



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

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

LIBRARY POLICY	Policy No : 19
	Issue No : 02
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	Date : 13/03/2023
Next revision	2026

Policy	Library policy
Objective	<ul style="list-style-type: none">• To promote users intellectual freedom and ensure the delivery of library services in equity, fair and non-discriminatory manners.• To support the institutional curriculum needs.• To recognize the library's role in providing specialized needs for students and faculties.• To provide students with materials in up to date and of high quality which will enrich the knowledge of users• To describe the use and application of modern management techniques in the library• To scrutinize the purchase and procedure of purchase of books, journal and other documents as requested by all departments• To acquire catalogue and classify the library resources accordingly.• To conduct the library committee meetings and internal audits regularly to analyze the usage of library resources, advise the library on policy matters, concerning services, resources and facilities.
Purpose	<ul style="list-style-type: none">• Library encourages stability and continuity in its operation while reducing ambiguity in ongoing practice.• It provides tools for users to find information efficiently and quickly.• Library provides adequate space for users that are effective for study and research.• Library ensures that the quality of collection is maintained through consistency in selection and weeding out processes and a continuous

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	process of evaluation.
Principle(s)	<ul style="list-style-type: none">• The library should be accessible to everyone and the users are to be treated with professionalism and due respect.• Library should have user friendly environment for better learning and productive work.• Any person has the right to express concerns about library resources and expect to have taken the issues seriously.• Library solicit feedbacks from the users and asks them to request further assistance if they need it.• Library endorses the sharing of resources among its members as an activity essential to providing access to information required by the users.
Procedure with SOP	<p><u>RULES AND REGULATIONS OF LIBRARY:</u></p> <ul style="list-style-type: none">• Library functions from 8:00 a.m. to 8:00 p.m. on working days.• Library accession is registered manually• Strict silence should be observed within the library premises.• Tracing or underlining or marking with marker pens or disfiguring of the books or taking out the pages is strictly prohibited.• Personal belongings, like bags, mobiles, overcoats etc. should not be taken inside the library.• Books that are damaged by the user are to be replaced by the concerned user. 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.• Students completing their UG/PG courses and the faculty resigning from the institution should obtain no dues certificate from the member of the library to be produced in the college to be relieved from the institution.• Members can use the external reading hall for using personal books.

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- Users are instructed not to bring any storage devices like CD, hard disk or pen drives in library and to use in computers in the library.
- Never attempt to carry a book or a document that is a property of library without proper permission; it is equivalent to serious social offence of theft and the person will be liable for immediate dismissal from the institution.
- Books shall be lend to the user for a maximum of 2 weeks
- Journals and reference books will not be issued.
- Books borrowed for reading in the Library Reading Room have to be returned on the same day before leaving the library premises, failing which, the book will be considered as lost. It will attract the fine equivalent to the entire charge of the book. Such student can re-use the library facility only after clearing the dues.

Books Recommendation, Selection and procurement

- It has been customary for the Hods and Faculty to participate in book selection in the Central Library.
- The Library committee 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.
- The Library will search the titles 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

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	<p>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).</p> <ul style="list-style-type: none">• The Purchase Dept. will approve the same for generating Purchase Orders (PO) to vendors for supply. <p><u>Subscription Renewal of Print and Online Journals</u></p> <p><u>Addition of new Print Journals</u></p> <ul style="list-style-type: none">• The recommendation received from the Dept. Head for the subscription of new journals, if any, will be approved by the Hods /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. <p><u>Addition of new online journals package</u></p> <ul style="list-style-type: none">• 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.
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	<ul style="list-style-type: none">• 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. <p><u>Renewal of existing Print journals</u></p> <ul style="list-style-type: none">• 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
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	<p>section along with the supporting documents for the release of 100% advance payment.</p> <ul style="list-style-type: none">• 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 <p><u>Renewal of annual subscription online journals Package</u></p> <ul style="list-style-type: none">• 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. <p>Automation of the Library</p>
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	<ul style="list-style-type: none">Automation of the Library is done from 2019 using an integrated Library Management System (ILMS) Software named Autolib 8.1 Version which has all the features to automate all activities of any type of modern libraries.
Frequency	3 Years
Related/Supportive documents	As Per the Norms
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
 Chief Librarian	 IQAC Coordinator	 Dean

LIBRARIAN
TAGORE MEDICAL COLLEGE & HOSPITAL
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