



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with "A" Grade

Junction of NH-4 and Sion Panvel Expressway,

Sector-1, Kamothe, Navi Mumbai- 410 209

E-Mail ID: mgmdch@mgmmumbai.ac.in

Dr. Vanitha U. Shenoy
Dean.

Tel: 022- 27436604
Fax: 91-22-27433185

CENTRAL LIBRARY

LIBRARY COMMITTEE POLICY

Record of constitution of library committee and its responsibilities. The Library has an advisory committee called the Library Committee, all the members which are nominated by the Dean. Professor-in-charge to look after, also advice & guide the Librarian in day to day library activities.

Following members in Library Committee

1. Dr. Vanitha Shenoy, Dean, Chairperson
2. Dr. Srivalli Natarajan, Library Committee In charge – Professor, Dept. of Oral & Maxillofacial Surgery
3. Dr. Sumanthini M.V. Member – Professor, Dept. of Conservative Dentistry
4. Dr. Vinit Kini, Member – Professor, Dept. of Periodontology
5. Dr. R.P. Dixit, Library Advisor – University Librarian, MGM Institute of Health Sciences
6. Mr. Rajnikant Nalawade, Member Secretary – Librarian.
7. Mrs. Sheela Ghadge. Member- Assistant Librarian
8. Mrs. Sheetal Mane. Member- Library Assistant

Functions / Responsibilities of the Library Committee are as under

- Library Committee is formed of The Dean of MGM-DCH, Faculty Members, MGMIHS University Librarian and Librarian.
- Committee frame the rules/regulations, advices on Library budget & discuss the agenda as per Library Committee meeting conducted time to time .
- Committee structure the library rules which are not rigid but are flexible and suits the needs of the readers.
- Committee checks, recommends and approves materials to be acquired and renewal of subscription of periodicals for Central Library.
- Management involvement in the form of final sanctioning.

ACQUISITION POLICY

The three factors namely: demand Supply and finance are mainly responsible for the success of an acquisition policy framed by the libraries. Demand and supply must be known, and finance secured. Further, men and materials required for the work need to be arranged.

PLANNING ASPECTS

The planning aspects can be grouped under the following four heads:

Ascertaining Demand

The following sources can be made use of in ascertaining demand:

- Statistics relating to book circulated from, and consulted in the library;
- Suggestion from library Staff working in the Service department;
- Suggestion from readers;
- Indents from Subject experts of departments;
- Syllabi and prospectuses of courses of studies: and
- Profiles of researchers.

Finding Resources

A good source collection may contain the following:

The demands have to be assessed in terms of their volume, value and variety.

- Trade catalogues issued by individual publishers and booksellers;
- Previews and announcements issued by publishers;
- Book reviews appearing in newspapers and journals;
- Book reviewing journals;
- Books selection lists brought out by competent bodies;
- Lists of textbooks prescribed for various courses of studies;
- Published catalogues of book exhibitions;
- Published catalogues of important libraries;
- Subject bibliographies and subject guides to selection;
- National bibliographies ;
- Comprehensive retrospective bibliographies like Book-in-print; and
- Catalogue of second-hand booksellers.

The sources have to be sorted and stored for convenient uses. Updating of the sources and weeding out of old ones should be done on a regular basis.

Allocating Funds

Proper planning of finance is basic to good acquisition work. The total budget of the library will include a separate provision of books. This amount will have to be apportioned among (a) books; (b) periodicals (print and non- print materials); (c) Binding. Once the allocation is finalized, acquisition work has to be conforming to the financial dictated by it.

Arranging Personnel

The people involved for selection process are the librarian, the acquisition staff, the subject experts and the library authority or selection committee. The document selection is not a one main job. It is outcome of good team work.

Procedure of Document Selection

- (a) Scanning: All the currently received sources should be scanned regularly. Old sources should be scanned only for specific need. The knowledge about the existing collection and about the items already selected or ordered will help in avoiding duplication at this stage.
- (b) Scrutiny: The purpose of scrutiny is to rule out the possibilities of unnecessary duplication. This is done by checking the marked items with following :
 - Items selected earlier, by checking the ‘Book Selection’ card tray;
 - Items ordered already , by checking the ‘Books- on order’ card tray ;
 - Items already received, by checking the ‘Books Received’ card tray and ‘Books –in process’ card tray; and
 - Item available in the library by checking the catalogue.

- (c) Recording: The purpose of recording is to make complete data available on each of the provisionally selected documents. The unit card should contain all the essential data elements of the selected items.
- (d) Consulting: It should be done at prescribed intervals of as and when needed for placing an urgent order. For this subject lists are typed out from the cards in the “Books Selected” tray Each list should be forwarded to the concerned subject expert with the request that he should return the list after considering every item and marking his specific recommendation as to whether “approved, “rejected” or “deferred”. Rejected card should be removed and disposed off. Cards relating to “Books Approved” should be kept separately. Cards belonging to the “deferred”. These items can be presented again to the experts whenever it becomes necessary.
- (e) Indents Passing: As and when indents are received from experts or departments they must be subjected to the process of scrutiny Items found already available in the library or on order should be scored out unless additional copies are recommended Clarification on this point can be sought from the indenter. The following details be should be included in the indent Noting Form:
- Number of items recommended:
 - Number of items already available or on order;
 - Number of items recommended for additional copies ;
 - Estimated cost of items neither available nor on order;
 - Estimated cost of items to be duplicated’
 - Total estimated cost;
 - Total allotment for the subject/ department;
 - Amount already appropriated ;
 - Balance amount available ; and
 - Remarks, if any.
- In the light of the above financial report, the indenter would be making suitable adjustment in the items intended or reconfirm the indent.
- (f) Sanction Obtaining: For this purpose, separate lists have to be typed out for Subject of categories of documents as per the classification in the Budget Allocation. Necessary Financial report should be prepared to accompany the lists including the total estimated cost, total allotment in each case amount already appropriated, and balance budget available. Sanction is obtained for each list. If any alteration or deletion is made in the same should be entered in the respective cards also.

Procurement of Document

Once the selection is finalized, the library has to proceed with the procurement of documents. Although the selected document can be procured by several means such as: gift, institutional membership, deposits, exchanges and purchase. Here we will elaborate how to purchase the selected documents.

Choice of the supplier and ordering Methods

The different practices followed by libraries in the choice of the supplier and effecting supplies are:

- i. Inquiry/Tender Method
- ii. Quotation Method
- iii. Standing Vender Method
- iv. Book-on-Approval Method

- v. Open purchases
- vi. Direct Ordering with Publishers

In the context of acquisition policy of MGM, the points stated above at sl. nos. (i), (ii), (iv) and (vi) have been discussed as follows:

Inquiry/Tender Method

In inquiry or tender method, every book list of finally selected items is circulated among a number of booksellers who are invited to quote their lowest prices for each item. The order is placed for each item with the firm offering the lowest price.

Quotation Method

In this method, quotation are invited for various categories of documents along with trade discounts admissible in each case, and the conversion rates in the case of foreign currency prices. This is done usually prior to the beginning of the financial year. The supplier for each category is fixed finally on the basis of the most economic terms offered

Book-on-Approval Method

It is applicable on purchase of few items having latest information in the area of requirement.

Direct Ordering with Publishers

This has definite advantage in the case of foreign publications, provided the publishers have their representative or wholesalers in the country. The publication can be purchased directly from them availing maximum discount. Moreover, if publications are to be purchased direct from the publishers, there is no need to call any quotation etc. as they would offer maximum discount which is applicable to retailers/booksellers.

Guidelines

A balanced acquisition policy should be adopted keeping in view the number of users in a particular subject. A record of visitors with their specialty and demand should be maintained to help in a balanced collection of publication on different specialties.

The library committee should formulate basic guidelines for collection development in the library keeping in view the aims and objective of the concerned intuitions/universities/colleges. Thereafter, the librarian should be authorized to purchase the latest publication according to the guidelines issued by committee. This will facilitate the constant flow of publication in the library as and when they are published or available in the market. The following guidelines are required to be applied for the success of acquisition policy;

- a) On ascertaining the demand, a list of document may be prepared in consultation with the subject experts. All details such as; number of copies required/recommended by the respective HODs/Department/Faculty/Student etc. may be recorded on the indent sheets. Proper justification of the concerned authorities/requesters may be noted, if multiple copies are to be procured of particular item.

- b) To ensure the correctness of title, author, year of publication, volume, edition, publishers and ISBN number etc. various reference tools may be consulted (see: 2.2: finding resources). Proper scanning and scrutiny be undertaken to rule out the possibilities of unnecessary duplication (see item: 3 Procedure of Document Selection).
- c) Total cost involved on acquisition of requested document be pointed out. It may be ascertained that funds required for the acquisition, should not exceed to allocated funds under the Head: Procurement of Publication for the biennium.
- d) A final list documents with availability of funds be prepared and put up before the library committee for their perusal and consideration. The committee is supreme authority for deletion/addition of any item if warranted. If committee desires, the concerned official/subject experts may be called to seek their justification/opinion. Once the list is approved by the library committee. It may be passed on to Librarian.
- e) Usually Library Committee authorizes the Librarian for procurement of new edition/volumes in order to update the library collection. In such cases, the librarian is authorized to procure them following the established rules and procedure.
- f) Library Committee may authorize to librarian for purchasing the copies of those publications which are require to be procured in short notice for inspection purposes/users. In such cases, the calling of quotations may be waived. However it is the responsibility of the librarian to keep informed the committee about such instances.
- g) The quotation may be called applying the inquiry/tender method or quotation method (for details, see:5: *Choice of the supplier and ordering methods*) from the approved vendors for procurement of publication cleared by Library Committee. At least three quotations may be obtained.
- h) A comparative statement of quotation obtained from the vender be prepared. The three factors; availability. Latest publication, and higher discount offered be considered while approving the rates.
- i) The Good Offices Committee (GOC) exchange rates be applied for conversion of foreign currencies into Indian rupee. GOC rates are update each month.
- j) A final list of documents elaborating the net amount needed may be prepared and submitted to competent authority for sanctioning the proposed funds to be incurred on purchase.
- k) Purchase authorization (P.O.) be issued as per direction of the librarian illustrating the all terms and condition. P.O. may be signed by the head of Institution or whosoever is authorized by the Library Committee/Chairman.

- l) The documents supplied by the concerned vendor be checked thoroughly to ensure the receipt of ordered items as per terms and condition stated in the P.O. the document be accessioned giving all the details as prescribed (16 fields). Call number according to Decimal Classification Scheme (DDC) be noted in the accession register against the respective title. Accession number be recorded in each book. The gross price against each title be recorded in the Accession Register.
- m) In case, prices are given in foreign currencies, G.O.C. exchange rates be applied. Accession number may be noted against each title in the bill. The bill may be passed for payment on ascertaining the satisfactory supply of purchased items as well as verification of prices and discount etc.
- n) Technical Processing of the Document acquired by the Library
 - Document be classified according to DDC.
 - Catalogue cards be prepared using AACR II (Anglo-American Catalogue Rules). Three different cards viz. author, title and subject be prepared for a document and filed under each separately in alphabetical order in Library Catalogue Cabinet.
 - Library stamp be put on each book. The stamp should not be put on print area.
 - On the title page Book number be recorded.
 - Library stamp with accession number be recorded on secret page notified by the Librarian.
 - Book slip, spine label, and book pocket be pasted at the appropriate place as per library rules and procedures.

LIBRARY RULES AND REGULATIONS

- ❖ All publications be charged at the counter and shown to janitor before taking them out of library. Copies of Periodical issues, reference and multi-volume books, recent arrivals, annual reports, thesis. CDs DVDs and out of print books are not loaned out for home readings. These are exclusively meant for consultation. Remaining publications are issued for a period of one week or as specified. On date slip. The copies of such publications are issued strictly on Borrower's Card only. Librarian may recall books at any time and borrower must return books immediately when called upon to do so. Books will be given on loan for a period of one week on Borrower Card. Books may be borrowed from 8.30 a.m.- 5.00 p.m from Monday-Saturday. (Note: A permission for students to use the MGM Medical College Central Library reading hall from 5.00p.m to 11.00 p.m on all working days has been granted by Medical Director.
- ❖ A borrower is responsible for a book as long as his Borrower Card be remain un-cancelled. Books borrower by one reader must be returned to the library to be reissued at the *Information Desk.*
- ❖ Borrower Cards are not transferable. Loss of a Borrower Card be reported to the *Information Desk* immediately. Duplicate be issued only after verification of loss and on a payment of Rs. 50/- for a lost Card.
- ❖ Borrower Cards be renewed during the period indicated by library. A notice to this effect be displayed at the *Library Notice Board.*

- ❖ Issue of books is stopped half-an-hour before the closing time.
- ❖ sending remainders to defaulters is not obligatory on the part of library. If books are not returned in due time, the borrower's card is to be marked with "X". After three such marks the library membership is to be cancelled and the concerned user as well as Head of Department be intimated accordingly. *A fine of Rs. 5.00 per day for the first two weeks and Rs. 10.00 Per day thereafter be imposed in respect of each book not returned by due date.*
- ❖ Reference and latest publications added to the library are not issued. However, as a special case, these can be issued with the prior permission of Librarian on Identity card.
- ❖ Bound volumes of periodicals are not issued. Loose issue of periodicals may be issued with prior permission of Librarian for overnight as a special case. However, *if borrowed copy of a periodical issue is lost, the cost of whole volume with fine (Rs. 500.00) be charged from the borrower.*
- ❖ Copies of thesis and dissertation are not issued. These are meant for consultation only

A. DAMAGE TO AND LOSS OF LIBRARY BOOKS

- It is Strictly prohibited to mark, detach or damage books or nay other material which belong to library. Any mark or damages to books should be reported by the students before those are issued from *Information Desk*. In the absence of such reports, the book will be presumed to be in good condition when loaned and the borrowed will be held responsible and fined for any damages observed at the time books are returned.
- The borrower will be liable to pay full cost or replacement cost of the book if damaged, and any other fee that Librarian thinks fit.

B.LIBRARY RULES AND REGULATIONS

- ❖ **SILENCE** should be observed in the Library premises.
- ❖ Library facilities are available only against the valid Identity card.
- ❖ Reader should not enter in the Library Book rack area wearing apron.
- ❖ Seats in the Library may no be reserved by anyone.
- ❖ Readers are not allowed to do joint work in reading halls.
- ❖ Readers are allowed to remove any book they require from shelves for use with in the library.
- ❖ Readers should not replace any book on shelves. They should handover them to a member of library staff.
- ❖ In case any book is not accessible on shelves, the library staff at reference desk should be consulted.
- ❖ Bags, cases, parcels and umbrellas are not permitted to be taken inside the Library. Bags and belonging, must be kept at baggage counter at the entry gate at their own risk. Library staff should not be held responsible for any losses.
- ❖ Smoking, consumption of food, drinks and the use of matches/ lighters are forbidden in all parts of the Library.
- ❖ Usage of mobile phones in library area is strictly prohibited failing which mobile phones will be taken and return only with fine of Rs 200.00
- ❖ Library will not accept any correspondence or telephone calls n behalf of readers.
- ❖ Unauthorized removals of anything belonging to library will be treated as theft and dealt accordingly.

C. *Special Attention for the following Library Rules.*

- ❖ Reader are not allowed to bring their textbooks into the library.
- ❖ MOBILE PHONES should not be brought into the library.
- ❖ Any member of the library staff may demand to see what books you are carrying out of the library. Rules of the library make it obligatory that reader should comply.
- ❖ Visitors to library are required to obtain permission from the Library staff available at Information Desk before entering in Library stacks, Reference and Recent Arrival Sections.
- ❖ Readers must produce their Identity Cards as well as Borrower Card while borrowing the books or any other time when called upon to do so.
- ❖ Any disorder or improper conduct or breach of regulations will render the reader or borrower concerned liable to suspension from the user of library facilities.

D. **Personal Belongings**

- Unauthorized removed of anything belonging to library will be treated as theft and dealt according. Library users are expected to conduct themselves in a dignified while using the library. Any unbecoming behavior will be their own risk.
- Bags are not permitted to be taken inside the Library. Bags and belonging, kept in pigeon-hole made available at the entrance gate, will be at their own risk Library staff should not be held responsible for any losses.