

FACULTY OF PHARMACY



Library Handbook:2023-2024

<https://pharmacy.msruas.ac.in>

Contact No-080-2360 8942 [Extn-35]

RAMAIAH UNIVERSITY OF APPLIED SCIENCES

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- **KNOW YOUR LIBRARY**

M S Ramaiah College of Pharmacy was established in the year 1992 under the prestigious group of educational institutions founded by the great visionary Dr. M S Ramaiah. The college was approved by the “Rajiv Gandhi University of Health Sciences” Bangalore. In 2014-2015 the college became part of “Ramaiah University of Applied Sciences” Bengaluru as the “Faculty of Pharmacy”.

The library has a rich collection of Books, National/International Periodicals, Thesis, CD/DVDs, Bound Volumes, Conference Proceedings, Question banks, Newspapers, etc.

The cataloging has been done as per the Dewey Decimal Classification system and runs on the LIBSOFT 12.0 version of the library management system.

- **LIBRARY TIMINGS**

Monday to Friday - 11.00 AM to 07.00 PM

Saturday - 10.00 AM to 06.00 PM

Library remains closed on Odd Saturdays, Sundays and RUAS declared holidays

- **LIBRARY SERVICES**

- Reference Service
- Referral Service
- Circulation Service
- Web-OPAC Service
- Digital Library
- Virtual Library

- Online access to Subscribed E-Resources
- Current Awareness Service
- Inter-Library Loan
- Selective Dissemination of Information Service
- Document Delivery Request Service
- Reprographic Service
- Ask Librarian
- Orientation Program for Users

- **FEATURES**

- Library follows an automated system for the circulation of its collections
- A Web-OPAC [Online Public Access Catalogue] facilitates to search for the library resources and a Wi-Fi enabled library simplifies the hassle-free access to internet resources
- OPAC - <http://10.10.20.13/opac/05/Default.aspx>
- Library offers a personalized reference service to its users from the reference book racks
- Previous year's question papers, course syllabus copies, etc. offers to the users on demand
- Library organizes the book exhibition at the beginning of the course

- **LIBRARY RESOURCES**

(AS OF 30 AUG 2023)

SI No.	Category	Numbers
1	Total Number of Volumes	7,263
2	Total Number of Titles	2,498
3	Total Number of National Journals	04
4	Total Number of International Journals	01

5	Total Number of Print Magazines	13
6	Total Number of Newspapers	06
7	Total Number of Dissertations	457
8	Total Number of Dissertation CDs	457
9	Total Number of Computers	29
10	Total Number of CD/DVD	160
11	Total Number of Bound Volumes of Journals	679
12	Total Number of Donated Books	631

- **SUBSCRIBED ELECTRONIC DATABASES**

- EBSCO Pharmacy Collection Database-606+
- Mint E-Books-13
- JSTOR-57 Journals, E-Books-2,613, Research Reports-111
- ProQuest E-Book Central-1,074

- **LENDING OF LIBRARY RESOURCES**

Sl. No	Category	No. of Items	Loan Period
1	Teaching Staff	10	180 Days
2	Non-Teaching Staff	10	90 Days
3	Research Scholars	04	15 Days
4	PG Students	04	15 Days
5	UG Students	02	15 Days

- All the users are entitled to borrow the library resources as specified in the above table
- Further, **Two** books will be issued additionally for the SC & ST candidates under the "**Book Bank**" facility over the period of fifteen [15] days
- ID card is mandatory for the issue of library resources
- If there is no reservation for the issued material, the same can be renewed one more time for 15 days

- However, current issues of periodicals, newspapers and reference books will **not** be allowed for circulation
- The circulation/renewals will be done at the library counter according to the working hours of the library
- Library maintains the closed access service of its resources, users are requested to approach the library staff members to access the same
- Make sure that the resources are properly issued before you leave the circulation counter
- Members should satisfy themselves with the physical condition of the book/other material they wish to borrow before getting them issued
- Resources should not be kept beyond the due date marked on the due date slip
- The reference items have to be returned the very next day to the library, failing which a fine of **Rs-100/-** per day per item will be imposed
- **OVERDUE CHARGES**
 - If the issued library materials are not returned on or before the due date, the borrower has to pay an overdue charge of **Rs-2/-** per day per book for the first 15 days and **Rs-5/-** per day per book for subsequent days
 - Overdue charges should be settled before the end of each semester/year if any
 - In the event of non-payment, students are unable to borrow any of the material from the library

- **LOSS OF BOOK**

- Report to the Librarian immediately
- Replacement with overdue charges should be done within a month from the date of issue
- If not, the present cost of the item will have to be deposited in the library, or as may be decided by the Librarian
- Payment to be made through Library/Accounts department and obtain a receipt from the concerned department and produce on demand

- **CLEARANCE CERTIFICATE**

- Return all the issued library resources to get a No-dues certificate from the Librarian
- Students are required to bring their Identity Card to get the clearance certificate from the library
- Students who do not appear for the exam or those who **failed** in the exam should also return the library resources and get their clearance certificate

- **LIBRARY RULES**

- Right to Entry: RUAS students, teachers, and other staff members of the University are eligible to walk in into the library
- ID card is compulsory to enter the library
- An entry register/computer is placed at the entrance, kindly sign OR swipe in it [your id card] when you enter the library
- Personal belongings like Notebook/Pen/Laptops are allowed in the Library and the **rest shall be deposited** at the counter
- Seats in open reading areas of the Library may not be reserved

- **CONDITIONS**

- Members should **return** all the borrowed library resources before proceeding with any kind of long leave
- Absence and illness are not **acceptable** excuses for exemption from paying an overdue charges
- If the due date falls on a holiday, the library material may be returned on the next working day without any overdue charges
- Members should not **write** on or **disfigure** the issued library resources in any way
- If the book/material belonging to a **set** is lost, the borrower will be charged for replacing the entire set amount

- **GENERAL INSTRUCTIONS**

- Absolute **silence** must be maintained in and around the Library, keeping in mind that it's a place of individual study and research
- Suggestion form is available in the library for enhancement of the library and its services
- Any issued library material damaged beyond repair, a person is responsible to replace with a new item OR the double the cost of the latest price have to pay
- Under special circumstances, the Librarian may refuse to issue the library resource OR recall the already issued material from any member without assigning the reason thereof
- Users are requested to do check the library notice board and their e-mails **frequently** and follow the library staff instructions accordingly

- Users must **not** carry any kind of valuable items into the library, the staff members of library will not take any kind of responsibility for such losses

- **LIBRARY STAFF MEMBERS**

SI No	Name	Designation	E-Mail Id
1	Dr. Mallikarjun S M	Librarian	mallikarjun.lib.ph@msruas.ac.in
2	Mr. Shivaji S Pawar	Office Asst.	shivajipawar.lib.ph@msruas.ac.in

One can find the same information on the RUAS website under the “Library” page.

<https://www.msruas.ac.in/facilities/fph-library>

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