



# **Dhanvantri Library, University of Jammu, Jammu**

## **Working Manual Of Stack Area-1 Of Dhanvantri Library**

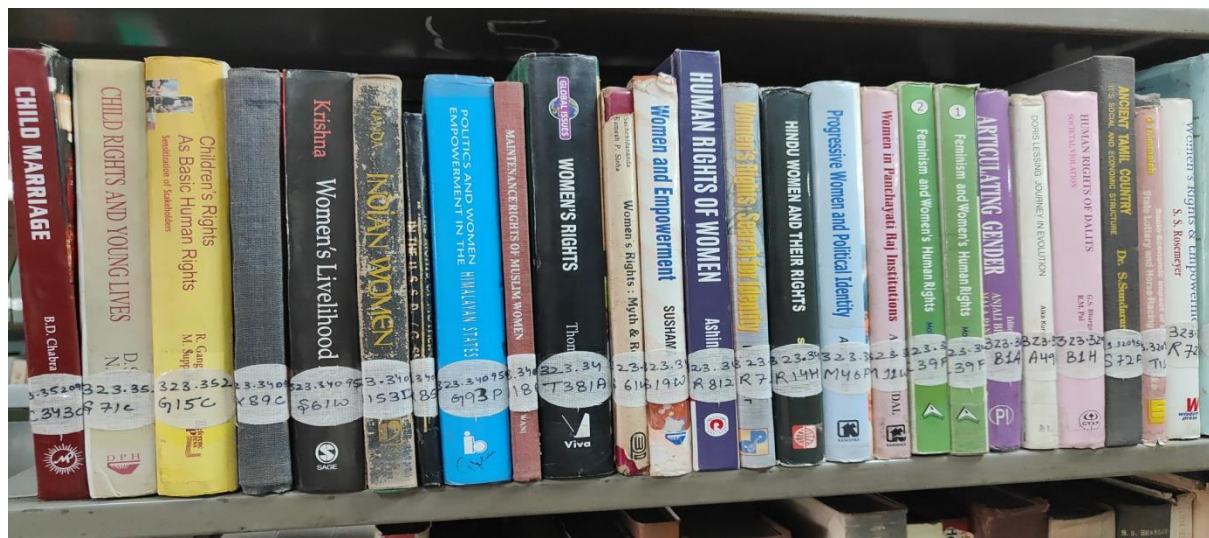
### **STACK AREA-1**

Stack Area -1 is located on the first floor of Dhanvantri Library has nearly 38548 books . The subjects pertain to Stack Area-1 are as follows:-

- 000 Computer Science, Library Science and General Books.
- 100 Philosophy and Psychology.
- 200 Religion.
- 300 Social Sciences (Sociology, Statistics, Political Science, Economics, Public Administration, Social Problems & Services, Education, Commerce, Customs, Etiquette & Folklore.)
- 500 Pure Sciences.
- 600 Technology (Applied Sciences)
- 700 Art and Recreation.
- 900 Geography, Biography and History.



## 1. Collection Management



All books are being arranged on the Shelves of Stacks in classified order by using Dewey Decimal Classification Scheme. Each book is completed by assigning a call Number which consists of Class Number and Book Number on the spine of book for providing a particular place to every document.

## 2. Visitor Register



The users are asked to make their entry in the register kept at the entrance of Stack Area-1.

### **3. Information Retrieval Access**

Resources of Dhanvantri Library can be retrieved through OPAC (Online Public Access Catalogue) via computer terminals on various fields like Author, Title, Subject, Classification Number, Key Words, ISBN Number etc.

### **4. E-Books**

The staff assists the users in literature search with the facility of E-Books available in Dhanvantri Library.

### **4. Open Access System**



Open Access facility is being provided to users so that they can go directly to the shelves and select the books needed by them.

### **5. Shelving of Books**

Due to Open Access System, the books are freely taken out of the shelves by the users but these are not shelved by the users as it may lead to displacement of books. Such books are to be left on the table. In this way all the consulted and returned books will be shelved by the staff which is routine work of Stack Area-1.

## **6. Seating Facility**



There is adequate number of chairs & tables in Stack Area-1 for the consultation of books.

## **7. Orientation Programme**

Orientation of regular UG and PG students is being conducted as a routine feature for maximum usage of available resources.

## **8. Retrospective conversion of Database**

Updating the database of books lying in Stack Area-1 by using Libsys Software version 10.

## **9. Tagging of Books**

All the Books lying in Stack Area-1 are being tagged with RFID Tags by using LSMART Software for the purpose of self check in & check out and theft control.

## **10. Record of Issue and Return of books**

Issue & return record of books is being maintained regularly of Stack Area-1.

## **11. Facility to Outsider Users**

Personalised assistance being provided to Students, Research Scholars and faculty members from other universities of India with prior permission of I/C **Librarian** of Dhanvantri Library.

## **12. Special Collection**

Bibliography of Rare Books is available in Stack Area-1 and this collection is arranged in Separate corner of Stack Area-1, J&K Section and Reference Section.

## **13. Cleanliness**

Dusting and cleaning of Stack Areas is being done on routine basis.

## **14. Updation of Record of Collection**

Collection of Stack Area-1 is being updated at the end of every Financial Year.

## **15. Book Requisition Form**

Book Requisition Forms are available for the library users so that requirement of users can be considered while purchasing the books.

## **16. Internship Training Programme**

Internship Training Program is conducted for MLib.I.Sc. regular students as well as BLIS/MLIS Ignou students regularly. Dhanvantari library has provided internship training to about 260 regular Mlib.Isc students from PG Department of Lib. and Inf. Sc., University of Jammu and about 370 IGNOU Blis/Mlis students till now

## **17. Current Awareness Service(CAS)**

New arrivals are displayed in a visually appealing way that makes it easy for users to access.

## **Activities performed in Stack Area-1**

- Receiving of books from acquisition section.
- Tagging of received books by using LSMART software
- Assisting the users in retrieval of information.
- Conducting orientation for maximum usage of printed material.
- Keeping record of Issue and return of books
- Daily shelving of books consulted and returned by the users
- Repairing of books.
- Updating the record of collection.
- Displaying the new arrivals in display racks placed in this Area.
- Maintenance of whole arrangement.