

**4.3.2. Total number of textbooks, reference volumes, journals, collection of rare books, manuscripts, Digitalized traditional manuscripts, Discipline-specific learning resources from ancient Indian languages, special reports or any other knowledge resource for library enrichment**



**PRIYADARSHINI DENTAL COLLEGE & HOSPITAL  
LIBRARY POLICY**

**VERSION: 03**

**DOC NO: PDCH/LIB/11/2022**

**DATE OF ISSUE: 08/11/2022**

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**Priyadarshini Dental College & Hospital**

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## LIBRARY POLICY

### WORKING HOURS:-

08. 00 AM TO 08.00 PM

### PREAMBLE

The PDCH library policy provides insight into the vision, mission of library services and usage rules for students and staff that facilitates to use library resources methodologically.

### VISION

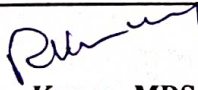

To provide knowledge and recent advanced information to staff and students through various learning resources that helps in overall development of community we serve.

### MISSION

Our mission is to provide easy access to books and periodicals to staff and students of PDCH in order to facilitate teaching and learning with recent advances and state of art information.

### OBJECTIVES

- 1.To collect physical books, electronic books and journals that develops the library collection.
- 2.To be in service of students and staff of PDCH.
3. To inculcate the habit of learning among students and academic personnel of PDCH.

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**LIBRARY COLLECTION DEVELOPMENT**

1. All the textbooks, reference books and other learning materials (periodicals, handbooks etc) will be bought related to the syllabi of The Tamilnadu Dr MGR Medical university, Dental Council of India and also those recommended by heads of department.
2. Library will also procure credentials for accessing online databases related to journals.

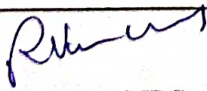

**WEEDING POLICY**

Weeding outdated books will be carried out by a committee after approval by principal of the institution.

**LIBRARY USAGE POLICY -**

**GENERAL LIBRARY RULES:**

1. It is mandatory for students and staff to produce identity card at the library entrance to use the library.
2. All members should mark in and out timings in library register.
3. All members should refrain from using mobile phones in library and mobile phones should be switched off or silent mode, as library is one of the “mobile phone free zones in the campus”.
4. All members should maintain silence in library and no discussions are allowed with colleagues or other members in library.
5. No edibles are allowed inside the library and consuming edibles inside the library is strictly prohibited.

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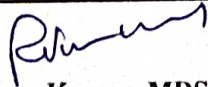



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6. All members should deposit their belongings at the depository near reception as no bags, folders are allowed inside the library.
7. All reading materials should be returned without any damage or markings.
8. No student member will be allowed inside the library during lecture hours without permission from teaching faculty.

**BOOK ISSUING RULES (FOR STUDENTS):**

1. All student members should produce library membership card for library materials to be issued.
2. No reference books, magazines, counter copy books are issued as they are allowed only for reference in library.
3. Student member is responsible for lost or damage of issued materials in which case payment of material cost or replacement of material (latest edition with bill) along with fine will be demanded. (based on librarian's discretion)
4. Issued reading materials should be returned in prescribed time mentioned below, failing which, will attract fine of 2INR /day. (Two Indian rupees per day).

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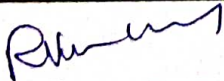

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<b>CATEGORY</b>	<b>NO OF BOOKS ALLOWED</b>	<b>RETURN WINDOW</b>	<b>FINE APPLICABLE</b>
<b>UNDER GRADUATES</b>	3	10 DAYS	02INR/DAY
<b>POST GRADUATES</b>	4	15 DAYS	02INR/DAY

5. All student members should return issued books, replace the damaged or lost books and clear all pending dues at the end of academic year and get no dues certificate for obtaining hall ticket.
6. Loss of library membership card should be reported to library staff in written format immediately.
7. Any misuse of library membership card will result in strict disciplinary action

**BOOK ISSUING RULES (FOR TEACHING FACULTY): -**

1. Reference books are not to the members.
2. Markings, writings on issued books are prohibited.
3. The books will not be issued to the person who is having someone else membership card.
4. All staff members should return, issued books personally in its original condition
5. Issued materials should be returned in the below mentioned time.

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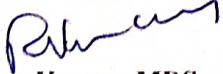

<b>CATEGORY</b>	<b>NO OF BOOKS ALLOWED</b>	<b>RETURN WINDOW</b>	<b>FINE APPLICABLE</b>
<b>TEACHING FACULTY</b>	1 TEXT BOOKS	ACADEMIC YEAR	NIL
	2 BACK ISSUE JOURNALS	10 DAYS	NIL

**LIBRARY BUDGET: -**

At the beginning of every academic year, the library committee will convene to allocate budget for library. with the allocated budget, purchase of journals, e- journals, renew memberships, new edition books, computers, furniture, electrical fittings, copier, scanner, CDs, DVDs, External HDD etc. will be made.

**LIBRARY INTERNET/E-RESOURCES USAGE POLICY**

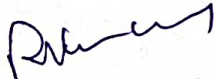

No book or journal will be allowed to download using VPN, proxy servers, private firewalls. and usage of tunnelling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in library. indulging in such activities will lead to strict disciplinary action.

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