

# **UNIVERSITY OF JAMMU**

NAAC ACCREDITED "A+" (CGPA:3.51) NIRF RANKING 2024: 50th rank (under University Category) 23 rank (State Public University)

# **Dhanvantri Library**

# Textbook Manual



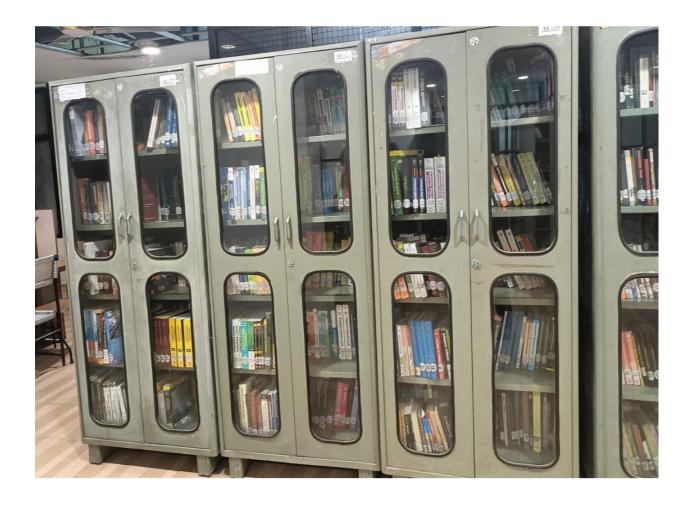
# **Textbook Section and Services**



# **Overview**

The **textbook area** in a library is designated for the storage and circulation of textbooks and educational materials, catering primarily to students and educators. Proper management ensures that these resources are accessible, well-organized, and effectively utilized.

Textbook Section is located on the First floor of 'Dhanvantri Library' and houses a rich collection of text books (nearly 11,761 books) relevant to the courses being taught in the University.



# **Key Characteristics/ Services provided in textbook section**

- ➤ Focused Collection: Primarily contains academic textbooks and supplementary materials.
- ➤ High Demand: Frequently accessed by students during the academic year.
- ➤ The reading material/ text-books/ reference and research material has been organised in the almirahs subject-wise in a scientific and helped order following the Dewey Decimal System of classification.

➤ Users (Students, Research Scholars and Faculty) visiting the section are

assisted in retrieval of their required textbook material by using OPAC.

➤ Books are with close access system and issued to users for reference and

Xerox only.

> Sufficient reading tables and comfortable chairs are provided to for

consultation of books.

➤ Book requisition forms are made available in section for users who can

recommend a book.

> Open access facility has been provided so that readers (Students, Research

Scholars and Faculty) can go directly to the shelves and select the books

needed by them.

> Important topics from Current Issues of book can be photocopied on request.

Management of the Textbook Area

1. Organization

a. Classification System

• **Description**: Use a systematic method for arranging textbooks.

# • Implementation:

 Dewey Decimal Classification (DDC): Organize by subject, ensuring that all related materials are grouped together.

### b. Clear Labeling

- **Description**: Ensure all sections are clearly labeled.
- **Implementation**: Use signage that indicates subject areas, course numbers, and textbook titles.

### 2. Shelving

#### a. Appropriate Shelving Techniques

- **Description**: Utilize suitable shelving for textbooks.
- Implementation:
  - Use sturdy shelves that can support the weight of textbooks.
  - o Maintain consistent spacing between books to prevent damage.

#### 3. Maintenance

# a. Condition Monitoring

- **Description**: Inspect textbooks for wear and damage.
- Implementation: Establish a process for repairing or replacing damaged books.

# b. Weeding and Updates

• **Description**: Regularly assess the collection for outdated editions.

• **Implementation**: Remove old textbooks and replace them with the latest editions when available.

#### 4. User Access

#### a. Accessibility

- **Description**: Ensure the textbook area is accessible to all users, including those with disabilities.
- Implementation: Follow the guidelines for layout and facilities.

#### **b.** Staff Assistance

- **Description**: Ensure staff is available to assist students in locating textbooks.
- **Implementation**: Train staff to understand common textbook needs and course requirements.

# **5. Technology Integration**

## a. Cataloging and Tracking

- **Description**: Utilize library management software to track textbooks.
- **Implementation**: Ensure all textbooks are entered into the system with accurate metadata for easy searching.

#### 6. Communication and Promotion

# a. Course Listings

- **Description**: Collaborate with faculty to compile lists of required textbooks for each course.
- Implementation: Maintain updated lists in the library.

### b. Orientation and Workshops

- **Description**: Host orientations for students on how to use the textbook area effectively.
- **Implementation**: Offer workshops on resource access.

### 7. Safety and Compliance

**a. Fire Safety**: Ensure compliance with fire safety regulations.

#### **b.** Security Measures

- **Description**: Implement measures to prevent theft of textbooks.
- Implementation: Use security tags and maintain surveillance as necessary.

# 8. Feedback and Improvement

## **Suggestions for Enhancements**

We welcome feedback on our services and facilities. Suggestion boxes are located near the entrance.

## **Community Engagement**

Participate in library programs and events to help shape the future of our library services.