

## Central Library Policy

Nayati Central Library is situated on the 5<sup>th</sup> Floor and has a separate reading room. It is manned by a librarian. This library is meant to be used by the doctors & staff of the hospital as well as the students and trainees of different courses & different specialities. The Departmental libraries are housed within the respective departments and are regulated by the Departments themselves.

The Central Library has:

1. Medical Books
2. Medical Journals
3. E-books
4. Online Health portals (Clinical Key and Up-to-date)
5. Non-medical reading material and administrative documentation

All Books & Journals are categorized, labeled and placed in lockable cupboards. There is proper indexing & cataloging of all books & journals. A Register for library access is maintained, where date and in/out timing is mentioned. There is a restricted policy for issue of books & journals and a regulated facility for printing & photocopying of articles etc available.

Specific Policy guidelines are as under:

### A. Library Timing:

Routine Days : 8 am to 8 pm

Holidays & Sundays : 9 am to 5 pm

### B. Access to Library

All users of the library must carry the library card, especially if book issue or printing is desired

All users must make an entry in the library register with name, department, designation, library card number, date and time (in & out) with signatures.

Persons who are not employed or enrolled with Nayati Hospital are not allowed access unless they are permitted in writing by the Dean Academics or the Unit Head of the Hospital

## **C. Issue of Books**

One book at a time can be issued to the bonafide users against the deposit of the library card. Books may be issued on the following terms

- I. Proper entry in the issue register
- II. Depositing the Library card of the user
- III. The book is issued for a maximum of 3 days
- IV. It can be re-issued for another 3 days provided there was no demand from any other person for that book
- V. The user must check the book on issue, and point out in case there is any torn page or any defacement and mention it in the issue register
- VI. The Librarian must check on return, for any torn page or defacement and report the matter to the Dean Medical Education and the Unit Head of Nayati.
- VII. For any book which is torn or defaced or lost, the penalty will be fixed at 20 %, 50 %, 100 %, 120 % of the cost of the book, depending upon the damage caused, as assessed by the appropriate authority. The penalty amount will be deposited with the billing counter against receipt to the user & information to the Librarian.
- VIII. Late fee: At the end of the issue period, a message will be sent by the librarian on the registered phone number of the user. Any delay for more than 24 hrs will be penalized at Rs. 10/- per day. The penalty amount will be deposited with the billing counter against receipt to the user & information to the Librarian

## **D. Issue of Journals**

Journals will not be issued to anybody except with the written permission of the Dean Medical Education or the Unit Head of Nayati. The terms of issue will be the same as for the Books

## **E. Printouts & Photocopying**

No user will be allowed the printing of more than 10 pages in a day. However, for more pages, a written permission will need to be taken from the Dean Medical Education or Unit Head of Nayati. It will be the discretion of the Dean Medical Education or the Unit Head Nayati to fix charges for the same, on case to case basis.

## **F. Library Card**

All users of the library will need to carry a Library card. The Library card will have a card number, Date of issue, Name of user, department, designation, address, phone number, email ID, photo alongwith the signature of the user and signature of the librarian. It will also have a declaration as under

Penalty on torn pages, defacement of pages or loss of book will be 20 %, 50 %, 100 %, 120 %, depending upon the degree of damage caused, as assessed by the appropriate authority of the Hospital

If the Library card is lost, a duplicate card will be issued on a request application alongwith a fee of Rs.100/-