

**CENTRAL LIBRARY H. P. GOVT. DENTAL COLLEGE & HOSPITAL
SHIMLA-1**

LIBRARY:

The Central Library of the College is located in Ground Floor of the College Building. In the library Central Electrical Heating Systems have been installed. The library is situated in the peaceful area. It is on the beautiful Ground Floor of the College Building with all modern facilities. The separate provisions for E-resources in library have been provided to the readers of the college. The library has good space to accommodate 100 readers in the Library Reading Hall, with separate seating arrangements for PG/Interns.

READING RESOURCES/COLLECTIONS IN LIBRARY:

S.N.	PARTICULARS	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
		3835
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF VOLUMES
	64	
03.	CD'S	
	TOTAL NO.	
04.	COMPLIMENTARY BOOKS	
05.	TOTAL TITLE	TOTAL BOOKS
	MISCELLANEOUS	196

READING RESOURCES DEPARTMENTWISE IN LIBRARY:

I	ORAL & MAXILLOFACIAL SURGERY	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	00	00
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	
II	ORAL MEDICINE, DIAGNOSIS & RADIOLOGY	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	00	00
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	
III	PROSTHODONTICS	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	00	00
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	

IV	ORTHODONTICS	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	00	00
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	
V	PAEDODONTICS	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	00	00
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	
VI	PERIODONTICS	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	000	000
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	

VII	CONSERVATIVE DENTISTRY & ENDODONTICS	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	000	000
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	
VIII	PUBLIC HEALTH DENTISTRY	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	000	000
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	
IX	ORAL PATHOLOGY & MICROBIOLOGY	
01.	PRINTED BOOKS	
	TOTAL TITLE	TOTAL BOOKS
	000	000
02.	PRINTED JOURNALS	
	TOTAL TITLE	NO. OF BOUND VOLUMES
	00	00
03.	CD'S	
	TOTAL NO.	

CHARGING SYSTEM:

In the college library Browne Charging System is being used to lend books for home reading. Near the end of 19th century, Nina E. Browne devised a charging system which used pockets or envelopes for each borrower instead of cards.

CATALOGUE:

Dictionary catalogue (AACR-II) is followed in the College Library for Cataloguing of books.

LIBRARY COMMITTEE:

S.NO.	NAME	POSITION	MOB.NO.
01.	DR. K. S. NEGI, PROF.& HEAD ORTHODONTICS	CHAIRPERSON	
02.	DR. RANJAN GUPTA , PROF.(DESIG.) PROSTHODONTICS	MEMBER	
03.	DR. NAROTTAM GHEZTA ASSTT. PROF. OMFS	MEMBER	
05.	SH. D. R. CHANDEL , LIBRARIAN (COLLEGE CADRE)	MEMBER	94184-62002
04.	SH. RAJESH SHARMA, ASSTT. CONTROLLER(F&A)	MEMBER	

LIBRARY STAFF:

MR. D. R. CHANDEL,

LIBRARIAN (COLLEGE CADRE),
M. L. I. Sc, M.A., PGDIPM&IR
ASSISTANT LIBRARIAN

MRS. MEENU DEVI,

MR. SURENDER PAL,

PEON

LIBRARY RESOURCES:

The library has good collection of books and Journals of all subjects. At present Library has collection of 3835 reference & test books as per DCI guidelines/ recommendations. The Library has latest reference and text books. The Library has 64 Journal's having their 523 bound back volumes.

OBJECTIVE OF THE CENTRAL LIBRARY:

The primary object of the central library is to provide excellent service in term of different reading resources & formation in peaceful atmosphere which will be supportive in imparting dental education I for promoting research and development in the field of dental health education.

LIBRARY WORKING HOURS:

- (1) The Library remains open 09-30 AM to 04-00 PM
- (2) The Library has closed access system.
- (3) Internet & Photostat service is also available in the Library.
- (4) Latest & required editions of books are also issued to the Departmental Libraries for reader's ready reference.
- (5) Current Awareness Service (CAS) and reference service are also provided.

COMPUTER LAB./E-LIBRARY:

Computer Lab. /E-Library is equipped with 8 Computer Systems with Internet connectivity.

RULES FOR COMPUTER LAB. E-LIBRARY & INTERNET USERS:

- (1) Readers can use Internet facility for the academic & research purposes only.
- (2) For users valid Identity Card of college is mandatory.
- (3) All user are required to make entry in the register kept in the Computer Lab./E-Library.
- (4) During rush in Computer Lab. /E-Library, time slots may be fixed by library staff on duty.
- (5) User cannot make change in the setting of computers and cannot fix their own passwords in any system.
- (6) Software downloading is not allowed in the Computer Lab/E-Library.
- (7) Laptop/E-Note book will not be allowed in Computer Lab./E-Library.

DEPARTMENTAL LIBRARIES:

Every department of this college can borrow some books for their departmental libraries for ready reference of students & faculty. The books having multiple copies will be issued to the departmental libraries against the signatures of the HOD of the concerned department. A proper record of books taken from the Central Library will be kept by the concerned department and department will be responsible for these books got issued from the Central College Library.

BOOK EXHIBITION:

Books exhibitions are arranged by the publishers and book seller in the Library Hall. Books are also purchased for College Library through these exhibitions arranged by the successful tenderer.

GENERAL LIBRARY RULES:

- (1) Silence should be observed in the library.
- (2) Conversation or loud speaking in the library is strictly prohibited. If warning from the Librarian is not heeded, he/she has been authorised to request the person concerned to leave the library immediately.
- (3) No furniture arranged in the library will be removed from one place to another, when leaving the library the users are expected to switch off the electric heaters if in use.
- (4) The borrowers are expected to be courteous with the library staff regarding any enquiry about the books and journals.
- (5) During stock taking, which will be notified all books taken must be returned.
- (6) Books required by the teaching staff, if taken out by any other member, must be returned on receipt of notice from the librarian within 24 hours.
- (7) Each borrower must make his arrangement for the carrying of books to and from the library.
- (8) Fresh arrival will be displayed in a separate Almirah for a fortnight before being issued.
- (9) Current number of journals will not be issued till the next issue is received.
- (10) Over due books and journals must be returned within 24 hours of receipt of notice by the borrower from the librarian calling back the books.
- (11) No books will be issued to the students during the vacation.
- (12) No reference book will be issued to the borrower for home use.
- (13) Staff member should deposit their library cards/with the librarian in case they are transferred or resigned.
- (14) If a book is lost the price of complete volume of that book will be charged from the borrower.

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