transaction details, stock status etc. the way the user prefers.
- Membership card for Members/Users with Bar code. Automatic Bar code generation for Accession numbers for materials (Books, Journals etc.) Optional RFID system to monitor materials In and Out. It reveals high security of materials. Allows users to search materials by creating a login exclusively for common users and giving access only to OPAC search, LOC and Reservation.
- This allows the users to get the Information about the availability of books from anywhere inside the campus and anywhere in the world through Web-OPAC.
- Access to Digital Library content across the network and access through web-OPAC.
- Access to Virtual Library content by creating links to different websites and access through web-OPAC. Facility to track the Saved, Modified, Deleted and Circulated materials through Log entries for each action (Book Entry/ Circulation / Purchase Orders etc).
- Contains extensive on line help facility to guide the user. Free tools for direct database interaction, and easy entry for fast data correction of material. Optional Swipe System to monitor entry and exit of Members / Visitors. Optional Web OPAC with on line Reservation, Purchase Request, Search for Materials and Transactions. Internet Interface facility from the software.

## MODULES OF LIBSOFT:

### Database Management:

Easy maintenance of Database through Backup (Taking a backup of the existing database), Restoring (restoring the old database to the current one to referer old details), Clearing the Old Transactions, Closed Purchase orders. Importing and exporting the data from and to MARC 21 format using MARC tags, to facilitate transfer of data between networked libraries. Administrator: Creating users (For E.g. Transaction, OPAC, Reports, Masters, Librarian, etc.) with access to specific modules or sub menu along with password and expiry date. There is no upper limit and any number of users can be created. Spelling correction of mater material entry by Find and Replacement (Bulk), Log maintenance , etc. can be done.

### Acquisition:

Purchase requisition, On line approval, Purchase order generation for regular items (Books, CDs etc.) and Subscribed items (serials). Purchase orders, Renewals can be sent through E-mail to the vendors. Updating the purchase request status.

### Cataloguing:

User defined material categories (viz. Books, Journals, DVDs etc.), simplified material master entry for all kinds of materials including Books, Non-Books, Digital Library (any kind of (downloaded)file or collection of files can be catalogued from anywhere in the network and retrieved through OPAC), Virtual Library (Web address of articles, sites, e-journals, etc. can be catalogued and retrieved through OPAC) etc., Multiple copies entry, User defined member categories (To fixing the due days with material category wise, fine amount, SDI Access etc., for different member categories like Students, Librarians, HOD, Professor etc.), Member registration with photo identification, Vendor registration, Budget Master (For allocating budget amount to different departments), Currency value updation, User defined calendar with Holiday list generation. All master entries/modifications/deletions information will be maintained in a Log file with user name and time of operation for administrator reference. Library news can be entered here, which will be displayed in OPAC with Library Collections.

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## **Journals:**

Simplified Journal entries with a master, transaction and Journal auto issues generation. Detailed Article indexing, Reports on Journal data, journals bindings, Missing issues and Journal circulation report.

## **Transaction:**

Bar-code enabled circulation (Issue, Return, Bulk Issue, Bulk Returns, Renewal, Reservation and ILL(Inter Library Loan) for all kinds of materials. Maintaining the details of the material, which has been Issued, Returned, Reserved, and Cancellation of existing reservation and sent for binding. Bar-Coding: Generate ID cards for members with bar-code(Member ID) and Photograph (Optional) and Accession number labels with bar-code(Accession number) along with Classification number and Organization/Institution name and logo in each label.

## **RFID:**

Radio Frequency Identification (RFID) is the technology that has revolutionized the way identification and tracking of items is carried out. It's key features are - Contact less, works on Non-line of sight, Acts as a data carrier, Simultaneous Identification of tags, Reusable, Fast transaction, high security for materials.

**Documentation:** Report generation on material availability, circulation statistics, New Arrivals, periodicals not received, dailies not received, budget analysis, expenditure analysis etc. for selected fields in the selected format as Excel Sheet. Generation of no due certificates, Reminders for overdue material, Fine collections. Reminder to members and vendors through E-mail, SDI (Selective Dissemination of Information), CAS (Current Awareness Services), and Generating bar code enabled ID cards with photo identity and bar code slips for materials. Report generation is flexible and only the fields selected by the user will appear in the report according to the criteria set by the user and in the sort order set by the user. The user can beautify these reports before printing in the hard form.

## **Statistics:**

Graphical representation of reports of Materials in Demand, Circulation statistics, best readers, Stock status, Vendor Rating, expenditure analysis, The graphs has been generated as Bar chart or Pie chart or Line chart initially and can be shown in Ascending or Descending order the way user prefers. The graphs can edited and beautified directly by the user before printing in the hard form.

## **Search:**

Search for Materials(Books, CDs, Journals, etc), Members, Vendors, Purchase orders, Transactions, Reservations, Budget Analysis, etc., The search can be performed for selected fields and the results can be saved in the Excel Sheet.

## **OPAC:**

On line Public Access Cataloguing Search for Books, Journals, CDs, etc., Web Search(connecting to Library Of Congress), Reservation of Items, Material List(Unique Titles), Purchase Requisitions, etc., Digital Library files can be directly viewed from any node on Read only mode. Virtual Library Collections(Articles/Sites) can be directly viewed from any node provide Internet facility is extended to that node.

**Help:** On line Help for Libsoft operating procedure. Detailed steps for each operation can be availed by pressing Help key F1.

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## Annexure-II

### Cost details for supply and Installation of LIBSOFT


Options	Scope of Work	Price (RS)	Discount	Total (RS)
1	LIBSOFT 10.0.0 Web Version additional Center License	55000.00	.00	55000.00

### Terms and conditions:

1. Software installation at one location. Training will be given at one location.
2. Data porting from MS Excel to Libsoft (SQL Server) is free for onetime only.
3. Version updation will be supply at free of cost (with the same version)
4. One Year Free maintenance from the date of purchase. AMC charge applicable after one year.
5. Environ software Pvt. Ltd. Is not responsible for any data loss due to virus or hard disc damage.
6. Extra Sales Tax (VAT) 5.5%
7. Mode of payment: 50% advance, 50% on delivery and satisfactory installation.

\* For Online Demo please visit <http://www.libsoft.co.in/>

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