



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

<b>Library Policy</b>	<b>Policy No:</b> MDC/LIB/2021/16 <b>Date:</b> 10/11/2021 <b>Issue:</b> 00 <b>Pages:</b> 1-5
<b>POLICY</b> The Central Library of Madha Dental College and Hospital aims to facilitate acquiring and sharing of knowledge through a smooth and continuous process all through the year.	
<b>OBJECTIVES</b> The library policy emphasizes the need to identify and develop significant strategies and its effective implementations that will enable the student community as well as the teaching and non-teaching faculty to acquire and disseminate knowledge through the annals of the Central Library. The objective includes <ol style="list-style-type: none"><li>1. To achieve maximum usage of the Central Library</li><li>2. Ensuring good quality infrastructure for library users.</li><li>3. To serve maximum number of persons possible on a day-to-day basis.</li><li>4. Special attention given to community members to make their learning process enriching and effective.</li></ol>	
<b>ROLES AND RESPONSIBILITIES</b>	
<b>Institutional Representatives Roles</b>	<b>Responsibilities</b>
<b>Management</b>	To be updated and informed about smooth functioning of Library including procurement of new study materials as well as weeding process.
<b>Principal</b>	Development and implementation of library policy and facilities.



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<b>Internal Audit Cell</b>	<ol style="list-style-type: none"><li>1. To conduct academic auditing with respect to procurement of books, journals, and manuscripts, and periodic renewal of journal subscriptions.</li><li>2. To check the functionality and essentiality of infrastructure in the library premises.</li></ol>
<b>Library Committee</b>	<ol style="list-style-type: none"><li>1. To scrutinise and recommend the purchase of books, journals and digital contents from the list suggested by the various departments.</li><li>2. To recommend the procedure for purchase of books, journals, and digital contents.</li><li>3. To recommend to write-off the missing books and facilitate the disposal of the damaged books and the unused books.</li><li>4. To periodically scrutinise suggestions, complaints, and feedback and recommend methods to constantly improve and increase the library services.</li><li>5. To help the librarian and the support staff in the management of the library and also to prepare the annual report of the library.</li></ol>
<b>Librarian</b>	<ol style="list-style-type: none"><li>1. To choose, procure, catalogue, classify and maintain the library resources in both hard and soft copy formats.</li><li>2. To help the students, research scholars, and faculty members to find the information that they need.</li><li>3. To train the library supporting staff and supervise the personnel and facilities for optimal functioning.</li><li>4. To periodically conduct stock verification, perform</li></ol>



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	<p>weeding work, and update new arrivals.</p> <ol style="list-style-type: none"><li>5. To periodically analyse the feedback, recommendations and complaints of the users and respond appropriately.</li><li>6. To organize the novice library orientation and user promotion programmes.</li><li>7. To give valuable input regarding architectural planning of library facility. .</li></ol>
<b>Library Support Staff</b>	<ol style="list-style-type: none"><li>1. To assist the Librarian and Deputy Librarian in the smooth functioning of the library.</li><li>2. To facilitate the library users in finding the information they want.</li><li>3. To help in cataloguing and classifying the library resources and assist in weeding process.</li><li>4. To ensure shelving and maintenance of the library resources and records.</li><li>5. To report to the Librarian immediately in case of any damage or disruption.</li></ol>
<b>Membership and Issue of Book</b>	<ol style="list-style-type: none"><li>1. Undergraduate and postgraduate dental students, interns, teaching faculty and non-teaching staff are eligible to become members of the Central Library.</li><li>2. External faculty and students after their prior request has been permitted by Dean or Principal of this institution can be temporary members not exceeding 15 days at a time.</li><li>3. User should fill and submit the Library Membership Form within the first 15 days of admission / joining the</li></ol>



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	<p>institution.</p> <ol style="list-style-type: none"><li>Students are issued two books for a period of seven days.</li><li>Teaching and non-teaching faculty will be issued three books for 15 days.</li><li>In case, user has exceeded the limit of borrowing library books, overnight lending of books for a day or two is allowed.</li><li>Any member at the time of completion of course/resignation/retirement, a no-dues certificate will be issued from the library after forfeiting their library membership card and clearing any dues, after which, they cease to be a member of the Library.</li><li>For the external faculty and students, library membership card is issued for a period written on the said card. Their membership ceases on the last date automatically, but one can renew their membership for an extended period by prior submission of request.</li></ol>
Remote access	Through DELNET

Prepared by IQAC Coordinator	Verified by IQAC Director	Approved by Principal
		 <b>PRINCIPAL</b>

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KUNDRATHUR, CHENNAI - 600069