



**EDUCARE
INSTITUTE OF
DENTAL SCIENCES**

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An ISO 9001:2015 certified institution

LIBRARY POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
EIDS/IQAC/POLICY/022	01/01	10/06/2022	2025

PREPARED BY	VERIFIED BY	APPROVED BY
 11/05/22		
LIBRARIAN	IQAC COORDINATOR	PRINCIPAL



IQAC COORDINATOR
EDUCARE INSTITUTE OF DENTAL SCIENCES
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LIBRARY POLICY

Educare library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to a wide range of resources to improve the knowledge and thought process of the academic fraternity and students. Library supports and extends the academic education of an institution. It helps in meeting the teaching needs of the faculty and provides study facilities, educational and recreational reading.

This policy sets out the principles which guide the development of an Academic Library collection that meets the information needs of a student/faculty. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation. In achieving these goals, the Library will ensure access for all users who need information while implementing appropriate standards to provide for the preservation of library materials and resources.

Vision :

- To provide excellent infrastructure and academic ambiance conducive to advanced learning.
- The Institute aims in providing good education materials and digital services to our excellent medically competent dental professionals.
- To provide Right Information to the Right Users at the Right Time and in the Right Format.
- To help each student/faculty to excel and achieve maximum potential by creating a 21st century learning environment, fostering a love of reading and promoting the effective use of information and communication technology
- To develop, organize, provide access to and preserve materials to meet the needs of present and future generations of dental students and scholars





Mission

- The EIDS Library emphasizes on strengthening and enhancing the teaching and research activities of our faculty and students.
- The library promotes intellectual growth and creativity by developing collections, facilities access to information resource teaching the effective use of information resources and critical evaluation skills and offering research assistance
- The mission is to provide students /Faculty with the information they need to achieve their highest academic potential and help them acquire research skills necessary for-lifelong learning.
- To inculcate, encourage and promote research in the academic among students and faculty

Library timings

8 AM- 8 PM

Sunday holiday

Library purchases - BOOKS

Step1: Approval for the book purchase

- receive book requirements received from HOD's and faculties
- Students can also recommend the book
- Recommendations are checked by Library Staff for duplicate titles, availability etc.
- list of books for purchase is finalized by principal.
- Invitation of quotation for book is send to at least 3 vendors.
- After receiving quotation, compare the quotation and select vendors.
- After finalizing the vendor whom to purchase, send the details to purchase department to complete the further process of purchase.

Step 2: physical verification of purchased books

- Submission of the challan by vendor along with the books





- Physical verification and checking of the books received against the order.
- proper checking of the book physically, page numbers, any missing pages, binding, damaged book, wrong printing etc.
- If find any physical damage the book will be replaced with a new copy.

Step 3: Technical work Stamp pasting of each and every book is done.

Step 4: Acquisition of Books

- Accessioning of the books is in bill order.
- enter all the books in the accession register and, in the software, (KOHA) also.
- write accession number on the first, last and secret page (page number 25) of the book.
- Finally, the bill is processed and submitted to the accounts section for release of payment. A copy of bill is to be maintained in the library.
- Barcoding of Accession number, call number and spine label to be printed and paste on the book.
- Paste RF tags on the book.

Step 5: Shelving of the books

- All the newly entered books are placed in shelves as per location and classification number by the library support staff.
- Re shelving of Return books: All the returned books are placed in shelves as per class number by library staff.

Library Purchase: print Journals

- ❖ All the HODs are given the journal names as per need.
- ❖ Students can also recommend.
- ❖ list of Journals for purchase is finalized by principal.
- ❖ invitation of quotation for book is send to at least 3 vendors.
- ❖ After receiving quotation, compare the quotation and select vendors.





- ❖ After finalizing the vendor, send the details to purchase department to complete the further process of purchase.
- ❖ All the journals payment goes in advance for the current year.
- ❖ As soon as copy received in the library, entry in serial module of the software and in register.
- ❖ receive journals issues and Send letters to publishers /vendors for missing issues.

Library Purchase: E journals

- ❖ Purchase e journals/ e journal database
- ❖ List of Journals Database / E journals are updated every year as per usage by the users.

Library Purchase: Non Book Material

Library purchases non-book material i.e. CDs / DVDs, E-books, Databases, e-journals etc. as per recommendation by the HODs.

Library Membership

- ❖ All the regular students data received from admin.
- ❖ Data reprocess as per library software and upload bulk user class wise
- ❖ library cards are issued to the students.
- ❖ Students and faculties can take the books for home issue and return the same as per circulation policy

Membership cancellation

Membership can be canceled at any time.





- In order to cancel membership all dues should be cleared and the borrower's tickets issued have to be surrendered.
- Then Restricted the patrons from the KOHA (Library management software).
- Members should obtain a 'No Due' certificate personally only after returning the books borrowed from the library and paying the dues outstanding against them.

For students - After completion of the course or while discontinuing the course due to any purpose

Faculty and Non-teaching staff - in the case resign from the institution/take a long leave their membership will be canceled

User entry

Step 1: As soon as User comes to the library, place all their personal belongings such as bag, books, apron and etc in the property counter/ clock room.

Step 2: Scan the Library card at the entry gate of the library to record the entry time.

Step 3: Similarly, while exit again scan the Identity card showing barcode in front of the scanner to record the exit time.

Step 4: Generate user entry report month wise and category wise and save in PDF file for documentation.

Circulation of Library Documents

Step 1: Table 1 : Lending rules for various types of Library users

Type of users	No of books issue	Loan period	No of renewal	Renewal period	Fine per book after due date
UG students	1	7 days	1	7 days	Rs.5 per day
PG students	3	15 days	1	15 days	Rs.5 per day
Faculties	5	1 month	1	1 month	
Non teaching staff	2	15 days	1	15 days	





- All the users can avail the borrowing facility as per prescribed rules.
- Books will be issued only after the barcoded Identity card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.
- Books can be renewed if no demand for the book was there by any other user.
- Reissue of books can be done on the date of due or prior to due date. If any book incurs fine then books cannot be renewed.
- After receiving payment in cash, receipt is issued.
- The fine would be deposited with the Accounts office monthly by the Circulation Staff as per Computer Report generated on the system, after thorough checking by the Library- In -Charge.

Loss of books

- Students are responsible for the books they check-out from the Library.
- Loss of book by the borrower should be reported to the Circulation immediately.
- Further, the borrower shall either replace the book within 15 days or pay 3 times the cost of the book.
- If the book of a multi volume set is damaged or lost, the library member shall be liable to replace the whole set or pay 4 times the cost of the same.
- The student will not be allowed to check-out any more books and they not get any 'No dues 'certificate until the replacement cost has been paid in full.

Reserving book/documents

- Reservations service allows students/faculty to reserve a book or DVD when all copies are out on loan.
- When a copy becomes available, we will put it aside and send an email to let they know it's here.
- In the cases, the reserved items should be collected within 4 days, else the reservation will stand canceled and the item will be issued to another immediate member.





- Patrons can Reserve/Hold the books through KOHA (Library management software), using "HOLD" option.

Library Budget

- As per student strength given by the office, the library budget is prepared accordingly and passed in the Library Advisory Committee.
- Library expenditure subject wise for the year kept in the Library advisory committee meeting and passed by the committee.
- Copy of the same will submit to the account section signed by the Principal. —

Old Question Papers

- Old Question papers class wise subject wise and semester wise arranged
- Scan the question papers and save in PDF file
- The Soft copy of all the Question papers are available in the library and saved in all the PCs available in the internet section.
- One hard copy is also available in the library

Library Defaulter List

- Carried out twice in a year
- If library users do not return the books then NO DUES will not be given
- It is mandatory that every user should clear their account

Repro-graphic services

A photocopy machine available in the library all the times for use for the Students/faculty and library staff.

- The requesting library/individual will have to follow the copyright regulations.





- They cannot request for copies of entire journal issue or a theses/dissertation or a book.
- Users can request for photocopies of articles from the print journals or a chapter in a book or a few pages in thesis available at Library.
- Charges for photocopying is Re 2/-per copy. Payment is made directly to library staff when the copying is complete.

Library Website: www.educareinstitute.in/library

Library website updated regularly

Library Orientation

Library orientation will be given every year class wise.

Use of E-resources also be shown by the librarian to students, faculty and research scholars.

Stock Verification

- Stock Verification of Library Books conducted twice in a year.
- conduct stock verification by using any of stock verification method.
- If any book is damaged, mutilated, missing pages, loose binding are taken out from the collection and send for binding or withdraw depend on physical condition of the book
- When the whole library books verification is done then numbers which are missing or not verified are kept in one file and take printout of books in detail.
- Check the books once again manually.
- Lastly, a list of missing books, withdrawn books, lost books, on shelf books and issued books reports is prepared.
- A summary of the stock verification report will be placed in front of the Library advisory committee.





Dead Stock Register

Register is kept to make entry of all deadstock like Furniture, cupboards, computers, printers, library racks, fire extinguishers etc.

Withdrawn Book Policy

- ❖ every year the library withdraws some books which are outdated, out of syllabus, damaged books or missing pages as per recommendations by the HODs.
- ❖ A list of withdrawn books are prepared and the same is put in the Library Advisory committee meeting to pass by the members.
- ❖ After that list is signed by the Librarian and the Principal and the copy of the same to be given to the office for record.
- ❖ All the books which are withdrawn from the library collection will be marked in the software and report of the same will take printout for documentation
- ❖ Withdrawn stamp to be put in physical accession register to complete the process.

Library maintenance

- Make sure library is neat and clean.
- Rectification of misplaced books.
- Maintenance of all the records, files and registers

