DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES.

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Department 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 2nd 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.

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 2nd 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.

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: dscdslibrary@gmial.com	

02	Ms. Divya. M. S Library Asst. D.L.I.Sc., B.Com., e-mail: msdivyashree935@gmail.com	
03	Mr. Puttaraju. L Junior Asst. (B.Com.) e-mail: puttu_dsi@yahoo.co.in	
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

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.

<u>Library Resources</u>

The total collection of library resources as on As on 30th August 2022stands 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 2021	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	http://www.jaypeedigital.com/	IP Based
02	Elsevier Clinical key database	Dental/ Medical	1130e-books 675 e-journals	https://www.clinicalkey.com/#!/	IP Based
03	Wiley-online library	Dentistry	26. e-journals	http://www.wileyindia.com/Wiley_Online_Resources/HELINET/RGUHS-HELINET%20Consortium.html	IP Based
04	Proquest	Dental/ Medical	1946 e-journals	https://search.proquest.com/health/	IP Based
05	Springer	Dental/ Medical	3403 e-Books	http://www.rguhs.ac.in/digitallibrary/Springer%20e-books.html	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

PROCURMENT 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 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

Security System in Library and Information Centre:

There are 04 close circuit cameras around the library and information Centre which prevents lossof 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 2nd 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.

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.

Journal 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 meat 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 latestedition or pay double the cost of the book after getting permission from the librarian.

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.
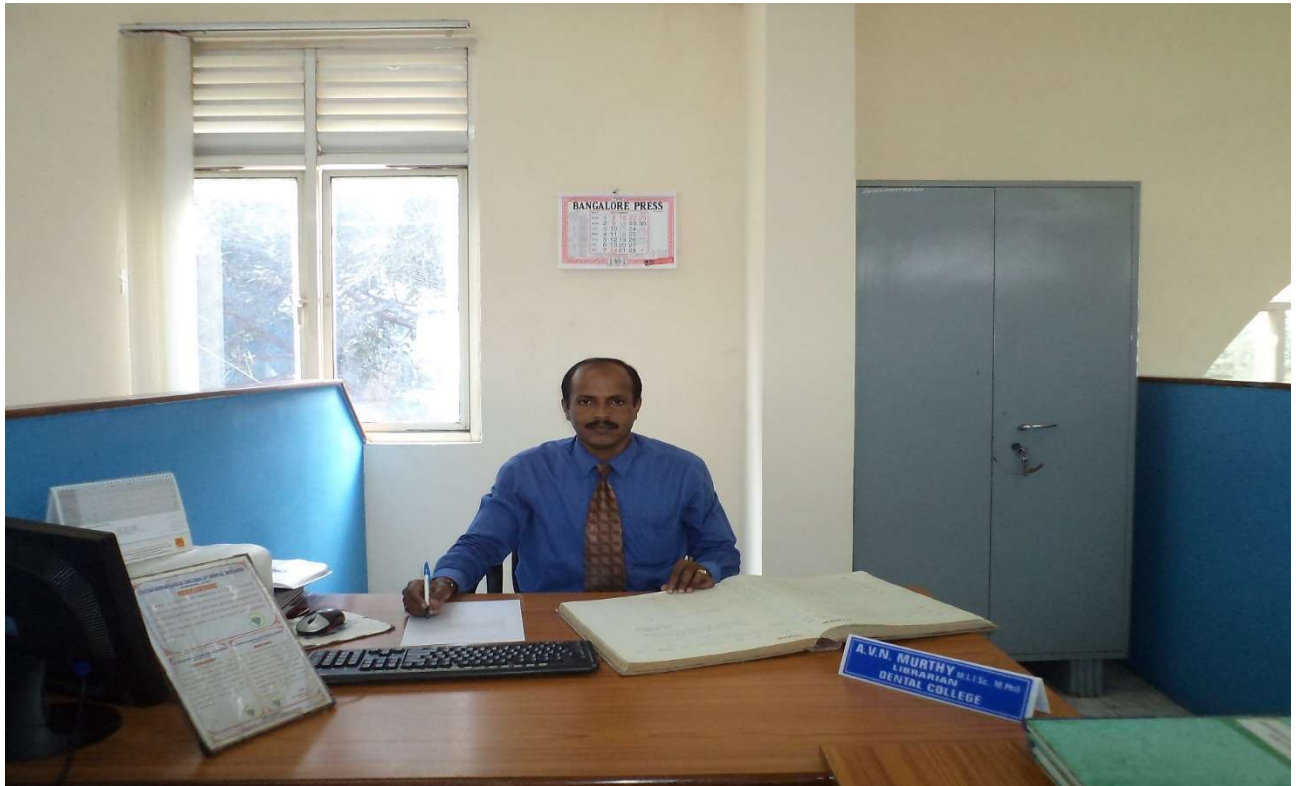
Library Orientation:

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.

PHOTOGRAPHS OF THE LIBRARY AND INFORMATION CENTRE

PRINCIPAL