

Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

## LIBRARY & INFORMATION CENTRE MANUAL





Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatilcollege.co.in](http://www.sbpatilcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

## TABLE OF CONTENTS

1. Introduction
2. Mission & Vision
3. Goals
4. Members of the Library Advisory Committee
5. Space
6. Library Staff Details
7. Working hours of the Library and Information Centre
8. Infrastructure
9. Collection of the Library and Information Centre
10. Arrangement of Resources
11. Institutional membership
12. Process for Procurement of Library Books and Journals
13. Online data bases of the Library and Information centre
14. Services
15. Additional facilities of the provided by the Library & Information centre
16. Plagiarism software
17. Stock verification of library and information centre
18. Library Rules and Regulations
19. Photo graphs of the Library and Information Centre



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

## 1. INTRODUCTION:

The base for the library, the knowledge hub of S B Patil institute for dental sciences and research center had been laid down by Dr. Suryakant G Patil, Chairman.

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.) and **Administrative** (i.e., Acquisition of Materials, bill processing, budget management, etc.) aspects of the institution. Therefore, the College Library requires Library Manual for its everyday activity to follow uniform procedures.

## 2. MISSION:

Library Provides high quality of scientific information resources and services to support the research and development of the Institution.

## VISION:

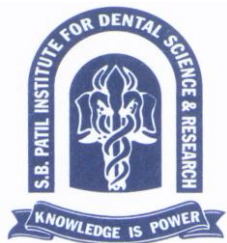
To explore and implement innovative technologies and service to deliver information and scholarly resources that can be accessed by anyone any time anywhere.

## 3. GOALS:

1. To plan and design use of printed and electronic documents by applying Cost Efficient methods
2. To assist the users in making use of resources of LIC to the maximum extent
3. Library Serves Humanity
4. Respect all forms by which knowledge is communicated
5. Use technology intelligently to enhance service
6. Protect free access to knowledge
7. Honor the past and create the future

## 4. LIBRARY ADVISORY COMMITTEE

The Library Committee formulates policy and guidelines for the smooth and efficient functioning of LIC. It includes 7 members. Agenda and Minutes of the Meetings will be recorded under the chairmanship of the Principal meets once in a year to discuss various points to take library and information centre to greater heights.



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatilcollege.co.in](http://www.sbpatilcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

The Library Advisory committee is currently headed by Principal Dr. Shailendra Mashalkar

#### **LIBRARY ADVISORY COMMITTEE MEMBERS**

1. Dr. Shailendra Mashalkar, Chairperson
2. Dr Sharshchandra, Member
3. Dr Puttaraj, Member
4. Dr Chandrashekar, Member
5. Dr. Lubna Nazneen, Member
6. Mrs.Sarita, Member
7. Mr. Hanumantray, Member

#### **5. SPACE**

LIC occupies plinth area of 6000 square feet. It is having separate Reading Rooms for under graduate and post graduate students, with seating capacity of 200 seats. It is also having separate internet section.

#### **6. STAFF DETAILS**

**Librarian:** Mrs. Sarita B.A., M L I Sc.

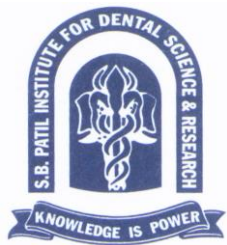
**Library Assistant:** Mr. Hanumantray

#### **7. WORKING HOURS**

Working hours of LIC are from 09.00 AM to 05.00 PM on all the working days.

#### **8. INFRASTRUCTURE**

To make LIC more useful to the users, it is having- (a) Stack Section (b) Periodicals Section: (c) Circulation Section (d) Internet and Multimedia section with 08 computers for providing surfing facilities and print out from e resources and Reprographic section with an advanced Sharp Copier-cum-Printer to provide copies form the documents to the users on demand.



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

## **9. COLLECTION OF RESOURCES**

**Total no: of Books: 2767**

### **Current Subscription to Journals**

- (a) National – 09
- (b) International print and E journals- 104

### **Current Subscription to National and International Print and E Journals through HELINET Consortium**

- (a) Print Journals
  - National- 80
  - International- 66
- (b) e Journals
  - National- NIL
  - International- 289

E-books through HELINET Consortium- 306

Bound Volumes of Journals- 444

Journals and DVD's on Dental Medical Science - 66

Newspapers 03

## **10. ARRANGEMENT OF RESOURCES**

Books are classified according to a special classification scheme developed by Library of Congress Scheme of Classification (USA), Books are arranged in a classificatory sequence (Subject-wise) and this is enabling the users to find their required books easily and quickly.



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

## 11. INSTITUTIONAL MEMBERSHIP

We have institutional membership of

- (a) HELINET (Health Sciences Information Network) of RGUHS- Digital Library.
- (b) My loft DCI Consortium
- (c) National Digital Library of India
- (d) SWAYAM

## 12. PROCURMENT OF LIBRARY BOOKS

The procurement of Books will be made as per the requirement of various departments by concerned HOD's and Staff of Dental and Medical Departments every year.

## 13. ONLINE DATA BASES OF THE LIBRARY AND INFORMATION CENTRE

### LIBRARY AUTOMATION & COMPUTERISED INFORMATION RETRIVAL

Considering the importance of Library Automation, currently partial automation has been done through standard and useful Library Automation Software, BIBILIO 8.14 based Version of software is installed in LIC. BIBILIO 8.26 provides several special facilities such as digital library, Virtual Library etc. Since Databases in LIC are constantly updated as and when new documents are added. Our users can have quick access to latest information either by visiting LIC. There is not only saving precious time of users, but also enhanced the efficiency of functioning of LIC. There are 8 PC's with broadband connections in internet section of LIC. The whole campus is networked through Wi-Fi Technology to share the information of LIC.

### HELINET

Our College is a member of HELINET consortium of RGUHS (Rajiv Gandhi University of Health Sciences).

HELINET is an Health Sciences information Network which enables our members of faculty and students to have quick and easy access to e-resources and printed documents (Hard copies), such as



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

- (1) 42 e-journals in Dental Sciences;
- (2) 242 e journals and 34 e books in Medical sciences;
- (3) 80 print Indian Journals and 66 Print International Journals (Hard Copies) in Medical Sciences through Document Delivery System
- (4) 218 LWW Lippincott William Wilkins) archival e-journals in Medical Sciences available for Document Delivery @RGUHS from Vol-1 and Issue-1.

In case of e-resources at serial numbers 1 and 2, our members of faculty and students are having access to 284 e-journals and 34 e books daily, in the internet section of our Library and Information Centre. Whenever they need any paper or part of a book, they download and take hard copies.

In case of e-resources at serial numbers 3 and 4, they can have access to content electronically and whenever hard copy of the full text of the same is required, they can request our Librarian who will provide the same after obtaining it from RGUHS, under Document Delivery System.

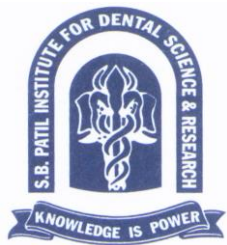
E-resources of HELINET as mentioned above will be enriched by RGHUS periodically and the same will be available to us.

#### **14. SERVICES**

1. Bibliographic Service
2. Reference Service
3. Referral Service
4. Internet, Printing, Scanning Services
5. Reprographic Services
6. Current Awareness Service
7. Inter Library Loan Service
8. Book Bank Service
9. News Paper Clipping Service
12. Lending Books
13. Issue of current and back volumes of journals
14. Helping in access to e journals and e books from HELINET

#### **15. ADDITIONAL FACILITIES**

1. Cafeteria is made available in the premises.
2. Puregaurd which is a water cooler-purifies is installed for the benefit of the students and faculty members
3. The LIC provides training for Basic Computer concepts, information retrieval. Database search and searching e-journals and e books from HELINET to the users.



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatilcollege.co.in](http://www.sbpatilcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

## **16. PLAGIARISM SOFTWARE**

Plagiarism checker is a plagiarism software available in the Library and Information Centre which is being used by Members of Faculty and Students for Plagiarism checks.

## **17. STOCK VERIFICATION OF LIBRARY AND INFORMATION CENTRE**

Stock verification of the Library is done by Librarian. Discrepancies if any are brought to the notice of Principal.

## **18. LIBRARY RULES AND REGULATIONS**

1. No discussion permitted inside the library.
2. Registration should be done to become a library member prior to using the library resources.
3. No personal belongings allowed inside the library.
4. Textbooks, printed materials and issued books are not allowed to be taken inside the library.
5. Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
6. Enter your name and Sign in the register kept at the entrance counter before entering library.
7. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
8. The librarian may recall any book from any member at any time and the member shall return the same immediately.
9. Library borrower cards are not transferable.
10. The borrower is responsible for the books borrowed on his/her card.
11. Refreshment of any kind shall not be taken anywhere in the library premises.

## **ADMISSION TO LIBRARY**

Students should produce their authorized/valid Identity Cards whenever requested by the library staff

## **WORKING HOURS OF THE LIBRARY:**

Monday to Saturday 09.00 AM to 05.00 pm





Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

### **SECURITY SYSTEM IN LIBRARY AND INFORMATION CENTRE:**

There are closed 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 a Period of 7 Days

PG Students: - 3 Books per Member for a Period of 7 Days

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.

#### **BOOK LOST**

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

#### **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**

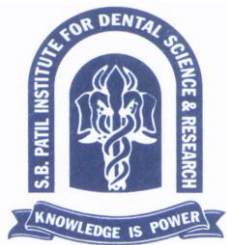
Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.50/- per card.

#### **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 required 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



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatilcollege.co.in](http://www.sbpatilcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

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**

SC/ST students of college can become a member of the book bank by giving application along with caste certificate. Members of the book bank will be issued 4 textbooks for each semester. Book shall be returned within two days after the theory examination

### **REFERENCE SECTION**

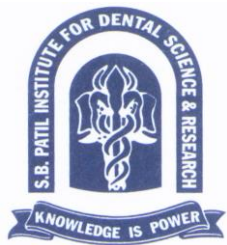
This section has Encyclopedia, dictionaries, Text books reference books etc. which are only available for reference. User can make use of these resources.

### **JOURNAL SECTION**

In this section, journals & 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 met 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.



Estd.: 1991

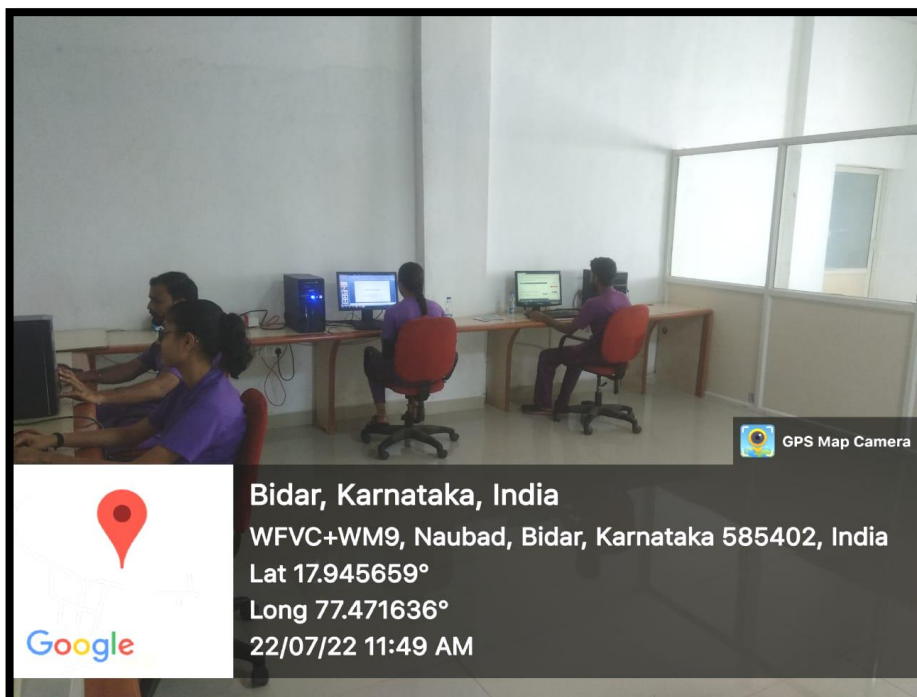
SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

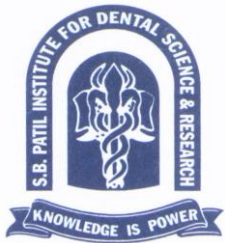
(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101

**19. PHOTOGRAPHS OF THE LIBRARY AND INFORMATION CENTRE**





Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

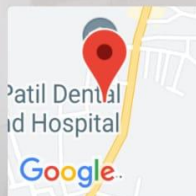
(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatilcollege.co.in](http://www.sbpatilcollege.co.in)

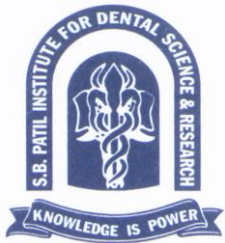
Ph.: 08482 232101-232588 Fax.: 08482-232101



Bidar, Karnataka, India  
WFGC+Q65, yellaling colony, Naubad, Bidar, Karnataka 585402, India  
Lat 17.927286°  
Long 77.470643°  
23/07/22 11:24 AM



Bidar, Karnataka, India  
WFJC+JQ4, Naubad, Bidar, Karnataka 585402, India  
Lat 17.930846°  
Long 77.471446°  
23/07/22 11:23 AM



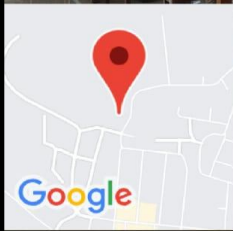
Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatilcollege.co.in](http://www.sbpatilcollege.co.in)

Ph.: 08482 232101-232588 Fax.: 08482-232101



**Bidar, Karnataka, India**

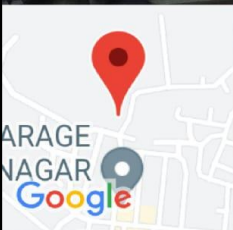
WFVC+WM9, Naubad, Bidar, Karnataka 585402, India

Lat 17.945659°

Long 77.471636°

22/07/22 11:51 AM

GPS Map Camera



**Bidar, Karnataka, India**

WFVC+WM9, Naubad, Bidar, Karnataka 585402, India

Lat 17.945659°

Long 77.471636°

22/07/22 12:10 PM

GPS Map Camera



Estd.: 1991

SOMANATH EDUCATIONAL TRUST'S  
**S. B. PATIL INSTITUTE FOR DENTAL SCIENCES & RESEARCH**  
**BIDAR – 585 402 (KARNATAKA)**

(Affiliated to Rajiv Gandhi University of Health Sciences & Recognised by Dental Council of India)

Email: [principalsbpdch@yahoo.co.in](mailto:principalsbpdch@yahoo.co.in) [www.sbpatildentalcollege.co.in](http://www.sbpatildentalcollege.co.in)

Ph.: 08482 232101-232588

Fax.: 08482-232101

