



Sant Dnyaneshwar Shikshan Sanstha's

**HON.SHRI.ANNASAHEB DANGE AYURVED MEDICAL  
COLLEGE & POST GRADUATE RESEARCH CENTER,  
ASHTA, DIST- SANGLI.**

# Library Profile

**IQAC CELL**

## LIBRARY CHARTER

### EASE OF ACCESS

- This library observes total open access.
- Access to library and information service at hours appropriate to readers needs

### A WIDE CHOICE OF DOCUMENTS

- Range of variety of material both Print and Digital for all sections of readers

### INFORMATION SERVICES

The provision of campus wide bibliographical and referral services to all readers round the clock

### CURRENT TECHNOLOGY

A good service at all times within available and not available resources. Suggestions made by readers will be considered as part of our continuous review of services and

### PLEASANT LIBRARY PREMISES

A well maintained library which offers pleasant ambience and welcoming environment

### CLIENT ORIENTED SERVICES

A helpful, efficient and cost effective service provided to all without bias, and in confidence

### A FAIR IMPARTIAL SERVICE

Helpful staff, trained in library science, who will treat you with courtesy and consideration. Specialist advice from qualified staff.

### HELP US TO SERVE YOU BETTER

Please do consider other library users, Take care of library material, as it is your own library and use/return them promptly.

## LIBRARY AT A GLANCE



The library of the college holds the total **14040** Reading Material Collection including Ayurvedic Books **9197**, Modern Books **4451** & Other Books **392**, we subscribe **41** print & Online Journals/magazines.

We provide Book Bank facility to more students per SC Book Bank, MUHS. Topper Book Bank. All reading material including Books, Periodicals and Non-Print Material such as CD's etc. are included in the

library database. It provides Online Public Access Catalogue facility to all readers and allows open access facility to all members.

**“This library observes total OPEN ACCESS to all readers.”**

In addition to the Library each department maintain departmental library with adequate resources for ready reference for the staff and students as well.

## **VISION**

Provide Scientific & Quality education of Ayurveda & Holistic Health Care to all the Society.

## **MISSION**

1. To be an excellent Ayurvedic education centre.
2. To Provide high quality patient care through Ayurveda.
3. To Propagate health & well being worldwide through Ayurveda.
4. To Focus on promotion of health & prevention of diseases by Propagating Ayurveda.

## **OBJECTIVES**

1. To develop the collection and content of the library
2. To Provide open access to all learning resources.
3. To render services for teaching learning and research.

## LIBRARY AT GLANCE

<b>Sr. No.</b>	<b>Description</b>	<b>Figure</b>
1	Total No. of Books	14040
2	Total No. of Titles	3636
3	E-Books	491
4	Total No. of Print Journals	37
5	Total No. of Print Magazines	04
6	Total No. of E-Journals	25
7	Total No. of CD's	213
8	News Paper (Daily/Weekly ) English + Marathi + Hindi	14
9	Total Area Acquired Sq. m.	278.81 Sq.M.
10	Total Investment Rs.	Rs. 77,67,000/-

## **LIBRARY TIMING**

### **LIBRARY**

i. Monday to Saturday : 09.30 AM to 06.30 PM

### **READING ROOM**

i. Normal Duration : 09. 00 AM to 09. 00 PM

ii. Exam Duration : 09. 00 AM to 12. 00 PM

## **LIBRARY TIMING BEST PRACTICES**

1. Total Open Access to all Readers.
2. 12 Hours Access for All Library Sections.
3. Display of “Library Charter.”
4. Book Bank Scheme for UG Student.
5. Earn and Learn Scheme for UG students.
6. Library Orientation and Know your Library Program to all i.e. Library Tour and Class Presentation by Librarian.
7. No Restriction of days to return the books. Student can return the Book Next day.
8. Conducting workshop every year on New Trends in Library Science for Librarian & Faculty
9. Casual Readership for other College Students.

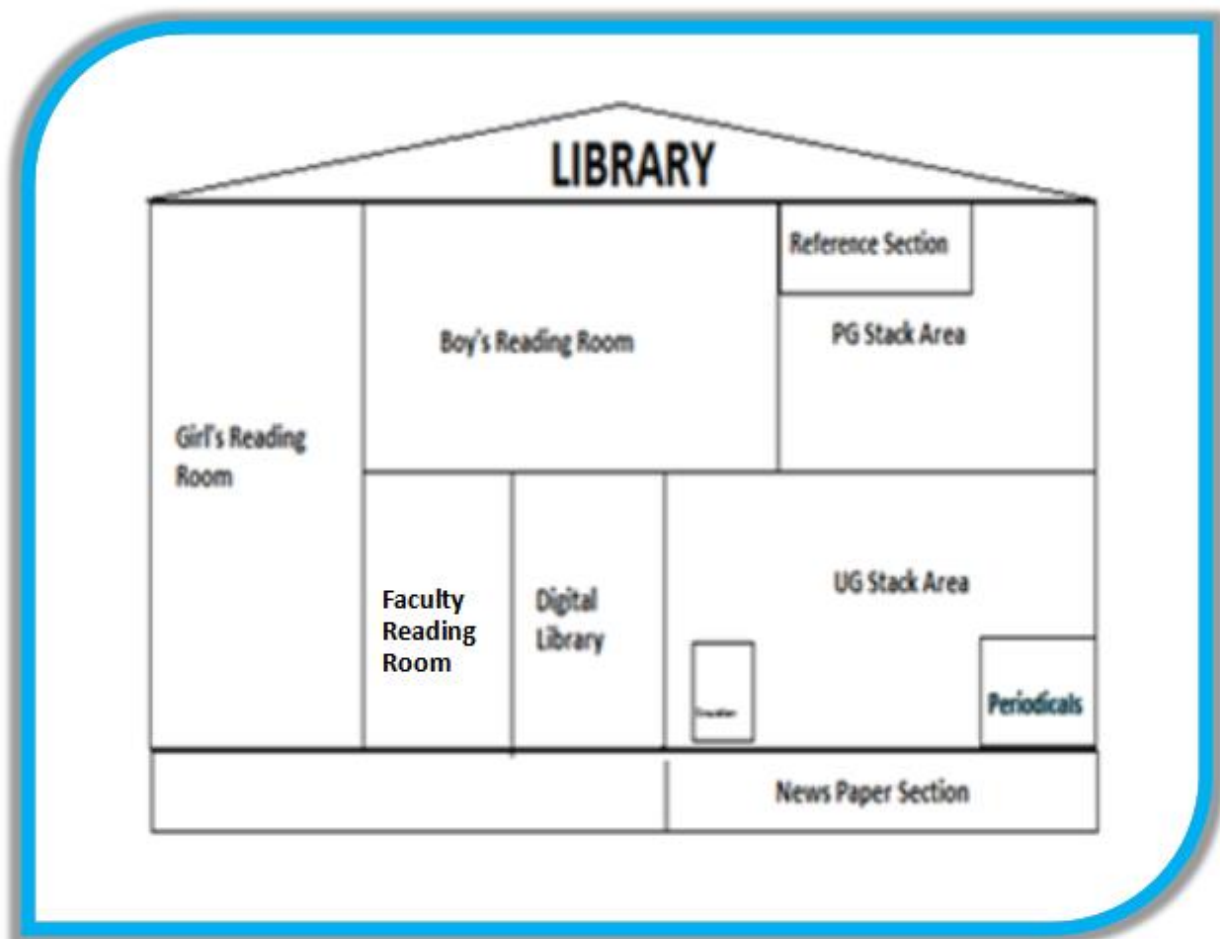
## LIBRARY INFRASTRUCTURE

### TOTAL AREA

**TOTAL AREA OF LIBRARY = 278.81 SQ. M.**

Sr. No.	Description	Area (in Sq. m.)
1	Stack Room	78.77
2	News Paper	13
3	Periodical Section	4.64
4	Digital Library	13.22
5	Reading Room	50.18 ( Boys)
		74.34 ( Girls )
7	Acquisition Section	2
8	Stamping Processing	2
9	Librarian	4.66
10	Ladies Wash Room	10
11	Gents Wash Room	11
12	Faculty Reading Room	15
<b>Total</b>		<b>278. 81 Sq.m.</b>

## LIBRARY SECTIONS

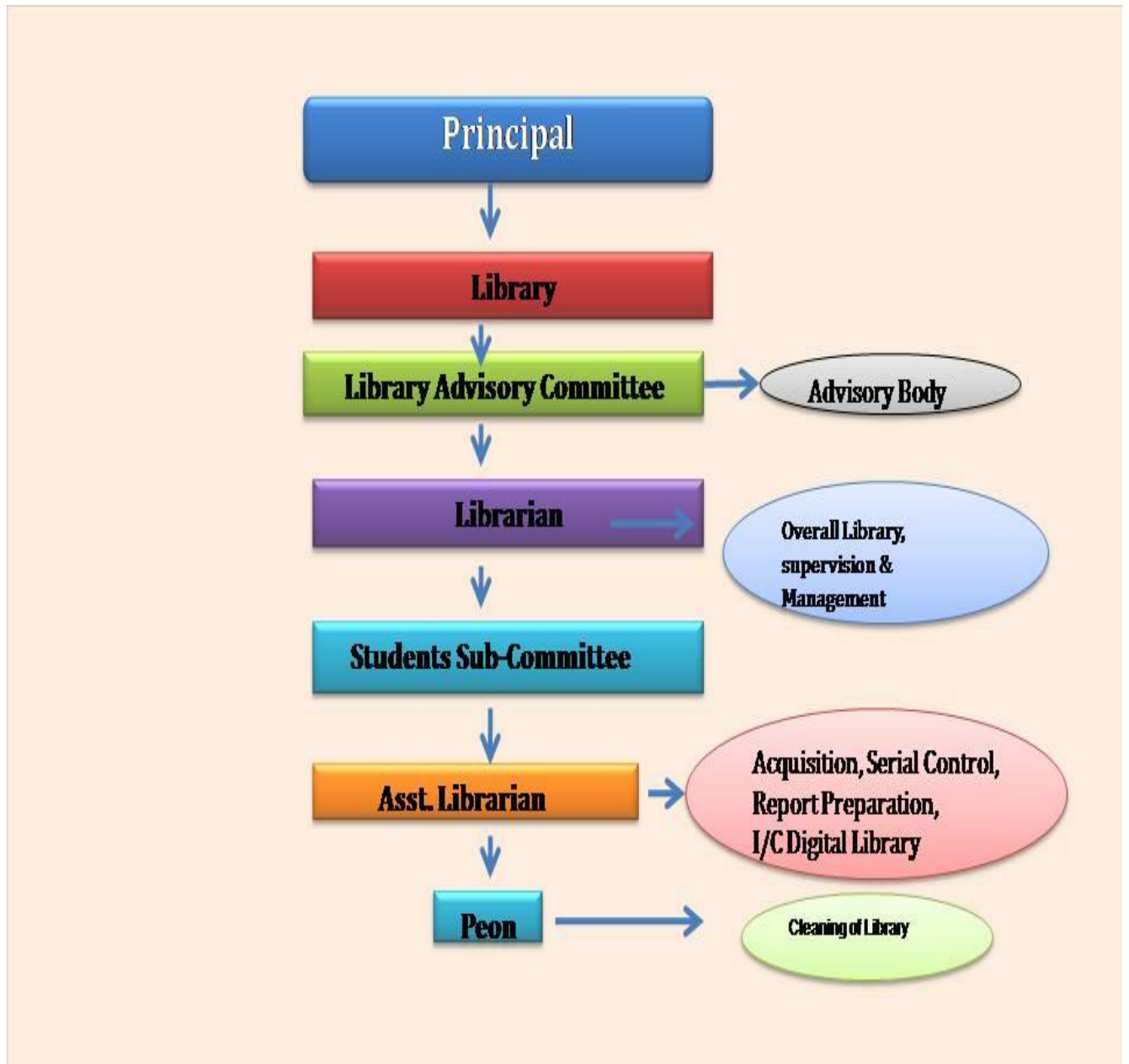


1. Stack Room UG
2. Stack Room PG
3. Reading Room (Boy's & Girl's)
4. Circulation Counter
5. Periodical Section
6. Reference Section
7. Faculty Reading Room
8. Digital Library
9. News Paper Section



# LIBRARY ADMINISTRATION & MANAGEMENT

## LIBRARY ORGANIZATIONAL CHART



## **LIBRARY STAFF PROFILE**

<b>Sr. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Designation</b>
1	Dr. S.A. N. Inamdar	M.A., Ph.D., M. Lib. & I. Sc.	Library Advisor
2	Mr.P.S.Patil	M.A., M. Lib. & I. Sc.	Librarian
3	Mr. Y. S. Patil	B.A., B. Lib. & I. Sc.	Asst. Librarian
4	Ku. Sagar S.Shid	B.A.	Library Atten./ Peon

## **LIBRARY COMMITTEE**

Two committees of Library are:

### **I. Staff Library Committee**

### **STAFF LIBRARY COMMITTEE**

This committee is an advisory body nominated by Principal consisting of 07 Members. This committee plays a major role in the designing policy matters / decisions for smooth running of the Library. Quarterly meetings are held to discuss the agenda. The formation of the said committee is as follow:

Sr. No.	Designation	Description	Number
1	Chairman	Principal	1
2	Secretary	Librarian	1
3	Members	Members	5
Total			07

### **RESPONSIBILITIES OF STAFF LIBRARY COMMITTEE:**

1. Policy Decisions.
2. Formation of Rules and Regulations.
3. Controlling implementation of rules and regulation.
4. Allocation budget
5. Book selection in co-ordination with their respective heads of departments
6. Considering demands received from readers and reviewing library rules as per need
7. To advise Library in Weeding out procedure.
8. To advise Librarian to solve administrative problems.

## **ACQUISITION**

### **Books**

Library receives recommendations from Head of Department based on the demand from faculty and students of the concerned department. The Library Committee Members of the concerned department help the library in selection books on approval basis. After avoiding duplications library process the ordered with book vendors by following rule and regulations as per Library Science.

### **Periodicals**

Library receives recommendation from the Concerned Head of department for Renewal, New subscription, addition and deletion in the exiting list. After verifying the budget library subscribe the journals recommended by the Head of the department.

## **TECHNICAL PROCESSING**

Type of system will be followed in the library

➤ Classification: D.D.C. 22<sup>nd</sup> Ed.

## **LIBRARY COMPUTERIZATION**

Library has **E-Granthalay** Library Management Software. All reading material including Books, Journals & dissertations and non-print material such as E-Books, E-Journals, Manuscripts, Rare Books, etc., are included in Library Database. The library provides the services based on the said database.

## **LIBRARY ACCESS**

Library observes open access to users. User may go to stack, browse the collection and select required the book. To assist users Shelf list are provided in Stack room.

## **MEMBERSHIP**

### **TYPES OF MEMBERSHIP**

1. Students Membership : Under Graduate, Post Graduate
2. Faculty Membership : U.G. Teacher, P.G. Teacher,
3. Supporting Staff Membership : Technical Non-teaching Staff
4. Casual Membership for : Any Bonafied Students reading  
Room of Nearby College

## **MEMBERSHIP PROCEDURE**

### **Students Membership:**

Once Students admitted to the college can become member of this library. They should take Library Membership Form from the Xerox Center and Fill it duly & completely. Then hand over it to Library. After that, Library will provide them Membership Card & Borrow Card with Membership Number. Then they should fill all details accurately; take seal of Library and signature of the Librarian. He has to sign on a register to receive.

### **Faculty Membership:**

One who has appointed as a faculty in the Institution is has to take membership form from Xerox center & fill all details accurately. Submit duly filled form to library to receive borrower tickets.

### **Supporting Staff Membership:**

Same as Faculty Membership.

### **Casual Membership for Reading Room:**

Any Identity Card students from campus colleges can get Membership for reading room. He /She have to give application along with Xerox copy of their College Identity Card & Adhaar Card. He /She is provided Membership card for to utilize reading room.

**NUMBER OF BOOKS ISSUED TO THE READERS:**

Sr. No.	Type of Reader	No. of Books	Duration	Late Fee
1	All U.G. Students	2	7 days	Rs.2/- per day
2	P.G. Students	2	7 days	Rs.2/- per day
3	Faculty	10	One Semester	Nil
4	Supporting Staff	2	Three Months	Nil

**LIBRARY INVESTMENT****LIBRARY EXPENDITURES ON BOOKS, MAGAZINES/JOURNALS  
(\*AMOUNT IN LAKHS)**

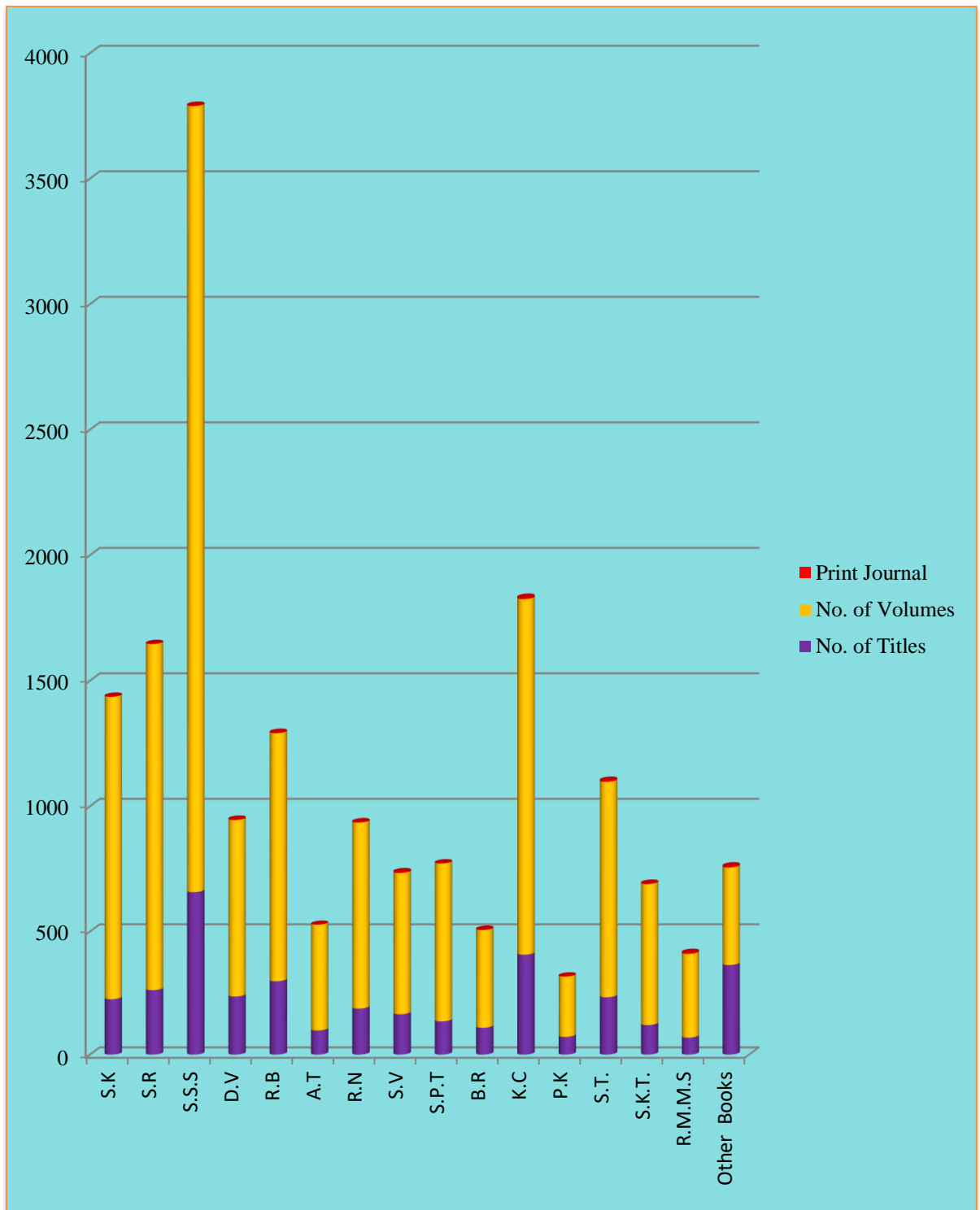
Year	Books	Total Periodicals		Total Investment
		Print	Online	
2011-12	328686	011120	-	1849394
2012-13	439276	015182	-	2288670
2013-14	086790	036886	-	2375460
2014-15	182480	044440	-	2557940
2015-16	076807	097987	-	6334747
2016-17	035279	135925	-	2670026
2017-18	078379	168498	31220	2748405
2018-19	033381	049920	27720	2781786
2019-20	295905	-	-	-
2020-21	191417	103182	30666	-
2021-22	17297	130750	31460	-

## STATISTICAL INFORMATION

### TOTAL COLLECTION

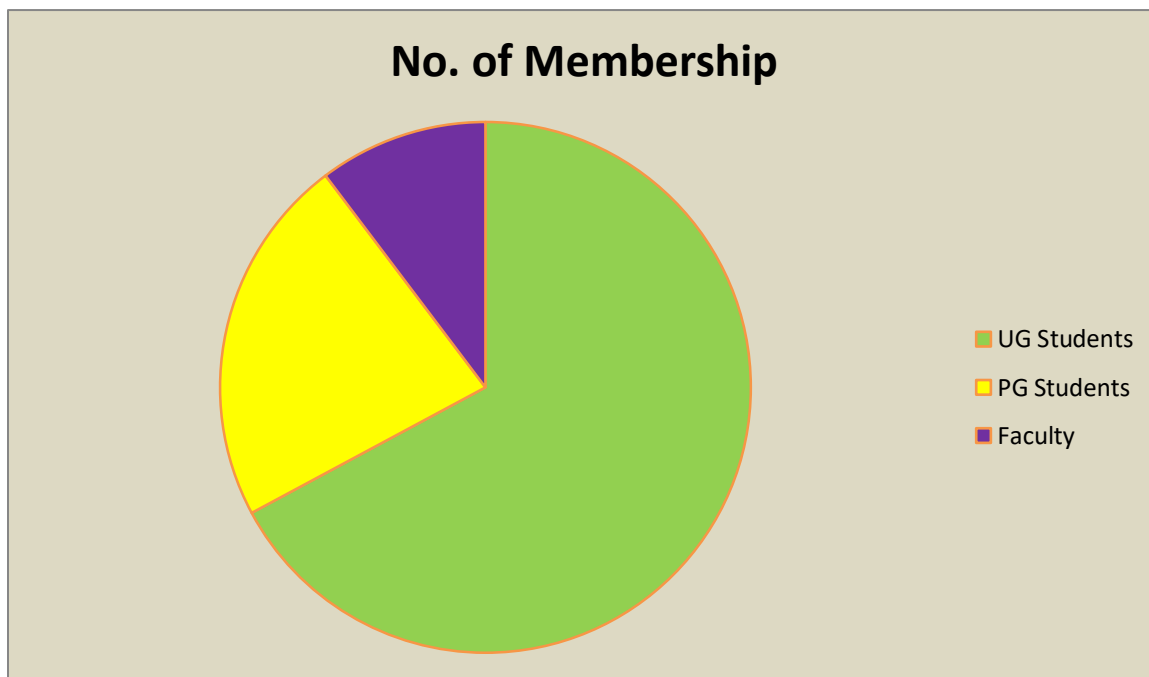
Sr. No.	Course	Number of Titles	Number of Volumes	Print Journals
1	Sharir Kriya	225	1211	1
2	Sharir Rachana	262	1384	1
3	Sanskrit & Samhita Siddhant	658	3131	2
4	Dravyagun Vidnyan	236	709	2
5	Rasashastra & Bhaishajyakalpana	298	993	2
6	Agadtantra	98	430	-
7	Rognidan	187	748	2
8	Swasthavritta	164	570	4
9	Strirog & Prasuti Tantra	135	637	1
10	Balrog	109	397	2
11	Kayachikitsa	406	1419	6
12	Panchakarma	72	245	1
13	Shalya Tantra	233	864	5
14	Shalaky Tantra	120	570	2
15	Research Methodology & Medical Statistics	69	340	5
16	<b>Other Books</b>	364	392	5
	<b>Total</b>	3636	14040	41





## EXISTING MEMBERSHIP

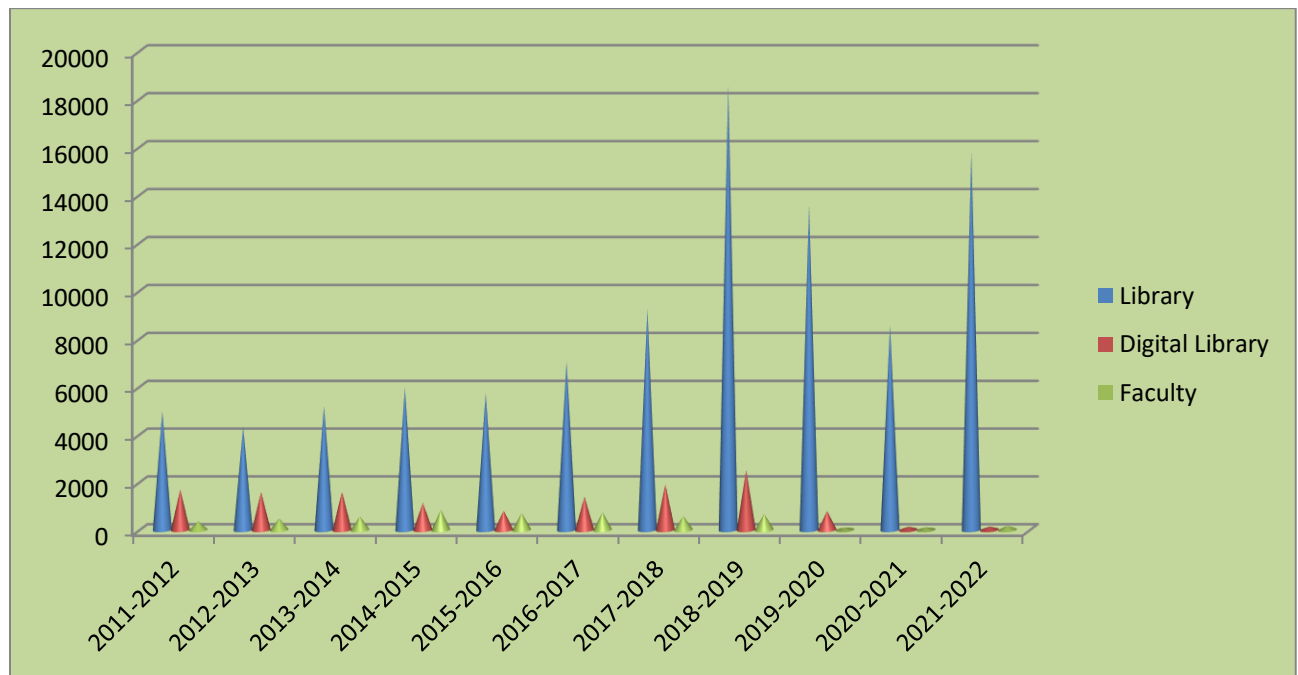
Sr. No.	Type of Membership	No. of Membership
1	UG Students	411
2	PG Students	138
3	Faculty	063
<b>Total</b>		<b>641</b>



## READERS VISITED TO LIBRARY

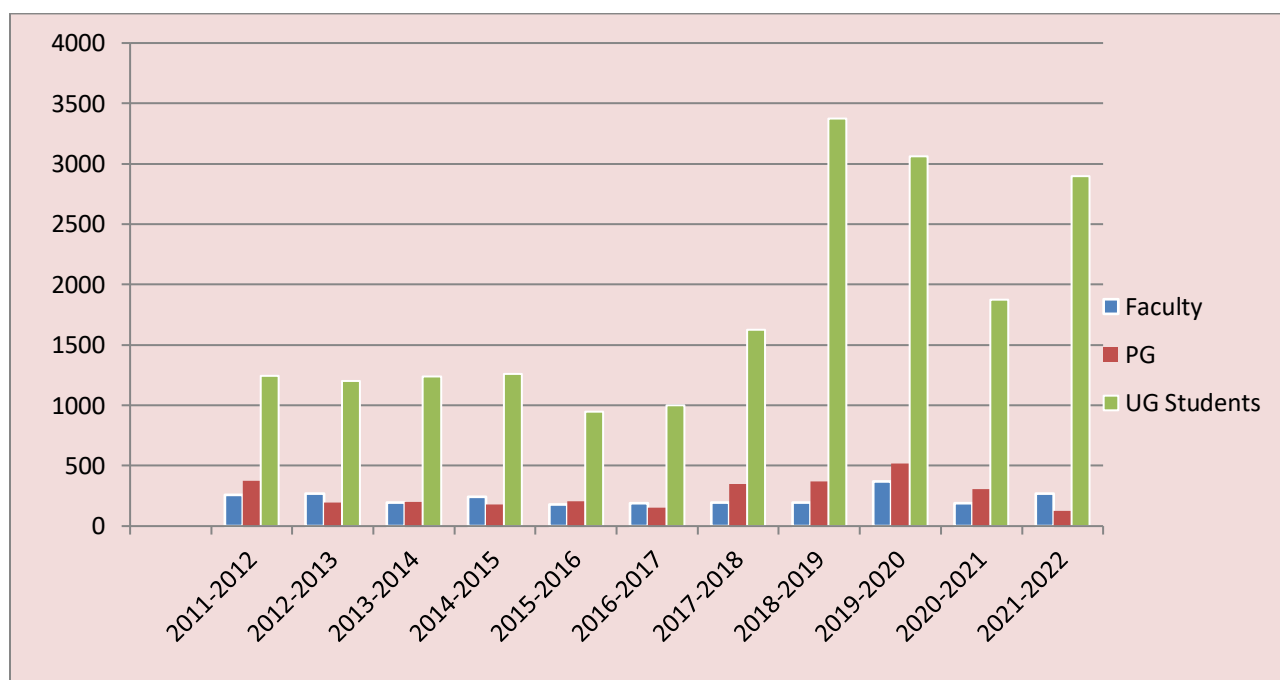
Users Visited to Library from June 2011 to May 2022

Sr. No.	Year	Library	Digital Library	Faculty	Total
1	2011-2012	4976	1696	360	<b>7032</b>
2	2012-2013	4320	1582	480	<b>6382</b>
3	2013-2014	5200	1606	575	<b>7381</b>
4	2014-2015	5959	1144	851	<b>7954</b>
5	2015-2016	5740	813	715	<b>7268</b>
6	2016-2017	7064	1392	751	<b>9207</b>
7	2017-2018	9238	1918	584	<b>11740</b>
8	2018-2019	18563	2514	679	<b>21756</b>
9	2019-2020	13572	795	91	<b>14458</b>
10	2020-2021	8572	137	109	<b>8818</b>
11	2021-2022	15808	146	175	<b>16129</b>



## USAGE STATISTICS (BOOK ISSUED )

Sr. No.	Year	Faculty	PG Students	UG Students	Total
1	2011-2012	260	375	1245	<b>1880</b>
2	2012-2013	269	195	1200	<b>1664</b>
3	2013-2014	196	200	1240	<b>1636</b>
4	2014-2015	245	180	1260	<b>1685</b>
5	2015-2016	180	208	945	<b>1333</b>
6	2016-2017	191	150	1000	<b>1341</b>
7	2017-2018	195	350	1625	<b>2170</b>
8	2018-2019	196	368	3372	<b>3936</b>
9	2019-2020	368	520	3060	<b>3948</b>
10	2020-2021	191	306	1875	<b>2372</b>
11	2021-2022	270	124	2899	<b>3293</b>



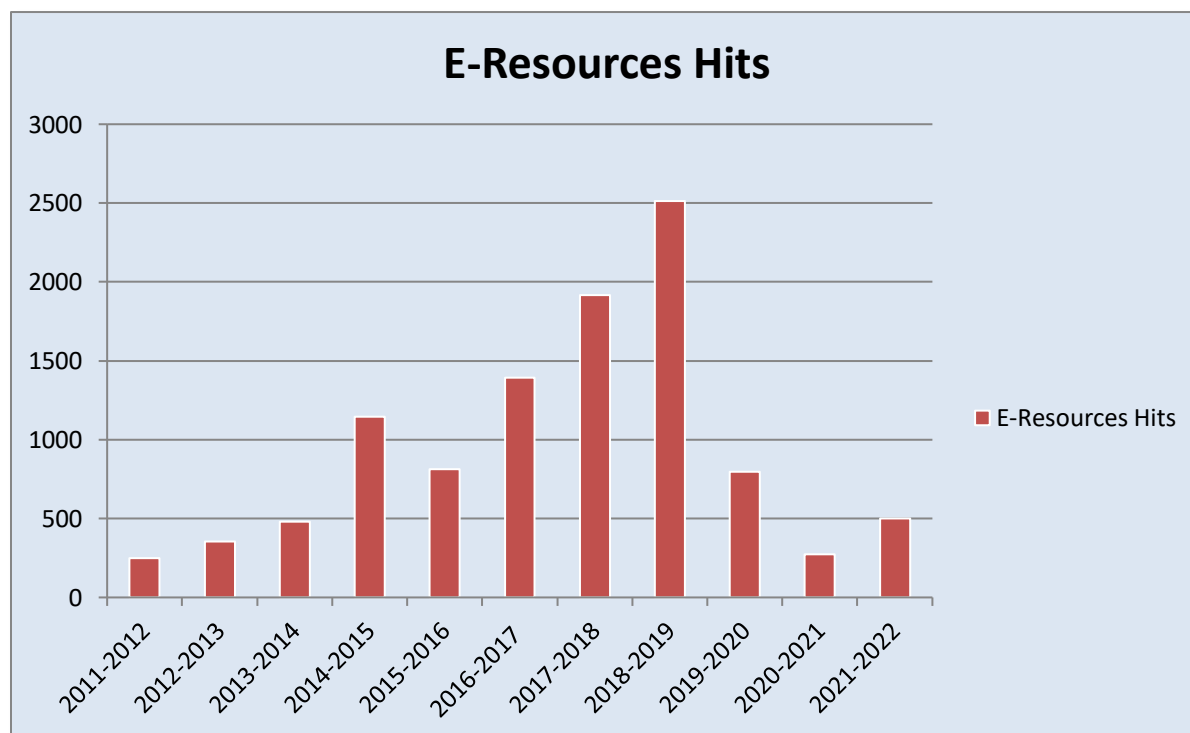
## BOOK BANK

Sr. No.	Year	SC	Topper	Total
1	2011-2012	08	-	<b>08</b>
2	2012-2013	13	-	<b>13</b>
3	2013-2014	13	-	<b>13</b>
4	2014-2015	17	-	<b>17</b>
5	2015-2016	12	-	<b>12</b>
6	2016-2017	18	11	<b>29</b>
7	2017-2018	16	14	<b>30</b>
8	2018-2019	18	11	<b>29</b>
9	2019-2020	20	12	<b>32</b>
10	2021-2022	17	09	<b>26</b>



## ELECTRONIC RESOURCES USAGE

Sr. No.	Year	E-Resources Hits
1	2011-2012	250
1	2012-2013	353
2	2013-2014	482
3	2014-2015	1144
4	2015-2016	813
5	2016-2017	1392
6	2017-2018	1918
7	2018-2019	2514
8	2019-2020	795
9	2020-2021	275
10	2021-2022	502



## DIGITAL LIBRARY FACILITY



## OTHER FACILITIES

### 1. Digital Library Facility

✚ Multimedia PCs with Internet Connectivity	- 07 Nos.
✚ E-journals	- 30 Nos.
✚ E –books	- 491 Nos.
✚ Multimedia CD's	- 213 Nos.
✚ DELNET Membership	- Yes
✚ National Digital Library (NDL) Membership	- Yes
✚ Database of Previous Years Question Papers	- Yes

## ONLINE PUBLIC ACCESS CATALOGUE (OPAC)

Document Search Facility available even if reader knows Title and Author of Book. Type the word to be searched in the Search text box and click “Submit”. Readers can search by two types i.e. Basic Search and Advance Search.

**Basic Search:** If reader know exact name of Author, Title, Publisher, Accession number or any other keyword related to required book then they can use this Basic Search System.

**Advance Search :**In Advance Search Readers can search the book with Title, Author Name, Publisher, Year, and ISBN & Any Keyword from Title.In Advance Search readers can widen and shorter search by using Boolean Operator.This document facility is available through internet.

The screenshot shows the Online Library Catalog (OPAC) website. The browser address bar displays "Not secure | desktop-p8ihsgj/OPAC/Default.aspx". The website header includes "Online Library Catalog" and "A Dynamic Platform for Information Dissemination...". Below the header, there is a search bar with a dropdown menu set to "Hon. Shri. Annasaheb Dange Ayurved Medical College, P..." and a "Submit" button. A message below the search bar reads "Select Library from Drop-Down and Submit".

On the left side, there is a portrait of Dr. S.R. Ranganathan (1892-1972) with the text "Five Laws of Library Science" and a list of principles: "Books are for use", "Every reader has his/her book", "Every book has its reader", and "Save the time of the user". Below this is the "Contact Info" for Hon. Shri. Annasaheb Dange Ayurved Medical College, Post Graduate & Research Centre, Ashta, Tal. Walwa, Dist. Sangli, Maharashtra-416301.

The main content area features a bookshelf image and a "Powered By:" section for "e-Granthalaya: A Digital Agenda for Library Automation and Networking from NATIONAL INFORMATICS CENTRE, Government of India".

On the right side, there is a "Library Statistics" table and an "Important Links" section.

Library Statistics	
Library	Holdings
001	12764
Total Title(s):	3201

The "Important Links" section includes: E-Books, Manuscripts, Question Papers, Rare Books, and Syllabus. Below this is a photograph of the library interior.



## **READING ROOM FACILITY**

Library has Reading Room with seating arrangement of 120 students.

Library provides separate reading room for boys & girls. Reading Room

.Timing is 09.00AM to 09.00PM in Normal Duration. During Examination period it extends to 09.00AM to 12.00PM.



## **Book Bank Facility**

Three type of book bank facility is available for students.

- I. Topper Book Bank ( Topper student of each class)
- II. SC Book Bank facility to SC Scholarship Students.

## **REFERENCE SERVICE & REFERRAL SERVICE**

### **Content Service**

On Arrival of print Journal & magazine Issues Library, forwards scanned copy of its content page to Faculty members.

### **DELNET Membership**

For document delivery and on-line database searches including Bibliographical Searches library has connectivity to DELNET.

### **Book Your Book/Reservation**

If any book is already issued, student can demand or reserve that book through book your book facility.

### **New Arrival Service**

Library Forwards list of New Arrival to Department as well as Faculty members through. Also display it on library notice board

### **Dissertation Collection.**

Library also develops Collection of P.G. Dissertations

### **National Digital Library (NDL) Membership**

Central library has membership of National Digital Library (NDL) initiated by Ministry of Human Resource Development. NDL is virtual repository of learning resources with a single-window search facility.

## **LIBRARY ACTIVITIES**

### **SEMINAR AND WORKSHOP**

**We arrange seminar and workshop for faculty as well as library professionals.**

- Library organized one day workshop to discuss Awareness of The Digital and Features of Consortium on 4th December, 2015 for Library professional in nearby institute and college.
- We arranged Springer Nature Author workshop on 17/11/2016 for faculty members of home institute as well as professors from outside colleges and institute. For this Resource Person was Prof. Payal Kumar.

### **Expert Lectures**

We organize Expert Lectures to users as well nearby schools, colleges. Details of these lectures are as follows.

- On 01/12/2016 library organized lecture on “Effective Teaching” by Expert Dr. S.A.N. Inamdar, Chief Librarian, Central Library, ADAMC, Ashta for teachers of primary and secondary School, Junior College, D.Ed. and B.Ed. College in premises of Sant Dnyaneshwar Shikshan Sanstha, Ashta at Annasaheb Dange Public School.

## **Book Exhibition**

We yearly arrange Book exhibition For Collection Development. In this exhibition User can recommend required books to add in library collection.

## **Library Orientation and Library Tour**

Every Year library arranges library orientation program and library tour for Newly admitted students.



## **SWOC ANALYSIS**

### **STRENGTH**

- ✓ Good usage of these all resource.
- ✓ Excellent ambience and building with natural light and air.
- ✓ Excellent digital library consisting of e-journals, e-books with online access to E-resources.
- ✓ Enough collection and textbooks, reference and book banks.

### **WEAKNESS**

- ✓ Number of the titles added per year is meager.
- ✓ Paucity of Foreign Technical Journals (Print).
- ✓ Paucity of library staff.

### **OPPORTUNITIES**

- ✓ Development of Book Bank Scheme for Scholar and economically backward Student.
- ✓ On-line Membership Connectivity with nearby Ayurvedic Database.

### **CHALLENGES**

- ✓ To develop online Digital Library based on Wi-Fi technology.
- ✓ To establish a repository of academic digital material.
- ✓ To establish full-fledged book bank scheme.

## **MEASURES TAKEN TO OVERCOME THESE WEAKNESSES**

- ✓ To cater better to the readers' library has obtained membership of DELNET, INDEST, NDL & NPTEL Video Lectures.
- ✓ We took needy students under Earn & Learn Scheme to manage study library.

## **FUTURE PLANS**

- ✓ Full-fledged Library Computerization including Digital Library.
- ✓ Development of Institutional Repository based on D-space.
- ✓ Preparing Contents of NPTEL lectures
- ✓ Purchase of More online Database
- ✓ Purchase of Online Journals
- ✓ DDC classification system
- ✓ Improvement in E -Resources

## Appendix

### Rules and regulations

#### General rules

1. Silence please, you will like it!!
2. Please make entry in register at entrance gate.
3. Switch off your mobile before entering in the Library.
4. Bags, Big handbags, Raincoat, Jerkin, Umbrella and Casual wears are strictly prohibited inside the library.
5. Members are requested to keep their belongings at the entrance of the Library at their own responsibility. Library authorities are not responsible for any loss or theft.
6. Library services will be provided to the members only, on producing the own Valid Identity card.
7. Identity card is mandatory in library premises & to be shown in the library whenever demanded.
8. Borrow Cards are not transferable. If such case is identified, it will be dealt seriously and strict action will be taken against the student.
9. Open access system is followed in the Library; readers are requested not to misplace the books in the stack, since misplaced book is as good as lost.

10. Library users are strictly prohibited from taking the borrowed and stamped books inside the library without permission of library staff on duty.
11. If the due date is a holiday, the next working day will be taken as the due date.
12. All Sundays and holidays will be considered for late fee calculation.
13. Absence from college will not be allowed as an excuse for the delay in the return of books.
14. If any book is lost or damaged beyond repair, the concerned reader will replace it with a new copy. If the book is not available in the market, appropriate action will be taken.
15. Book will be issued subject to the availability of the book.
16. Renewal for any book will be allowed considering demand of the book.
17. Sub -lending / chaining of book among the students is strictly prohibited.
18. Any kind of marking, underlining and any act leading to damage of book is strictly prohibited. Appropriate action will be taken against the defaulters.
19. The borrower will be responsible for any loss or non-return of book issued to him against his / her Borrow Card.



20. The librarian reserves a right to refuse the issue of book or recall the issued book from any member without assigning any reason thereof.
21. Reference books, Newspapers, Magazines, Journals, bound volumes of periodicals and Dissertations should not be taken out.
22. No part of dissertation will be permitted to be copied under any circumstances.
23. Digital Library service is limited to access the on-line journals, learning resources only. Use of digital library other than academic purpose is strictly prohibited.



## Transaction Rules

1. Entire library allows open access to all readers.
2. Readers are requested to collect their Borrower's Card in time as per the plan notified by the Library. If any reader fails to collect it in time he will have to pay late fee as per rule.
3. Readers should not misplace books intentionally or unintentionally. If anybody is found doing so, action against him will be taken as per Library rules.
4. Students should submit their borrower's card at the counter to get books issued.
5. Borrower's card are strictly "Not Transferable". If any reader submits other's card to avail the library facility all facilities of him and the original card holder will be suspended as per library rules.
6. The book issued in exchange of Borrower's card can be kept with the reader till due date only. Overdue charges will be collected as per rules in force (presently Rs.2/- per book per day in normal period and Rs.5/- per book per day in examination period i.e. one and half month prior to theory examination)
7. Any damage to the book issued must be brought to the attention of the library staff at the counter before taking it out of the Library premises.
8. "No Dues" certificate will not be granted unless Membership Card and Borrower's Ticket are surrendered to the library at the end of the year or when leaving the college.

9. Readers should enter their Name and affix their signature on the Gate Register every time.

### **Reference and Periodical Service rules**

1. This section allows total open access to all readers.
2. Readers should observe silence in this section.
3. Readers should produce their valid Identity Card to avail the reference facility.
4. Reader should write his/her name on the book and of the book card bound volume and Reader's Slip on loose issues of journals before using the reading material.
5. Readers should not shelve book/bound volumes on their own. They may leave books / bound volumes on the table itself. Library people will shelve them at proper place.
6. Reference tools, Reference books and Bound Volumes are very valuable. Do not write anything on Books, issues of Journals and bound volumes. Use them carefully since we cannot replace them easily.

### **Rules for Duplicate Borrower and Membership Card**

1. These cards are very valuable so preserve it carefully.
2. In case somebody loses it, he will have to pay Rs.50/- as compensation charges for each card along with an undertaking that he will be fully

responsible for the misuse of the lost card. The duplicate card will be issued on the same day.

3. If anyone found his lost Card after taking the duplicate card, He / She should return any one of the card as per his / her choice to avoid misuse. Using both cards at a time will result in heavy penalty.

**Note: The above rules are intended to regulate the use of Library resources and will be reviewed periodically to meet the Changing needs.**

Any changes in the rules or instructions or information to members will be notified on the **Library Notice Board**

as and when required with the permission of library committee. Cooperation of all reader to the Library to cater better services will be highly appreciated.

