CENTRAL LIBRARY MTMC
Policy, Rules, and Regulations

MTMC library is entrusted with the task of procuring, organizing, and displaying the various sources of knowledge in different media and disseminating them to the users. The library has various sections for the faculties and students.

WORKING HOURS:
i)   Book Section: 9.00 AM – 8.00 PM
ii)   Periodical Section: 9.00 AM – 6.00 PM
iii)   Circulation/ Lending Section: 9.00 AM – 8.00 PM
iv)   Computer Lab: 9.00 AM – 8.00 PM
v)   Photocopying Section: 9.00 AM – 8.00 PM

However, the Reference Library (Book and Periodical Section) will remain closed or working hours will be reduced depending upon the strength of the students.

PHOTOCOPYING/XEROX SECTION:
The library has one photocopying machine installed. This section is located on the ground floor of the central library. The photocopies of required library material can be made against payment. The charges are as follows.
Paper Single Side Back-to-Back
A4 Rs.1=00 per page.
A3 Rs.2=00 per page.

TECHNICAL SECTION:
Acquisition:
Procurement of books and other reading materials to the library is done in the acquisition section. Book orders will be done after receiving the recommended list of books from heads of various departments. After receiving the books, price verification, checking the physical condition of the book, and pagination i.e. checking for the availability of all the pages etc. will be done and entered into the Koha library management system. All Bills are properly maintained in this section. Reminders are sent for non-supplied/partially supplied books. Keeping track of the library budget, maintenance of library statistics, etc. is also done in the acquisition section.

Cataloguing:
After accessioning and proper verification of the same by the Asst. Librarian, the books will be transferred to the cataloguing section for pagination, classification, cataloguing and indexing of books is done here. After all this processing work, books are sent to the new arrival rack on final verification by Librarian. CBTs and CDs are sent to their respective sections.

CIRCULATION SECTION:

This section is located on the ground floor of the central library. The books from this section can be borrowed for reading outside the library, by staff & students at this institute.

For each year student details are imported to library software and maintained for necessary library transactions. Transactions of issue and return of library books to staff & students is automated and is practiced simultaneously with manual system.

The students while borrowing books are requested to produce the Barcoded ID card / Library Membership Card at the issue counter. The due date will be stamped on the book issued. While returning, if the book is overdue, fine will be collected as follows:
After 15 days: - Rs.5.00 per day, per book.

Students are expected to clear the fines soon after the return or end of the semester. The fine shall be paid by the students through the SIS portal and the fine will be cleared in the library automation software KOHA. At the end of the semester dues list will be prepared and displayed in the notice board.

All books returned will be merged in to stack in the afternoon. The book cards are arranged Roll number-wise and merged with the existing book cards.

The lending procedure for various users is as follows:
Professor/ HOD/Associate Professor- Total 4 books for one academic year
Assistant Professor- Total 3 books for one academic year
Senior Resident/ Junior Resident/ Tutor - Total 2 books for one academic year
Non-teaching Staff – 1 book for 1 month
Undergraduate - Total 2 books for 15 days (2 times renewable)

Before the commencement of the examination, a dues list will be prepared and the same will be sent to the students' section via mail and one copy of the same will be displayed on the library notice board.
If any book borrowed from the library is lost the students/staff must report the same to the circulation section. They are informed to
1. Replace the latest edition of the book or
2. Pay the present cost of the book.

A form is maintained on the circulation counter, which must be filled by the borrower at the time of replacement or cost payment. The fine will continue until the replacement of the book or the cost payment in the case of students. Library Committee will decide the deletion of old books whenever required.

PERIODICAL SECTION:

The periodical section is located on the first floor of the central library. The details of journals are entered in the Library Automation Software KOHA. After stamping the seal they are displayed in the respective places on the first floor of this section along with the preceding issues of the current volume.

At the end of the year the journals are arranged issue number wise and are sent for binding. Accessioning of the bound volume will be the next process. After processing, the bound volumes are kept only for reference. A separate set of newspapers is maintained for staff reading in the 1st mezzanine floor of the periodical section.

COMPUTER LAB:

This section is located at the 1st floor of the central library. Students/faculty/staff are permitted to use PCs to refer the online resources of the library.

A register is maintained in the information centre for access library online resources is expected to enter the details like name, department, login time, logout time, download details etc. for reference.
Students/staff can refer the same using PC's available in the information centre. They have to enter their name in the book maintained for it and students must produce ID card for the same.

KOHA SOFTWARE:

Koha is an open-access ILMS with comprehensive functionality including basic and advanced search options. Koha includes modules for acquisitions, circulation, cataloguing, serials management, flexible reporting with powerful searching, and an enhanced catalogue display. Database for books, bound Volumes, project reports, book bank books have been developed using this software. The user can retrieve the information about all the library materials using this software.

## REMOTE ACCESS (OPENATHENS ACCOUNT)

For the activation of the remote access service user shall send a mail with the details like name, employee ID, and email ID to Librarian to get access to the remote access service 'Openathens' provided by Central Library, MTMC .

After adding the details of users in openathens the user shall register and login in openathens via the link https://my.openathens.net/ and by selecting the institution name (Manipal Tata Medical College) shall use all databases provided by Library (e.g. Web of Science, Springer Link, Taylor and Fransis, BMJ Online, Elsevier, etc.). The user can also reset account password in case he/she forgets the same. Search window available where user searches the required resources. Now all the resources are accessible in the browser till the user signs out his/her account.

PLAGIARISM SOFTWARE (TURNITIN):

There is a software available for plagiarism checking namely TURNITIN (Subscribed by the institution). For checking the plagiarism of a document, users are required to send the document to the central library via e-mail lib.mtmc@manipal.edu.

Librarian /Assistant Librarian send the checked plagiarism report to the users via mail by using the username and password of TURNITIN software which is available through the internet using the link https://turnitin.com.
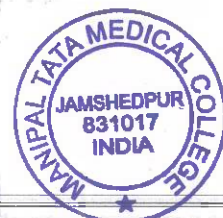
RULES AND REGULATIONS:

1. A person desirous of using the library shall enter his/her name, time of entry legibly and sign in the register kept at the entrance for the purpose.
2. Strict decorum and discipline must be maintained in the library. Users must ensure that the rights of other users of the library are not breached in any way by their own acts of omission or commission.
3. All students who visit the library must produce their student ID Cards on demand. Books will be issued only on Submission of the ID Card.
4. Use of cell phones is not allowed. If readers wish to keep them while using the library, it must be switched off/Silent Mode.
5. Readers must not take sticks, umbrellas, briefcases, boxes, and other such articles into the library. They may be deposited at the library property counter in lockers. The users are advised not to leave expensive items at the property counter.
6. Books taken out of the shelves must be left on the table. Replacing the books on shelves by users is not encouraged as the books may get misplaced.
7. Readers should not mark, underline, write, or tear pages or otherwise damage the library documents.
8. Readers are requested to handle all Library property carefully to avoid damage to it and not to disturb other readers/users.
9. No library material can be taken out of the library without the permission of the Librarian/Library Staff.
10. Photocopying service is available for users at nominal charges.
11. Anyone who violates the rules and regulations of the library we are taking action from using the library facilities or other punishments due to breach of law or norms of public order and decency.
12. Suggestions on all aspects of library services are welcome.

Dean-in-Charge
Manipal Tata Medical College
JAMSHEDPUR