

## LIBRARY

Tagore Dental college has a well stocked library. There are more than 6000 books in both issue section and reference section together. All the departments have their own department library which is well stocked. The institution subscribes to 26 international and 14 national journals. There are more than 10 years of back volumes of journals as well. The library is managed by Library Management software.

There is a main library for the institution with a stock of thousands of books and subscriptions to National and International journals. The TDC&H Library Service is decentralized with service spread across the department. The Library has about 5000 Books and 19 National and 30 International Journals for reference and advanced learning. It also boasts of an Audiovisual room and Internet room with 15 computers and Broadband facility. The library has enough space for reading and reference section also. Library is the storehouse of knowledge and always played a significant role in information society. Collection development is an essential function of Library to make available needed resources to their users. Following this, our Library has also played a significant role in our institution. Our library is situated in the centre of the building with around 6000 sq.feet well ventilated and 250 members can access at a time.

Library Personnel : Well qualified and experienced staff operate our Central Library.

S.No.	Name	Designation	Qualification
1.	Mrs. Jaculin Robins	Librarian	M.Sc.,M.Phil.,PGDLAN,PGDCA
2.	Mr. Kumar	Asst. Librarian	B.A., B.L.I.S
3.	Mrs. Sunitha	Attender	

### Library Hours:

1. Library will be open 8am to 8pm on Monday to Friday.
2. Saturday- 8am to 5pm.
3. Library will be closed on Sunday and government holidays.

Members of Library: Every staff and students are our members.

Issue Details: The staff and students of our Library have to produce their prescribed Bar-code identity card whenever they want to borrow books.

Staff	- 2 Books(15days time-2 times renewal: Total 45 days)
Students	- 1 Book (7days time-2 times renewal: Total 21 days)
PG Students	- 2 Books(7days time-2 times renewal: Total 21days)

Merit Card: As a token of appreciation- University subject toppers will be awarded 2 books and can take from the Library at any time.

The library has more than 300 CD's and DVD's priced to visual effect for the students to understand the subjects better and visualize the procedures effectively. The library has a Software

## PUBLICATIONS

The college publishes

College journal- JOURNAL OF CLINICAL DENTAL UPDATES AND RESEARCH - 2 issues per year

College magazine - MANASI - Published by the students every year

College Newsletter- TAGORE VISHAYA - Published once a year

## LIBRARY FACILITIES

1. **Books:** Our library has a total collection of **5241** Volumes of books in **1654** titles on different discipline.
2. **Print Journals:** Our Library subscribes" Print Journals" for use of all the disciplines as recommended by the various Departments. In the year 2019, we subscribed **64** Journals which includes**19** national and **45** International journals.
3. **Back volumes** for 10 years of journals are bounded for future references. There are **587** volumes- **201** national and **386** International journals.
4. **E-Library:** Our Library consists of **23** computers and 1 server which have been connected with Local Area Network(LAN). It provides **E-consortium** access from MGR Medical university to our students and staff through individual password.
5. **Audio Visual Section:** Our Library consists of CD's and DVD's. Audio Visual section is having colour television, DVD player, Projector and Computers for efficient utilization.
6. **Reading Facility:** Our Library has adequate facilities of staff and students to read and refer the books during the library working hours of the Library. The users can access dailies, weeklies, magazines and journals.
7. **Photocopy Facility:** Our Library provides Free Scanning, Printing, and photocopy facilities for our users by cash payment.
8. **Daily News Papers/Magazines:** Our Library subscribes the following daily newspapers :The Hindu, The Indian Express, Times of India, The Hindu(Tamil), Dinamalar, Dinathanthi Dinamani, Dinakaran, Hindi, Telugu, Malayalam.
9. Magazines: Frontline, India Today, The Week, Employment News
10. **Newspaper Clippings:** Information from newspapers have been taken photocopies and displayed it in the Library notice board for the benefits of the students and staff.
11. **Books Exhibition:** Library is conducting books exhibition every year with a maximum discount on all books which will be very useful to the students and staffs to know the new books arrival and to purchase them and recommend for our Library.
12. **Department Library:** We have separate Library for each Department. Very good collections of books are available.

13. **Stock Verification:** Every year in the month of May we will check the stock and report should be submitted to the Principal.
14. **Binding and Preservation:** Binding is done by outside agent. The damaged books and back volumes of the Journals are bound every year and made available for reference.

## **LIBRARY MANAGEMENT SYSTEM- ALIMIS- JAPAR**

### **SOFTWARE USED:**

Library is fully automated using Auto-Lib Software- My SQL Version 5.0. server with Java based & Web technology version. OPAC facility is available.

**ALMS** (Advanced Library Management software) is an advanced integrated automated software, versatile, user friendly, multimedia interface and multi-user; web enabled for intranet and internet environments. It has efficient circulation management, book ordering and serial control, with due date reminders in e mails, transaction alerts through SMS, online diary, cataloguing as per international standards, export and import of data, tracking users and movement in library, and online stock verification. Sorting and printing large number of reports, statistics and export to different formats, powerful search engine (Boolean Query Builder) facility, allows WEB interface to search various databases, allows networking of libraries for sharing resources and data, display and printing of records in AACR/ MARC/CCF/Dublin Core formats/standards are made easy. It has interface to bar code scanners, printers, smartcards and biometrics.

**1. Database management-** Cataloguing of books, Thesis, Proceedings, Standards, Conference proceedings, Reports, Patents, Journals, Articles, Bound Volumes, non book materials, CD, Videos, audios, Newspaper clippings, courses, e-books, Authority list of authors, Publishers, Suppliers, Keywords.

**2. Search-** designed to search the above databases using important fields and print the results in any desired formation.

**i Simple search** includes using important fields such as Accession number, call number, Author, Title, Edition, Year, Publisher, subject , keywords, department etc.

**ii. Advanced Query Builder**– to search the database by selecting the desired **field(s),criteria for search** (starting with, anywhere(like), truncation, word), **Boolean Operators**(AND, OR, NOT) and **sorting order** from a list of fields and printing in various formats

**iii. Restricted Search** – to search letter by letter

### **3. Circulation Management - Transaction**

This module is designed for all types of counter transactions ( for all documents types) such as:

- Issue/Renewal /Return/Recall
- Reservation / Reservation Cancel
- Reminders/Overdue receipt/No-due certificate
- Overdue reports (based on many criteria)
- Statistics/Reports for all counter transactions (daily/weekly/monthly/between specific dates)

### **4. Report Management**

This module is designed to generate and print a large number of reports such as: List of books by author, title, unique titles publisher, supplier, call number, subject, dept, accession number, date, book type and list of journals/publishers/suppliers/members, etc. It also allows to print accession register, catalogues, amount spent by type of documents/depts/subjects and bibliographic reports. All types of statistics/reports for the management can be generated for AICTE/NBA,UGC/NAAC, IMC.

## **5. System Administration**

This module allows to:

- Create new user log-in, password and grant **rights** to access various modules
- Create group master – to set due date, allowed cards for different documents for different groups of users globally
- Set over due charge at various stages/holiday
- Maintain budget master
- Back-up, export and import of data
- Update database globally using various fields
- Generate charts

## **6.. Article Indexing**

This module allows to create and maintain journal articles database. It also allows searching and retrieving data based on several fields/criteria.

## **7. Question Banks**

This modules allows to create and maintain question banks and retrieve questions

## **8. Online Stock Verification**

This module allows for online stock verification of library resources using Barcode Scanner, Data Capturing Unit and generate reports of books such as - missing, lost, issued, binding, transferred condemned, available, etc.

## **9. Student Gate Entry Register**

To monitor the usage of Library resources by students, faculty and others

## **10. Web Library**

This module allows to search various databases using browsers ( such as Internet Explorer) on LAN/Intranet/Internet environment using WEB servers. It has:  
i. Simple Search ii. Advanced Search (Query Builder), iii. Dictionary based search modules.

## **11. Other features:**

User Statistics/Online Reservation/Online Research Diary, User Profile Management, etc

**12. Web Counter Reports** - This module is designed to generate many counter transactions reports such as issue/return of books (daily/weekly) and based on several criteria.

## **13. E-Resources Linking**

This module allows to link various e-resources on the web with details

All the books are entered in the software along with the front page and contents, so that the staff and students can browse the software and search for the necessary books. All text books, reference books, journals and back volumes of journals are all indexed in the software. This is attached to a server and works as an intranet to the departments and also remote access is provided. All the students are given bar-coded ID card which should be swiped for entry and also used for books issue and return. The students are given ID and password for remote access. Library services are exclusively virtual by providing open access to the online journals for both students and faculties for regular updated information. Tagore dental college library has a tie up with TN Dr MGR Medical University library for on line journals called e-consortium.

The library provides services like circulation, bibliographic compilations, information display and notification services. Library also conducts user surveys periodically for getting information about internal processes, levels and quality of services, facilities and library impact on institutional goals also future priorities.

### **DRSR-JAPAR : Institutional Repository software**

Our institute's one of the important parameters of ranking a student or staff research scholar is based on number of quality research papers published in peer-reviewed journals. Researchers publish their findings in quality International/Impact Factor journals/Institutional Repository for recognition .

#### **It's an Web based Software, Developed with JAVA/Hibernate/ Spring Technology, My SQL as back-end server**

#### **Authentication and password enabled, Works on Intranet and Internet**

It's an Institution specific repository, contains all the outputs and resources owned by and related to the institution itself. Research results, quality teaching and learning materials, institute's own publications, etc.

Fulfilling the main objectives like having an institutional repository is to provide open access to institutional research output by self-archiving it and to store and preserve other institutional digital assets, including the unpublished or otherwise easily lost (grey) literature (e.g., theses or technical reports). It is also partly linked to the notion of a digital library i.e., collecting, housing, classifying, cataloguing, curating, preserving, and providing access to digital content, analogous with the library's conventional function of collecting, housing, classifying, curating, preserving and providing access to analog content.

To monitor the research output (publications) in an institution - author wise- year wise - country wise - subject wise - IF - Statistics - Reports - Performance - Digital Content

Since it is essential for an institute to keep track of the research work of an institution or an individual researcher/a group in terms of number of papers published by them every year in national/international/impact factor journals also these information/statistical report/analysis are required for present and future reference at any point of time by an institution/author for wider reachability and to get more citation

This software has benefits like Gateway to information, Manage institution's asset over long period, Immediate awareness and impact of research, Greater citation impact, Useful in claiming IPR, Self-Archive, Universal access and marketing Channel, Provide workspace, Learning and teaching portfolio, Challenges to publishers, Leadership claim, Inclusion of multimedia, Enhances interdisciplinary research

#### **DRSR- JAPAR Software –**

- 1) An appropriate medium for an organization having a larger impact toward the academics. Institution specific repositories capture the original intellectual works of the members of the institute like peer reviewed journal articles published from the institute are become openly and widely accessible worldwide increasing the visibility and concomitant impact in connection to that.
- 2) Holds digital work produced by the institution's members i.e., students, faculty, researchers, and staff regarding student portfolios, classroom teaching materials, technical reports, computer programmes, study materials, assignments, question papers, lectures, audio-visuals and multimedia presentations especially interactive e-learning modules etc., for enriching the quality of the learning and research experiences.
- 3) Data concerning research, research paper, pre publication, post publication, Other types of research materials include journal articles, book chapters, thesis/dissertations, conference papers, preprints, working papers, technical reports, progress reports, project reports etc., in conjunction with Supporting research materials like spreadsheets, photographs, audio files, video files, representations of artwork, diagrams, charts.
- 4) Stores administrative documents like institutional project reports, patents press releases, research from campus, institutes and centers, staff publications, etc. along with special collections like Historical collections, newsletters, leaflets, journals, magazines etc.

*\*This also works as "Learning Management software". Access to various online resources is being made available to all students.*

## LIBRARY USAGE

### Library Users Statistics:

Library is following Open Access System to provide required information which has been available in the Library to fulfil the users requirements from various resources. The average users are more than 100 per day.

Books Transactions per day(Issue, Return, Renewal)	: 75(Members)
Reference Service	: 50(Members)
Journal Access (Print/Online)	: 50(Members)
Reprography Facility	: 45(Members)