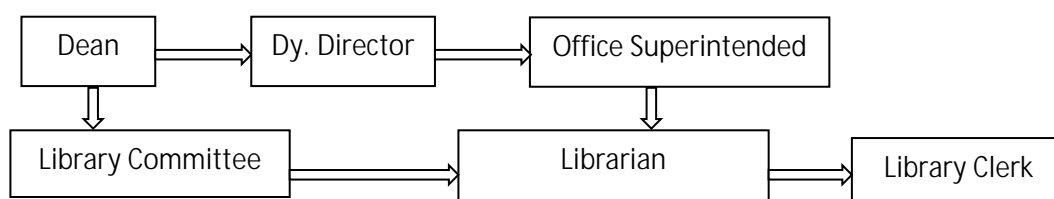


**AMC Dental College,  
Central Library**

AMC Dental College Library provides vast information resources on Dentistry and allied subjects books, e-books, journals, e-journals, e-database, and back volumes, besides newspapers, magazines, etc. The library helps students, faculty, and other support staff to meet their academic and research information needs and provides them with study facilities, and educational and recreational reading material.

❖ **Administrative Structure of Library**



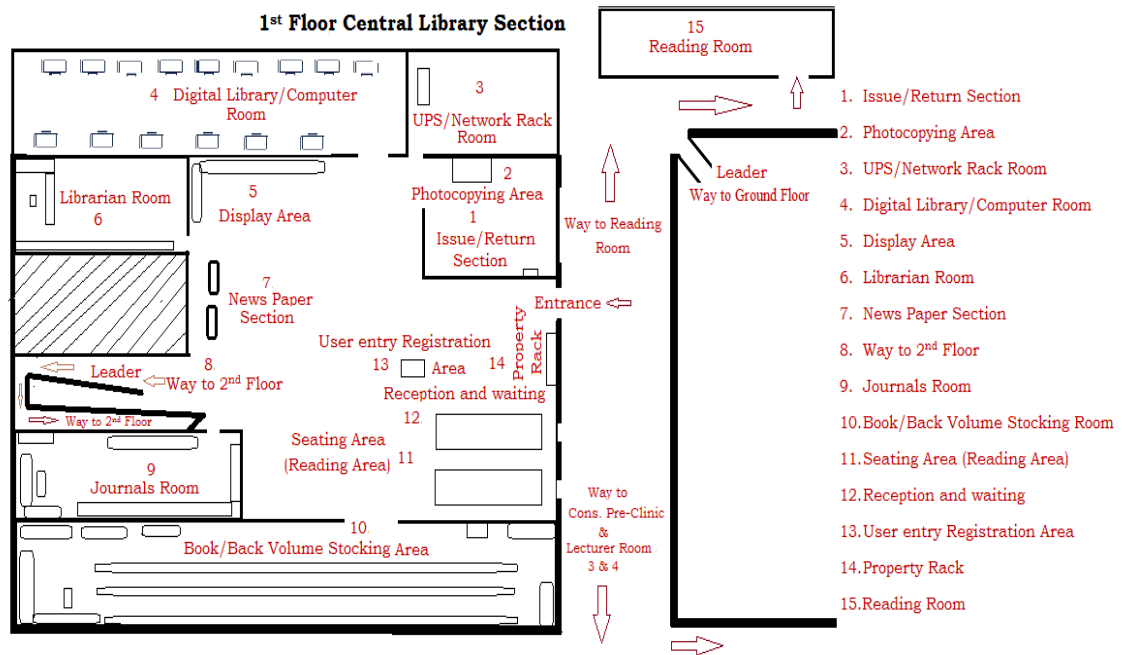
❖ **New arrivals list**

- As soon as new books/journals arrive in the library, the list is updated by the Librarian and displayed on the display board.
- The list of new arrivals is communicated to all departments by e-mail and a copy is displayed on the notice board of the library.

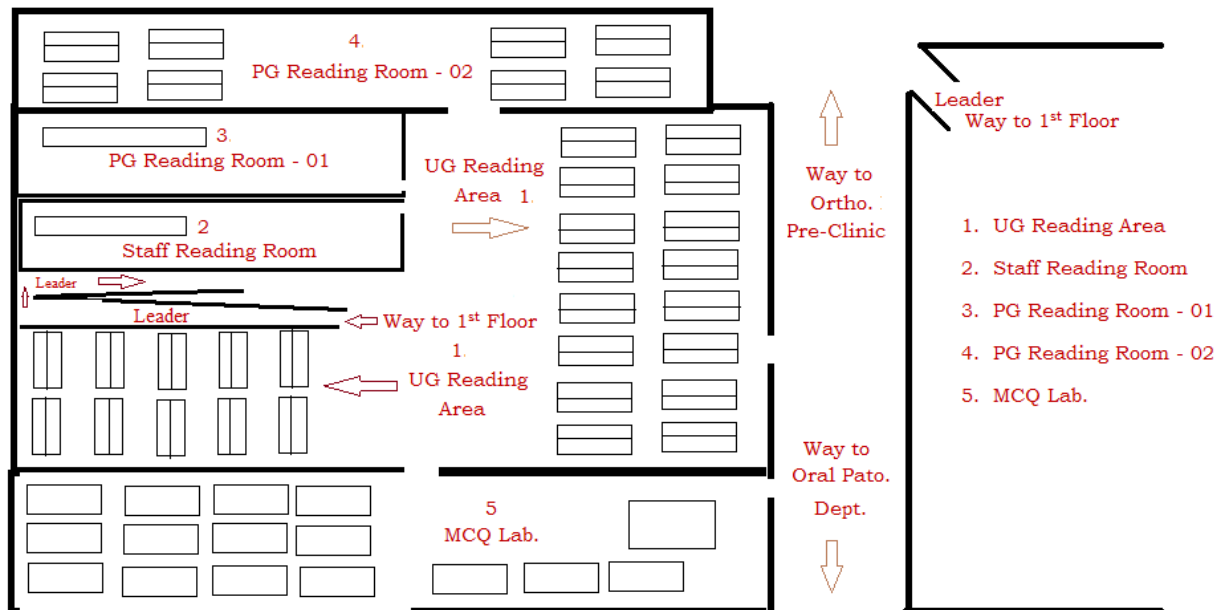
❖ **Library Timing**

Sr.No.	Library Section	Day	Timing
1	Central Library	Monday to Friday	9.00 am to 6.00 pm
		Saturday	9.00 am to 2.00 pm
2	Issue Return	Monday to Friday	9.30 am to 5.30 pm
		Saturday	9.30 am to 1.30 pm
3	Central Library Reading Room	Monday to Friday	9.00 am to 6.00 pm
		Saturday	9.00 am to 2.00 pm
4	Common Reading Room	All Day	7.00 am to 11.00 pm

## ❖ Library Lay-Out



## **2<sup>nd</sup> Floor (Reading Section & MCQ Lab Section)**



## ❖ Library Membership

- Data entry of final student list as per unique ID in the membership section of library software
- The students are inform about the library membership form from the library through the notice board and their representative.
- Library membership forms (I card) is issued to the students.

## ❖ User entry

- Step 1: As soon as the user enters the library, he fills in his information in the register kept above the security desk.
- Step 2: Similarly record the time of exit again in the register while exiting.

#### ❖ **Circulation of Library Documents**

- Next to the counter are the keys to the subject-wise library cupboards from the key stand. Going with the circulation staff to pick up their materials with the locker key for the required library materials
- Book return due date slip affixed to the back of the book by the circulation staff in which place the book return date and user's library ID number
- To retrieve their library card by giving it to the book circulation staff while returning the book

#### **Lending rules for various types of Library users**

Types of Library User	No. of Book/Journals issue	Period	Renewal Allowed (Re – issue of the Book/Journals)	Fine per book/Journals after due date*
UG Students	1 Book	10 Days	The book can be renewed One time	5 Rs. per day
PG Students	2 Book	15 Days	The book can be renewed twice	5 Rs. per day
	1 Journal	5 Days	Journals can be not renewed	5 Rs. per day
Teaching Faculty	3 Book	1 Month	The book can be renewed three-time	
	1 Journal	10 Days	The Journals can be renewed One time	
Other staff	1 Book	15 Day	The book can be renewed One time	

\*Payment of fine in cash and receipt of fine over the counter and a record of the same is automatically generated by the ILMS software.

The fine amount will be calculated from the bill book receipt and the amount accordingly will be deposited in the fine office by the circulation staff.

#### **Rules regarding library resource materials:**

- Only Library members can borrow Library materials.
- Library materials borrowed must be returned on or before the due date.
- All borrowers must settle any overdue loans before they are permitted to borrow again.
- Students are instructed to check the books while borrowing and that will be responsible for any type of damage or mutilation noticed at the time of return.

#### **Loss and Damage Library resource Materials:**

- Library resource Materials: Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. Then the borrower shall replace the books of the same edition or latest edition or pay double cost and fine of the book after getting permission from the librarian.
- Lose Card: Loss of borrower card should be reported to the Librarian. Duplicate card may be issue against formal application and as per Rules.

### **Care of Library Resources Materials:**

- ❖ Students are required to handle the books/Journals/Back volume very carefully;
- ❖ marking with pencil, pen, or marker; writing or highlighting, tearing the page, or mutilating the same in any other way will be viewed very seriously.
- ❖ If a book is found to be damaged while taking a book from the library, it must be brought to the attention of the library staff at that time. If not brought, it will be the responsibility of the user.

### **❖ Bulletin Board Guidelines**

- ❖ Information related to the library and notices to inform the students coming from the office will be placed in the notice board of the library which the library staff will maintain.
- ❖ Journals, a list of new books, and other important updates will be maintained regularly on the notice board.

### **❖ Library Orientation:**

- Library Orientation will be organized every year in August/September when new students arrive.
- Web-OPAC training is provided by library staff throughout the year and as and when required.
- Access to library resources and information will be communicated to students, faculty by the librarian

### **❖ Reprographic facility (photocopy Facility)**

A photocopy printer machine is always available in the library for the use of students and faculty staff.

- The charge for photocopying is Rs 1/- per copy. It is paid directly to the library staff.
- This payment will be noted by the photocopying person in the photocopy registration register
- After 4 PM on the last date of each month after checking the amount as per the entry in the registration register for the month, the photocopy will be deposited in the revenue office by the circulation staff.

### **❖ Library Security**

- The book stack area and bookcases are locked for library security. (The act of library staff accompanying library users to help them find books and getting them books)

- The journals room is locked for security. (Library user to make a note in Journals Register to sit and read required journals)

❖ **Cleaning the library**

- The library is cleaned every morning before the library opens. And dusting is done in the library twice a day.
- Cleaning and dusting of book/journal cupboard shelves to protect books/journals from deterioration
- Naphthalene balls are placed in the shelves of books/journals cupboard.

**Library Webpage Link:**

- <http://amcdentalcollege.edu.in/academic/central-library>

**WEB OPAC Link: (Intranet)**

<http://192.168.10.9/webopac/Default.aspx>



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Khokhra, A'bad.