



**GOVERNMENT DENTAL COLLEGE AND
HOSPITAL, AHMEDABAD.**



No.DCH/ 21 / 2020

Office of Dean

Govt. Dental college and Hospital.

Ahmedabad – 16

Date : 16th February 2020

Circular

Updated library policy has been attached here with as formulated by Library Committee and College council. It shall be effective from 16th February 2020. All the staff members, PG and UG students are here by informed to go through the new library policy and implement from the date .

Dean

Government Dental college & Hospital

Ahmedabad

Copy to :

- To all Department, Government Dental college and Hospital, GDCH, Ahmedabad



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LIBRARY POLICY

OBJECTIVES:

- To offer safe, comfortable, well-lighted, clean space, with adequate and appropriate seating arrangements
- To develop the collection of the library by acquiring books and Journals in print as well as in e-form.
- to have facilities that promote effective and interactive access and use of information resources for all users
- To develop the habit of self-learning and lifelong learning.

LIBRARY ADVISORY COMMITTEE:

- To consider policy matters regarding Central Library including the policy for procurement of books, journals, e-resources, and render advice to the Librarian for library procurements.
- Advice on library collections, services, space use, with impact on the educational, research, and community outreach programs at GDCHA.
- To consider and put forward the views of Faculty members, students and research scholars regarding Books/Journals/online journals selection and ordering process, etc.
- To supervise the allocation and utilization of funds for purchase of book, journals, e-resources for library
- Committee shall meet thrice in a year and submit the report accordingly.

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LIBRARY COLLECTION DEVELOPMENT POLICY:

1. The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
2. Library will buy textbooks, reference books and handbooks on relevant subjects.
3. Library will also buy printed periodicals and online database for accessing scholarly content.
4. Staff and students can recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Dean.

LIBRARY RULES & REGULATIONS:

1. Every Student & Teaching Staff of this College is entitled to make use of the library facilities.
2. Always perfect silence is expected in the library. Conversation, Discussion, Chatting, Gossiping, talk on mobile, Smoking, etc. are strictly prohibited in the library premises
3. Entry with the personal belongings is prohibited in the library.
4. The library will remain closed on all Sundays as well as Public Holidays.
5. The library timings will be notified on the notice board from time to time.
6. Books should be returned to the library as per dates assigned. Failing to comply will cost a reader Rs. 1/ per day.
7. If book borrowed has been lost or damaged, it should be notified to the librarian immediately. Usually, the book has to be replaced the same or the latest edition of the same author & title by the reader. The librarian in consultation of the Dean would decide to recover the loss by replacement. (It may vary as per the circumstances & situation).
8. Books / Journals/Library Cards etc. are not transferable. They are issued only for the use to the person to whom they are issued.
9. Reference books are not issued for home.



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10. The undergraduate students will not be allowed to enter in the Journal Section (i.e. P.G. & Staff Library).
11. The books & journals should be used very carefully. No page should be torned or no writing should be made on any part of the book or journal.
12. No furniture in the library should be defaced or damaged by any reader.
13. Disregarding the rules, a reader might forfeit the privilege of entering into the library.
14. All the students will have to collect a no Due Certificate from the librarian after the completion of their study and similarly the staff members will also require to collect NOC before leaving the institution
15. Students and other staff shall not tamper with any components of computer systems for whatever reason beyond what is required to carry out the basic user services.
16. No computer equipment and related accessories shall be carried out of the library without explicit permission from an authority.
17. Readers are allowed to issue books for 15 days and then renewal for 2 times thereafter.


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