



DR. ULHAS PATIL MEDICAL COLLEGE & HOSPITAL,

Recognized by Medical Council of India, Approved by Central Govt. of India, New Delhi,

Letter no. MCI-34(41)/2012-med./158127, dated 05/02/2013

Affiliated to Maharashtra University of Health Sciences, Nashik [College Code-1306]

Jalgaon-Bhusawal Road, Jalgaon Kh, Tal. & Dist. Jalgaon 425309

Tel. No.(0257)2366657, 2366678 Fax No. 0257-2366648

Email ID : dupmcj@yahoo.in Web Site : www.dupmc.ac.in

NAAC ACCREDITED

SOP for Library

- **PURPOSE** : To plan and design the procedures for functioning of the Library
- **SCOPE** : Functioning of UG and PG Library
- **RESPONSIBILITY** : Librarian, Assistant Librarian and Supporting Staffs
- **Library Opening hours** The library will be open on all working days (Monday to Saturday) from 9:00 a.m. to 5:00 p.m.
- **Availing Library Facility** : All bonafide students of the Institute are eligible to become members of the library. Applications for membership have to be submitted in prescribed format available at Counter in Library. Library cards will be issued to the members.
- **Maintenance of Library** : The maintenance of Library is done on regular basis by the cleaning staff. The cleanliness is supervised by Supervisor and Cleaning and maintenance committee of the institution. Maintenance of Fire Extinguishing Equipment's at the Library Fire services and equipment's are provided by an ESP. The equipment's are maintained by the outsourced ESP
- **Library Rules** : Library users entering have to enter their details in the library entry register and show the identity card.
Student should check the condition of the book and get checked at the issue counter.
Student will be held responsible if book is received in damage condition and he/she has to replace it by a new copy.
Library card and property token not to be misplaced or lost. All losses should be reported to the librarian.
Library card are non-transferable.
All books or any other reading material should be returned on or before due date.
- **Receipt of Books** : On receipt of the Books, they are checked for their condition, price and edition and also the invoice details. After thorough verification, the bills are passed as requested
- **Accession** : Invoices are arranged chronologically and each book is given a unique number called Accession number. All details of the books are entered in the Accession Register.
- **Arrangement of Books and Journals in the storage racks** Books are segregated according to the discipline based on call numbers given, these Books are arranged in racks according to the subject wise call numbers for easy access and retrieval. Magazines and Journals are arranged according to the specific discipline.

Godavari Foundation's

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- Library Books are issued to the students and staff, Issue and return of books is facilitated through register. Each UG student is permitted to borrow 2 books at a time for 07 days, and PG student.
- Maintenance of Files and Registers : Invoice Files are maintained for Books purchased Subscription Invoices are maintained for Journals and Magazines. Books Accession Register is maintained for the stock of Books.
- Reprographic Service : Reprographic facility is provided in the library / administrative office. Maintenance of the reprographic machine is provided by manufacturer.
- Library Advisory Committee Meeting Library Advisory committee Meeting are conducted for each semester and action plan is carried out for the same




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