



# AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA  
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)  
RUN BY NOORUL ISLAM TRUST  
Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605  
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Date:07/05/2018 Date .....

## LIBRARY RULES AND REGULATIONS

The Al-Azhar Dental College library is located on the fourth floor and offers access to hundreds of students at once. It is an integrated knowledge resource centre with an area of 8095 square feet and a comprehensive collection of books, periodicals, and references in addition to international journals. It is solely focused on serving the requirements of Al Azhar Dental College's academic, training, and research programmes. The primary goal is to make a significant contribution to the creation of elevated values, to the enrichment of academic excellence, and to the support of high calibre research that meets international standards. It is automated using KOHA, a computerized management integrated library system that was installed on October 30, 2021.

The library has an infrastructure consisting of reception, property counter, issue counter, digital library and photocopying area. There are separate students & staff reading rooms, journal section and reference section. There is a computer section to access the digital journals and textbooks. The students reading room can accommodate 50% of total student strength. The reference books and back volumes are arranged properly for easy retrieval.

The library is equipped with numerous academic and non-academic reading materials for the staff and the students of the institution. Academic section contains year specific subject's books for students which include both dental and medical books. The library has non-academic book section donated by the alumni for enriching the knowledge of students.

It has access to more than 500 e-journals through the research database EBSCO. Under this service online access to full text and databases from reputed publishers such as Nature, Oxford, Springer, Taylor and Francis, Web of Science and Wiley are available. Terminals required for accessing e-resources, web browsing and other academic activities are available in the library. It also has access to e-library resources such as Shodh-Sindhu, e-Pathshala, SWAYAM and Discipline Specific Databases. Provision for downloading, printing of material from these sources are available. Students are provided with an excellent ICT infrastructure with adequate bandwidth for fast and seamless access to the Internet for e-content access. It has access to course management systems like Moodle and institutional Learning Management System (i-LMS) which is EMBASE ProSuit for curriculum design and development.

**Library initiatives:** Following are the initiatives taken to provide better learning facilities to the students:

- Free Wi-fi, internet access.



Prof. Dr. Harvey Thomas MD  
Principal  
Al-Azhar Dental College  
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- Download and printout facility for study material.
- Display of new arrivals.
- Seamless book return

Our institution has a library committee that reviews the needs of the library on a regular basis.

### **CONSTITUTION OF THE COMMITTEE**

1. Principal – Chairman
2. Administrative officer
3. Coordinator
4. Representatives from various departments
5. Chief Librarian
6. Assistant Librarian

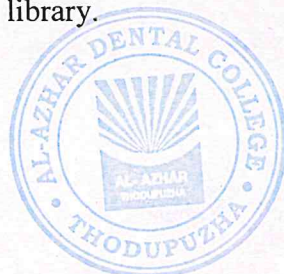
### **LIBRARY TIMINGS**

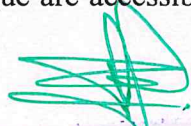
Monday to Saturday 8AM to 5 PM

Library remain closed on Sundays & closed holidays

### **GENERAL RULES**

- For entry into the library, identity cards are compulsory.
- Students must maintain silence. Discussions are not allowed inside the library.
- Textbooks, printed materials, and issued books are not permitted inside the library.
- It is strictly forbidden to use a mobile phone or other audio device inside the library's walls, whether it has a speaker or headphones.
- Before entering the library, students must sign in by entering their name in the register located at the entrance counter.
- The staff at the entrance counter must see the books and other items that the students take out of the library.
- The librarian has the right to recall any book at any time, and students are required to return it right away.
- Library borrower cards cannot be transferred. The borrower is accountable for the books borrowed using their card.
- Personal items must be left at the library's property desk because they are not permitted inside the library. The library staff will not be held liable for the loss of any student's personal belongings. Students are advised not to keep anything of value in the property counter. The counter for library properties should only be used when using the library.
- Only academic databases, e-journals, and the library catalogue are accessible via the user PC that is housed inside the library.



  
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## **DIGITAL LIBRARY RULES**

- Only academic use is permitted when using the cyber library.
- It is strictly forbidden to browse social networking or forbidden websites. The members will face severe disciplinary action.
- When using the Cyber Library, members are required to have their library ID card with them.
- Users must not divulge their Net access ID and password to other students.
- No modifications to the settings or displays of the computers housed in the Cyber Library/Reading Hall are allowed.
- All areas of the library's grounds are strictly off-limits to computer gaming.
- Members are advised to safeguard their mobile devices, CD/DVD, ROMs, and pen drives.

## **MEMBERSHIP**

The Institute's faculty, staff, and students are all eligible to join the library as members and make use of its resources. Visitors are not permitted to borrow books.

## **CIRCULATION ISSUE SYSTEM**

When the library card and ID card are presented, books will be issued. Students are advised to inspect the books before borrowing them, and they are accountable for any damage or mutilation discovered upon return.

## **OVER DUE CHARGES**

Borrowed items must be returned by the stamped due date or earlier. A late fee will be assessed if the item is returned after the due date.

## **ANNUAL STOCK VERIFICATION**

All the books borrowed from the central library by the students and members of the teaching and non-teaching staff members must be returned by the first of March every year for the annual physical stock verification of the library.



  
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