



**SHRI GURU RAM RAI INSTITUTE OF MEDICAL & HEALTH  
SCIENCES, COPLEGE OF NURSING PATEL NAGAR,  
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**Website:** [www.sgrnc.com](http://www.sgrnc.com)

**Email :**

[con@sgrmc.com](mailto:con@sgrmc.com)

[centrallibrary@sgrmc.com](mailto:centrallibrary@sgrmc.com)

*Standard Operating Procedures*

*[SOPs] for the Nursing Departmental Library*

The Nursing Departmental library provides access to a wide range of information resources like Books, Journals, e-journals, newspapers, etc. to SGRR Nursing College Students. Library supports and extends the academic education of an institution. It helps in meeting the teaching needs of the faculty and provides study facilities, educational and recreational reading.

### Departmental Library Information

Total Nursing Books 5703

Total Nursing Books Departmental Library 1762

Total Nursing Books Central Library 3941

Total Nursing Journals (06-I) (11-F) - 17

software. K- HUB [www.K-hub.in](http://www.K-hub.in)

Username : KB690DDN

Password :23HG4j6a (case sensitive )

E- Journals -1843 E- Books 72

### **Step1 : Approval for the book purchase**

- ❖ Submission of list of books recommended by the Chief Librarian Central Library for Advisory Committee members in book order form .
- ❖ Students can also recommend the book .
- ❖ Recommendations are checked by Library Staff for duplicate titles, availability etc.
- ❖ Book order letter is signed by the Central Library Librarian specifying book supplier name who is going to supply the same as per GOC [Good Offices Committee] rate.

- ❖ Finally , sanction is taken from the Principal for purchase & Chief Librarian of library books .

### **Step 2 : Placing the book order and physical verification of purchased books**

- ❖ Placing the book order from the supplier list through purchase committee.
- ❖ Submission of the PO by vendor along with the books mentioning price & discount provided by the firm.
- ❖ Physical verification and checking of the books received against the order.
- ❖ Submission of duplicate bill by the vendor

### **Step 3: Shelving of the books**

- ❖ All the newly entered books are placed in shelves as per location and classification number department wise by the library support staff.
- ❖ Re shelving of Return books: All the returned books are placed in shelves as per department wise by library staff.

### ***Step 4: Library Purchase : Journals***

- ❖ All the HODs are given the journal names as per need.
- ❖ Find out the journal details and subscription online /offline.
- ❖ Prepare the letter for making payment along with subscription form .
- ❖ Signed by the Principal Ma'am and Chief Librarian given to account section for making offline /online payment .
- ❖ Send the details of the payment via mail to the selected firm.
- ❖ All the journals payment goes in advance for the current year .

### **Step : 5 policy**

- ❖ Book is issued for the period of 30 days after that a Reissue
- ❖ Book is reading purpose for 3 Sam day Issued & Return

### ***Step 6: User entry***

- ❖ Step 1: As soon as User comes to the library, entry in the entry register of the library to record the entry time.
- ❖ Step 2 : Similarly while exit again entry in the register to record the exit time

### ***Step 7: Library facilities***

- ❖ Internet facility is available in the library for students.
- ❖ 84 computers are available for academic purpose.
- ❖ Internet is free, but printouts are charged.
- ❖ 2 News Paper Hindustan Times , Hindustan Hindi
- ❖ Nursing Books CD
- ❖ Nursing Thesis / Dissertation UG/PG
- ❖ Back Volumes Journal
- ❖ Complimentary Books : 1346
- ❖ Timing : 9 AM to 5 PM

### **Step 8: Old Question Papers**

- ❖ Old Question papers UG & PG class wise subject wise and semester wise are arranged.

### ***Step 9: Library policy for loss of books***

- ❖ In case of loss of any book library always prefers to Central Library replace the book with the same edition or latest edition .
- ❖ If the book is missed by any student/faculty then in return he will have to submit new book and if he is unable to submit new book then the amount of book Central Library will be deposited to account section.

- ❖ The Price of Missing/loss book can be found The Libyan Central Library from the Accession Register.
- ❖ If the book is not searchable during library audit then the cost of total missing books is recovered by the library staff.

### Lending Rules for various types of Library users:

Type of Users	No .of books issue	Loan period	Period of issuing Print Journals	Period of Issuing Thesis	Period of Issuing CD/DVD
<b>Nursing Faculty</b>	Prof.= 02 Lecturer =02 Asstt. Prof =02 Tutor = 02	30 days	-30 days	-30 days	-30 days
<b>PG Students</b>	02	Sam Day	1 (one Day)	7 days	7 days
<b>UG Students</b>	02	14 days	-	-	7 days
<b>Research Scholars SGRRIM&amp;HS</b>	02	14 days	-	7 days	-
<b>Non Teaching Staff SGRRIM&amp;HS &amp; SGRRU</b>	Only reading purpose on the basis of i-card of respective college		-	-	-

- **Note:** All faculty & Students (SGRRIMHS & SGRRU) College Nursing Departmental Library can avail the facility of borrowing books for reading purpose on the basis of college id-card during library hours as per library norms.