

# **About Library**

## **VMMC & Safdarjung Hospital**

**Holdings:** The VMMC & SJ Hospital Library has a collection of 21106 Books, 126 print journals, 243 e-journals, Approx 8875 volumes of Bound Journals, 1137 Thesis and 954 CD's.

**Automation and Security:** Library has been automated with TLSS automation software. Data entry of all books, Journals and Thesis has been completed and there is computerized circulation of documents. Online searching of documents through OPAC is available on the computers connected to college library LAN. All the books, Journals and Thesis are bar-coded and secured by EM tattle tapes. Magnetic detection gate of 3M has been installed in the library for ensuring the security of documents.

**Digitization:** We have 06 computers; these are connected to internet through one server computer. We are in touch of NML (National Medical Library) for sharing consortia for searching online journals through ERMED website.

**Dr. Rajinder Sharma**  
**Medical Superintendent.**

### **Library Administration**

- **Dr.(Prof.) Kapil Suri**  
**Officer In charge Library**
- **Dr. Aditi Khurana**  
**M.O. Incharge Library**
- **Mr. Satyapal Singh**  
**Library Incharge/Assistant Library Information Officer**

## **LIBRARY ADVISORY COMMITTEE**

Dr. (Prof.), N. N. Mathur, Chairman of Library Committee

Dr. R.S. Mohil, Member of Library Committee

Dr. M.K. Sen, Member of Library Committee

Dr. (Prof.), Jyoti Arora, Member of Library Committee

Dr. (Prof.), Richa Talwar, Member of Library Committee

Dr. (Prof.), Vandana Mehta, Member of Library Committee

Dr. Geetika Khanna, Member of Library Committee

### **Library Staff**

➤ A.L.I.O.( Assistant Library Information Officer)	1
➤ Librarians S.L.I.A. (Senior Library & Information Assistant)	2
➤ Assistant Librarians L.I.A. (Library & Information Assistant)	3
➤ Nursing Attendants	5
➤ Safai karamchari	2
➤ Data Entry Operator	3
➤ Housekeeping (BVG)	3
➤ Security Guard	3

**Total    22**

### **Library Staff**

- Mr. Satyapal Singh  
Library Incharge/Assistant Library Information Officer
- Mrs. Meena Gupta  
Senior Library & Information Assistant
- Mrs. Aizra Jacob  
Senior Library & Information Assistant
- Mrs. Seema Vashisht  
Library & Information Assistant
- Mr. Rajan Chauhan  
Library & Information Assistant
- Mrs. Krishna  
Library & Information Assistant

## **Library Rules**

**OBJECTIVES OF THE LIBRARY** The main objective of the library is to provide documents, information and good environment that can be helpful in imparting education, promoting research and development thereby leading to improved patient care.

### **GENERAL INFORMATION**

- Entry to the library premises and Reading Rooms is allowed to persons carrying Identity Cards of VMMC & SJ Hospital.
- Only Two library ticket will be issued to the each member.
- Material for reading is to be carried by the members themselves. Help of the library staff can be asked to take out out-of-reach volumes.
- The reading material is not to be kept back in shelves after use. It is to be left on the reading table for the library staff to stack properly.
- The issued books/journals once issued cannot be taken **Inside** the library beyond **Issue-Counter**.
- All the library transactions are stopped 30 minutes before the scheduled closing time of the library.
- The administration reserves the right to ask any user who is not complying with library rules &/or not carrying the library/ VMMC & SJ HOSPITAL I-Card in the library premises to leave the library or even cancel the membership.
- I-Cards can be checked any time by library staff.
- The books will be issued for two week for students & three weeks for faculty and the periodicals will be issued for two days only.
- No Reference Book will be issued. Periodicals of last two years will not be issued.

- No personal belonging such as bags, books, files, umbrellas, water bottle etc. are allowed inside the library.
- Use of Mobile Phone in the Reading Room/Library strictly prohibited.
- One stamp size photographs is required for issuing library tickets and both side photocopy of I-Card attached with recommendation of Head of Department/Academic Registrar on membership form.
- The telephone of library can only be used for official's purpose i. e. too with prior permission of library staff on duty.
- No outsiders allowed in the Library/Reading Room.

**TIMINGS : 9.00 AM to 9.00 PM**

**: Monday to Saturday**

**: Except Sunday and Gazetted Holidays**

<b>ISSUE AND RETURN:</b> • Weekdays	9.30 AM to 8.30 PM
<b>COMPUTER and INTERNET</b>	9.30 AM to 8.30 PM
<b>PRINTER and SCANNER</b>	9.30 AM to 8.30 PM
<b>PERSONAL READING HALLS:</b>	Main Library Reading Room (Ground Floor) 7 Days X-24 Hrs open.
<b>HOLIDAYS</b>	All Gazetted Holidays & Sunday

## **MEMBERSHIP**

- MBBS Students
- B Sc Nursing Students
- Faculty Members
- Postgraduates Students
- Seniors Residents (Permanent)
- J. R. (Permanent)
- D.N.B. Student
- Specialists
- Medical Officers
- Interns (Only VMMC & SJ Hospital)
- Para-medical Staff-Lab Technicians, Pharmacists, Dietitians, Radiographer, DMLT, BPO etc.

1. No ex-faculty member or ex-student will be issued membership card.
2. Other category of staff of the institution can use library literature within the library only
3. Outsiders: Though outsiders are not allowed, but in some special cases access can be permitted for using library premises for reading purpose only provided identity of the person a duly verified and some senior faculty recommended it and own responsibility of conduct of the person, Permission will be granted by Officer In-charge/Library. This permission has to be in writing.

## **ACCESS TO COMPUTER & MULTI-MEDIA FACILITIES:**

- Internet use, online journal access, printout & scanning are available to the members only

## **PHOTOCOPYING**

- Preferably only one article /chapter of Books/ Journals is allowed for Photocopy
- Charge Rs. 0.50/- per page.
- Don't insist for back to back photocopy.
- Photocopy of personal Book/ Articles, is NOT ALLOWED.

## **BOOK BANK**

The library issues the books of Book Bank to the economically weak all category students. This service is without any charges. The student is required to get it recommended by Medical Superintendent/Principle/Vice Principle/Head of Department.

## **INTER LIBRARY LOAN**

Library will provide the services of inter-library loan. The book and journals, which are not available in our library, can be borrowed from the other libraries of Delhi provided the demand comes through the In-charge Library.

## **RIGHTS OF MEMBERS**

A library member can

- Consult reference books within the library
- Use Ground floor reading room to study (personal books allowed)
- Borrow one book/journal on each card.
- Use internet facility (only for on-line Journals access)
- Take print outs of selected material at a nominal cost
- Use photocopying facility

## **DUTIES OF MEMBERS**

1. Always carry your VMMC & SJ HOSPITAL/Library I. Card when coming to the library
2. Do not damage any material in the library.
3. Do not tear, fold or underline pages of books, journals or magazines.
4. Inform Library-In-charge if anyone is found involved in any suspicious activity in the library premises.
5. Maintain silence in the library premises.
6. Return documents on time.
7. Do not dislocate documents from its position on the shelves, if not required for consultation
8. Be polite and gentle in your behavior.
9. Borrowers have to observe the physical condition of the books/journals before borrowing and return them in the same condition. Any damage at the time of issue should be informed to the issuing staff, otherwise they will be held responsible for any damage noticed at the time of returning.
10. Keep your library, including the lawns outside, clean. Drop all the litter in the litter bins provided inside the reading rooms and around the library lawns.
11. Request others to do the same.
12. Keep Mobile in silent mode.

## PANELTIES

### • Books & Bound Journals

An Overdue charge of Rs. 5 for the first 7 days and after that will be changed Rs 10 /-per day. (Maximum upto cost of books, if the penalty access cost of the book membership may be cancelled.

### FINE/PANELTY

1. The fine system followed in the library is:-
  - a) After due date Rs. 5/- per day for 7 days
  - b) After 7 days Rs. 10/- per day.
2. Maximum fine is cost of the book.
3. If the penalty exceeds cost of the book than depending upon extent of delay penalty may vary from temporary suspension of card to permanent cancellation of card.
4. If the member does not submit the book within 6 months of due date, without valid reason then membership will be cancelled and the cost of book will be deducted from caution money.
5. In case of loss/damage of book the member has to replace the book or pay the cost of book with fine.

### LOST BOOKS/BOUND JOURNALS/CURRENT JOURNALS:

If a book is lost, following options are available:

- Replace with same edition;
- Replace with latest edition; or
- If the fine exceeds the cost of book than depending upon extent of delay of submitting the book.

**Lost Borrower's ticket:** The loss of borrower's ticket has to be reported in writing to the library immediately with FIR. The duplicate ticket will be issued within six week with FIR report. The member will be responsible for any loss, which the library may suffer due to misuse of his/her ticket. The liability of member shall continue till he/she surrenders his/her cards or reports the loss of his/her cards to the library.



## **REPROGRAPHIC SERVICES**

- **Photocopy:** Photocopies of available literature are provided for academic use. Only one article /chapter of Books/ Journals is allowed for Photocopy with Charge Rs. 0.50/- per page. Photocopy of personal Book/ Articles, is NOT ALLOWED.
- **Printing:** Printing facility is available for records searched from the Internet for academic, research and patient care purpose only at a nominal cost of 2 Rs. per page.

## **LENDING SERVICE**

- 1. Borrowing of Books:** This facility is available Library Members only. Details of membership are available under Library Rules. The books are issued for 2 weeks. (Faculty for 3 weeks).
- 2. Bound Journals:** Similar to books.
- 3. Current Journals:** current journals are issued for 2 days only, is allowed to registered members only.
- 4. Book Bank:** This facility is available for all Economically week students only.

**REFERENCE AND CONSULTATION:** The library remains open from 9 AM to 9 PM on all working days. Library also welcomes queries by email and telephone also.

**Email ID : [ymmc.library@gmail.com](mailto:ymmc.library@gmail.com)**

**Telephone No. 011-26176662**