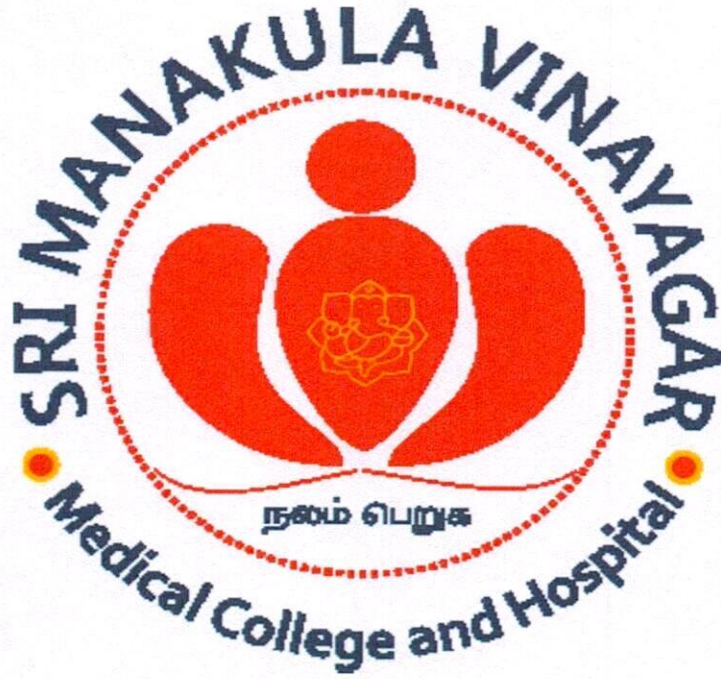


***SRI MANAKULA VINAYAGAR MEDICAL COLLEGE &  
HOSPITAL***



***MEDICAL COLLEGE CENTRAL LIBRARY***

***Standard Operating Procedure***

**2005 to 2018**

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**INTRODUCTION:**

The central library was started in the year of 2005 with the starting of Sri Manakula Vinayagar Medical College and Hospital.

Libraries are always the hub of knowledge and are very important section of any academic institute. Without a library, it is very difficult for any academic institute to survive in the educational community. The libraries provide the knowledge to all library users and fulfill all the information needs and requirements.

**Library overview:-**

- The library located in three floors with carpet area of 2400 sq.mtr with 4 reading halls that can be easily accessed by student and faculties with air-condition.
- Open all days except national and important festival holidays.
- Study spaces for 300 students.
- More than 16650 books and 140 national and international journals and 1480 back volumes.
- More than 30 ultramodern computers of 100 mbps internet bandwidth speed is available for students
- Wi-fi router
- Internet-café
- Photocopy
- University question bank.

**VISION:**

The vision is designed in accordance with the vision statement of the institute.

- To provide the most effective lending, reference, proactive current awareness and information provision services possible in response to current and future users needs.

- To encourage and support the research and other related activities.

### **MISSION:**

The mission of the library is as under

- The library's mission is to provide comprehensive resources and services in support of the research, teaching, and learning needs of the SMVMCH.
- To fulfill the research, teaching, and learning needs of its users;
  - To build collections and create tools to support research, teaching, and learning, to maintain and to provide a source for past journal collection.
- Provide access to and promote the discovery and use of local and external information resources,
- Ensure the preservation and long-lasting availability of Library collections and resources,
- To create virtual environments for study, teaching, and research,
- Advance local, national, and international library and information initiatives.
- Initiate, enhance and improve new and traditional user services.
- Support the instructional, information, research and curriculum needs of the SMVMCH through an effective, collection of library material
- To maintain the individual department libraries and promote their usage based on the department needs.

### **LIBRARY RESOURCES:**

**Books:-**The acquisition of the library material has been started on the same day when library was established. The library has a collection of 16607 number text and reference books.

Following is the detail of the library purchased / acquired material.

The details of the books are provided in the appendix - I.

Subject wise books details in appendix - II.

**DEPARTMENT LIBRARY:-**

The following details contain departmental library books for uses of faculties and students. Totally 3759 number of books are available in all departments.

Department library book details in appendix - III

**AUDIO VISUAL MATERIAL**

The library also has rich collections of AV materials in the form of audio cassettes, CDs and DVDs. The detail of this section is as under:

Year	Audio cassettes	CD/DVDs
2005-2018	2	1023

**MEDLINE DATABASE (CD ROM)**

This section contains MEDLINE DATABASE (CD ROM)

date	YEAR
01.07.05	CURRENT I YEAR SUBS WITH BACK FILES FROM 1991 FORWARD (Jan 1991 – Dec. 2005)
07.02.07	MEDLINE SITE ENHANCED ON CD ROM (FEB 2007 – JAN 2008)

10.03.08	MEDLINE – ONE YEAR ONLINE SUBSCRIPTION (MAR 2008 – FEB 2009)
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### **Journals**

This section contains subscribed, indexed national and international journals regularly.

Total number of back volumes 1480. The detailed report is as under:

PRINT JOURNAL SUBSCRIPTION DETAILS in **Appendix - IV**

### **E-books:-**

This section contains e-books, access to more than 4500 e-books.

### **E-journals:-**

This section contains about e-journals, online access to more than 8200 e-journals.

### ***J-GATE ON LINE MEDICAL JOURNALS DETAILS:-***

The library has subscribed J-gate biomedical sciences online database year of 2018-19 to access 8200 online medical e-journals.

S.NO	YEAR
1	2018- - 2019

### ***PROQUEST ON LINE MEDICAL JOURNALS DETAILS***

The library has subscribed from 2009-2018 PROQUEST medical library e-journals / 1500+ online journals and 500 publisher's coverage from 1986- present.

## **MD CONSULT (ELSEVIER)**

This section contains ON LINE JOURNAL & BOOKS from MD CONSULT Elsevier electronic product in the period of 2011-2012.

<b>S.NO</b>	<b>YEAR</b>	<b>CONTENT</b>
1	2011 – 12	84 ONLINE JOURNALS (FULL TEXT ) 50 BOOKS – LEADING MEDICAL REFERENCES 30,000 DRUG DATA BASE 10,000 PATIENT HANDOUTS 50,000 MEDICAL IMAGES PRACTICAL GUIDELINES & CME

## **INFORMATION AND LIBRARY NETWORK**

This section contains about "National Library and Information Services Infrastructure for Scholarly Content (N-LIST) subscribed for the year of 2012- 2016.

<b>S.NO</b>	<b>YEAR</b>
1	ANNUAL MEMBER FEES (2012 – 13) E - JOURNAL – 362 & E – BOOKS - 6000
2	ANNUAL MEMBER FEES (2013 – 14) E - JOURNAL – 362 & E – BOOKS - 6000
3	ANNUAL MEMBER FEES (2014 – 15) E - JOURNAL – 362 & E – BOOKS - 6000

4	ANNUAL MEMBER FEES (2015 – 16) E - JOURNAL – 362 & E – BOOKS - 6000
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### **THESIS/ Dissertation**

The library also has the postgraduate student's thesis. These are the research work of the students and very good learning recourses for the students. Totally library has 250 student thesis at present. Thesis year wise quantity in appendix-V

### **SERVICES:-**

The library is fully computerized. It has previous years university questions paper for all subjects both UGs and PGs. It also offers 7 leading Tamil and English newspapers reading services to its users.

The followings are other services of Library.

- Circulation of books.
- Reference services.
- Reprography services (Photocopy).
- Newspapers clipping services.
- Wireless router facility for laptop users.
- Search facility through internet.

### **Reading hall:-**

The library has 3 reading halls with 283 seats and with air-conditioned.

### **Working hours:-**

The library is kept open from 8.30 AM to 10.00PM on all working days, and from 8.30AM to 4.30PM on holidays.



### **Own book reading hall:-**

The library has separate own book reading hall facilities for students and faculties. There are 90 seats available to use the hall with centralized air-conditions. They can use their own books. The reading hall opened from 08.30 A.M to 11.00 P. M.

### **Library rules:-**

The library has own rules and regulations

- The library users should keep silent in library.
- Should not use mobile phone inside of the library.
- Refer the books gently.
- No marking should be made in library books. If found it can be penalized.
- Keep the own books and bags in depository rack of the users.
- Every users should sign in user's register/enter finger print when enter into the library.
- Reference books are not for issue.
- The books taken from the rack should not be kept in rack again. It should be kept on the table.
- The borrowed book should be returned before due date (15 days).
- Penalty will be charged, for the books returned after the due date.
- The borrowed books should be returned without damage.

### **Audit of Library:-**

1. Yearly audit of the books
2. Audit of usage of individual book.
3. Usage list.

### **ACTIVITIES:-**

Following activities has been done in the past years.

**Book fairs / exhibitions:-**

To equip with the latest tools and technologies, the library staff always tried to acquire latest books for faculty and students. For the purpose, book fair exhibition has been organized for the selection of books on the spot. Following are the detail of such books fairs and exhibitions.

- First book fair April 23, 2018

**Library equipments:-**

With the addition of books and other library resources the library furniture and other equipments also enhanced to organize the library material and facilitate the library user in a proper way.

**LIBRARY COMMITTEE:-**

This committee was established to provide the action plan to the library staff. This committee was also made the bridge between the authorities and the library staff.

Library committee members list below,

- |  |             |
|--|-------------|
| 1. Director                            | Chairperson |
| 2. Dean ( Academic)                    | Member      |
| 3. Head of the Department of Surgery   | Member      |
| 4. Head of the Department of Anatomy   | Member      |
| 5. Head of the Department of Com. Med. | Member      |
| 6. Head of the Department of Pathology | Member      |
| 7. UG Student Final Year               | Member      |
| 8. PG Student Second Year              | Member      |
| 9. Librarian                           | Secretary   |

Yearly two meetings of this committee were held to think over the library matters and gave directions to the library staff for future planning.

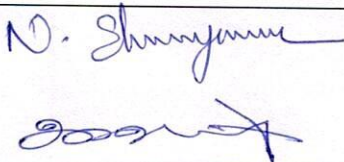



**Library staff:-**

The library services are based on the professional skills of the library staff. The SMVMCH library has a good professional and non professional library staff. The library staff did their best efforts to uplift the library resources and services for their users. These are the actual library workers who did their job very enthusiastically.

**Digital library:-**

The digital library has more than 30 ultra modern 100mbps internet bandwidth speed computers to access e-resources like e-journals and e-books etc. It is also air-conditioned.

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	<i>Designation</i>	<i>Signature</i>
<b>Prepared by</b>	<b>Mr.N.Elangovan and Mr R.Anandhan</b>	
<b>Reviewed by</b>	<b>Dr.K.Karthikeyan Dean Academic</b>	
<b>Approved by</b>	<b>Dr. R. N. Kagne Deputy Director and Dean</b>	
<b>Issued by</b>	<b>Dr. D. Rajagovindan Director</b>	

*Appendix - I*

*Books Purchased Year Wise details:-*

<b>S.NO</b>	<b>ACADEMIC YEAR (1 Apr to MAR 31)</b>	<b>QTY</b>
1	2004 – 05	2583
2	2005 – 06	717
3	2006 – 07	2604
4	2007 – 08	1701
5	2008 – 09	2253
6	2009 – 10	3040
7	2010 – 11	1816
8	2011 – 12	78
9	2012 – 13	302
10	2013 – 14	366
11	2014 – 15	499
12	2015 - 16	100
13	2016 - 17	269
14	2017 - 18	131
15	2018-19	145
	<b>TOTAL</b>	<b>16679</b>

## *Appendix - II*

### *Subject Wise Books Details*

<b>S.No</b>	<b>Subjects</b>	<b>Titles</b>	<b>No. of Copies</b>
1	Anaesthesia	152	390
2	Anatomy	441	1459
3	Biochemistry	326	991
4	Community Medicine	229	712
5	Dental	162	352
6	Dermatology, Vene & Leprosy	165	409
7	Ent	112	305
8	Forensic Medicine & Toxicology	223	624
9	General Medicine	1,024	2344
10	Microbiology	334	1044
11	Nursing	120	204
12	Obstet & Gynaecology	439	1130
13	Ophthalmology	255	545
14	Orthopaedics	239	550
15	Paediatrics	335	907
16	Pathology	361	931
17	Pharmacology	286	791
18	Physiology	221	791
19	Psychiatry	229	453
20	Radio Diagnosis	233	519
21	Surgery	416	916
22	Pulmonary Medicine	116	312
		<b>6418</b>	<b>16679</b>

### *Appendix - III*

#### *Department Library Book Details*

S.No	Departments	Titles	No. of Copies
1	Anesthesia	92	137
2	Anatomy	133	236
3	Biochemistry	120	268
4	Community Medicine	160	289
5	Dental	66	80
6	Dermatology, Vene & Leprosy	83	124
7	Ent	85	115
8	Forensic Medicine	182	255
9	General Medicine	110	148
10	Microbiology	105	199
11	Obstet & Gynecology	119	181
12	Ophthalmology	106	148
13	Orthopedics	96	141
14	Pediatrics	130	172
15	Pathology	136	216
16	Pharmacology	116	205
17	Physiology	91	213
18	Psychiatry	80	98
19	Radio Diagnosis	143	175
20	Surgery	94	130
21	Pulmonary Medicine	144	197
22	Physiotherapy	31	31
23	Medical Education	1	1
	<b>Total :</b>	<b>2423</b>	<b>3759</b>

*Appendix - IV*

*Print Journal Subscription Details*

S.NO	YEAR	NATIONAL	INTERNATIONAL	TOTAL QTY
1	2005	21	8	29
2	2006	16	7	23
3	2007	34	16	50
4	2008	47	22	69
5	2009	62	28	90
6	2010	76	34	110
7	2011	100	75	175
8	2012	101	75	176
9	2013	101	82	183
10	2014	101	82	183
11	2015	101	81	182
12	2016	84	70	154
13	2017	87	57	142
14	2018	81	50	131

*Appendix -V*

**Year wise Thesis quantity**

<b>Sr.No</b>	<b>Year</b>	<b>No of Thesis</b>
1	2014	1
2	2015	47
3	2016	43
4	2017	37
5	2018	39
6	2019	48
<b>TOTAL</b>		<b>215</b>