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Document Number:	DUHS / RO / SOP / 44

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for DUHS Library

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TERMS AND DEFINITION

TERMS	DEFINITION
NLM	National Library of Medicine
IFLA	International Federation for Library Association
PLA	Pakistan Library Association OR Public Library Association
ALA	American Library Association
HEC	Higher Education Commission
MARC	Machine Readable Catalogue
OPAC	Online Public Access Catalogue



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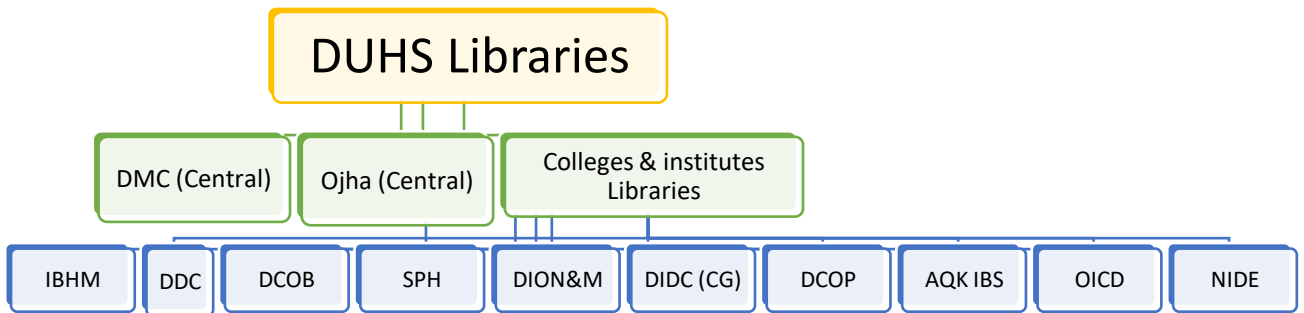
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DUHS Library Policy

Introduction to DUHS Libraries:

Dow University of Health Sciences (DUHS) boasts a comprehensive network of libraries dedicated to supporting research, learning, and academic endeavors across various disciplines within the realm of health sciences. With a commitment to providing access to a wealth of knowledge resources, DUHS libraries serve as vital hubs for students, faculty, and researchers.

Libraries Hierarchy





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Central Libraries:

Dow Medical College Library (DMC):

The Dow Medical College Library is a cornerstone of DUHS's academic excellence. With an extensive collection of medical literature, journals, and research materials, DMC caters to the diverse informational needs of students and faculty members from various medical disciplines.

Dow Medical College, founded in 1944 with the laying of its foundation stone by Sir Dow Hough, stands as a distinguished institution with a rich history and commitment to medical education. The college is home to the Professor Muhammad Ali Shah Library Block, a testament to its enduring legacy. Constructed before partition around 1944 and covering an expansive area of approximately 10,000 sq. ft., the library is a central hub within Dow Medical College.

The library, having undergone three renovations since its inception, saw its most recent refurbishment in 2009. The imposing three-story building features a well-stocked souvenir shop and the Moin Auditorium on the ground floor, adding to the overall academic and cultural ambiance of the institution.


Situated on the first floor, the main library houses the reference section and the archive section, boasting a collection of around 27,000 books and various local and international scholarly journals. The library also provides well-furnished separate reading rooms for faculty and postgraduate students, fostering an environment conducive to focused study. Additionally, a dedicated discussion room is available to facilitate group studies and collaborative learning.

Ascending to the second floor, students will find a spacious, well-furnished, fully air-conditioned reading hall with a capacity to accommodate 250 students. This reading hall serves as a haven for students of all years, providing an ideal setting for academic pursuits.

Dow Medical College's commitment to education, reflected in its state-of-the-art library facilities, demonstrates its dedication to providing a conducive and enriching environment for both faculty and students. With a legacy dating back to its foundation, Dow Medical College continues to be a beacon of medical education and scholarly excellence.

Dow International Medical College Library (DIMC):

The Dow International Medical College Library Inaugurated on January 29th 2010, The DIMC Library, a central hub for knowledge, offers an array of services including reference assistance and online access. Equipped with a spacious reading room, video conference hall, and a digital library, it caters to diverse learning needs. With over 6,000 books, 600 journals, and 251 CDs, the library supports research and academic growth for students and faculty alike. Dedicated spaces like the Gosha-e-Yusfia highlight its commitment to enriching Urdu literature while fostering a collaborative learning environment across 70,439 sq. ft.

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College & Institute Libraries:

In addition to the central libraries, DUHS hosts a network of specialized departmental libraries, each tailored to meet the unique demands of its respective academic discipline. These include:

- **The DOW Dental College Library (DDC):** Serves as a vital resource for students and faculty, boasting a diverse collection of over 500 books. It offers an extensive range of dental literature, reference materials, fostering an enriching academic environment. The library is dedicated to supporting the educational needs and professional development of the dental community.
- **Dow International Dental College DIDC (Chensar Goth Library):** Established in 2018, Dow International Dental College's library, known as Chensar Goth Library, holds a collection of 740 books, catering specifically to the academic needs of dental students and researchers.
- **Institute of Business and Health Management (IBHM) Library:** Supporting studies at the intersection of business and health management, the IBHM Library offers a diverse collection of resources spanning healthcare administration, policy, economics, and strategic management.
- **Dow College of Pharmacy (DCOP) Library:** Catering to the educational needs of pharmacy students and researchers, the DCOP Library houses a comprehensive assortment of pharmaceutical literature, drug references, and scholarly works.
- **School of Public Health (SPH) Library:** As a focal point for public health education and research, the SPH Library provides access to a wide array of materials covering epidemiology, biostatistics, health policy, environmental health, and global health initiatives.
- **Dow Institute of Nursing & Midwifery (DION&M) Library:** Supporting the training and development of nursing professionals, the DION&M Library offers a rich collection of nursing textbooks, journals, and clinical resources, facilitating evidence-based practice and continuous learning within the field.
- **Dow College of Biotechnology (DCoB):** is a premier institution dedicated to advancing the field of biotechnology through innovative education and research. Located in Karachi, it offers comprehensive programs that combine theoretical knowledge with practical applications, aiming to develop skilled professionals ready to tackle global challenges in health, agriculture, and environmental sustainability.
- **The AQ Khan Institute of Behavioral Sciences Library:** The AQ Khan Institute of Behavioral Sciences boasts an impressive collection of nearly 500 books, enriching the academic environment for postgraduate psychiatry students pursuing FCPS under Dow University of Health Sciences.
- **The Ojha Institute of Chest Diseases (OICD) library:** Serves as a vital resource within the Dow University of Health Sciences (DUHS), supporting research and education in respiratory health and related fields.
- **The National Institute of Diabetes & ENDOCRINOLOGY (NIDE) library:** Part of Dow University of Health Sciences, supports the institute's mission in diabetes and endocrine care, facilitating advanced training like the FCPS fellowship and MSc program for young physicians in hormone-related disorders.



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1 **PURPOSE:**

The purpose of creating policies for the libraries at DUHS (DOW University of Health Sciences) is to ensure that the library operates smoothly and effectively, providing valuable resources and services to students, faculty, and researchers. These policies help maintain order, fairness, and consistency in how the library is run. They outline guidelines for things like borrowing books, accessing digital resources, and using library facilities. Ultimately, library policies support the mission of DUHS by promoting access to information, supporting learning and research, and creating a positive environment for everyone who uses the library.

2 **SCOPE:**

This policy applies to all library users, including students, faculty, staff.

3 **RESPONSIBILITIES:**

3.1 *Responsibilities Overview*

In the DUHS library system, each role is crucial for maintaining and enhancing our library services. The University Librarian leads strategic planning and oversees all library operations. The Associate University Librarian supports this role and manages day-to-day functions. Senior Librarians focus on specialized areas and staff guidance, while College Librarians provide direct patron services and program development. Assistant Librarians and Library Assistants contribute to daily operations and patron support. Administrative Staff ensure smooth administrative processes. The Library Committee, appointed by the Vice-Chancellor, plays a key role in policy development and strategic planning to drive continuous improvement in library services.

3.1.1 Staffing Guidelines

3.1.2 1. Staffing Ratios

- **Professional Librarians:**
 - The recommended staffing ratio is one professional librarian for every 1,000 to 2,000 students. This may vary depending on the complexity of services provided by each library.
- **Support Staff:**
- For every professional librarian, it is recommended to have 1-2 support staff members (assistants or clerks). The exact number will depend on the library's size and the range of services offered.



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3.1.3 2. Collection Size

The number of volumes in the library significantly influences staffing needs.

It is advisable to consider hiring one additional professional librarian for every 10,000 volumes in the collection.

3.1.4 Reference Guidelines

3.1.5 National Standards

The Higher Education Commission (HEC) of Pakistan emphasizes the importance of qualified librarians and adequate staffing based on enrollment numbers and service requirements.

3.1.5.1 The Pakistan Library Association (PLA): provides guidelines that align with international standards for library management, which are essential for effective staffing.

Website: <https://sites.google.com/view/plaorg/home>

3.1.6 International Standards

3.1.6.1 According to the American Library Association (ALA), a minimum of one full-time librarian is recommended for small libraries, defined as those with fewer than 5,000 volumes. Additional staffing will depend on the library's size and services.

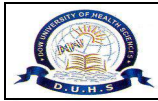
Website: <https://www.ala.org/>

3.1.6.2 The International Federation of Library Associations and Institutions (IFLA) emphasizes the need for professional qualifications and continuous education for librarians to assess community needs effectively.

Website: <https://www.ifla.org/>

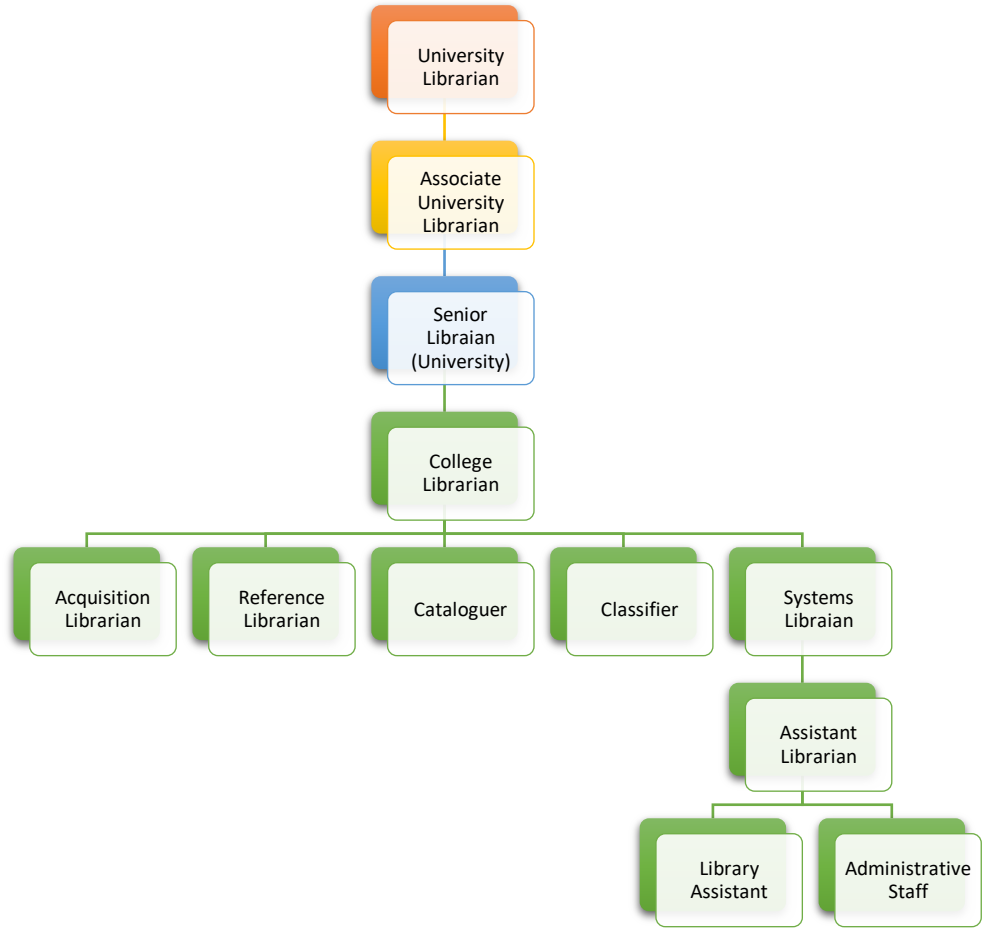
3.1.6.3 The Public Library Association (PLA) suggests staffing levels based on library service populations, with specific recommendations for libraries serving larger populations.

Website: <https://www.ala.org/pla>



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3.2 Staff Hierarchy/ RESPONSIBILITIES



3.2.1 University Librarian:

- The DUHS Librarian (University), also known as the Chief Librarian/library director or head librarian, is responsible for overseeing all aspects of DUHS libraries operations, including strategic planning, budgeting, and administration.
- **Responsibilities:**
 - Provide leadership and direction for the DUHS libraries, setting strategic goals and priorities.
 - Develop and implement policies, procedures, and standards to ensure the efficient operation of the libraries.
 - Manage the library's budget, allocating funds for staffing, collections, technology, and facilities.
 - Supervise library staff, including hiring, training, evaluating, and promoting employees.



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- Represent the library to the community, stakeholders, and governing bodies, advocating for library services and resources.
- Collaborate with other libraries, educational institutions, and community organizations to enhance library services and resources.
- Stay informed about trends and developments in library science, technology, and information services.
- Ensure compliance with relevant laws, regulations, and ethical standards.

3.2.2 Associate University Librarian:

- An Associate University Librarian assists the library director or University librarian in overseeing the overall operation of the library and may act as a second-in-command.
- **Responsibilities:**
- Prepare and present monthly reports on ongoing library activities, progress, and performance. This includes summarizing key achievements, identifying challenges, and outlining plans for addressing any issues.
 - Organize and lead orientation sessions for new students to introduce them to library resources, services, and research support. Ensure that new students understand how to effectively use the library and access various resources.
 - Assist the library University Librarian in planning, organizing, and directing library services and programs.
 - Coordinate and supervise library departments, staff, and operations.
 - Participate in the development and implementation of library policies, procedures, and strategic goals.
 - Oversee the management of library resources, including budgets, facilities, and collections.
 - Represent the library in the absence of the University Librarian, attending meetings and making decisions as needed.
 - Collaborate with other library administrators and stakeholders on projects and initiatives.
 - Serve as a liaison between library staff, administration, and external organizations.

3.2.3 Senior Librarian University:

- A senior librarian University typically takes on additional responsibilities and leadership roles within the library, often overseeing specific departments or projects.



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- **Responsibilities:**

- prepare and present monthly reports on ongoing library activities, progress, and performance. This includes summarizing key achievements, identifying challenges, and outlining plans for addressing any issues.
- Provide leadership and guidance to other library staff, including librarians, assistants, and volunteers.
- Manage specific library programs, services, or collections, ensuring they meet the needs of patrons.
- Assist with the development and implementation of library policies, procedures, and strategic plans.
- Serve as a subject matter expert in a particular area of library services, such as reference, cataloging, or technology.
- Train and mentor junior staff members, providing professional development opportunities and guidance.
- Represent the library at meetings, conferences, and community events.
- Collaborate with library administration on budgeting, resource allocation, and long-term planning.

3.2.4 College Librarian:

- A college librarian is responsible for providing library services to patrons, including reference assistance, collection development, and programming.

- **Responsibilities:**

- Prepare and present monthly reports on ongoing library activities, progress, and performance. This includes summarizing key achievements, identifying challenges, and outlining plans for addressing any issues.
- Assist patrons with locating and accessing library materials, both in person and online.
- Provide reference services, including answering questions, conducting research, and assisting with information inquiries.
- Develop and maintain the library's collection by selecting materials, cataloging items, and weeding outdated materials.
- Plan and facilitate library programs and events, such as book fair, author talks, and workshops.
- Assist patrons with technology, including computers, printers, and online databases.



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- Collaborate with other library staff on projects and initiatives to improve library services and facilities.
- Stay informed about current trends and best practices in library science and information services.
- Submit a report of yearly achievements to the university librarian at the end of every year.

3.2.5 Assistant Librarian

- An assistant librarian provides support to other library staff and assists with various library operations, including circulation, cataloging, reference, and outreach.
- **Responsibilities:**
 - Assist patrons with checking materials in and out, issuing library cards, and resolving account issues.
 - Help maintain the library's collection by shelving materials, performing inventory, and processing new acquisitions.
 - Provide basic reference assistance to patrons, referring more complex inquiries to reference librarians.
 - Assist with library programs and events, including setup, promotion, and facilitation.
 - Help maintain library spaces, including shelving areas, study rooms, and Reading Hall.
 - Assist with cataloging and classification of library materials.
 - Participate in training sessions and staff meetings.
 - Provide general administrative support, such as answering phones, responding to emails, and processing interlibrary loan requests.

3.2.6 Library Assistant

- A Library Assistant, provides a crucial role in supporting the efficient functioning of a library. Library Assistant is responsible for aiding patrons in accessing library resources, organizing materials, managing circulation activities, and assisting in administrative tasks.
- **Responsibilities:**
 - Assist patrons with locating books, resources, and information.
 - Provide guidance on library policies, procedures, and services.
 - Respond to inquiries in person, over the phone, or via email.
 - Check library materials in and out using a library management system.



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- Process new library card applications and renewals.
- Shelf-read to ensure materials are properly organized and in the correct location.
- Shelve returned items promptly and accurately.
- Maintain order and cleanliness in library spaces.
- Help plan and execute library programs, workshops, and events.
- Provide basic assistance with library computers, printers, and other equipment.
- Process new library materials, including labeling, covering, and cataloging.
- Withdraw outdated or damaged materials from circulation.
- Assist with routine administrative duties such as filing, data entry, and record-keeping.
- Help maintain library statistics and reports as needed.

3.2.7 Administrative Staff:

- Administrative staff in a library are responsible for providing administrative support to library management, librarians, and other staff members, ensuring the smooth functioning of daily operations.

Responsibilities:

- Manage the front desk or reception area, greeting visitors, answering phones, and directing inquiries to the appropriate staff members.
- Maintain office supplies and equipment, ordering supplies as needed and coordinating repairs or maintenance.
- Handle incoming and outgoing mail, including sorting, distributing, and processing deliveries.
- Assist with data entry tasks, including cataloging new materials, updating records, and generating reports.
- Assist with financial tasks such as processing invoices, preparing purchase orders, and reconciling accounts.
- Coordinate with vendors and suppliers regarding billing, payments, and account inquiries.
- Assist with human resources tasks such as scheduling interviews, processing new hire paperwork, and maintaining personnel records.



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- Coordinate staff training sessions, workshops, and professional development opportunities.
- Assist with payroll processing, timekeeping, and employee benefits administration.
- Assist with planning and coordinating library events, meetings, and programs, including scheduling rooms, arranging catering, and coordinating logistics.
- Assist with facility management tasks such as monitoring building maintenance, coordinating repairs, and ensuring a safe and clean environment for patrons and staff.
- Respond to facility-related issues or emergencies and liaise with building maintenance staff or external contractors as needed.
- Respond to inquiries from patrons, stakeholders, and community members via email, phone, or in-person interactions.
- Provide support for special projects and initiatives as assigned by library management or department heads.
- Perform other duties as needed to support the mission and goals of the library.

3.3 Library Committee/ Role and Responsibilities of Library Committee

At DUHS (DOW University of Health Sciences), the Library Committee serves as an integral component of the university's governance structure, overseeing matters related to the management, development, and enhancement of library services and resources. Comprised of key stakeholders including faculty members, librarians, administrative staff, and student representatives, the Library Committee plays a crucial role in shaping the strategic direction and policies of the DUHS libraries.

the Vice-Chancellor (VC) is in charge of picking a team called the Library Committee. This group helps improve DUHS libraries. The VC carefully selects people from different parts of the university who have different skills and ideas.

3.3.1 Policy Development:

- Formulate and review policies governing library operations, services, and resources.
- Ensure alignment of library policies with the academic mission and values of DUHS.

3.3.2 Strategic Planning:

- Contribute to the development and implementation of strategic plans for DUHS libraries.
- Set goals, identify priorities, and monitor progress towards achieving strategic objectives.

3.3.3 Advocacy and Outreach:

- Advocate for the value and importance of libraries within the DUHS community and beyond.
- Raise awareness of library resources, services, and initiatives through outreach activities.



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3.3.4 Collaboration and Engagement:

- Foster collaboration and engagement among library staff, faculty, and students.
- Facilitate dialogue and engagement on matters related to library operations, services, and resources.

3.3.5 Policy Implementation:

- Support the implementation of library policies and initiatives by providing guidance and oversight.
- Monitor compliance with library policies and recommend changes as needed.

3.3.6 Decision-making:

- Make recommendations to university leadership, particularly the Vice-Chancellor and University Librarian, on matters related to library operations and services.
- Participate in decision-making processes that impact the strategic direction and priorities of DUHS libraries.

4 PROCEDURES:

Procedure Overview

The DUHS Libraries Acquisition Policy ensures that new materials are obtained efficiently and effectively to support academic and research needs. The procedure begins with department heads submitting lists of required materials, which are reviewed and compiled by librarians. The Library Committee assesses these lists for relevance and alignment with academic goals before finalizing them for procurement. Once approved, the head of procurement places orders and coordinates with vendors. Acquired materials are processed and cataloged, ensuring they are accurately entered into the library system. This structured approach guarantees timely access to high-quality resources for the DUHS community.

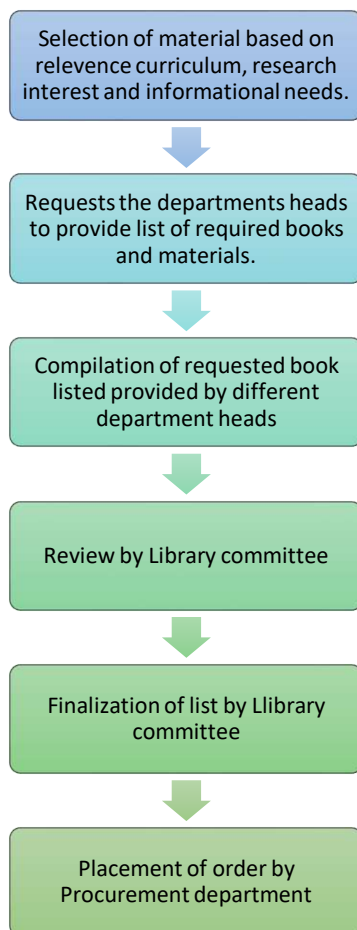
Service Provision for DUHS Libraries

4.1 *Acquisition Policy Books*

The DUHS Libraries Acquisition Policy outlines how new materials are obtained for the library's collection. This policy ensures that the library provides relevant and high-quality resources to support the educational and research needs of the DUHS community.



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4.1.1 **Selection Criteria:**

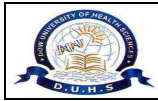
Materials are chosen based on their relevance to the curriculum, research interests, and informational needs of DUHS students, faculty, and staff. The selection process considers factors such as accuracy, authority, currency, and suitability of format.

4.1.2 **Request Initiation:**

Librarians initiate the acquisition process by requesting department heads to submit lists of required books and resources for their respective departments. These lists outline the essential materials needed to facilitate teaching, learning, and research activities within each department.

4.1.3 **Compilation of Lists:**

Each college Librarian compile the requested books lists received from department heads and send it to University librarian. They ensure that all required materials are accounted for and may collaborate with faculty, students, and staff to verify the completeness and accuracy of the lists.



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4.1.4 Review by Library Committee:

The University Librarian presented compiled lists to the Library Committee for thorough review and assessment. The Library Committee, comprising representatives from different segments of the DUHS community, evaluates the proposed acquisitions based on their relevance, quality, and alignment with the university's academic objectives.

4.1.5 Decision Making:

The Library Committee deliberates on the proposed acquisitions and makes informed decisions regarding which materials to include in the final acquisition list.

4.1.6 Finalization of List:

Once the Library Committee has finalized the acquisition list, it is sent to the head of procurement for further action. The finalized list serves as a guide for the procurement process, ensuring that the necessary materials are acquired promptly and efficiently.

4.1.7 Order Placement:

The head of procurement oversees the placement of orders for the approved materials listed by the University Librarian. They liaise with vendors, negotiate pricing, and ensure timely delivery of the acquired resources to the DUHS libraries.

4.1.8 Vendor Obligation:

Vendors engaged by the DUHS Libraries are contractually bound to supply the materials ordered within the specified timeframe and according to the agreed-upon terms and conditions.

4.1.9 Quantity Determination:

The University Librarian is responsible for determining the quantity of each material to be purchased based on factors such as anticipated demand, budgetary considerations, and collection development goals.

4.1.10 Selection Criteria:

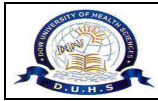
If a requested material is already present in the library's collection, the University Librarian reserves the right to refuse additional copies based on factors such as availability, usage statistics, and relevance to current needs.

4.1.11 Refusal Procedure:

If the University Librarian decides to refuse a particular material, the requester is promptly informed of the decision along with an explanation, if necessary. Alternative options or recommendations may be provided to address the requester's needs.

4.1.12 Notification of Unavailability:

In cases where the requested material is not available for acquisition, the requester is informed of its unavailability. This notification includes details such as the reason for unavailability, possible alternatives, or the option to request the material through interlibrary loan services.



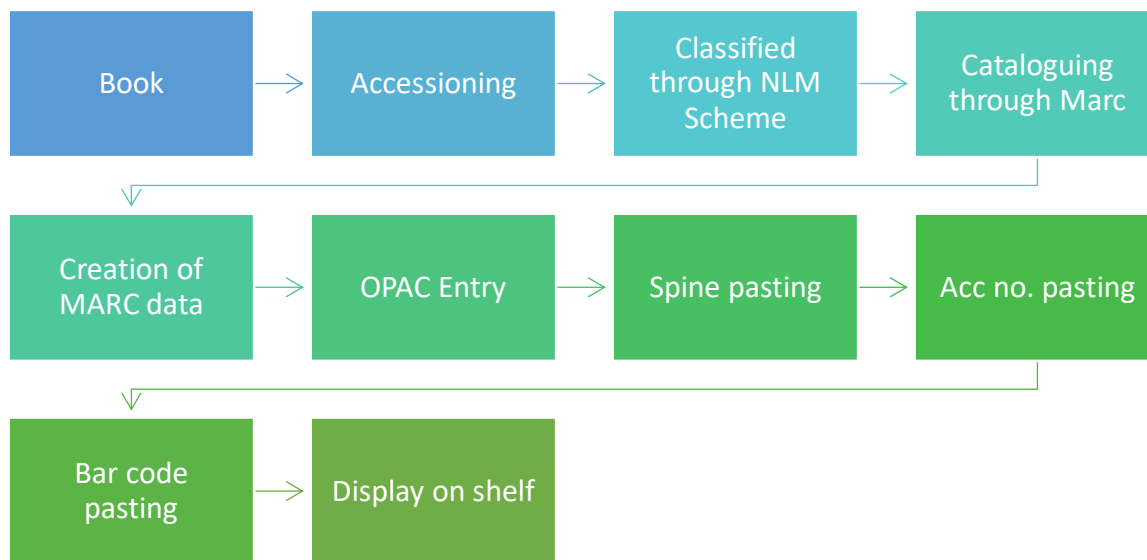
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4.1.13 Transparency and Communication:

The acquisition policy emphasizes transparent communication between library staff and requesters throughout the acquisition process. Requesters are kept informed of the status of their requests, including any updates or changes.

4.2 *Technical Processing of Books*

The DUHS Libraries Acquisition Policy outlines the procedures for the distribution and processing of acquired materials. Here's how it works:



4.2.1 Material Distribution:

Upon receiving materials from vendors or procurement department, the University Librarian oversees the distribution of the acquired items to the respective libraries within the DUHS system. Materials are allocated based on predetermined criteria such as subject relevance, anticipated demand, and library-specific requirements.

4.2.2 Initiation of Processing:

Once materials are received by the libraries, the processing workflow begins. This includes entering the acquired items into the accession register, which serves as a record of all materials added to the library's collection.

4.2.3 Database Entry (MARC):

The acquired materials are entered into the library's database using the Machine-Readable Cataloging (MARC) format. This involves creating bibliographic records that contain essential information about each item, such as title, author, publication date, and subject headings. MARC records facilitate



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the organization and retrieval of materials within the library's catalog and online systems.

4.2.4 Labeling:

Each acquired item is labeled with a unique identifier, such as a barcode or call number, to facilitate tracking and circulation. Labels are affixed to the materials in a consistent and standardized manner to ensure accuracy and ease of use for library patrons and staff.

4.2.5 Quality Assurance:

Throughout the processing workflow, quality assurance measures are implemented to verify the accuracy and completeness of the bibliographic data entered into the library's database. This may involve cross-referencing information with vendor invoices, conducting spot checks of labeling accuracy, and reviewing MARC records for consistency and compliance with cataloging standards.

4.2.6 Shelving or Display:

Processed materials are shelved or displayed in designated areas within the libraries, ensuring easy access for library users. Materials are organized according to established classification systems and shelving protocols to facilitate browsing and retrieval.

4.2.7 Accessibility:

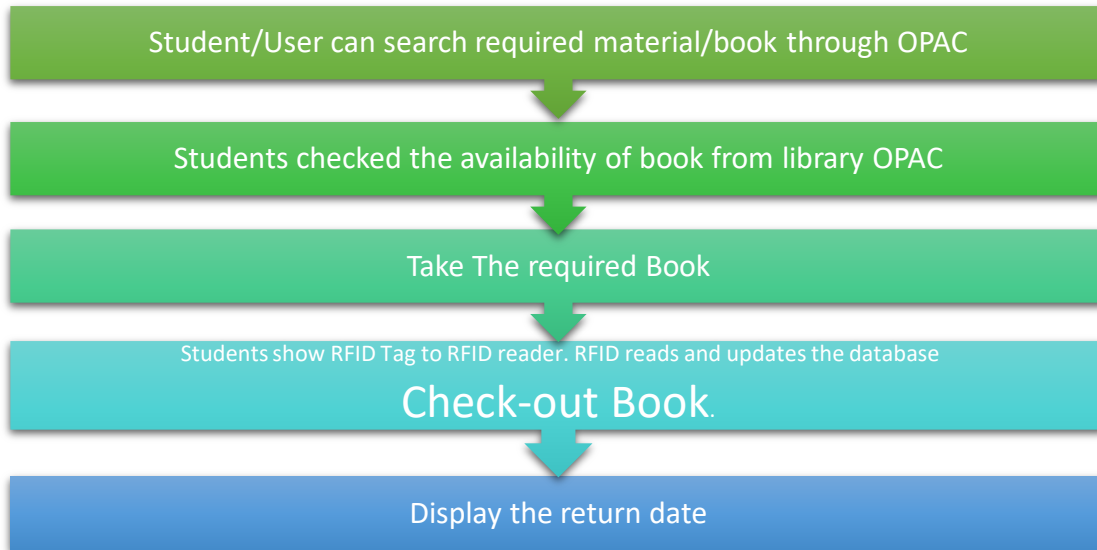
Once processing is complete, the acquired materials become accessible to library patrons for borrowing, reference, or use within the library premises. Library staff are available to assist users in locating and accessing materials as needed.



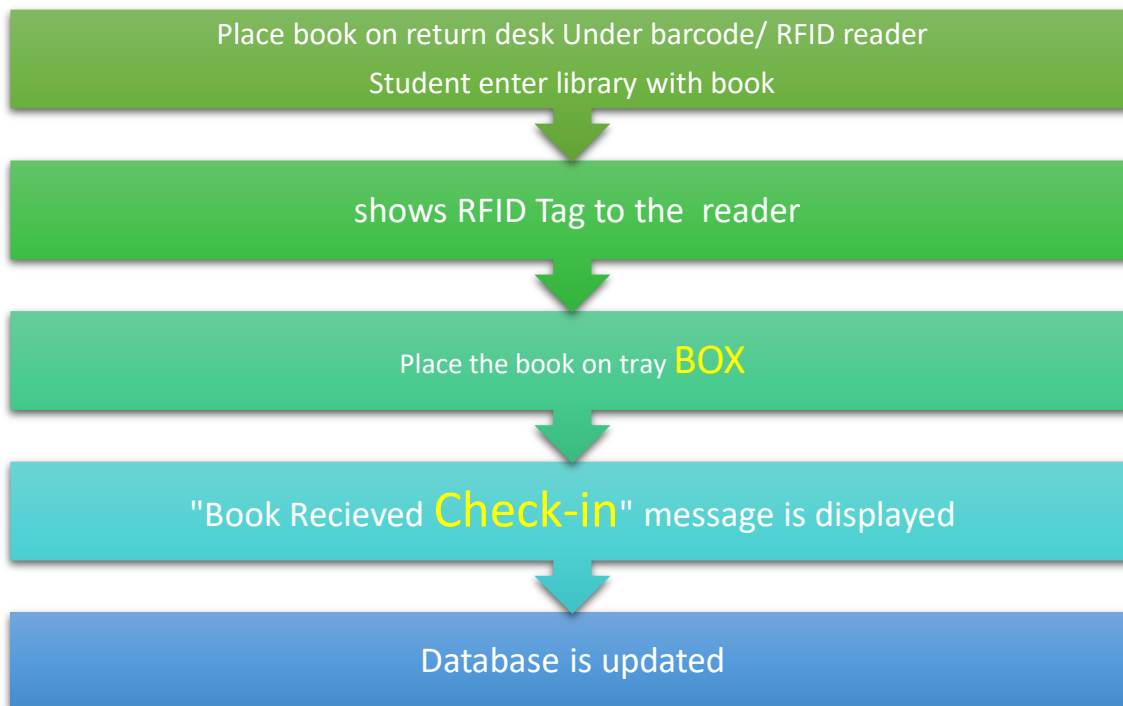
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4.3 Circulation Policy

- **For Self-check-out system**



(Flow chart of borrowing material)



(Flow chart of Receiving material)



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4.3.1 Library Hours

- All library users are bound to follow library timing.

4.3.2 Library Membership:

- All currently enrolled students, faculty, and staff of Dow University of Health Sciences (DUHS) are eligible for library membership.

4.3.3 Borrowing Privileges:

- The borrowing privileges vary based on the membership category.
- Students may borrow a maximum of 3 items for a period of 2 days.
- Faculty and staff may borrow a maximum of 4 items for a period of 5 days.

4.3.4 Renewals:

- Items may be renewed online through the library OPAC, in person, subject to renewal limits and availability.
- Renewals are permitted unless the item is on hold for another user or has reached the maximum number of renewals allowed.

4.3.5 Holds and Recalls:

- Users may place holds on checked out items, and the item will be held for pickup when it becomes available.
- Items may be recalled if requested by another user, and the current borrower will be notified to return the item by a specified date.

4.3.6 Lost or Damaged Items:

- Users are responsible for the care and timely return of borrowed items.
- Lost or damaged items must be reported promptly to the library staff.
- User must provide same lost item or latest edition.

4.3.7 Access to Electronic Resources:

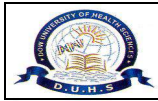
- Access to electronic resources, including databases, e-journals, and e-books, is provided to current DUHS students, faculty, and staff.

4.3.8 Confidentiality:

- The library respects the privacy of its users and maintains confidentiality regarding borrowing records and personal information.

4.3.9 Policy Review:

- This circulation policy will be periodically reviewed and updated as needed by the library administration.



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4.3.10 Student and Faculty Clearance Certificate

- the all-library members are bound to get the clearance certificate at time of leaving the university and completion of degree program.

4.3.11 Binding

- the all-libraries circulation departments are responsible to send tear and damaged books to the local Binders.

4.4 *DUHS Collection Development Policy*

4.4.1 Definition

Collection development is the systematic process of evaluating, selecting, and weeding out library resources, including books and other informational materials. This policy outlines the major steps involved in collection development within the DUHS Libraries.

4.4.2 Selection Sources

The selection of materials for the library collection is based on various sources, including:

- **Faculty Requirements:** Input from faculty members regarding course needs and academic resources.
- **Student Requests:** Consideration of requests made by students to enhance their learning experience.
- **Publisher Catalogues:** Review of current offerings from publishers to identify relevant materials.

4.4.3 Number of Copies

- **Reference and Circulation Books:** The number of copies for reference and circulation books is determined by each college librarian based on the specific needs of their respective college.

4.4.4 Donations and Gifts

- The library accepts donations and gifts only for medical books published within the last five years to ensure relevance and currency of the collection.

4.4.5 Purchasing of Other Subject Areas

- Additional materials in other subject areas may be purchased upon request from faculty and students, ensuring that the collection supports a broad range of academic disciplines.



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4.4.6 De-Selection of Material

- **What is De-Selection?** De-selection is the process of removing outdated, irrelevant, or damaged materials from the library collection to maintain a current and useful resource base.
- **Bases for De-Selection:** Criteria for de-selection include:
 - Outdated information
 - Poor physical condition
 - Lack of usage or relevance to current curriculum needs

4.4.7 Discarding De-Selected Material

- Before discarding, libraries should:
 - **Ask Other Libraries:** Check with other libraries to see if they can make use of the de-selected materials.
 - **Discard Damaged Materials:** Materials that are damaged beyond repair will be discarded appropriately.

4.4.8 Lost/Missing Items

- In cases of lost or missing items, a replacement of the same edition will be pursued to maintain consistency within the collection

5 RELATED DOCUMENTS:

See appendix A on page no. 31

6 RELATED RECORDS:

See appendix B on page no. 33

7 Other Internal Policies

The DUHS Libraries maintain a range of internal policies to ensure a productive and respectful environment for all users. These include specific guidelines for the Reading Hall, Study Rooms, and Faculty Room. Each policy is designed to optimize space usage, maintain a quiet study atmosphere, and ensure that facilities are used appropriately. The Reading Hall is reserved for current DUHS students and alumni under strict conditions, while Study Rooms are available for collaborative work by reservation. The Faculty Room is designated for faculty use only, supporting academic work in a quiet and organized setting. Adherence to these policies helps foster a conducive learning environment for the DUHS community.

7.1 Reading Hall Policy

- Only current DUHS students are eligible to use the reading hall facilities preferred by MBBS, DDC. Students from other institutions or individuals not affiliated with DUHS are not permitted access.



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- Alumni may use the reading hall for a maximum of two hours per visit after 4pm, and they must adhere to all other policies outlined herein.
- Students who have graduated or discontinued their studies from DUHS are allowed access to the reading hall for up to two years following their departure from the university after 4pm.
- Students from colleges and institutes affiliated with DOW University of Health Sciences, other than DUHS, are not permitted to use the reading hall facilities.
- Users must comply with directions and requests made by library staff regarding seating arrangements, noise levels, and other matters related to the smooth functioning of the reading hall.
- Visitors or guests are not permitted to use the reading hall facilities.
- The reading hall is accessible during designated hours specified by the university.
- Entry requires a valid university ID card or any other identification recognized by the institution.
- Maintain a quiet atmosphere conducive to study and respect fellow students' need for concentration.
- Consumption of food and beverages is not permitted inside the reading hall to maintain cleanliness and prevent distractions.
- Keep cell phone usage to a minimum and ensure that ringtones and notifications are silenced.
- Seats cannot be reserved or saved for extended periods. If leaving temporarily, personal belongings must be taken along.
- Treat library materials with care. They should not be defaced, damaged, or removed from the premises without proper checkout procedures.
- Any disruptive behavior, including but not limited to loud conversations, arguments, or disturbances, is strictly prohibited.
- Use of computers, if available, should be for academic purposes only and follow university guidelines for internet usage.
- Leave the reading hall promptly at closing time and ensure personal belongings are taken along.
- Follow instructions given by library staff regarding policies, procedures, and any emergencies.
- Respect security measures in place, including bag checks, to ensure the safety and security of all users.
- Report any issues or concerns regarding facilities, equipment, or other users to library staff promptly.
- Follow any sanitization protocols in place, especially during times of health concerns or pandemics, to ensure a safe environment for all users.

7.2 Study Room Policy (Study room for Group Discussion)

The primary purpose of library is to provide a comfortable place for student to engage in collaborative and cooperative study. This room is not made to any social organization or profit activity.

study room that seat eight (8) people or less.

- Study rooms must be reserved before use.
- Every room is vigilance through large Glass covered window
- Room is available on a first come, first served basis.



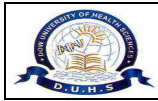
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- Students may use the room for up to two hours.
- Students may renew room reservation every 2 hours if no other student groups are waiting for a room
- Reservations may be made up to two (2) Days in advance.
- Study rooms may be reserved in person.
- Responsibility for the room lies with the patron who reserves the room.
- Study rooms are to be used for university related purposes only.
- Please work quietly, with the door closed.
- Student may check in or check out a room by presenting a student ID card at the library desk.
- By checking out the study room you accept responsibility for maintaining the condition of the room and all of its furnishings and equipment. Please clean up after yourself.
- No library material can be taken out of the library without permission.
- Use of cell phone is also not allowed.
- Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
- Library supervisory staff may enter the room during meetings to ensure compliance with Meeting Room Policy and other Library Policies and Procedures.
- The Library reserves the right to revoke permission to use the room in the case of non-compliance with Library Policies and Procedures.

7.3 Faculty Room Policy

A huge well-furnished faculty room set up for the faculty of DMC located at the 1st floor of library building. You can access the faculty room if you are the faculty member of DMC by just verifying your I'd Card. The timing for Faculty room is 8:30am to 3:00pm Monday to Saturday.

- Only authorized faculty members may have access to the faculty room.
- Faculty rooms are only used for work-related activities, such as research, grading, and preparation for classes.
- Faculty members are expected to respect each other's privacy.
- Faculty should maintain faculty room environment clean and organized.
- Faculty room is a quiet study zone, please be considerate of others and:
 - Limit conversations and group discussions
 - Set your cell phone notifications to silent or vibrate
 - Use headphones when listening to audio and video and set the volume to low.
- Food is not allowed in faculty room.
- Faculty room operating hours,
 - Monday to Saturday 8:30am to 3:00pm.
 - Friday 8:30am to 12:30pm
- Guests are not allowed in faculty room.
- Faculty members are typically expected to adhere to all university policies, and violations may lead to disciplinary action.



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7.4 Code of Conduct

DUHS Libraries strive to maintain an environment conducive to learning, research, and collaboration. To ensure the comfort and safety of all library users and the preservation of library resources, we enforce the following code of conduct:

7.4.1 Respect for Others:

Treat all library users, staff, and resources with respect and courtesy. Avoid disruptive behavior that may disturb others.

7.4.2 Quiet Environment:

Maintain a quiet atmosphere conducive to study and research. Use designated areas for group discussions or collaborative work.

7.4.3 Use of Library Resources:

Handle library materials with care and return them to their proper locations after use. Report any damaged or missing items to library staff promptly.

7.4.4 Compliance with Policies:

Adhere to all library policies and procedures, including borrowing regulations, computer and internet usage guidelines, and copyright laws.

7.4.5 Personal Belongings:

Do not leave personal belongings unattended. The library is not responsible for lost or stolen items.

7.4.6 Food and Drink:

Consume food and drinks only in designated areas, and ensure that they do not pose a risk to library materials or equipment.

7.4.7 Technology Use:

Use library computers and electronic resources responsibly, respecting the rights of others and refraining from unauthorized access or misuse.

7.4.8 Professional Conduct:

Conduct oneself professionally at all times, refraining from behavior that may intimidate or harass others.

7.4.9 Emergency Procedures:

Familiarize yourself with library emergency procedures and follow staff instructions in the event of an emergency.

7.4.10 Consequences of Violations:

Violations of this code of conduct may result in disciplinary action, including suspension of library privileges or removal from the premises.



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8 Appendix A:
BOOK REQUEST FORM:

Styles

Dow Medical College Library
Dow University of Health Sciences (DUHS)

BOOK REQUEST FORM

Please provide the details of the required book.

Contact Detail

Name: _____

Date: _____ Contact / Ext. _____

Department: _____

Book Detail

Title: _____

Author: _____ Edition: _____

ISBN: _____ Publication Year: _____

If you need more than one book, please attach the book details to the above-mentioned information.



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ARTICLE REQUEST FORM

**Dow Medical College Library
Dow University of Health Sciences (DUHS)**

ARTICLE REQUEST FORM

Please provide the details of the required research article.

Contact Detail

Name: _____

Date: _____ Contact / Ext. _____

Department: _____

Article Detail

Article Title: _____

Author: _____

Vol. # _____ Issue # _____ Month / Year _____

DOI Address: _____

If you need more than one article, please attach the article details to the above-mentioned information.

