LIBRARY AND INFORMATION CENTRE

POLICY MANUAL

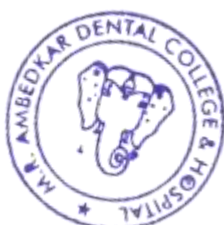MATHRUSRI RAMABAI AMBEDKAR
DENTAL COLLEGE & HOSPITAL
(Founded by : Ananda Social & Educational Trust)
ISO 9001:2015 CERTIFIED
Affiliated to Rajiv Gandhi University of Health Sciences
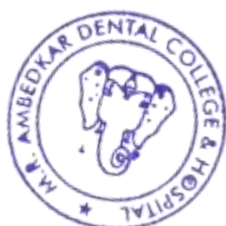Recognised by Dental Council of India
1/36, Cline Road, Cooke Town, Bengaluru - 560 005
Ph: 080 - 2546 0747   www.mradc.in

INTRODUCTION

The base for the library, the knowledge hub of Mathrushri Ramabai Ambedkar Dental College and hospital had been laid down by Ananda Social Education Trust and Dr. B.K.Venkataraman & Dr. K.S.Ganapathy 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 1986. With dynamic changes towards positive fruition as the College Library and its service is enhanced by its extensions in the Faculty of Dentistry.

Our library's primary mission is to seamlessly integrate information support with educational activities, fulfilling the needs of the college's academic community and those from other institutions who rely on our resources. The library's operations encompass both Academic tasks—such as resource selection, technical processing, material organization, reader services, and staying current with new developments—and administrative tasks, including material acquisition, bill processing, and budget management. To maintain consistency in daily operations, a Library Manual is essential.

The library is equipped with modern amenities, including e-learning tools, internet access, and a wide array of web resources such as online journals and e-books. We offer an expanding selection of databases accessible through the campus network, in addition to the e-resources we subscribe to. All library services are fully automated to meet modern standards, with a completely computerized collection accessible via OPAC. The library is also equipped with Wi-Fi and enhanced security through CCTV surveillance.

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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.

MISSION

To provide high quality of scientific information resources and services to support the research and development of the Institution.

OBJECTIVES

- 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 Library Information Centre 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

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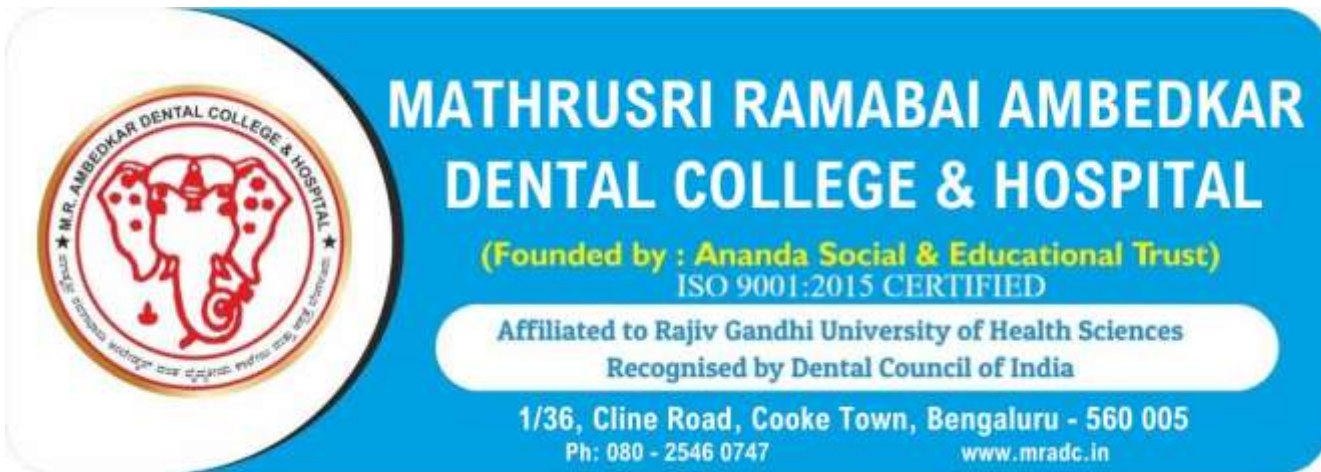
LIBRARY ADVISORY COMMITTEE:

The aim of The Library Committee is to ensure smooth functioning of the library and coordination with management, faculty members and students. It functions as a channel between library and its users.

Responsibilities includes

- To assist the librarian in formulating library policy

- To look after general maintenance of the library in terms of reading material and infrastructure.

- To act as a reporting and planning committee for successfully completing library activities.

- To act as a coordinator between the library and the academic development programs.

- To effectively involve in fostering the reading habit of staff and students.

- To recommend/ justify/ sanction/ approve – withdrawal and weeding out of outdated material to the competent authority for final decision in the matter

- To promote the library's role and enhance its effectiveness in the educational process.

- To support researchers for their research activity.

- To work towards improvement and modernization of library.

- The librarian should continuously monitor the budget, new arrivals, number of journals/ e-journals, internet connectivity of library e-journals as per RGUHS / DCI requirements.

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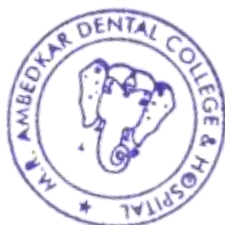DENTAL COLLEGE & HOSPITAL
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- The maintenance of stocks, reference section, new arrivals be regularly carried out and monitored. It should arrange book fairs periodically for students and faculty.

- To prepare library web page with the help of website and automation committee. Library catalogue search interface, journals and their login procedure, list of books, availability oof e-books, tie-up for online digital resources, sharing of NPTEL resources, list of books purchased in the last three years, names and contact details of committee members, etc. shall be made available in the library webpage.

- Registration of students, monitoring, uploading of student data for scholarships in NPTEL website in SPOC (single point of contact) login shall be looked after. Sharing of NPTEL course material on LAN by local server with students shall be implemented.

- To conduct periodic meetings and the minutes of meeting, considerations, discussions, recommendations adopted and action taken reports of the committee meeting to be reported to the chairperson.

The Library Advisory committee will be headed by Dr Pradeep P R. - Principal of the college. The HODs of all departments will be advisors.

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SPACE

Library and Information Centre occupies plinth area of 11,200 square feet. It is having separate Reading Rooms for under graduate and post graduate students, with seating capacity of 132 seats. It is also having separate internet section. There is sufficient space for further expansion.
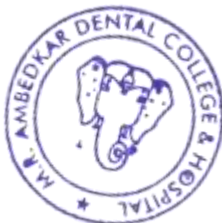
STAFF DETAILS

Mr. S. ODESH, B.A., M.LiSc- Librarian

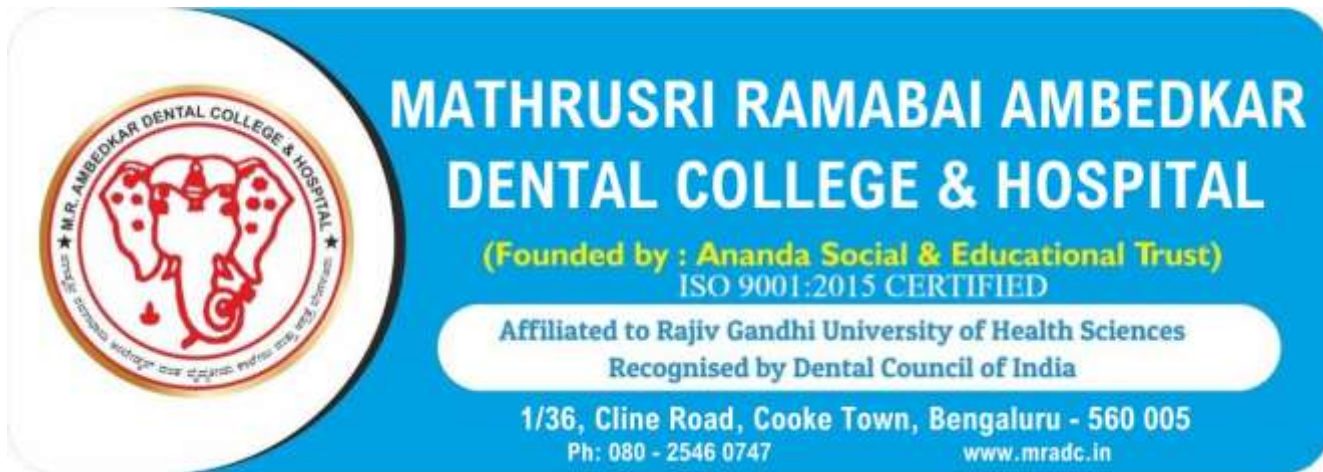Mr. CHENNAKESHAVA, BSc., M.LiSc– Assistant librarian

Mr. R. PRAVEEN - Xerox Operator cum Attender

WORKING HOURS

Monday to Friday 09.00 AM to 08.00 PM (During Examination up to 09.00 PM) Saturday 9.00 AM to 5.00 PM

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INFRASTRUCTURE

Library information centre has the following sections

- Librarian room

- Undergraduate Section

- Postgraduate reference Section

- Staff and postgraduate Section

- Book rack sections

- Journal section

- Newspaper reading section

- Own book reading section

- Photocopy room

- Binding section

- Borrowing section

- Digital library section with 12 computers for providing surfing facilities

- Reprographic section that provides copies from the documents for the users on demand
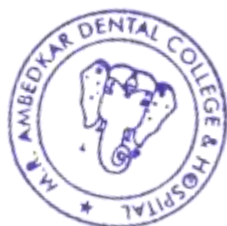
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LIBRARY RESOURCES

SL. NO	Types	Total Number
1.	**Books** Textbooks e-books Dictionaries	 6443 192 44
2.	**Journals** International National e- journal	 53
3.	CDs	254
4.	User computers	13
5.	Printer	2
6.	Photocopy machine	1
7.	Audio visual cassettes	32
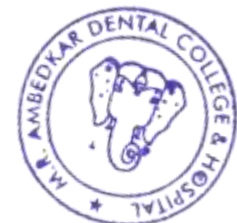
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Our college is a member of HELINET consortium of RGUHS (Rajiv Gandhi University of Health Sciences) since 2004, by making initial payment of Rs.500000/- towards our College Membership, during January 2004.

RGUHS developed the Digital Library and information centre for identifying, procuring, storing, processing, disseminating the Scholarly information resources in the field of Health Sciences by minimizing the cost of recurring expenditure in the libraries of affiliated colleges and conceptualized the **Health Science Library and Information Network** HELINET for seamless access to world class Health Science Literature and Information resources, round the clock to the students, teachers and researchers in all the affiliated colleges of RGUHS. The major benefit of this consortium today is providing access to core international e-journals, e-Books and other databases. The Helinet provides access to more than 20,000+ e-Journals, 20,000+ Textbooks and Reference Books, 40,000+ Digitized UG & PG Dissertations, and Other Multimedia Resources. There are 12 computers with broadband connections in internet section of Library Information Center. The whole campus is networked through Wi-Fi Technology to share the information of Library Information Center.

ARANGEMENT OF RESOURCES

Books are classified according to a special Dewey Decimal classification scheme developed by Library of Congress Cataloguing 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

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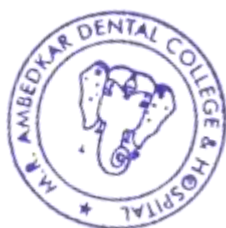
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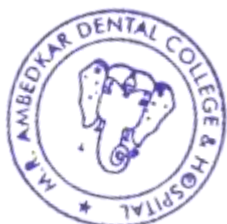Bengaluru - 560 005
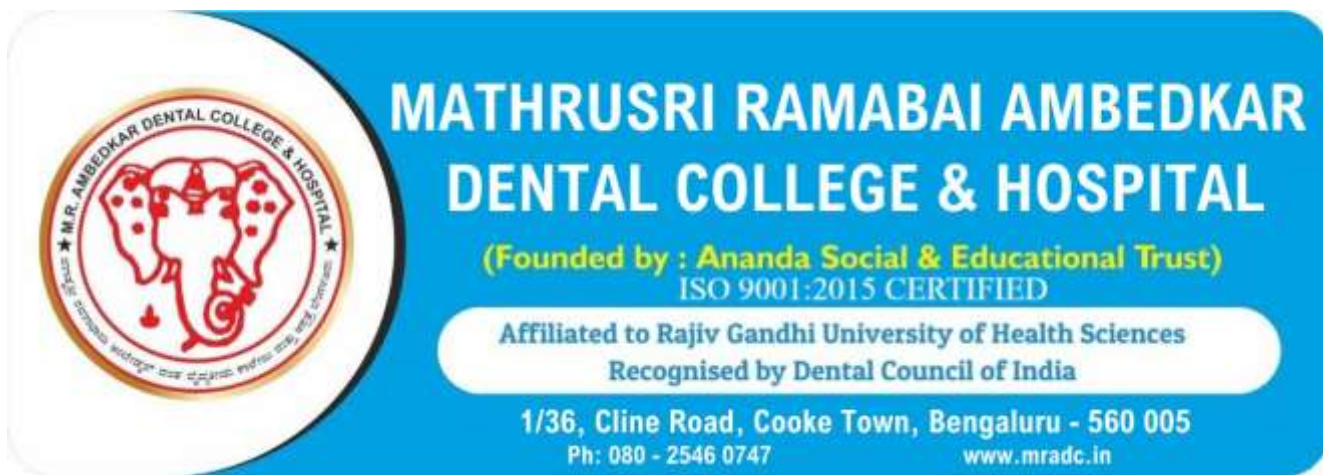
LIBRARY INTER CONNECTIVITY

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 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 Library Information Center. 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 Library Information Center; (b) if it is there, whether if is issued to other user, the same can be reserved by either informing or sending e mail to Senior Librarian.

Since Databases in Library Information Center are constantly updated as and when new documents are added. Our users can have quick access to latest information either by visiting Library Information Center or from their departments because our whole campus is networked through Wi-Fi technology. All most all the functions of Library Information Center 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 Library Information Center are automated.

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

It maintains the details of the membership, payment and programs. Web OPAC is web-based application and will work intranet and Internet servers. We can search the library current material globally-With in the campus and outside of the campus. Another feature is viewing new arrivals with past three month's data. It will support for opening by individuals with their own ID and Password. They can view their own transaction details and session details. It has two searches as basic search and advanced search. With the advanced search we can get unique title collection.

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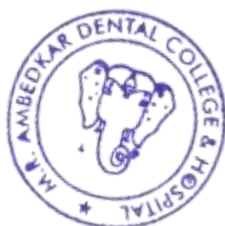**MATHRUSRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL**

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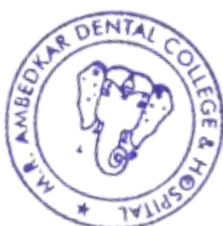Recognised by Dental Council of India

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Libsoft 12.0.0 Features :

- Single Server with multiple Centres at many locations.
- Import / Export data based on MARC Tag format through Internet. You can upload and download MARC tag with any library.
- Virtual Library concept is available.
- "Dailies Register" pattern changed and made easier. New form Dailies Cost Master is introduced to store the price details of dailies
- Display of the Library Collection like No. Of Titles (Books), Volumes (Books), Journals Titles, Magazines, CDs etc with centre wise.
- Announcements (News) will be displayed to all members in individual member web OPAC account.
- Using advanced search we can search all details of materials showing by no of title, Author details, availability status and whole details of the particular material.
- You can do circulation with bulk issues and bulk returns.
- Stock verification facility is available.
- Bar-coding for member ID in library card and materials access number can be used.

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LIBRARY SERVICES

Our Library offers a wide range of resources which are listed below:

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. Helping in access to e-journals and e-books from HELINET
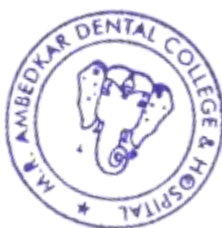
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FEED BACK

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. Aqua guard which is a water cooler-purifier is installed for the benefit of the students and faculty members

2. The Library Information Center gives incentives by way of annual Awards to the students and faculty members for making maximum use of Library Information Center.

3. The Library Information Center provides training for Basic Computer concepts, information retrieval. Database search and searching e-journals and e books from HELINET to the users.

STOCK VERIFICATION OF LIBRARY AND INFORMATION CENTRE

Stock verification of the Central and Department Library will be conducted every five years by the team members appointed the Principal of the college and submit the report to the Principal.

SECURITY SYSTEM IN LIBRARY AND INFORMATION CENTRE

There are 10 close circuit cameras around the library and information center.
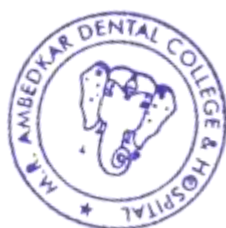
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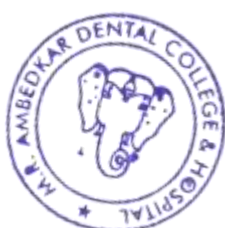Bengaluru - 560 005

ACQUISITION OF BOOKS

Books exhibition will be conducted once in a year for three days for selection of Books to the Central and Departmental Libraries. Some of the reputed Vendor and Publishers such as CBS Publishers & Distributors., M/s. Jaypee Brothers (P) Ltd., Ahuja Book Company (P) Ltd., Bangalore., Vikas publishers etc., are informed to bring latest, newly published textbooks and reference books. All the available books are displayed according to subject wise. All the departmental HOD'S and Faculty members visit the exhibition Centre and review the content of the Book and finally recommend the Books.

Approval Basis: We receive a book list from department HODs, and existing stock is being checked and before ordering we conduct HODs meeting in the presence of Principal, Library Committee members, and then we select textbooks and reference books. After selection we order the selected books.

ACQUISITION OF JOURNALS

Every year we write a letter to the Head of the Institution, regarding renewal of Journals or addition of new Journals for the academic year on the basis of opinion of the Head of the Institution. Our Head of the Institution conducts meeting with all department HODs, Library Committee members and finalize selected Journals list, call for the quotation from reputed Vendor or Publishers placed. After receiving the quotation, our Institutional head requests our institution's Governing council for sanction of amount for renewal Journals. Once the amount gets sanctioned, our Institutional head orders the Journal.

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CIRCULATION

Issue System

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

PG Students - 2 Books Per Member for the Period of 8 Days

Staff - 2 Books Per Member for the Period of 8 Days

Books will be issued on presentation of the library card. Staff and 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 Principal.

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.

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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 staff and 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 require 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 free UG and PG for the full duration of course. Members of the book bank will be issued 5 textbooks for each semester. Book shall be returned within two days after the theory examination, otherwise a fine of Rs.5/- per day will be charged.
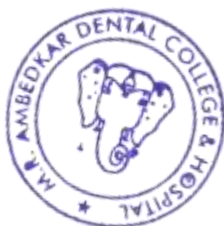
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Reference section

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 meat only for reference within the library.

Reprographic Section

Reprographic services in Library such as Xerox, Printouts are provided at nominal charges to staff and students.
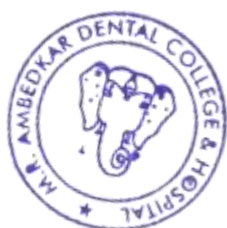
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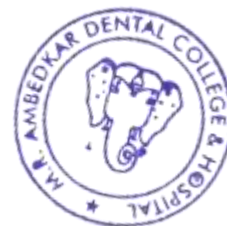(Founded by : Ananda Social & Educational Trust)
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LIBRARY RULES AND REGULATIONS

- 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 Staff and Post Graduates 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

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INSTITUTIONAL MEMBERSHIP

We have institutional membership of

- HELINET (Health Sciences Information Network) of RGUHS- Digital Library.

- National Digital Library of India

- SWAYAM

- NPTEL

- EIS Digital campus

- e- Pathshala

- e- Shodh Sindhu