

**MARATHA MANDAL'S NGH INSTITUTE OF DENTAL SCIENCES AND RESEARCH
CENTRE, BELAGAVI**

DEPARTMENT OF LIBRARY

E-mail: mmnghids@gmail.com



**Dr. Ramakant Nayak
Principal**

**M.M's. N.G. Halgekar Institute of Dental Sciences
& Research Centre, Belagavi-590010.**

LIBRARY INFORMATION MANUAL

INTRODUCTION

Good as it is to inherit a Library, it is even better to collect one. Maratha Mandal's Nathajirao G. Halgekar Institute of Dental Science & Research Centre, Belgaum was established in the year 1992. The base for the library, the knowledge hub of Maratha Mandal's NGH Institute of Dental Science & Research Centre had been laid down by Late Shri. Nathajirao G. Halgekar and our President Madam Smt Rajshree N. Halgekar .

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.) Therefore, the College Library requires Library Manual for its everyday activity to follow uniform procedures.

MISSION

To provide high quality scientific resources and digital services to support learning, innovation, research and development within the Institution.

VISION

To provide seamless access to comprehensive and high quality resources and to develop a strong library to cater to the needs of the students.

GOALS

- 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 LIC 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
- Protect free access to knowledge
- Honor the past and create the future


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LIBRARY ADVISORY COMMITTEE MEMBERS

- 1 Dr. Ramakant Nayak Chairman
- 2 Dr. Vikram Pai Library In-Charges
- 3 Dr. Santosh Dindawar Members
- 4 Dr. Sheetal Kubasad Members
- 5 Dr. Deepa K Members
- 6 Dr. Aradhana Chhatre Members
- 7 Dr. Manohar Kugaji Members

SPACE

Library occupies area of 503.35 Sq mm (5416 Sq. ft) square feet. It is having separate Reading Rooms for under graduate and post graduate students, with seating capacity of 150 seats

STAFF DETAILS

Sr NO	Name of the Staff	Designation	Qualification
1	Shri. V.H.Kulkarni	Librarian	B.Com, M.L.I.Sc, PGDLAN & M.A.
2	Smt. Shobha B. Hosmath	Asst. Librarian	B.A, M.L.I.Sc
3	Shri. B.K Desai	Library Attendant	B.A
4	Shri. Rahul Patil	Library Attendant	PUC

WORKING HOURS

Monday to Saturday: 8.30am to 9.00pm

Sunday: 9.00am to 12.00pm

Other holidays: Closed

INFRASTRUCTURE

To make the library user friendly, it is having- (a) Stack Section (b) Periodicals Section: (c) Circulation Section (d) Reading section (e) Internet and Multimedia section with 16 computers for providing surfing facilities and use of HELINET


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COLLECTION

1. Books

(a) Purchased Books: 3653

(b) Donated Book: 135

2. Current Subscription to National and International Periodicals (Journals)

(a) National 08

(b) International 20

3. Current Subscription to National and International Print and E Journals Through HELINET Consortium

e Journals

(1) National 08

(2) International 19

4. e-books through HELINET Consortium 306

5. Bound Volumes of Journals 759

6. e- Journals 48 and DVD's on Dental Medical Science 167

7. Back volumes Journals CD's 81

8. Dissertations/Thesis

OVERVIEW OF LIBRARY BOOKS YEARWISE

YEAR	BOOKS	ADDED BOOKS	BUDGET FOR THE YEAR
2016 - 17	3159	231	7,06,259=00
2017 - 18	3390	-	-
2018 - 19	3390	190	2,92,448=00
2019 - 20	3580	73	2,49,618=00
2020 - 21	3653	-	-
2021 - 22	3653	-	-


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OVERVIEW OF LIBRARY JOURNAL VOLUMES YEARWISE

YEAR	JOURNAL ISSUES	ADDED ISSUES	BUDGET FOR THE YEAR
2016 - 17	367	372	26,83,993=00
2017 - 18	739	294	20,31,456=00
2018 - 19	1033	260	21,39,900=00
2019 - 20	1293	230	19,40,566=00
2020 - 21	1523	197	13,42,696=00
2021 - 22	1720	190	15,00,580=00

OVERVIEW OF LIBRARY USAGE YEARWISE

YEAR	STUDENTS	STAFF/ PGS	TOTAL
2016 - 17	3135	1565	4700
2017 - 18	2529	1768	4297
2018 - 19	3507	1419	4926
2019 - 20	2836	801	3637
2020 - 21	484	338	822
2021 - 22	430	1040	1470

DIGITAL LIBRARY

The digital section of the library has 16 computers with broadband connectivity of 100mbps speed

LIBRARY AUTOMATION AND COMPUTERISED INFORMATION:

The library will soon have software with bar coding for issuing books and accounting purpose.

INSTITUTIONAL MEMBERSHIP

We have institutional membership of

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

PROCUREMENT OF LIBRARY BOOKS

Every year books are procured according to the budget allotted, all publishers are asked to send their price list along with the discount they can provide. The dates and selection of vendors will be decided in the Library committee meeting and the vendor who offers higher rate of discount with quality of books are selected.

LIBRARY ADVISORY COMMITTEE

The Library Committee formulates policy and guidelines for the smooth and efficient functioning of Library. It includes 8 members addition to chairman. The Library In charge will call for a meeting once in three months to discuss various points and the agenda and minutes of the Meetings will be recorded.


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HELINET

E-resources of HELINET are available in the digital section of the library. These e-resources will be enriched by RGHUS periodically and the same will be available to us. There are 16 PC's with broadband connections in digital section of Library.

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. Cafeteria is made available in the premises.
2. Versatile wheel chair made available from lift to LIC for the handicapped students and faculty members.
3. Puregaurd which is a water cooler-purifies is installed for the benefit of the students and faculty members

STOCK VERIFICATION OF LIBRARY AND INFORMATION CENTRE

Stock verification of the Central and Department Library will be conducted every year by the team members appointed the Principal of the college and submit the report to the Principal along with the Senior Librarian.

PHOTOGRAPHS OF THE LIBRARY AND INFORMATION CENTRE




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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 prior to using the library resources
- No personal belongings allowed inside the library
- References, rare books and unbound periodicals will not be issued; user can read those in library only.
- 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

Admission to Library:

Students are provide Bio Metric access to enter into the library and information Centre should also produce their authorized/valid Identity Cards whenever requested by the library staff

Working Hours of the Library:

Monday to Saturday 08.30 AM to 09.00 pm

Sunday 9.00 AM to 12.00 PM

Security System in Library and Information Centre:

There are 2 close circuit cameras around the library and information centre which prevents loss of books in the Library.

Circulation: Issue System

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

UG Students: - 1 Books per Member for the Period of 7 Days

PG Students: - 2 Books per Member for the Period of 7 Days


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Books will be issued on presentation of the library card. 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. If any book is not returned before due date, an overdue charges of Rs: 10 per book, per will be charged

Book Lost

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay the cost of the book in addition to all the overdue charged till date.

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.

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 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 for SC/ST students

SC/ST students of college can become a member of the book bank giving application along with caste certificate, by paying refundable membership fee of Rs. 200 for UG Rs.500 for PG for the full duration of course.

Members of the book bank will be issued 4 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.

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, Printout's are provided at nominal charges to staff and students.


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