
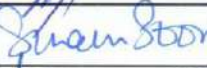

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DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for DUHS Libraries (CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Ms. Raffat Saba	In charge Library		05.1.2022
REVIEWED BY:	Ms. Sanam Soomro	Director QEC		07/01/2022
APPROVED BY:	Prof. Mohammed Saeed Quraishy	Vice Chancellor		11/1/2022
REVISION NO.:		01		
DATE OF LAST REVISION:		11-01-2022		
DATE OF ISSUE:				

Quality Enhancement Cell
Controlled QMS Document
Not Valid If Photocopied



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DOCUMENT CHANGE RECORD

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.		11-01-2022	14	Procedure-Circulation	Insert procedure of DIMC Library
2.			14	Procedure-Acquisition	Insert procedure of Acquisition of DIMC Library
3.			21	Library material records	Add library records of DIMC library



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DISTRIBUTION LIST

Following personnel are on the controlled distribution list:

- Vice Chancellor
- Quality Management Representative
- Head of Institutes and Colleges
- Head of Support Department
- QMS Coordinators



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TERMS AND DEFINITION

TERMS	DEFINITION
Effectiveness	Extent to which planned activities are realized and planned results achieved
Efficiency	Relationship between the result achieved and the resources used
Management	Coordinated activities to direct and control an organization
Management System	System to establish policy and objectives and to achieve those objectives
Review	Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve e establishes objectives



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LIST OF ABBREVIATIONS

DUHS	Dow University of Health Sciences
FM	Form
ISO	International Organization for Standardization
JD	Job Description
OC	Organization Chart
QMS	Quality Management System
VC	Vice Chancellor
SOP	Standard Operating Procedure
WI	Work Instructions



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1. PURPOSE:

The purpose of this procedure is to:

- Deliver the highest quality information when, where, and in the form needed.
- Contribute to the development of knowledge within the academic community.
- Select resources in direct support of DUHS health sciences goals, and organize and disseminate them for efficient use.
- Provide education to ensure effective use of information and information-gathering methodologies for lifelong learning.
- Maintain up-to-date knowledge of information technology and advances in health sciences informatics in order to improve the distribution of information.
- Foster the use of DUHS resources by alerting users to new products and actively promoting the full range of library services.

2. SCOPE:

This procedure is applicable to all academic and other supporting services provided by the DUHS Libraries under the supervision of DUHS.

3. RESPONSIBILITIES:

3.1. CHIEF LIBRARIAN / UNIVERSITY LIBRARIAN

The Chief Librarian is responsible for the overall management and administration of Library services, collections, and resources, with particular emphasis on planning, coordinating, and supporting the activities of the Library, and managing the resources and its departmental / constituent libraries as well.

3.2. SENIOR LIBRARIAN / LIBRARIAN / ASSISTANT LIBRARIAN / LIBRARY INCHARGE

All librarians are responsible to support the mission of the University by providing enriched knowledge base to its students, faculty and graduates through library.

3.3. REPORTING RELATIONSHIPS

The Chief Librarian will report to the Vice-Chancellor//or of the University and all departmental / institutional librarians should report to the Chief Librarian.

3.4. LIBRARY COMMITTEE

The Library Committee is responsible to oversee the development, implementation, monitoring and review of the University's policies, procedures, practices and guidelines aimed at realizing the University's goals and objectives on the provision and support of library and information services and infrastructure.



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3.5. COMPOSITION

The suggested composition of this Committee is as follows:

- Chairman: The Chairman Library Committee is to be appointed by the Vice Chancellor of the University.
- Secretary: University Librarian Shall be the Secretary of Library Committee.
- Members: All officers of the Library will participate as member in the meetings to provide required inputs.
- Meeting Frequency: The Library Committee would meet at least once in every quarter to review the library affairs
- Meeting Minutes: Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

3.6.ROLE OF LIBRARY COMMITTEE

- To provide general direction to the Library.
- To review the functioning of the library with regards to its support to the academic programmes of the University / College / Institute.
- To advise the management on matters of policy relating to development of library.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc.
- To formulate action plan for the development of library infrastructure, facilities, products and services.
- Evaluate the suggestions made by the library users.
- To formulate the policy for library use and procedure to be framed.
- To assist library in providing need based information services.
- Evaluating the books procurement at College / Institute level and allocation of budget accordingly.
- Any other function as assigned by the Vice Chancellor of the University

3.7.FORMATION OF LIBRARY COMMITTEE

The Dow University of Health Sciences has formed 2 following Library Committees which are working and playing an active role for the development of libraries.

3.7.1. For Dow Medical College (DMC) and Institute of Medical Technology (IMT)

The committee comprises on the following personnel.

1. Prof. Dr. Khalid Mahmood, Chairman Library Affairs
2. Mr. Shahbaz Ahmed, Secretary
3. Mr. Muhammad Siddique, Member

3.7.2. For DUHS Ojha Campus

The committee comprises on the following personnel.

1. Prof. Dr. Pervez Iqbal, Chairman



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2. Prof. Dr. Muhammad Akbar Aga, Co-Chairman

3. Members: Librarian of DIMC, DCOP, ION and SPH are the members of the committee.

4. PROCEDURE:

4.1. ACQUISITION SYSTEM OF THE LIBRARY

The following procedure will be adopted for the selecting and acquiring item(s) / books for the library.

- The Vice Chancellor of the University, Library Committee, all institutional heads, faculty and staff are authorized to select and recommend the library books / material.
- The library books / material can be selected and recommended by
 - a) List provided by vendor
 - b) List provided by faculty
 - c) Publishers' catalogues
 - d) Visiting Book Fairs / Exhibitions
 - e) Visiting book shops
 - f) Physical presence of the books (on approval)
- The received list of books, publishers' catalogues will be distributed by the Librarian to all departments.
- The faculty and staff of the University should submit their request / recommendations to the institutional heads on the prescribed form. (Ref: Book Requisition Form, DUHS/LIB/SOP-01/FM/01)
- The all institutional / departmental heads should send their recommendations to the Chief Librarian / Library Committee for acquisition.
- The Library Committee will review all received recommendations and decide whether to purchase or not.
- The Library Committee and Chief Librarian will get prior approval from the Vice Chancellor, DUHS.
- The Chief Librarian should send all recommendations to the local vendors for requesting quotations.
- The Library Committee will review all submitted quotations by the vendors / suppliers and authorize to approve and select best vendor by preparing the comparative statement report.
- After selecting the best vendor, Chief Librarian / institutional librarian will send their request to the Director Procurement, DUHS for acquiring the library material.
- The Director Procurement, DUHS will place an order to the vendor on the basis of comparative statement report for purchasing the books.



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- The selected vendor(s) will be bound to supply the ordered material within 4 weeks, otherwise order will be cancelled.
- When the vendor will supply library material, the librarian is responsible to inspect originality of the material and price.
- On the basis of approval of the Vice Chancellor and Library Committee, the Librarian should send delivery challan and invoices / bills to the Director Procurement, DUHS for the payment.
- If the book is not available in the country and is to be imported, the prior approval should be needed from the head of the institution, Library Committee and the Vice Chancellor, DUHS for acquisition.
- If the book is a reference in nature, the library shall purchase a maximum of two copies. In case of text books the library shall purchase a maximum of ten copies. In exceptional cases on the strong recommendation of the institutional head at his discretion may procure maximum 5 copies of reference books and 10 copies of text books. The Library will decide on procurement of the books based on the already existing copies in the library as avoid the duplication. In case of Books written /Published by the teachers of the University, the Library shall purchase a maximum of 5.
- The requestor should also be notified, as soon as possible, if an item is not available for any reason, either out-of-print, not yet published, out of stock indefinitely, or if there is a great price discrepancy.

4.2. SELECTION CRITERIA OF SUPPLIER / VENDOR

- The registration of book suppliers / vendors will be reviewed every year with the consultation of Library Committee and Chief Librarian.
- The vendor / supplier should specify and declare purchase price, and currency of the publication and originality of the book(s).
- The vendor / supplier are responsible to supply original material and recent editions of the publication(s).
- The vendor / supplier is responsible to supply (in documented form) currency fluctuation / library rates, issued by Ministry of Education, Department of Libraries, Government of Pakistan and National Library of Pakistan every quarter of the year.
- The vendor / supplier should supply publisher's catalogue or copy of the publishers invoice for price verification upon request.
- If the vendor / supplier fail to meet the above mentioned criteria, the order should be cancelled.



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4.3. CATALOGUING, CLASSIFICATION AND PROCESSING SYSTEM

- The Cataloguing and Processing Department is responsible for adding new materials for the cataloguing and preparing them for the shelves. Processing functions include classification, accessioning, making and affixing book card, book pocket, spine labels, and ownership stamps, inserting donor bookplates, and reinforcing and mending material. Processing procedure will be applied on all formats: books, journals, microforms, diskettes, CDs, videotapes, sound cassettes.
- The definition of Cataloguing
A library catalog (or library catalogue) is a register / list of all bibliographic items found in a library or group of libraries, such as a network of libraries at several locations. A bibliographic item can be any information entity (e.g., books, computer files, graphics, regalia, cartographic materials, etc.) that is considered library material (e.g., a single novel in an anthology), or a group of library materials (e.g., a trilogy), or linked from the catalog (e.g., a webpage) as far as it is relevant to the catalog and to the users (patrons) of the library.
- The card catalog was a familiar sight to library users for generations, but it has been effectively replaced by the online public access catalog (OPAC). Some still refer to the online catalog as a "card catalog". Some libraries with OPAC access still have card catalogs on site, but these are now strictly a secondary resource and are seldom updated. Many of the libraries that have retained their physical card catalog and some libraries have eliminated their card catalog in favour of the OPAC for the purpose of saving space.
- Classification - Definition.
A library classification is a system of coding, assorting and organizing documents, library materials or any information (books, serials, audiovisual materials, computer files, maps, manuscripts, etc.) according to their subject and allocating a class number to that information resource. The users can find any book / material easily and quickly relevant to their desire subject. Most of the libraries in the world use either of two well-known classification systems, the Library of Congress Classification (LCC) system and the Dewey Decimal Classification (DDC) system. The National Library of Medicine (NLM) classification is a part of the LCC scheme which specially uses for health sciences libraries.
- Library of Congress Classification Scheme (LCC)
It is alpha-numeric classification scheme. In Library of Congress Classification (LCC), used by most academic and research libraries in the United States and the world, class notation begins with letters of the English alphabet (example: PN 2035.H336 1991).
- National Library of Medicine (NLM) classification scheme
It is alpha-numeric classification scheme and it's a part of the LCC scheme which is divided into 35 different medical fields (starts from alphabet QS to WZ). In National Library of Medicine (NLM) used by most health sciences libraries in the world, class notation begins with letters of the English alphabet (example: QS 4 S44 2005).
- Dewey Decimal Classification (DDC) scheme
An internationally applied decimal system of library classification that uses a three-figure code from 000 to 999 to represent the major branches of knowledge, and allows finer classification to be made by the addition of further figures after a decimal point. [example: Social Sciences 300, Science 500]



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- The Central Library of DUHS and its institutional / departmental libraries will follow / implement the National Library of Medicine (NLM) classification scheme for medical subjects and Library of Congress Classification (LCC) scheme for other subjects those are not related to the medical science such as Economics, Religion, Social Sciences, and Technology etc.
- The definition of Call Number
a number and letter assigned to a book to according to its subject, which determines its shelving location. The Library of Congress System to assign call numbers. Example: HQ1090 .H33 2005 (classification number, author mark and date of publication).

4.4. The following steps should be followed by the library for processing:

- After receiving the library material from acquisition department, record data of the item / book including vendor and price in the Accession Register / Stock Register.
- Place accession number inside the book (front title page inside the book) including page number 21.
- Impose University Library / institutional library ownership stamp on the each item
 - / book.
- The Classifier (Librarian) will assign classification number and subject heading to the each item according to the National Library of Medicine (NLM) classification scheme for Health Sciences subjects.
- The Central Library of DUHS and its institutional / departmental libraries will be treated first letter of the sir name / last name of the author / editor as an **AUTHOR MARK** during assigning the call number to the book / library material.
- If the library collection is related to the other subjects such as social sciences, management sciences, bio-technology and medical technology, the librarian can use Library of Congress (LC) classification scheme for assigning the classification number to the library material.

4.5. ITEMS READY FOR LIBRARY CIRCULATION

- Place a call number label on the item / book. [example: QS15 J 2010]
- If the spine is wide enough for the call numbers to be seen, then the call number labels go on the spine of the item. Place the label about 1 inch up from the bottom. The white of the label can bend over the side of the spine, but the numbers have to be totally visible on the spine.
- If the spine is not wide enough for the call number, then put the label on the lower left corner of the front of the item.
- After you have put the label on the item, cover the label with clear protective tape. If the label is on the spine, then use a full-size protective strip. If the label is on the front covers, cut the protective stripe in half and use only half.



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- Ready for the Shelf / Shelving Arrangement, if the book is a new book, shelve it in the New Book area according to NLM classification. If the book is old, shelve it in the Stacks. It is compulsory to arrange all books on the shelves according to the National Library of Medicine (NLM) Classification Scheme.

4.6. PROCEDURE OF CIRCULATION OF BOOKS

- In DIMC library books are issued only for library users and it is not allowed to issue books outside or for home. Once students read the books they return it on the same day.
- First patron (user of library) give his/her request of library material (books,thesis,projects, journals) to library staff. Library staff search it from the computer software whether it is present or not. If it is present or not issued to other patron he noted the call no of library material along with shelf no. library staff bring library material from particular shelf.
- Before issuing books to user student ID card is taken from user and book is issued for reading. Recording of issuing of books are entered in computer File, Register and also in Book Card present at the end of books. When student returned the book the student card return back to students and books card is also inserted into book pocket and finally it is recorded in computer and register.

4.7. PROCEDURE OF BOOK PURCHASING IN DIMC LIBRARY

- Before purchasing, books are selected from faculty advice, library committee & students need. After choosing required book it is approved by Principal DIMC and then create an indent request in Microsoft dynamics and generate a MR (material request for books). Once it is created it will send to purchase department for purchasing of books where department contact different publishers for purchasing books.

4.8. CIRCULATION SYSTEM

- **Library Hours**
All library users are bound to follow the library timings.
- **Library Privilege / Eligibility**
The faculty, students and staff of the DUHS and its constituent colleges / institutes is eligible to library privilege.
- **Library Membership**
Library users should submit prescribed library membership / registration form to the circulation department before getting the membership.
- **Verification of Member's status**
The library staff is responsible to verify the member's status and record from Establishment Branch and Student Branch.
- **Issuance of Library Card**
After the verification the library staff will issue a library card to the library user.
- **Borrowing Limits**
Borrowing limits will vary upon the departmental library needs. The DMC and DIMC libraries will be treated as a Reference Library.



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- **Borrower's Record**
The library staff of the circulation department is responsible to keep check-out and check-in record in alphabetical order.
- **Fine System**
The fine will be imposed on late returns, damaged book(s) and lost book(s) / library material.
- **Renewals**
The library book(s) / material can be renewed, if other library users are not interested in such item. The library item(s) may be renewed one time from the date of renewal. At the end of the renewal period, items must be returned to the Library.
- **Recalls**
The overdue and reserved item(s) will not be reissued to the same member / user. The circulation department is responsible to send reminders for overdue items / books.
- **Reference / Information Services**
The circulation department is also responsible to guide / help library users, how to use the library and provide the reference services
- **Clearance Certificate**
The all library members are bound to get the clearance certificate at time of leaving the institution / University and completion of the Degree Program.
- **Binding**
The library circulation department is also responsible to send tear and damaged books to the local Binder.
NOTE: Most binding of print library materials is outsourced to commercial binders. This involves selecting and collecting the items to be bound, choosing the type of binding, charging the item out on the institutional library Catalogue, receiving material back and checking it, authorizing invoices for payment, discharging in the catalogue, completion of processing and distribution to the stacks of the library.

4.9. LIBRARY CODE OF CONDUCT

- Access to library materials or an ability to recall them according to library policy.
- Journals, documents and books that is complete and unmarked.
- Surroundings and library collections free from the problems caused by food, beverages, and other damaging substances.
- A library environment suitable for reading, study and activities in support of campus research and instructional programs.

4.10. PROHIBITED BEHAVIOUR

- Removing or attempting to remove library materials, equipment or property without proper checkout or other official library authorization.
- Failing to either renew or return library materials when due.
- Concealing library materials in the Library for the exclusive use of an individual or group.



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- Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding, using post-its and paper clips or in any other way damaging or defacing library materials.
- Eating and drinking in the Library.
- Smoking in buildings or near entrances and exits.
- Use of smokeless tobacco.

5. RELATED DOCUMENTS:

National Library of Medicine (NLM) Classification Scheme

6. RELATED RECORDS:

- Book Requisition Form (DUHS/LI B/SOP-01/FM/01)
- Organogram of DUHS Libraries Annexure - A
- Acquisition System of Library Annexure - B
- Cataloguing, Classification and Processing System Annexure - C
- Circulation System Annexure - D



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BOOK REQUISITION FORM

Date: _____

Name: _____

Department: _____

Name of the Institute / College: _____

Vendor's Name: _____

S. NO.	AUTHOR	TITLE	PURCHASER	YEAR



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Name of the Institute / College: _____ Name: _____ Department: _____

Vendor's Name: _____

Approved by the Vice Chancellor, DUI4S

S.M O.	AUTHOR	TITLE	PUBLISHER	YEAR

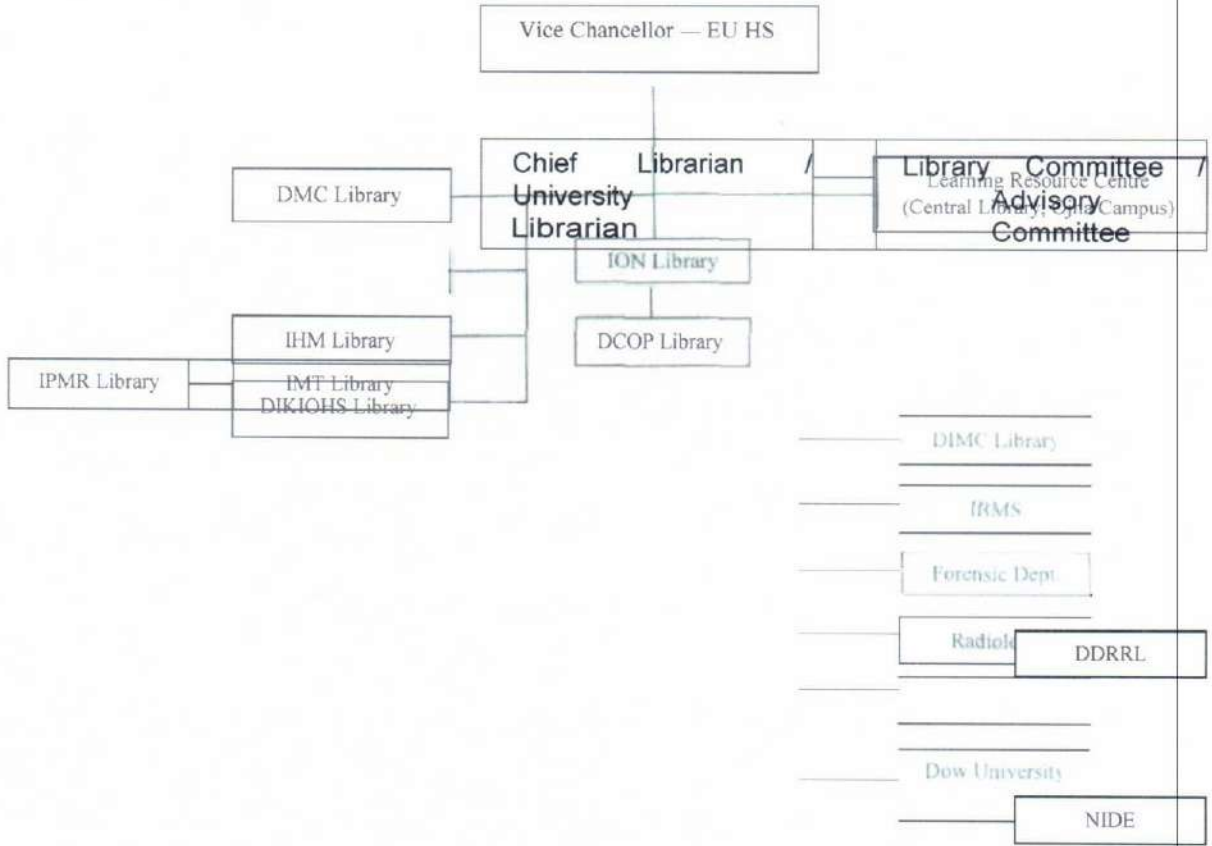
Approved by Head of the Institution / College

Approved by Library Committee



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DOW UNIVERSITY OF HEALTH SCIENCES
ADMINISTRATIVE SETUP
ORGANOGRAM FOR ALL DUHS CONSTITUENT DEPARTMENTS' LIBRARIES



Reviewed By:



Document Name:

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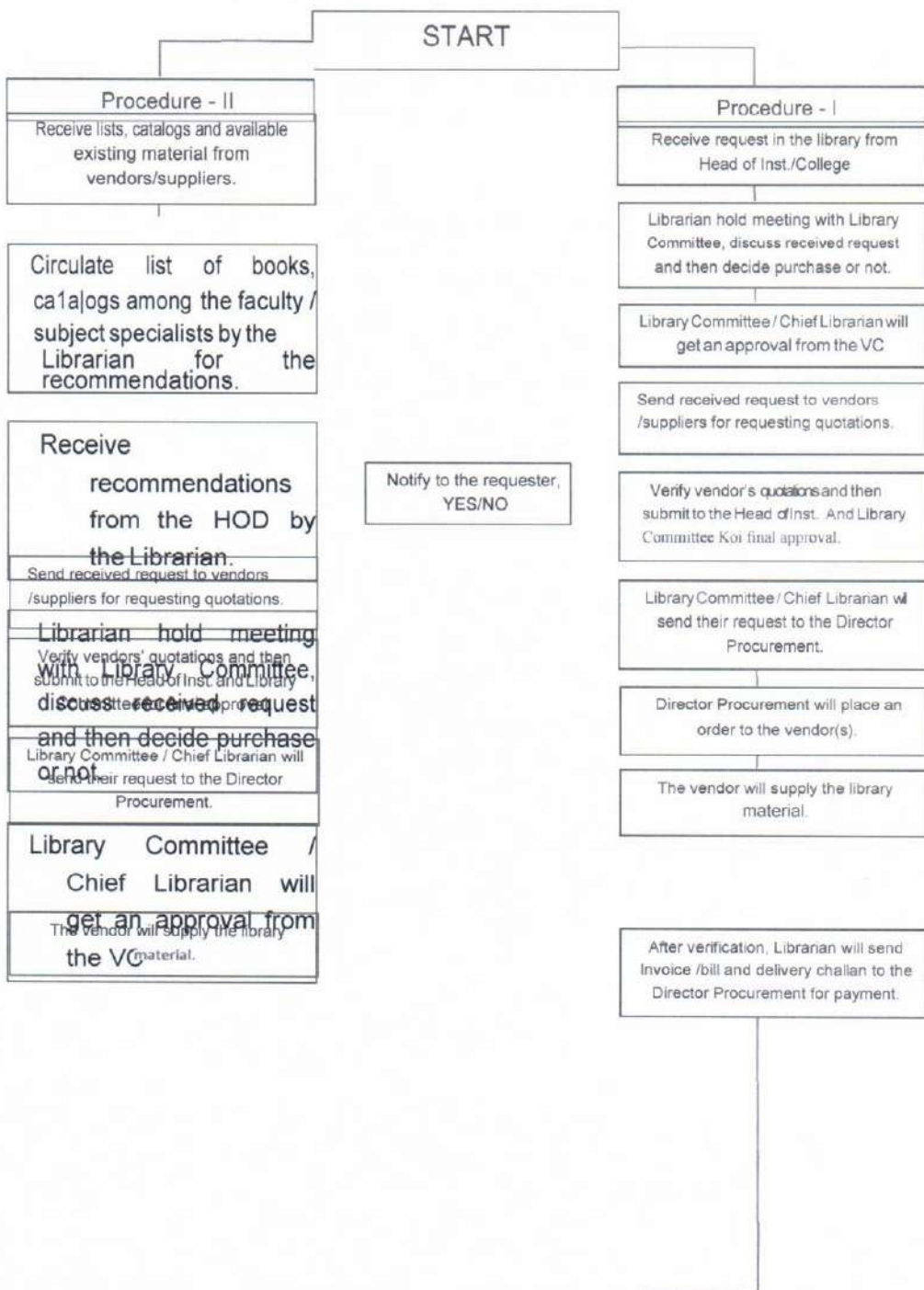
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ANNEXURE — B

DOW UNIVERSITY OF HEALTH SCIENCES LIBRARIES

ACQUISITION SYSTEM





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Director Procurement will place an order to the vendor(s).

The librarian will verify price and originality of the material.

The librarian will verify price and originality of the material.

After ~~verify~~ Librarian ~~will~~ send invoice /bill and delivery challan to the Director Procurement for payment.

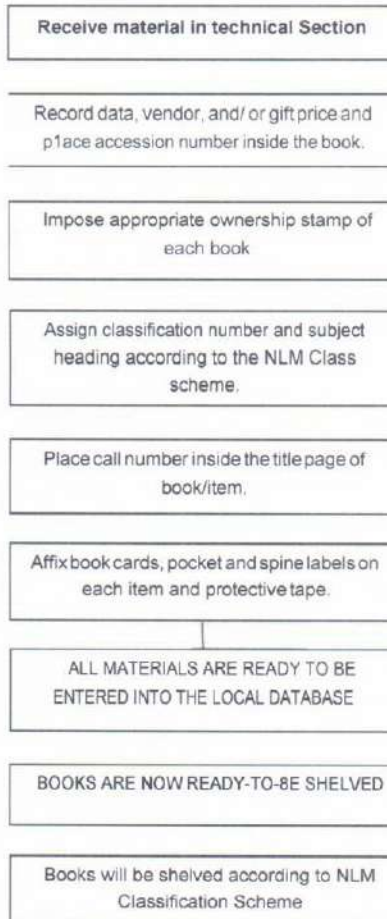
SEND TO THE
TECHNICAL SECTION FOR FURTHER
PROCESSING



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ANNEXURE - C

DOW UNIVERSITY OF HEALTH SCIENCES LIBRARIES
CATALOGUING AND PROCESSING SYSTEM (Technical Section)





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LIBRARY RECORD OF DIMC LIBRARY

NO OF DIMC LIBRARY BOOKS	6329
TITLES OF DIMC BOOKS	2850
NO OF DENTAL BOOKS	967
TITLES OF DENTAL BOOKS	350
TOTAL NO OF JOURNALS	797
TOTAL TITLES OF NATIONAL JOURNALS	70
TOTAL TITLES OF INTERNATIONAL JOURNALS	24
E-JOURNALS LINK	http://www.digitallibrary.edu.pk/OAJournals.htm

LIBRARY SEATING CAPACITY

SEATING CAPACITY	300
SEATING CAPACITY (DENTAL AERA)	108

LIBRARY EQUIPMENT

TABLES	82
CHAIRS	300
SWICH BOARD / ELECTRIC SURCAT	60
LIGHTS /BULB	60
FANS	32
A/CS (CHILLAR)	10
BOOK SHELF	103
WALL CLOCK	06
CUBICALS	40
JOURNALS STAND	08
COMPUTERS	03
PRINTER	01
SCANNER	01
PHOTOCOPIER	01