## RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE



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## RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

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# SCIENCES & RESEARCH CENTRE



ENTRAL LIBRARY \*

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## SCIENCES & RESEARCH CENTRE



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Rishiraj College of Dental Sciences and Research Centre, Bhopal M.P.

## **Central Library**

#### 'Reading maketh a full man'

Library is the soul of any educational institute and plays a significant role in all learning activities, more so in the learning of Dental. The library is located on the II<sup>nd</sup> floor of the administrative block. It is spacious enough to cater not only to existing needs but also accommodate resources and services for future requirements. There is a continuous effort to update and add to our study material resources. Our collections and Library development policy are not constrained by any impediment. Our study resources include choicest publications of reference books, Case reports, , encyclopedias, Dictionary, manuals, journals and the like. The College also subscribes to Library Journals online.

The Library is fully automated having well developed internet based resources.keeping in view the aims and objectives of Dental, the library has been planned in such a way as to play an important role in all academic activities. It has been developed by a team of qualified and experienced library staff

#### Reading Room

Adjacent to the library is a spacious sound proof reading room where students are provided with reading materials such as Dental journals International National, newspapers, magazines, reference books etc. Care is taken to maintain peaceful atmosphere to facilitate learning.

#### Print collection

Library is well stocked having excellent collection of text and reference books on Dental. The library has a rare collection.

#### Print and electronic resources

Library subscribes National / International journals, reports and periodicals on Dental. In addition to print material library has subscribed to a software named **DVL** for searching. It covers more than journals and reports.

#### **Library Automation**

Library is well arranged. All operations of the library are automated with the help of Acc Software Library Management System. On-line Public Access Catalogue (OPAC) to the users for database search with Barcode system.

#### Facilities of the library includes

- · Circulation services
- · Reference services
- · Referral services
- · Selective Dissemination of Information
- · Current Awareness services
- · Photocopying facility
- Internet 24 x 7 through Wi Fi technology

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#### **Library Staff**

**Our Team** 

1.



Dr. Prashant Jaju (Hod & Professor OMDR)

Incharge Library

Mob: -9752093011

Ext. No.313

Email:-Docprashant\_jaju@yahoo.com

2.



Mr. Sachin Shrivastava

Chief Librarian

M.Phil. Lib & Information Science

Mob: 9826957627

Ext. No.316

Email:-library@lnctrishiraj.ac.in



3. Aaradhana Tripathi

Assistant Librarian

M.Lib.& Information Science

Mob: 9098484345

Email:- tripathiaaradhana1405@gmail.com



4. Dharmendra Vishwakarma

Attendar

## **Library Hours**

Monday-Friday-9.00 AM to 8.00PM

Saturday - 9.00 AM to 6.00PM

## **Library Services**

Category	No. of Books	Duration	Membership Form (Signed by)
Faculty	2	15 Days	Dean
Faculty BDS	2	15 Days	Dean
P.G. Student	2	07 Days	H.O.D.
U.G. Student	2	07 Days	H.O.D.
Non Teaching Staff	2	15 Days	Dean
Interns	2	07 Days	Section Head/Supervisor

PRINCIPAL PRINCIPAL Sciences & Gandhi Nagar Amondo

#### Membership Renewal

Membership will be renewed as given below:

Students - Registration

Regular faculty and staff members - Once in a year

Guest Faculty – Every six month/according to their period of appointment.

#### **Circulation Services**

Circulation service is available from 9.30 AM – 6.00 PM in all weekdays and Saturday.

The circulation rules are as follows:

#### General Rules-

- Each member has to produce his/ her ID card at Circulation Counter to issue Books.
- The member must have to present in person for any library transaction.
- The membership of students/scholars remains valid till the end of their course.
- The Library may recall the issued document from a member before/after the due date in case of any urgent need of the particular document. If a book needs to be put in the reserve section, it must be returned immediately.
- Books in bad condition cannot be issued out of the library till they are bound and brought to usable condition.
- Reference books (Encyclopedias, Dictionaries, Manuals, Year Books, Maps, Atlases, etc.);
- Journals (loose as well as bound) and Thesis/ Dissertations are not for issue.
- Micro Documents (CDs, Cassettes, etc.) of the library are to be used inside the library premises only.



#### Overdue/Fine Collection

Overdue charges at the rates mentioned below are charged for late return of the books:

· Books-@Rs.10/- per day per book

#### Overdue Reminder-

- Any overdue book should be either returned or renewed. Otherwise the privilege of issuing books may be suspended.
- In normal course of the library procedures, two reminders (e-mail) will be issued to the member for overdue of books in alternative weeks. It is, however, not obligatory on the part of the library.
- If the borrower will not respond to the notices, his/ her membership will be suspended till the return of the material as well as permission from the competent authority.
- The Library may recall a renewed book any time, if required by some other member.

After three months from the date of issue of the book, a recovery notice will be issued and the replacement cost will be deducted from caution money/ salary. In case, it cannot be replaced then the following norms will apply:

- I. Indian Publishers: Two times of the purchase cost + 10% surcharge per year from the date of purchase.
- II. For Foreign Publishers: Two times of the purchase cost at the current exchange rate (at the time of recovery).
- III. In case the lost book is out-of-print and widely used, the library committee may recommend extra penalty.



#### Renewal of Books-

- The renewal of books can be done if there is no reservation against it. It can be ascertained from the circulation counter.
- Renewal will be allowed only after the borrowed material is produced physically at the counter.
- A book may be renewed for two time only. After that the book should be returned at least for a period of seven days.

### Loss/Mutilation of Reading Materials-

- If any document is lost/ disfigured/ if any page or any picture is removed/ the reader mutilated the document then he/ she must replace it or pay the cost as described above.
- If one volume of a set is damaged/ lost the whole set has to be replaced, provided a single volume cannot be purchased.

## No Dues/Clearance of Reading Materials-

- Borrowers are expected to return all borrowed materials before going on vacation/ leave/.
- A member should obtain "No Dues Certificate" from the Institute Library after surrendering all reading materials with him/ her and after paying outstanding dues, if any, on expiry of membership or termination his/ her association with the Institute.
- All students are required to clear the Library Dues before the announcement of their result.



#### Reference Services

Readers may approach the Circulation/Membership Desk for information or any assistance in the use of the library collections and services.

The Library maintains a separate reference collection consisting of encyclopedias, dictionaries, handbooks, manuals, atlases, bibliographies, etc. The collections other than general collection is organized in the following sub-categories:

\*Not for issue & restricted to library premises only.

G - General Books

R - Reference Collection\*

TH - Thesis/ Dissertations\*

RES - Reserve Collection\*

Current as well as bound journals are arranged alphabetically. The books are arranged subject wise. The subject divisions are as follows:

000 - Computer science, information & general works

100 - Philosophy & psychology

200 - Religion

300 - Social Sciences

400 - Language

500 - Natural Science

600 - Technology (Applied Science)

700 - Arts & recreation

800 - Literature

900 - History & geography

PRINCIPAL PRINCI

#### Photocopy and other Reproduction of Library Documents

- Photocopying of the library documents is allowed for research purpose only.
- Photocopy of thesis and dissertations are not allowed.
- Photocopy is restricted to A4 size only and cost is 02/- per single exposure.

#### **Collections**

Books - The library houses around 3858 books and 891 Titles The collection like that Basic Sciences Subject Anatomy, Physiology, Biochemistry, Microbiology, Pharmacology, Pathology, General Surgery & General Medicine Dentistry Subjects Conservativ & Endodontics, Prosthodontics, Periodontics, Orthodontics, Oral Surgery, Pedodontics, Oral Medicine, Oral Pathology.

The collection includes textbooks, reference books, CD-ROMs, DVDs, etc. Procurement of books is growing rapidly and new books are added regularly.

- Journals-The library subscribes 68 national and international journals, out of which 85 have online access. Procurement of back files of the highly used journals is under consideration.
- Databases- Library aims to procure subject databases in the field of Dentistry

Current Journal List

Back Issues Journal List

## **About Library**

The Library has been built as per International Standards. It is Centrally air-conditioned, and digital book Issue/Return system, specialized collections of books, Journals & Non-Book Materials are available in basic sciences & Dental Books The Collection Includes 3858 Books, 891 Titles, CDs 145 Bounded Journals The Library Subscribes to 110 International + National Journals, 05 magazines, and 05 Newspaper. The Institute also has access to online Journal DVL The Library Also has Online Public Access Catalogue (OPAC) and Internet Facilities.



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## RISHIRAJ COLLEGE OF DENTAL SCIENCES& RESEARCH CENTRE, BHOPAL

#### CENTRAL LIBRARY

#### ELEMENT OF THE LIBRARY

1.	Book for Users	3858
2.	Reference Books	891
3.	Print Journals	
In	ternational-47 National -21	68
4.	Back Volume Journals	110
5.	E- Journals	DVL
6.	E- Library (Wi -Fi Internet)Computers	10
7.	News Papers	05
8.	Magazines	04
9.	Reception & Waiting Area	01
10.	Separate Reading Room For PG	01
11.	Separate Reading for Staff	01
12.	Separate Reading Room for Girls	01
13.	Daily Users	70-90
14.	Daily Circulation Books	100
15.	Photocopy Facilities Available	01
16.	Catalogue Register Available	01
17.	Audio- Visual Room	01
18.	Air Conditioner	02
19.	Users Sitting Strength	400
20.	Total Built Up Area	8980. Sft.

Dental Science A Page and Control of the Control of

#### RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

## **Central Library**

#### Month & Year of Establishment : Feb 2006

#### **Library Time Table:**

S.N.	SECTION	TIMINGS
1	Working days	6days except holidays
2	Total working days	295 days except holidays & Sundays
3	Library Timings	09.00am to 08.00pm
4	Circulation Timings Issue/Return	09.30am to 06.00pm
5	Reading Room Hours	09.00am to 08.00pm

#### Total Built up Area: - 8980.00 Sqf.

S.N.	Sections	Area Size
1	Reception & Waiting Area	312sqf
2	Circulation Section	115sqf
3	Photocopying Area	100sqf
4	Journal Section	615sqf
6	Digital Library (E-Library)/AV Room	615sqf
5	Staff Reading Room	705sqf
11	PG Reading Room	660sqf
7	Chief Librarian Room/Assistant Library	168sqf
8	Stack Room	640sqf
9	Seating Area (Reading Room)	5550sqf
10	Students Clock Area	115sqf
	Total built up Area	8980sa.f.

8980sq.f.

DRINCIPAL

#### Magazines:

S.N.	Name of Magazines	Language	Frequency
1	Outlook	English	Weekly
2	India today	English	Weekly
3 ,	Aah Zindagi	Hindi	Monthly
4	Nirogadham	Hindi	Weekly
	Total -04		

## Newspapers:

S.N.	Name of Newspaper	Language	Frequency
1	The Times of India	English	Daily
2	Hindustan Times	English	Daily
3	Dainik Bhaskar	Hindi	Daily
4	Patrika	Hindi	Daily
5	Peoples Samachar	Hindi	Weekly
13	Total -05		



#### **Total Number of Users:**

	Total Users	693
5	Non Teaching Staff	65
4	Teaching Staff	78
3	Interns	67
2	PGs Students	33
1.	Under Graduate Students	450

#### Total numbers of books in the library:

Qty.
3858
891
891
2967

#### **Current Journals:**

S.N.	Journals Type	Total
1	International Journals	47
2	National Dental Journals	21
	Total	68

#### Back volumes:

1	Total Titles for Back Volume Bounded	110 Titles
	(International & National)	

#### E-Journals

1	DVI.	
	DVL	