

# **TAGORE MEDICAL COLLEGE & HOSPITAL**

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

## **Central Library**

### **Overview:**

- **Learning Resource Center**
- **Library Resources**
- **E-Resources**
- **Library Committee**
- **Library Policy**
- **Library Services**
- **Library Rules and Regulations**
- **Working Hours**
- **Library Programmes**

## **Learning Resource Centre**

The Central library of College is one of the best libraries in the group of Tagore Institutions. It is serving its users from the beginning of College from year 2009. Library is located at first floor occupying carpet area of 2631 sq.mt. And is entirely air-conditioned supported with modern technologies like Wi-Fi, Digital CCTV, RFID gates. Users can access Online Databases through Wi-Fi within the campus. Library in-house functions are automated through Auto Lib software, RFID with Barcode Technology which assists users to locate reading the material, by title, author, non-Book materials and subject queries through the Web OPAC (online public access catalog).

### **Mission:**

The mission of the Central Library, Tagore Medical College is to provide access to high quality information resources in all forms to the faculty, students and staff in support of teaching, learning, scholarship and research mission of the Institute. With a commitment to excellence in services, the

Central Library offers information resources and innovative services to support the intellectual inquiry, research and lifelong learning needs of Tagore Medical College community.

### **Vision:**

As the Tagore Medical College & Hospital moves towards its goal of achieving prominence as a leading the Central library in this part of the country.

It is the vision of the Library to support the institution and its stakeholder by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community', means to provide Right Information to the Right Users at the Right Time and in the Right Format.

### **Objectives:**

- To establish and maintain an effective relationship with the students, faculty, researchers and staff of the Institute to ensure an informed and integrated approach to the creation and delivery of information services.
- To select, collect, create, organize, preserve, manage and provide access to information sources in print, non-print and digital forms, regardless of physical location, to support scholarly pursuit, learning, teaching and research in the Institute.
- To create and deliver a range of networked information and document delivery services that encourage the study, scholarship and collaborative learning
- To manage the information resources effectively and actively promote the optimum usage.

### **Library Resources:**

#### **Print Resources**

- Text , Reference Books & Rare Books
- National & International Journals

- Magazines & News Papers
- Back Volumes
- Department Library Books

### Overview

- ❖ The Library has a good collection of 13720 Books
- ❖ We Subscribe print journals National 71 & International 58 Journals
- ❖ We have 650 Back Volumes ( Bound volumes of Previous year Journals)
- ❖ Apart from the Central Library each department is provided with a department library each containing 80 – 200 Books and Journals

### Electronics Resources:

- Proquest Online Database
- Online Journals
- Dissertation & theses
- Magazines & Newspaper
- E-Books
- CD ROMS
- NPTEL Swayam Prabha Videos Lecture Classes
- Audio & Videos

## Overview

- ❖ Online Database: Proquest online database. It has good collection of 1058 full text Journals and 1094 Abstract Journals. These Journals Access to 1939 to Present.
- ❖ 13132 + Dissertation & Theses available in Proquest Online Database.
- ❖ 54496 + Magazine article available in our database
- ❖ 118 Audio & Videos available in our database
- ❖ NPTEL Swayam Prabha Medical Course 356 Videos lecture classes available for Anatomy, Physiology, Biochemistry, Microbiology, Pathology etc.
- ❖ We have 795 CD'S/DVD Collections

## Remote access (Off – Campus) e-resources Services:

Library e-resources are made available “anytime anywhere” through the login our proquest online database web links.

Users can send any query regarding the Library on [library@tagoremch.com](mailto:library@tagoremch.com)

## E-Resources Web Links:

- <https://www.proquest.com/144117>
- <https://nptel.ac.in/>
- <http://14.96.15.149:8080/AutoLib>

## OpenAccess:

Open-access (OA) literature is free, digital, and available to anyone online. An open-access document has limited copyright and licensing restrictions which means anyone, anywhere, with access to the Internet may read, download, copy, and distribute that information. As with any scholarly article traditional or otherwise authors of an open-access article should be properly acknowledged and cited. Here we have

come-up with an initiative to provide subject wise links of Open Access materials that will enable easy and quick access for literature search.

### **E-Journals/ Databases/ E-Books/ Video Lectures:**

- [Directory of Open Access Books \(DOAB\)](#)
- [Directory of Open Access Journal \(DOAJ\)](#)
- [E-PG Pathshala](#)
- [National Digital Library of India](#)
- [Swayam Prabha Videos](#)
- [BMJ Open](#)
- [PubMed Central](#)

### **UGC-INFLIBNET Projects and Initiatives**

- [e-ShodhSindhu](#)
- [Shodhganga](#)
- [Shodhgangotri](#)

### **Library Committee:**

The constitution of the Library Committee is as follows: Library Committee consists of the following has been constituted

S.No	Name of the Staffs	Status
1	<b>Dr.R C Karthik Library Secretary</b> , Associate Professor Dept of Community Medicine	Library Secretary
2	Dr.R Natarajan Professor Dept of Surgery	Member
3	Dr.Premkumar, Asst. Professor Dept of Psychiatry	Member
4	Dr.S A Kiruthika, Asst. Professor Dept of Respiratory Medicine	Member
5	Dr.E.Subashini ,Tutor and Research Asst, Microbiology/CRL	Member
6	Mrs.Kavitha Thangaraj, Chief Librarian	Member
7	MrP.Thirumalai, Librarian	Member
8	P.Deepika- MBBS 4 <sup>th</sup> Year	Member
9	A.Fathima – MBBS 4 <sup>th</sup> Year	Member
10	A.Arun kumar – MBBS 4 <sup>th</sup> Year	Member
11	S.Ashana- MBBS 3 <sup>rd</sup> Year	Member
12	V.Balaji – MBBS 3 <sup>rd</sup> Year	Member

### **Library Policy & Procedure:**

Tagore Medical College Central Library has a fairly comprehensive procurement policy to purchase books and for the subscription of print and online resources to make it more efficient and transparent.

## **Library Policy Details are given as bellows:**

- 1.1. Books Recommendation & Selection
- 1.2. Book Procurement
- 1.3. Procedure for Faculty
- 1.4. Processing of Bills for Payment
- 1.5. Subscription Renewal of Print and Online Journals
  - 1.5.1. Addition of new Print Journals
  - 1.5.2. Addition of new Online Journals
  - 1.5.3. Renewal of existing Print Journals
  - 1.5.4. Renewal of annual subscription Online Journal Package
- 1.6. Purchase of Equipment
- 1.7. Roles and Responsibilities of The Library Committee
- 1.8. Rules and Regulations for Memberships and Other Guidelines
  - 1.8.1. Membership
  - 1.8.2. Working Hours
  - 1.8.3. Membership Category
  - 1.8.4. Loss of ID Cards
  - 1.8.5. Lending Books
  - 1.8.6. Over Due Charges
  - 1.8.7. Loss of Books
  - 1.8.8. General Rules and Regulation

### **1.1. Books Recommendation & Selection**

- ❖ It has been customary for the Hod's and Faculty to participate in book selection in the Central Library.
- ❖ The Library will send the circular to all departments every year in April requesting the Heads of departments to forward the list of books required for the next academic year.
- ❖ The recommendations received from the HOD will be approved by the Dean.

### **1.2. Book Procurement**

- ❖ The Library will search the title's availability to check whether it is already available; if not, the recommended title/book/s will be processed for procurement.

- ❖ The final list will be sent to the vendor/supplier to get the proforma invoice for the readily available books. For the non-available book/s the vendor may procure and supply as per the specified period.
- ❖ On receipt of the proforma invoice, a purchase (Indian edition 3 weeks and International edition 8 weeks) Request (PR) will be raised through Purchase Department mentioning the number of copies, price etc., Which is then submitted for approval to the Purchase Dept. with the necessary documents (copy of the approval of faculty Head).
- ❖ The Purchase Dept. will approve the same for generating Purchase Orders (PO) to vendors for supply.

### **1.3. Procedure for Faculty**

- ❖ If a faculty urgently needs a book that is not available in the Library, they may purchase the book from online stores like Amazon.com, Flipkart.com etc.,
- ❖ The book and bill's receipt may be forwarded to the Library for processing along with the reimbursement request letter through the Dept. Head and a proper approval from the concerned Hod's and Dean.
- ❖ The faculty may be reimbursed the full amount paid on such transactions based on the bill generated through the Central Store.
- ❖ The Library processes the same through Central Store (PO, GRN) and passes the bill for payment.
- ❖ The invoice/s amount will be reduced from the sanctioned budget of the academic year approved by the authorities.

### **1.4. Processing of Bills for Payment**

- ❖ Once the books are received in the Library the Invoice/bills are cross checked with PO (such as price, discount rates, etc.) and the same is then forwarded to the stock entry.
- ❖ Stock entry will be made in the Accession Register, which has all the relevant details of a book such as a Title, Author, Publisher, Vendor, Year of publication etc.,



- ❖ After completing the stock entry process, the invoice/ bills will be sent to Gate Entry and then the Bill/Invoice/s will be passed for payment.
- ❖ The bill/s /Invoice will be sent to the accounts section for the release of payment through the respective Faculty Head along with necessary documents such as GRN, PO, and Faculty Head approval.
- ❖ Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount. will be mentioned
- ❖ The Account section will release the payment to vendors as per norms.

## **1.5. Subscription Renewal of Print and Online Journals**

### **1.5.1. Addition of new Print Journals**

- ❖ The recommendation received from the Dept. Head for the subscription of new journals, if any, will be approved by the Hod's /Dean.
- ❖ The Library will collect the proforma invoice and submit the same for the authorities' approval (Hods, Dean and Chair Person).
- ❖ On receipt of the approval, the Library raises the purchase request through Central Store for the approval of Purchase Dept. On receipt of the approval, the library will issue PO to vendor/s.
- ❖ The invoice will be submitted to the respective Faculty / Accounts section along with the supporting documents for the release of 100% advance payment.
- ❖ Once the payment is made by DD/online transfer, the supply of journal volume will start, and the same shall be entered in the stock register.
- ❖ Every Invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be mentioned.

### **1.5.2. Addition of new online journals package**

- ❖ The recommendation will be received from the concerned HOD, and approved by the Dean.
- ❖ The request will be placed before the library committee for approval, along with yearly subscription value.
- ❖ Once the library committee approves, the Library initiates the subscription in the next academic year of budget for the respective faculties.

- ❖ On approval of the budget, the Library collects the price quote for the current year and places it before the respective faculty's purchase committee for negotiation.
- ❖ On approval of the purchase committee, the Library gets the approval from the College authorities (HOD, Dean, and Chair Person)
- ❖ After the College authorities' approval, the Library processes the same through Central Store to raise the purchase request for the Purchase Dept. approval. On receipt of the approval, the library will issue PO to the vendor.
- ❖ The proforma invoice is submitted to the accounts section of the respective Faculty requesting 100% advance payment with necessary documents such as PO, GRN, approval letter etc.,
- ❖ Every Invoice amount will be reduced from the sanctioned budget of the academic year approved by the authorities and the balance amount will be mentioned.
- ❖ On receipt of the payment, the supplier activates TMCH IPs with DRM (Digital Right Management) based on the terms and conditions mentioned in the agreement.

### **1.5.3. Renewal of existing Print journals**

- ❖ The Renewal quotation will be collected from the vendor/society/publishers and will be forward for the authorities' approval (HOD, Dean and Chair Person).
- ❖ On receipt of the approval, the Library raises the Purchase Request through Central Store for Purchase Department's approval. On receipt of the approval, the library issues the PO to the vendor.
- ❖ The invoice will be submitted to the respective faculty accounts section along with the supporting documents for the release of 100% advance payment.
- ❖ Once payment is made (DD, online transfer), the volumes of the journal will be supplied, and the same shall be entered in the stock register.
- ❖ Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities along with the balance amount mentioned

#### **1.5.4. Renewal of annual subscription online journals Package**

- ❖ The Library collects the renewal quotation and usage report from the publisher and will send it to the respective Heads of the departments for recommendation.
- ❖ On receipt of the recommendation from the respective Heads of the departments, the Library gets approval from the College authorities (HOD, Dean and Chair Person).
- ❖ After the approval of the university authorities, the library processes the same through Central Store to raise the Purchase Request for approval of the Purchase Dept. On receipt of the approval, the library issues PO to the vendor.
- ❖ The proforma invoice will be submitted to accounts section of respective faculty requesting 100% advance payment with necessary documents such as PO, GRN, approval letter etc.,
- ❖ Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be also mentioned.
- ❖ On receipt of payment, the supplier activates TMCH IPs with DRM (Digital Rights Management) as per the terms and conditions mentioned in the agreement.

#### **1.6. Purchase of Equipments**

- ❖ The central library prepares the list of equipment such as furniture; a computer etc. and gets it approved by the authorities.
- ❖ Approval letter will be submitted to purchase officer and he will collect the price quote and prepare the comparative statement and follow the procedure for approval and place the order.
- ❖ On receipt of the products, they will transfer the product/s with copy of the invoice to the Central Library. The Central Library makes proper stock entry and acknowledges the same.
- ❖ The invoice amount will be deducted from the budget and a statement will be sent to the respective accounts office.

## **1.7. Roles and Responsibilities of The Library Committee**

The Library Committee shall have a Chair Person nominated by the Dean. The Librarian will be the Secretary and the convenor of the Committee. The term of Members of the committee will be two years and the respective Faculty Directors will recommend for including new members once the tenure of the existing members is over.

### **The Council will meet once in an every Month to discuss the following:**

- Presentation of annual library budget.
- Any new proposal such as online and print journals, equipments etc., required for the library so as to forward the same for the approval of authorities.
- Review the Library policy and procedures.
- Recommend the write-off of old/non serviceable books from Library stack.
- Any other recommendation to improve the library services.

## **1.8. Rules and Regulations for Memberships and Other Guidelines**

### **1.8.1 Membership**

Membership is open to all the faculty, staff, research scholars and students of Tagore Medical College & Hospital.

### **1.8.2. Working Hours**

The working hours are as follows:

Monday to Saturday - 08.00 a.m. To 08.00 p.m.

(Except festival and National Holidays)

### **Circulation Counter**

Monday to Saturday - 08.30 a.m. to 03.00 p.m.

## Holidays

All Holidays declared by the Tagore Medical College.

### 1.8.3. Membership Category

Category	No. of Books Eligible	Duration
Hod's	3	3 Months
Associate Professor & Assistant Professor	2	2 Months
PG & UG Students	1	15 Days

#### Note:

- ❖ Members are responsible for all the books borrowed on their
- ❖ All final year CRRI student members should get “No Dues Certificate” from the Tagore Medical College & Hospital the Course Completion / Mark Sheet; Degree Certificate will be given only on the production of the No Dues Certificate from the Central Library.
- ❖ Similarly, the staff members who intend to leave the Institution should settle all the dues including the ID cards and obtain No Dues Certificate (NOC) from the Chief Librarian.

### 1.8.4. Loss of ID Cards

- ❖ Loss of ID cards should be reported immediately to the Central Library

- ❖ Duplicate ID cards will be issued by the Department of IT on payment, for all members on giving an undertaking that they will continue to be held responsible for any loss arising from the inadvertent use or misuse of the lost card.

### **1.8.5. Lending Books**

- ❖ Books other than reference books will be issued to student members for a period of only 15 days.
- ❖ Reference Books, Encyclopedias, Hand Books, Dictionaries, Periodicals, Dissertations, Theses and Back Volumes will not be issued and it is only for reference.
- ❖ Before leaving the counter the members must check whether the books they intend to borrow are in good condition; any damage /marking etc. should be immediately reported to the Librarian failing which the member to whom the book was issued will be held responsible.
- ❖ Books that are in special demand shall be lent for shorter periods as may be necessary and the books lent may be recalled at any time, if required.
- ❖ Absence will not be accepted as an excuse for the delay in the return / renewal of books.

### **1.8.6. Over Due Charges**

- ❖ Members are advised to return / renew the books on or before the due date marked on the book, failing which a penalty will be The details of the penalty are as follows:

01-15 days	Rs.1/- per day
16-30 Days	Rs.2/- per day (from day one)
31 days and above	Rs.5/- (from day one)

- ❖ Undue delay in returning the books will result in the cancellation of membership.

### **1.8.7. Loss of Books**

- ❖ Loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy along with the overdue charges, if any. Twice the cost of the books if the books are purchased within 5 years and for books that are purchased 5 years and above, the member can pay three times the cost of the book/s plus overdue charges, if any;

### **1.8.8. General Rules and Regulation**

- ❖ All students should wear the ID card while entering the library.
- ❖ Personal books, files and hard bound materials and other articles (except a small note book or loose sheets of papers) are not allowed inside the library. Members have to deposit their personal belongings at the deposit counter near the entrance.
- ❖ While entering and leaving the library students must sign in the gate register
- ❖ Mobile phone usage is strictly prohibited inside the library,
- ❖ Books and Journals belonging to the library shall not make any entries or notes in the book either with pen or pencil.
- ❖ Reference books are only for reference purposes and it should not be taken away from library.
- ❖ Photocopying section: Only selected pages from the Books and articles from Journals are allowed Photocopying.
- ❖ Photocopying of full Books or Journals is not permitted. Personal material is not permitted to be brought in to the Library.
- ❖ Photocopying charges: Rs.1/- Per page.
- ❖ Circulation: The card holders should come personally to borrow the books, and authorization is not allowed. The borrower should verify the book condition before leaving the counter. The borrower is responsible for the book borrowed.

- ❖ Borrowing Limit: One Book is issued for fifteen days, may be renewed for further period of two weeks. Books should be physically presented at the counter for renewal.
- ❖ Loss of borrowed books should be reported to the Librarian immediately. Loss of books, if any, the person has to replace the same including fine.
- ❖ The Books Original Price at the time of loss and including processing Fee of Rs. 100/-
- ❖ Students and faculty should wear the mask inside the library until government order.
- ❖ All users should take utmost care to keep the library clean.

### **Providing Services:**

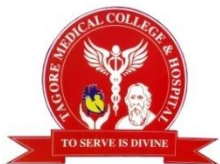
- ❖ OPAC (online public access catalog)
- ❖ Digital Library
- ❖ Books Catalogue
- ❖ CAS (Current Awareness Service)
- ❖ Lending Services
- ❖ Reprographic Service
- ❖ News Clippings Service
- ❖ Reference Service
- ❖ Referral Service

### **Working Hours:**

- ❖ Monday to Sunday - 08.00 a.m. To 08.00 p.m.

(Except festival and National Holidays)





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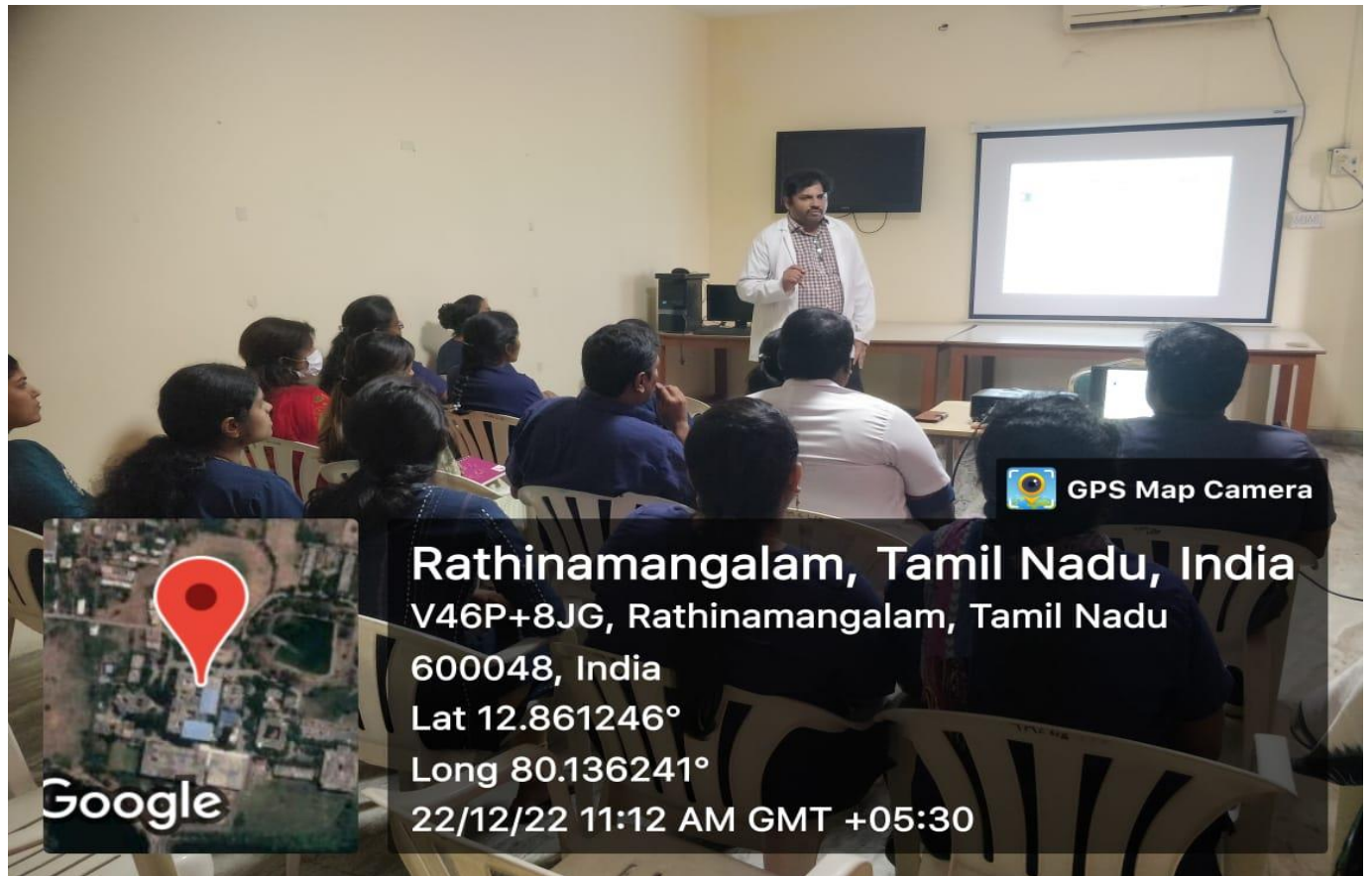
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## PROGRAMME REPORT

<b>Name/Title of the Programme</b>	PROQUEST ONLINE DATABASE DEMO CLASSES FOR FACULTY	
<b>Date and Time</b>	22/12/2022	11:00 am – 12:00 noon
<b>Venue</b>	Audio Visual Section, Central Library	
<b>Target audience/Stakeholder</b>	Faculty & Postgraduates	
<b>Number of Participants</b>	24	
<b>Programme/Event Organized by</b>	Central Library	
<b>Resource Person</b>	Dr.R.C. Karthik,Secretary, Library committee, TMCH	

### Detailed Report of the Programme

ProQuest orientation program for postgraduates & Faculty of Tagore Medical College & Hospital was conducted from 11:00 am to 12:00 noon in library audio visual room by Dr. Karthik, Secretary, Library committee. The benefits of using e journals, how to access full text, peer reviewed articles provided by ProQuest program were highlighted.





*T. S. S. S. S.*

Dean



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## PROGRAMME REPORT

<b>Name/Title of the Programme</b>	CENTRAL LIBRARY ORIENTATION PROGRAMME FOR 1 <sup>st</sup> YEAR MBBS STUDENTS	
<b>Date and Time</b>	22/12/2022	12:00 noon – 1:00 pm
<b>Venue</b>	Central Library	
<b>Target audience/Stakeholder</b>	1 <sup>st</sup> Year MBBS Students	
<b>Number of Participants</b>	150	
<b>Programme/Event Organized by</b>	Central Library	
<b>Resource Person</b>	Mrs.Kavitha Thangaraj, Librarian, TMCH	

### Detailed Report of the Programme

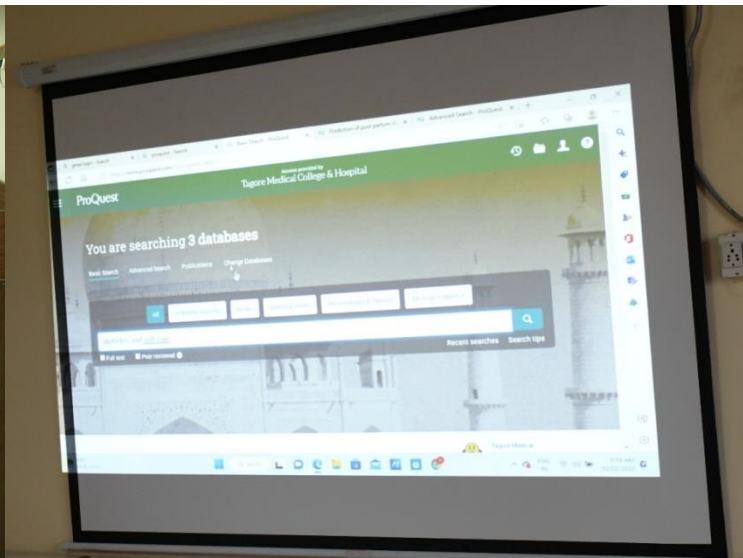
Central Library orientation programme conducted by Mrs.Kavitha Thangaraj, Librarian. It is designed to introduce our students about library's wealth of resources and to strengthen their research skills. Rules and Regulations, circulations, Text books, Reference books, e-Journals, Back volumes and information about the library resources were taught to all the new comers. This session will definitely bring a great impact on the students.



## **Photos**



**Central Library Orientation Programme for 1<sup>st</sup> Year MBBS Students - TMCH**



**Central Library Orientation Programme for 1<sup>st</sup> Year MBBS Students - TMCH**

**DEAN**



## STACK AREA



## JOURNAL SECTION





## READING AREA



## DIGITAL LIBRARY



# Audio Visual Room

