



D Y PATIL DENTAL SCHOOL

Dr. D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412105
Affiliated to Maharashtra University of Health Sciences, Nashik
Recognized by Dental Council of India



SELF STUDY REPORT (CYCLE 1) 2018-2023

Criteria 4: Infrastructure and Learning Resources

Key Indicator 4.3: Library as a Learning Resource

Metric 4.3.5: In-Person and Remote Access Usage of Library and Learner Sessions/ Library Usage Programmes Organized For Teachers and Students (Data for Preceding Academic Year)

Central Library

Introduction

D Y Patil Dental School, Pune

Central Library

Along with books, periodicals, journals, e-books, e-journals, e-databases, and back volumes, the DYPDS Library offers a wealth of information resources on dentistry and related disciplines. The library offers study spaces, instructional and recreational reading materials, and assistance in meeting the information needs of students, instructors, and other support personnel for their academic and research projects.

The Library's Organizational Structure

The Dean is the head of library, a library committee of three staff monitors the functioning of library. The librarian along with assistant librarian makes sure for the smooth functioning of the library.

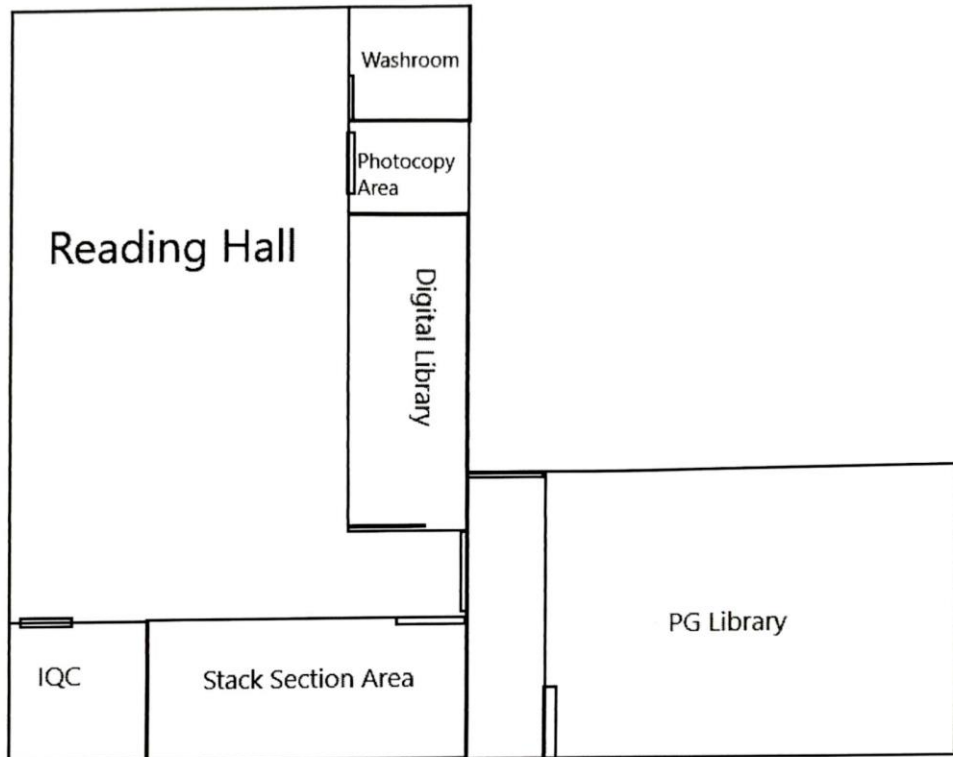
List of new arrivals

1. The list is updated by the librarian and put up on the bulletin board as soon as new books or journals are received by the library.
2. An electronic copy of the list of new arrivals is posted on the library's notice board, and it is distributed by email to all departments.

Library timings

Sr.no.	Library Section	Day	Timing
1	Book Circulation	Monday to Saturday	8.00 am to 8.00 pm
2	Reference section	Monday to Saturday	9.00 am to 8.30 pm
3	Journal Section	Monday to Saturday	9.00 am to 7.00 pm
4	Reading Hall	Monday to Saturday	8.00 am to 10.00 pm
5	Digital Library	Monday to Saturday	10.00 am to 5.00 pm

Library Lay-out



- **Library Membership**

- Obtaining the final student list with a unique ID from the Students section when new students join the institute
- Data entry of final student list as per unique ID in the membership section of library
- Informing the students about the library membership form from the library through the notice board and their representative.
- Data entry of forms received from 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

Sr. no.	Type of Library User	No. of books/Journal issue	Period	Re-issue of book/Journals	Fine per book/Journals after due date
1.	UG students	2 Books	7 days	The book can be renewed one time	5 Rs. Per day
2.	PG students	3 Books	15 days	The book can be renewed one time	5 Rs. Per day
		2 Journals	3 days	Journal cannot be renewed	5 Rs. Per day
3.	Teaching Faculty	2 Books	15 days	The book can be renewed two times	—
		2 Journals	5 days	Journal can be renewed once	—
4.	Other Staff	1 Book	7 days	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 Koha 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/College Id Card is Compulsory.
- Laboratory work and group discussions are not allowed.
- Seating arrangement should not be disturbed.
- Damage to the library property is punishable offence.
- Outsiders are not allowed.
- Library card should be renewed every year.
- Library card should be renewed every year.
- Books will not be issued on other student's library card.
- Book should be handled with utmost.
- Borrowers should not write underline, fold, or tear the pages.
- The library membership will be canceled if borrower does not abide by the rules of the library.
- 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 one and half 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 issued against formal application and as per Rules. Penalty of Rs.100 will be charged.

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 photocopying is free for students and staff.

Working hours

Sr. No.	Name of The Staff	Day	Time	Particular
1	Librarian	Monday to Saturday	8.30 am to 4.30 pm.	Central Library
2	Library Attendant	Monday To Saturday	3.00 pm to 10.00 pm.	Central Library, Xerox Machine
3	Dypds Security	Monday To Saturday	4.30 pm to 10.00 pm	UG Reading Hall

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 Journal 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 after 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:

<https://www.unfoldjournals.com>

WEB OPAC Link:

Koha online catalog <http://10.3.141.4/cgi-bin/koha/opac-main.pl>



Dr. Anand Shigli
DEAN