



Jamia Hamdard

Deemed to be University

Accredited in 'A' Grade by NAAC

Declared to be designated as Institute of Eminence (IoE) by MHRD, GOI

Policy Title- LIBRARY OPERATING POLICIES AND PROCEDURES

1	Policy Number	JH/IQAC/PD-10
2	Brief Description the Policy	<ul style="list-style-type: none">Library Policy is rule set by the Library and Board of Management which govern day-to-day operations of the library and keep the library in compliance with rules and laws.
3	Scope/Objectives	<ul style="list-style-type: none">To develop the collection of the library by acquiring books and periodicals in print as well as in digital format.To serve the student and staff of Jamia Hamdard irrespective of caste and class.To develop the habit of self-learning and lifelong learning.
4	Policy Applies To (please tick)	All academics Departments and School
5	Last updated	September 03,2022
6	Approved By	Academic Council Board of Management
7	Responsible Authority for Implementation and Monitoring	Librarian, Library committee
8	Superseding Authority	Competent Authority/Body of the University
9	References for the policy (please tick)	NAAC accreditation/UGC

HMS Central Library, Jamia Hamdard University, New Delhi – 110062

1. Policy Statement

Vision:

To become a high-quality knowledge resource centre and to provide updated learning resources to the user community and supplement the efforts of students and faculty in their research in various fields of study.

Mission:

The Mission of Hakim Mohammed Said Central Library is to provide a dynamic learning environment and services that support and enhance teaching and learning by facilitating equitable distributes and inclusive access to resources in support of teaching, learning and research endeavour of Jamia Hamdard.

2. Objectives

To achieve the vision and mission of the library, the Hakim Mohammed Said Central library has the following objectives:

- To provide relevant information to the users in time.
- To collect latest information for the user community and provide research support to the researchers.
- Providing library extension facilities in various school libraries.
- To manage the information resources effectively and efficiently.
- To sort out and organise high quality, relevant and up to date information resources as per need and requirement of the user community.
- To improve library staff proficiency and potential and enable them to provide effective, and innovative services.
- To find out open access resources and provide link to the users with descriptions.

3. Policy Description

The library having policy in collection development also favour inculcate moral values to procure great person biographies beside all subject books to meet the information needs of the University community. The resources and services of the libraries have been assembled to meet the specific needs of the members of the Jamia fraternity. The mission of the libraries is based on the dual goals of providing access to information, while assuring preservation and conservation of library resources and collections.

3.1 Operating Hours of the Library

H.M.S Central Library opening hours shall be as follows:

9:00am – 5:30pm (Weekdays)

9:00am – 9:00pm (Extended hours in exams period/As per student's request)

This excludes public/listed Jamia Hamdard holidays.

The operating hours are subject to review by the Librarian in consultation with the Vice- Chancellor.

3.2 Collection Development Policy

The subject collection development policy is the process of building useful, balanced collections over time within a set budget, based on assessed, ongoing information needs of the library's users. The collection development policy helps library staff in the selection, acquisition, evaluation, and maintenance of library materials to cater the needs of faculty and students. The Book selection and purchase process will take place through book exhibition. As a part of recommendation/suggestion the book exhibition is to be organised by library faculty wise. The exhibition will be open to all the empanelled vendors with Jamia Hamdard. The concerned faculty may recommend books in the prescribed format. Orders will be placed with respective vendors as per the recommendations of the selected books received from department faculties.

Before placing orders, library will check duplication and editions. Library will place order for the latest edition available in the market. In case, the cost of books recommended is more than 20,000 then separate approval will be taken with the Vice- Chancellor.

3.3 Research Support

The HMS Central Library support research scholars and students in developing the information skills they needed. The library provides services to support researchers at each stage from beginning of the research lifecycle. Ensuring access to the best possible academic sources, and facilitating scholarly communication. The library staff will help them to navigate wealth of information resources available with library and beyond.

The University Library also supports researchers to manage research outputs and find out how to publish, share, disseminate and preserve scholarly research outputs.

3.4 Reading Room

There is a large size reading halls apart from text book/reference section/Manuscript Section with a seating capacity of about 200 students at a time. Students are required to adhere strictly to the rules and regulations while sitting in the reading room. Mobile phones must be switched off or in silent mode. In order to avoid disturbance to other users, quiet and good order are maintained in the library at all times.

3.5 Book Bank

The Book Bank facility for Economically Backward students has been set up in the Central Library in 2003-2004. The main aim of this service is to help the needy meritorious students. It has started functioning since 15th September 2003. Presently, the Book bank has more than 2500 books for the students. The latest edition of books which are recommended by faculty is added in the collection on regular basis.

The Deans of faculties/DSW are identifying and recommending the names of students having weaker economic background to the Jamia Hamdard Librarian at the beginning of the academic session.

Later on the names of general students may also be recommended by Deans/HoDs of the faculties/Depts. who may be considered on first come first served basis if there are more books available for loan in the Book Bank.

ENTITLEMENT:

Number of books may be borrowed by each student will be as under:

Under-graduate -2 titles only

Post-graduate - 3 titles only

3.6 Reference Services

Reference services are the services provided by the reference section in the library that helps the library patron to get access to the information that they needed. Reference section provide library user with direction to the library materials, give advice on library collections and services on various kind of information form variety of sources. Presently, library is offering two types of reference services to their user group:

1. Ready Reference Services
2. Long Range Reference Services

3.7 Library Membership

The HMS Central Library provides library membership to students, teachers and other staff of the University; all members of the University are eligible for membership. The University Librarian is authorized for providing membership to any other person as well. Library keeping record of foot fall of all library visitors/students through Biometric entry.

3.8 Rare Books/Manuscript Section

The Rare books/manuscript section helps students/scholars to access rare books and manuscript materials. The dedicated library staffs assist scholars visiting from abroad to consult Rare Books/Manuscript. The Central Library has about 4000 manuscripts, having great research value. They are mostly in Urdu, Arabic and Persian languages dealing with almost all-important areas in the field of Islamic Studies, Medicine and different branches of sciences. Most of these manuscripts are very old hand written by the contributor. Printed catalogues of manuscripts of different libraries in India are also available for consultation in the section.

3.9 Database/e-resources access Policy

The University students, faculty, and staff have online access to the academic subscribed databases their access continuity are regularly checked and provided uninterrupted by the University Library. Presently, library is not extending this service to our alumni due to licensing agreements made with the database vendors. All the available E-resources are fully exploited by our users as these are IP based and can be accessed anytime, anywhere inside the campus. Library also organizing regularly workshop to make aware to students and Research Scholars about these databases.

3.10 Web-Based Online Public Access Catalogue

Web-OPAC is an online catalogue facility that enables speedy searching of library database including books, periodicals and manuscripts. Libsys7 software is used for library automation and through web opac you may access library details from anywhere and on any device with Internet connectivity. You may also use <http://172.16.131.45:8280/opac/> to go to Library Web-Opac page. You may check your borrowing status, by entering into this page using user id and password.

This facility enables users to simultaneously search the library catalogue in real time from multiple information resources in a single search.

3.11 Library Digital Collection

H.M.S. Central Library having good number of old and rare books, Thesis are in digital form it can be access through University web Site.

4. Extended Outcome

1. To enhance teaching and learning skills among students.
2. To assist researchers in accessing high quality research articles and promote them how to write research article, and to get them published in scholarly journals.
3. To encourage faculty members in publishing their research findings in high impact factor journals.
4. The high-quality publications made by researchers and faculty members will ultimately contribute to high-ranking journals which are accrediting/ rating by various agencies. The library in association with national networks will enhance the ease of access to scholarly resources.

5. Any other relevant information

In present scenario, Library is playing important role in establishing connectivity of desired information to end user. Library is making regular announcement about the resources available with the library in the form of resource guides to update staff, students and researchers to locate library resources with ease. Library also aligns the freely available resources available across the web and shares a selective guide among user community, through email focusing on resources that are most applicable. H.M.S Central Library having membership of DELNET and NDL.