

**BHARATI VIDYAPEETH (DEEMED UNIVERSITY) DENTAL COLLEGE
& HOSPITAL, PUNE**

LIBRARY COMMITTEE

STANDARD OPERATING PROCEDURES FOR THE LIBRARY

"If you have knowledge, let others light their candles at it."

Margaret Fuller (1810-1850)

BVDUDCH Library aims to provide a conducive environment for knowledge gain and access to a wide range of intellectual reading material for all students and faculty.

The BVDUDCH established its library in the year 1989. The library has an excellent collection of over 10101 volumes and 3887 titles. The library has a extensive collection of Dictionaries, Reference Books, Textbooks and other General books. The library is also subscribing for more than 52 Journals.

It is home to a fully integrated range of reading material related to Dental and allied subjects and has a plethora of literature available both in the form of books and on a virtual platform. Multiple copies of text books ensure that resources are easily available in reference section besides, it provides lending of books and journal back volumes, photocopying, CD/DVD and Internet services, etc Library has adopted an open access system. Library with multimedia facility (20 Systems) accesses the e-Journals, e-books, and other open access system adopted only for staff and post graduate students. Library is fully computerized using KOHA software, ClinicalKey Wiley online library database subscribed by institute. The Students and staff can access the library resources by sitting at Department through remote access.

LIBRARY COMMITTEE

The library advisory committee has a representation of Principal, Head of the department, teaching staff, student representatives and the chief librarian.



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The committee is responsible for:


- Obtaining approval of funds for the purchase of text books, reference books and to subscribe for printed journals and for E- resources from the University authorities.
- Providing suggestions and guidelines to design the activities of the library as learner center, depending on the needs of the users.
- To monitor the procurement of library collection to add to the latest books, journals, magazines, CDs, DVDs, etc. to make the library more effective as a learner center.
- Conducting stock verification of books present in the library and submits a report to the principal.

The committee conducts regular meetings wherein feedback from staff and students are considered. The demands, suggestions from the faculty and the student are invited. Necessary modifications in new text-books, journals purchases are made as per requirements. In the Academic year 2022-23 the Department of Conservative Dentistry & Endodontics has been given the onus of representing the Library Committee.

PURCHASE OF LIBRARY BOOKS:

STEP: 1. Standard Operating Procedures of Approval for the Book Purchase.

1. A letter is issued from the Central Library to all the HODs of the departments to raise their requisitions for books based on the syllabus which is to be to the library within a stipulated frame of time of two weeks.
2. Recommendations proposed by the HOD'S of each department are checked by the Library staff for duplication if any, availability, edition, etc.
3. Approval is taken for the recommended books by Librarian and approximate expenditure amount are reported to the Principal/ competent authority.
4. Finally sanction is taken from the Purchase committee (Head Office) of the college for


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purchase.

STEP: 2. Order Placement and Physical Verification of Purchased Books


1. Placing the order of books satisfying the terms and condition of the library.
2. Submission of Challan by vendor along with the books.
3. Physical verification and checking of books received against the order.
4. Submission of bill by vendor to the college.

STEP: 3. Processing of the Bill

1. Accessioning of books in the accession register of the Library.
2. Classification, cataloging, data entries is done in the library software and it, along with the book processing is managed by the Library Staff as per AACR2
3. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

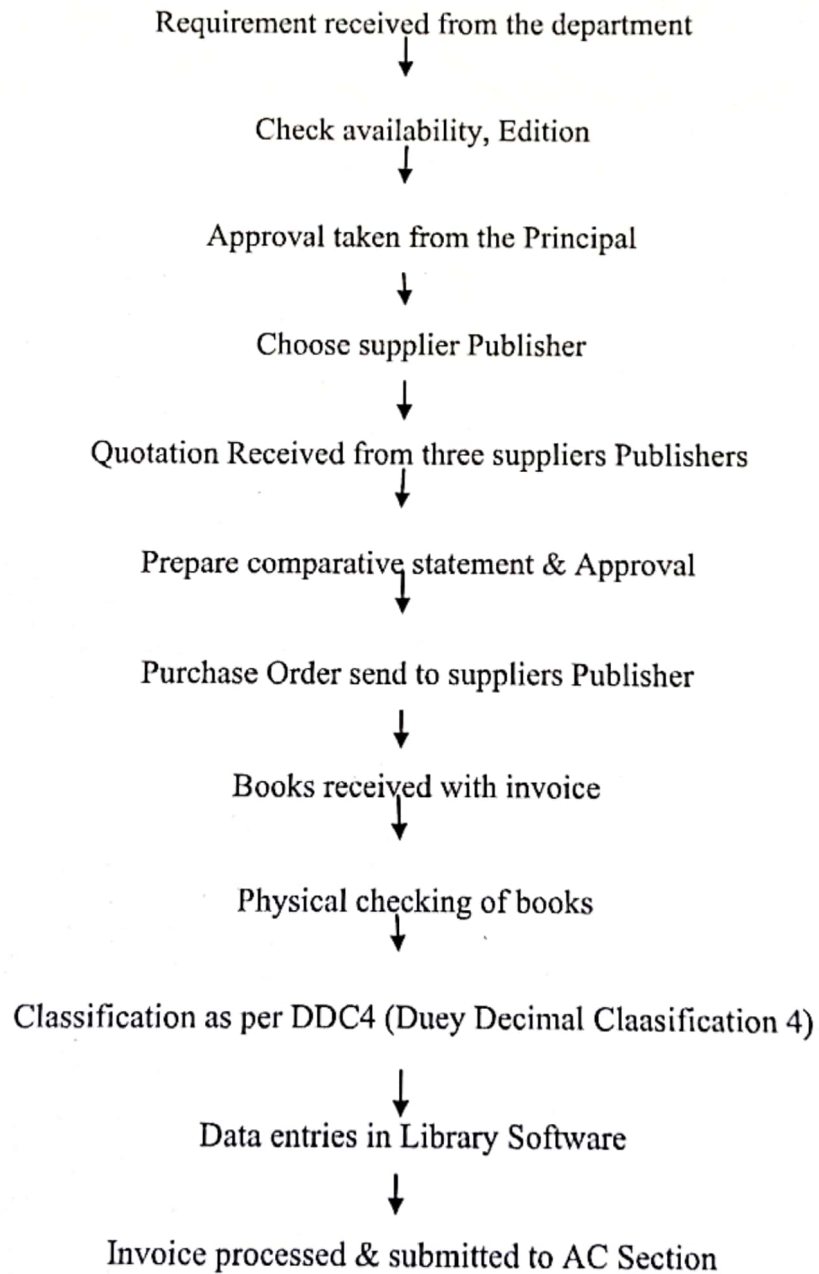
STEP: 4. Technical Processing


1. The books are stamped with library stamp for identification as library property.
2. Physical Processing of the books including pasting of due date slips, placing the bar-coded tags, numbering and stamping is carried out.
3. The books are placed in the appropriate departmental shelf in the Library and the CDs DVDs are placed in the technical section.


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4. The books allocated for Department Library are then sent to the concerned department which In turn maintains an individual record of books in their respective departmental library.

Flowchart for purchasing of library books




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STANDARD OPERATING PROCEDURES OF ADMINISTRATION

1. The library formulates certain Policies, Guidelines, Rules and Regulations, Terms and Conditions. for the smooth functioning of library affairs. These are amended from time to time as and when any development takes place.
2. The library manages the registers and files to maintain library records.

Planning, Implementation of Library Policies and Practices

1. Devising, making and framing of Library policies is the most important/core job of the Librarian and his supporting staff, and putting these policies in practices with the approval of The Principal, for achieving some goals, in order to keep the Library staff, services, collections more and more user oriented and to keep the Library on standardized state/National level.
2. Get the instructions in written from the Principal.
3. Make the plan to implement with consultancy of Library Section In-charge

STANDARD OPERATING PROCEDURE FOR BORROWING OF BOOKS:

General Rules

- College Identity card is a must. All users should enter their name and sign in the Library reading hall register on arrival and departure.
- Laboratory work and group discussion are not allowed.
- Damage to the library property is punishable.
- Outsiders are not permitted.
- Eating & drinking is strictly prohibited.
- Under no circumstances any indiscipline, noise or other disturbances will be allowed.



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- Strict disciplinary action will be taken on violation of these rules.

Rules for Home Issue

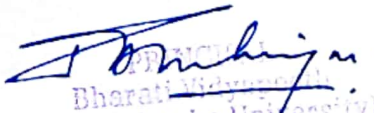
- First year BDS and MDS students should submit five copies of photographs within 15 days from date of commencement of academic session for ID Card & Borrower tickets.
- Identity card and borrower ticket should be renewed every year within 15 days from date of declaration of exam result or commencement of academic session.
- **For transfer Internship student Rs. 1000/- membership charges.**
- Books will not be issued on other's card.
- Books are an important learning resource & should be handled with utmost care. Borrowers should not write anything or underline in the book & should not fold or tear pages.

ELIGIBILITY FOR BOOK ISSUE:

BORROWER	NO. OF BOOKS	DURATION
BDS I and II Yr. Students	ONE	ONE WEEK
BDS III and IV Yr. Students	TWO	ONE WEEK
MDS Students	THREE	TWO WEEK
Dental Surgeon/ Internship	ONE	TWO WEEK
Teaching Staff	TWO	TWO WEEK


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- Only one book can be borrowed on one borrower ticket for home issue or reference in the library reading room. Books borrowed for reference will not be taken from outside the library.
- **If books are not returned within the prescribed time limit, a late fees of Re. 1/- Per day per book will be charged up to one month from the date of book issue, after that Rs.10/- Per day will be charged as a late fee. If the book/ books is damaged by the Borrower the Binding charges will be charged Rs.150/- Per book.**
- In case of loss of a book by a borrower he/she is required to replace the same with a new copy within one month or a penalty of one & half times the book cost and late fees will be recovered. Borrower cards shall be with held till penalty is paid or book replaced.
- Reference books, Journals & periodicals are not for home issue.
- The library membership will be canceled if a borrower does not abide by the rules of the library.
- In case of loss of I card or borrower ticket the student should pay Rs.200/- each for Duplicate card after receiving the application through Principal.
- If I card & borrower ticket should not be renewed within 15days after declaration of result commencement of academic session Rs.200/- will be charged as a late fee.
- Open access for Staff and P. G. Students only.
- For open access I card is must.
- Belongings are not allowed in stacking section (eg Laptop, Bag, Purse, files, personal Books etc.) Photocopies of Journals will available next day of the advance payment receipt.


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- Photocopies of library Books is not allowed.
- Student should submit their books in time which were issued for reference or for reading in Library.

Library Theft:

1. In case of any theft from library users, the librarian will send written report to the Principal through the Library committee.
2. Until the decision is made and communicated by the committee the membership of concerned person will stand suspended and on repeated occurrences even terminated.
3. In case of misbehavior by any library users with library staff the Librarian will fix the fine to defaulter, after hearing the both sides.

Standard Operating Procedures for Orientation and Information for Students

1. The Orientation Committee conducts orientation and information awareness programs for newly admitted students at the beginning of their course, and for employees as and when they join the institution.
2. Briefing introduction about the basic structure of the library building, facilities, collection, technology and services is the foremost job of briefing to visitors about Central Library.

Standard Operating Procedures of Journal Subscription

- As per minimum mandatory requirement of E –Journals and print journals for each department the HOD of each department creates a list of proposed journals for subscription for their respective Department.

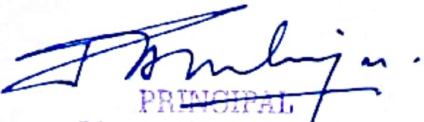
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- On receiving the list of proposed journals for subscription the Library Committee holds a meeting to verify and creates a list of possible journal subscriptions to the Principal.
- Once Principal approves and recommends the journal for subscription the final list is sent to the Librarian who will get the quotations from vendors.
- The Principal, will forward this application along with quotations to the Head Office for sanction.
- The sanction once approved within a time period of 3 months the subscribed journals, e copies are available through the institutional login ID.
- The institutional subscription is available at institutional IP address through open access and also remote access can be procured for the same.

Standard Operating Procedures of Conducting Minutes of Meetings:

Library Committee (LC) Meetings: The library drafts the policies, guidelines, rules and regulations, terms and conditions or amendments, if any from time to time. These are reviewed in LC meetings and after recommendations of the LC members; the same are submitted to the competent authority for the necessary approvals. Chairperson -LC, to approve the agenda(s) to be raised in the library committee and to preside over the LC meetings. Librarian performs the following activities.

- 1 Library committee meeting is held on a quarterly basis.
2. Identify the agenda points with the discussion of the Chairperson.
3. Call upon the Library Committee meeting as per the date, time and place convenient to most of the members
4. Compile and put-forth all information, facts, and documents to Library Committee related to agenda points


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5. Prepare draft MoM (Minutes of Meeting) based on the discussion of the Library Committee members within 7 days of the meeting date.
6. Share MoM among LC members and incorporate suggestions of LC member's, if any
7. Finalization of MoM within 15 days of the meeting date
8. Discuss Points approved by Chairperson of Library Committee.
9. After approval, draft a letter to Principal for further action.

Managing Book Exhibition & Librarian Day

1. Managing book exhibition, of well-known vendors, one time in a year especially during the start of fresh batch should be held for the witness of students, teaching staff and for collection development of the Library.
2. Celebrating Librarian Day on th 12th August of each year which marks the birthday of Professor Dr. S.R. Ranganathan..
3. The Library Staff and Library Committee will be responsible for arranging the book exhibition.


Standard Operating Procedures for Binding (Books & Journals)

1. Select Books Journals for binding.
2. Make a list of Books Journals for binding.
3. List of Books Journals for binding approval by Principal.
4. After approval call to appointed binder for receiving books journals.
5. Give the books with list to binder for binding.
6. Binder follows up.
7. Receiving & Checking of binding books Journals.
8. Submission of bill by Binder to the Library.
9. Bill is processed and submitted to accounts section through principal for release of payment.


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.Overall maintenance of Library Building, Materials and Equipments

1. Taking care of Library building, equipment and materials is the core responsibility to be felt by all Library staff section incharge/s. Maintenance of building, equipment and materials is very important and if there is any damage loss observed it must be brought to the notice of the maintenance department by putting written Note through Librarian.
2. After sending letter to the concerned department, if no action is seen for couple of days or week then reminder, of the already sent letter, must be sent having comments of the Librarian.
3. Also continuous follow up should be conducted by phone calls visiting the concerned office until the problem matter is solved.
4. The inventory record will maintain for all the outgoing library resources and equipment.


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