



Document Name

Policy for Library

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JINNAH MEDICAL AND DENTAL COLLEGE



STANDARD OPERATING PROCEDURE

Policy for Library

Department of Student Affair

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Jinnah Medical & Dental College, Karachi

Standard Operating Procedures (SOPs) For Main Library of JMDC

Aim:

To lay down procedures for procurement of books, periodicals, newspapers, CDS/DVDs and e-resources and their circulation, accounting and disposal.

Procedures for Procurement of Books, CDs/DVDs and E-Resources:

- Receive Library Requisition Form from faculty duly authorized by respective HODs.
- Check the catalogue to avoid duplication of procurement. In case, similar edition of the book is already in the library, record the same in the "Remark" column.
- Prepare list of all the books and obtain quotation from authorized suppliers for the procurement of publications and get the approval from the Principal/Vice Principal/VC/Chairman.
- Consolidate the requirements of all the publications to be procured and issue the purchase order.
- Where any publication is not available with the registered supplier, depending upon the urgency, procure the same from available source with due approvals.
- Follow up with the suppliers for the timely supply of the publications.
- Receive the publications and check /compare with the supplier's challan/ invoice for correct supply of publications. Check the proper condition of the publication and enter the details of the publication in the Accession Register, if the same is in good condition, otherwise return to the supplier.
- (Form No. JMDC 01)

Processing of the Books/ CDS/ DVDs:

- Generate the Dewey Decimal Classification Number (DDC) with the latest edition and then enter the details of the book/CD/DVD in the Accession Register.
- Enter the details of the book/CD/DVD in the LIS Software.
- Paste due date slip on the book.
- Put Library Stamp on the processed books at five places for identification as Library property and at one place on the CD/DVD.
- The Book is placed in the appropriate shelves in the Library and the CD/DVD in Audiovisual section.
- Get the E-resources received from the supplier uploaded the Website and ensure that they are accessible.
- Send the challan and bill to accounts section for payment.
- Maintain a record of all challan and bills and a summary of receipts through the year.

Procedure for procurement of Periodicals/ Newspapers:

- On receipt of verbal/email request from Departments for introduction of a new periodical/newspaper, prepare a periodical requisition form and obtain signature of concerned demanding Department HOD.
- Obtain approval of Chairman and place order with the publisher/ newspaper vendor. **(Form No. JMDC 02)**

Processing of Periodicals/ Newspapers:

- On receipt of periodicals/ newspaper, enter the details in the Periodical/ Newspaper Register.
- Put Library stamp on the periodical/ newspaper at five places and enter the date of receipt.
- Place the periodical/ newspaper in the appropriate shelf in the reading room.
- On receipt of bill from publisher/ newspaper vendor, forward the bill to Accounts Section for payment.
- Maintain a record of all bills and a summary of receipts through the year.

Membership of Library and issue of Library Card:

- Students can use the facility of Library after duly filled library membership form and avail the facilities **(Form No. JMDC 03)**
- The Library Card will be issued by Librarian.
- All faculty and staff desirous of membership of the JMDC Library will fill in the Library Membership form and submit it in the library. **(Form No. JMDC 04)**
- Temporary Library Cards may be issued to Alumni/ research scholars from outside on request after obtaining sanction of Principal/Vice Principal. It will be issued initially for a period of six months.

Circulation Policy for Books and other materials:

- Show library membership card when borrowing books.
- The membership card is not transferable and must be surrendered to the librarian at the end of Program and get a clearance.
- A lost card will be replaced by a new one for a fee of Rs. 50/-
- Photocopy of full book is not allowed.
- Reference books and Journals cannot be borrowed
- Current price is to be paid by the borrowers for a lost/damage library book.
- Wifi facility is available in library
- The lending period for books varies depending on whether the borrower is a student or faculty member
- Books can be borrowed as following rules.

For Students : **01 Book for two days**
For Faculty : **02 Books for one weeks**

Fines:

- The fine for overdue materials as Rs.30/day. (After relaxation of one day)

Renewals:

- A book can be re-issue thrice; renewal may be done in person or by phone.
- Books can be renewed if
- You have overdue book
- You have unpaid library fines
- The book has reached its renewal limit
- Another student and faculty member has requested the same book

Recalls:

- If a book has been charged out for more than 10 days, a recall can be placed on the book. The borrower will be notified that the book must be returned within two days to avoid a fine. The person requesting the book will be notified.

Standard Operating Procedures (SOPs) for the Accession Register

1. Purpose

The purpose of the Accession Register is to maintain a **permanent, organized record** of all items added to the library collection. Every new item (books, journals, CDs, etc.) is assigned a **unique accession number**.

2. Format of the Register

The Accession Register must have the following fields for each entry:

- Accession Number (in serial order)
- Date of Accession
- Title of the Item
- Author(s)/Editor(s)
- Publisher
- Place of Publication
- Year of Publication
- Edition
- ISBN/ISSN
- Price (in local currency or original currency with conversion rate)
- Source of Acquisition (Purchase, Gift, Donation, Exchange)
- Vendor/Donor Name
- Remarks (Condition, Special Notes if any)

3. Accession Numbering

Each new item must be assigned a **unique and consecutive** accession number.

If multiple copies of the same title are received, **each copy must have its own accession number** (e.g. 1501, 1502, 1503).

4. Timing of Entry

Entries must be made **within three (3) working days** of receiving the item.

Only after accessioning can the cataloguing and processing of the item begin.

5. Corrections Policy

In case of an error, **strike through** the incorrect information with a single line.

Do not use erasers, whiteners, or overwrite.


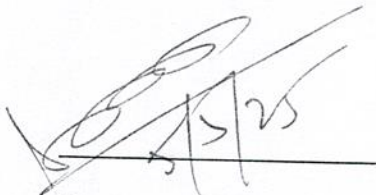
Corrections must be initialed and dated by the staff member making the change.

6. Physical and Digital Record Keeping

Audits should check for missing entries, duplicate accession numbers, pricing errors, and acquisition source verification.

8. Special Cases

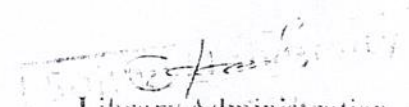
In case of damaged, lost, or weeded-out items, proper remarks must be recorded in the register, and the removal must follow an official approval process.


Mr. S Ruhullah
Librarian
Prof. Dr. Atif Mahmood
Principal
Jinnah Medical and Dental College

Library Rules

All the students, faculty of Sohail University/JMDC and the people of attached hospitals can use the library resources for reference and consultation.

- **Student ID:** You will typically need a valid library card or student ID to access library resources, check out books, or use library computers.
- **Quiet:** The library is a noise-free zone. Please observe silence in the library.
- **Not allowed:** Bags and Other belongings are not allowed inside the library
- **Library Hours:** Library have specific operating hours from 8:00am to 5:00pm. Make sure to be aware of these hours and plan your visits accordingly.
- **Respect Others:** Maintain a respectful and courteous attitude toward other library users, both in terms of noise levels and shared spaces.
- **Cell Phones and Devices:** Use cell phones and electronic devices quietly. Set your phone to silent mode while in the library.
- **Food and Drink:** Smoking, Drinks and eatables are not allowed in the library.
- **Collaboration and Group Work:** If you're working on group projects or collaborating with classmates, use the Group Study Room and respect the needs of other library users.
- **Lost Personal Things:** Library is not responsible for any losses; please do not leave your belongings unattended. Don't leave any valuable thing such as Mobile or Wallet etc.
- **Placement of Chairs:** Placement of Chairs should not be changed.
- **Library Premises:** Teachers are not permitted to conduct classes inside the library.
- **Lost or Damaged Materials:** Do not write, underline, mark or highlight in the library book. Library books are carefully examined on return and the borrower will be held responsible for the damage.
Books can only be borrowed by students, faculty, staff and PGs registered from SOHAIL UNIVERSITY/JMDC.
A book issued can be recalled whenever needed and must be returned immediately.
- **Games (Ludo etc.) or Playing music is Not Allowed.**


Library Administration



S.M.SOHAIL TRUST
JINNAH MEDICAL & DENTAL COLLEGE
LIBRARY MEMBERSHIP FORM

PLEASE WRITE IN BLOCK LETTERS

**Place Two
Photograph**

I hereby apply for the membership of the JMDC Library and promise that I shall abide by the rules & regulations and discipline of the Library (overleaf).

Name: _____ Father's Name: _____

Roll No: _____ Class: _____

Address: _____

Res. Phone No: _____ Mobile No: _____

E-mail Address: _____

Signature of Applicant

Signature of Asst Librarian

Signature of Chief Librarian



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Roll No: _____ Class: _____

Address: _____

Res. Phone No: _____ Mobile No: _____

E-mail Address: _____

Signature of Applicant

Signature of Asst Librarian

Signature of Chief Librarian

RULES & REGULATIONS FOR LIBRARY USE

- The Faculty can borrow the books for study in the college Premises/Library only and no book can be issued for taking out of college.
- Member shall have to return the books on same day.
- Reference books can be taken upto the discussion room only.
- Members are responsible to ensure that the books they want to borrow are not damaged. if found, kindly report it to the librarian for appropriate action. Members will be held responsible for any damage or lost of the books: he/she will either provide a new copy of same title or pay the cost of that material.
- Silence must be strictly observed at all times in the library and also in its surrounding areas.
- Members are requested to switch off their MOBILE PHONES before entering the library. Taking calls or making calls is strictly prohibited
- Eating and drinking (Chewing gum, Toffee Biscuits, Chips and Soft Drinks etc) is not allowed in the Library.
- Members are not allowed to bring MP3 Player, I Pods, CD Players, and Bluetooth etc in side the Library.

Applicant's Signature: _____



Jinnah College of Nursing

LIBRARY MEMBERSHIP FORM FOR Faculty & Staff

Please write in BLOCK letters

Place Two
Photographs
Here

I hereby apply for the membership of the JMDC Library and promise that I shall abide by the rules & regulations and discipline of the Library (overleaf).

Name: _____ Father's Name: _____

Employee #: _____ Deptt. & Designation: _____

Address: _____

Res. Phone No: _____ Off. Phone No. _____

Mobile No: _____ E-mail Address: _____

Applicant's Signature

Chief Librarian's Signature

RULES & REGULATIONS FOR LIBRARY USE

- The students can borrow the books for study in the college premises/Library only and no book can be issued for taking out of college
- Students shall have to return the books the same day otherwise a fine of Rs.30/per day will be levied.
- Reference books can be taken upto the discussion room only.
- Members are responsible to ensure that the books they want to borrow are not damaged. if found. kindly report it to the librarian for appropriate action. Members will be held responsible for any damage or lost of the books: he/she will either provide a new copy of same title or pay the cost of that material.
- Silence must be strictly observed at all times in the library and also in its surrounding areas.
- Students/members are requested to switch off their MOBILE PHONES before entering the library. Receiving of messages, sending messages, taking calls or making calls is strictly prohibited.
- Eating and drinking (Chewing gum, Toffee Biscuits, Chips, Soft Drinks etc) is not allowed in the Library.
- Students are not allowed to bring MP3 Player, I Pods, CD Players, and Bluetooth etc in side the Library.
- Discussing things/talking while one is working on the computer are not allowed. Only one student can use one computer at a time.

IF ANY STUDENT/MEMBER IS FOUND NOT COMPLYING WITH THE ABOVE MENTIONED RULES, HE/SHE WILL BE SUBJECT TO DISCIPLINARY ACTION.

Applicant's Signature: _____



S. M. SOHAIL TRUST
Library

Roll No./Emp. No. _____

Date of Issue: _____ Valid Till _____

Name: _____

Father's Name: _____

Dept/Class: _____

Address: _____

Tel No. _____ Cell No. _____

Student's
Signature

Librarian's
Signature



Rules & Regulations

1. This Card is Non-Transferable.
2. Books are not allowed to borrow.
3. Students shall have to return the books the same day otherwise a fine of Rs. 30..... per day will be levied.
4. Books will not be issued on College ID Card.
5. Books lost/damaged or injured shall have to be replaced or paid for the borrower's.
6. Duplicate card will be issued on payment of Rs.
7. Complete silence should be maintained in the library.
8. Members are not allowed to bring MP3 Player, I Pads, CDs Players, and Bluetooth etc in side the Library.

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**S. M. SOHAIL TRUST
Library**



Rules & Regulations

Roll No./Emp. No. _____

Date of Issue: _____ Valid Till _____

Name: _____

Father's Name: _____

Dept/Class: _____

Address: _____

Tel No. _____ Cell No. _____

Student's
Signature

Librarian's
Signature

1. This Card is Non-Transferable.
2. Books are not allowed to borrow.
3. Students shall have to return the books the same day otherwise a fine of Rs. 3.00 per day will be levied.
4. Books will not be issued on College ID Card.
5. Books lost/damaged or injured shall have to be replaced or paid for the borrower's.
6. Duplicate card will be issued on payment of Rs.
7. Complete silence should be maintained in the library.
8. Members are not allowed to bring MP3 Player, I Pads, CDs Players, and Bluetooth etc in side the Library.

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