



**Amala**  
COLLEGE OF NURSING  
ACCREDITED BY NAAC WITH A GRADE

# AMALA COLLEGE OF NURSING

## AQAR (2022-2023)



### CRITERION 4 – Infrastructure and Learning Resources

#### Key Indicator 4.3 – Library as a learning Resource

**Metric No. 4.3.1- Library is automated using Integrated Library Management System (ILMS)**

**SUBMITTED TO**



**National Assessment and Accreditation Council**

# LIBRARY HANDBOOK



# Amala COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur – 680 555, Kerala

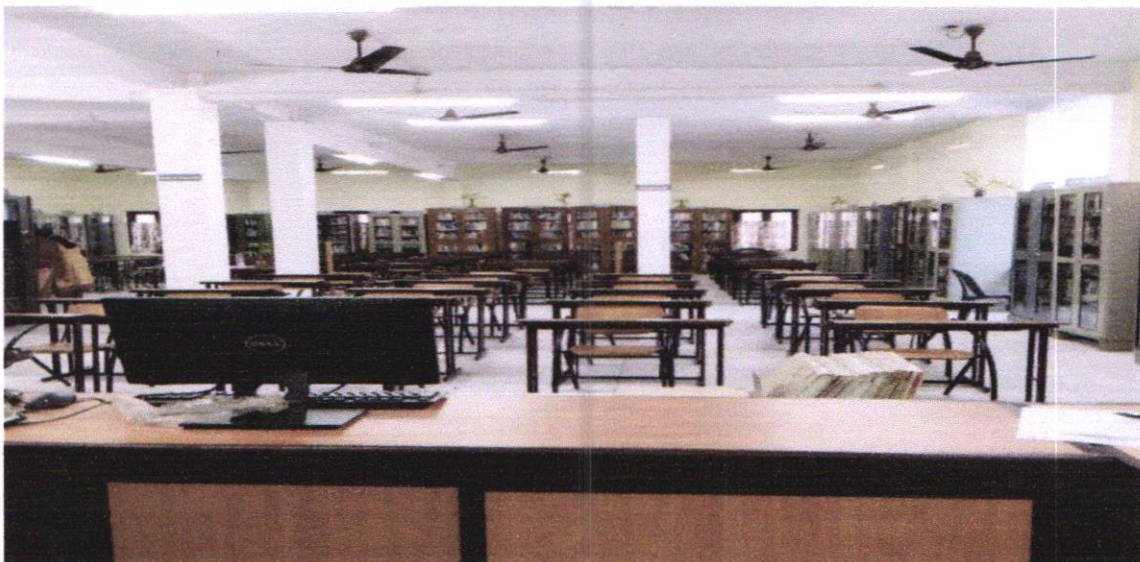
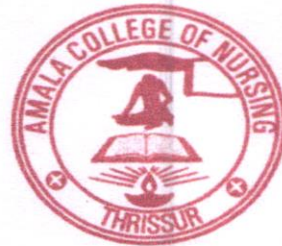
First Nursing College accredited by NAAC with A grade in the first cycle (RAF)

Affiliated to Kerala University of Health Sciences and recognized by Kerala Nurses and Midwives Council & Indian Nursing Council  
(Certificate No. 18-16/2893-INC)

AMALA COLLEGE OF NURSING

## LIBRARY HANDBOOK

2022-2023



Amala Nagar, Thrissur-680 555, Kerala, India



[www.amalanursingcollege.org](http://www.amalanursingcollege.org)

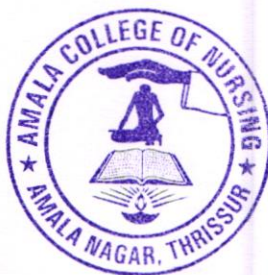
Email: [amalacnt@gmail.com](mailto:amalacnt@gmail.com)


Prof. Dr. RAJEE REGHUNATH  
PRINCIPAL  
AMALA COLLEGE OF NURSING  
AMALA NAGAR P.O., THRISSUR-680 555

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## 1. VISION AND MISSION

### Our vision

To establish a Center of Excellence providing value-added education that combines effective teaching, focused academic exposure, and productive research with the aim of training healthcare personnel with professionalism and spirit of love and service as their hallmarks"


### Our mission

1. Appointing faculty known for their academic excellence and who are committed to carrying out the institutional mission.
2. Forming effective health care personnel marked by up-to-date knowledge, professional skills, and with an inclusive, global outlook, in eco-friendly ambience.
3. Promoting the capacity for critical thinking, communication, collaboration and creativity.
4. Instilling compassionate love towards all especially the poor and the marginalized.
5. Encouraging innovative research that will benefit humanity.
6. Inspiring the students to become life-long learners.
7. Creating an atmosphere conducive to the students imbibing spiritual and ethical values.
8. Providing top-up skills to enhance the employability quotient.
9. Providing state-of-the-art infrastructure

### **Motto**

**everything exist for wellbeing**



  
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## 2. INTRODUCTION

Amala College of Nursing Library (ACON) has an important role in our Institution. We provide number of services to all. Our Library Members, includes students, researchers and faculties and also any one could approach our library with the prior sanction of principal.

Library - this word is derived from a Latin word 'liber', meaning "book. " Padmashri Dr. Ranganathan is considered as the Father of Library Science in India. His notable contributions to the field were his five laws of library science. It shows about the principles of operations in a library system.

These are the laws:

- i. Books are for use.
- ii. Every reader his/her books.
- iii. Every book its reader.
- iv. Save the time of the reader.
- v. Library is a growing organization.


Academic libraries do not exist by themselves; they exist to serve the objectives of the educational system of which they hold a position.

The primary objectives of an academic institution are: Conservation and preservation of knowledge; Expansion of ideas and dissemination of knowledge with the help of interpretation; research and publication; and dissemination of knowledge through teaching extension services. The libraries in academic institutions help to achieve these objectives

Amala College of g Library (ACOIO was established in 2005 a main part of Amala College of Nursing. ACON library was equipped with necessary learning resources to promote research and self learning



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### 3. ACADEMIC LIBRARY

Latest editions of nursing books are procured every year and offered for reference. The library was attached with nursing college building. It has an external reading area.

The main library services are provided only to the Staff, Students & others with prior sanction from the principal. Our library was fully automated with KOHA Library Software. KOHA is a fully featured and scalable library management system.

### 4. WORKING HOURS


The Library is kept open on all the working Days except the Government Holidays and Sundays. On the basis of the need, it is kept opened in some holidays for the benefit of the students.

Monday to Saturday - 9.00am to 9.00pm.

Sunday – Holiday.

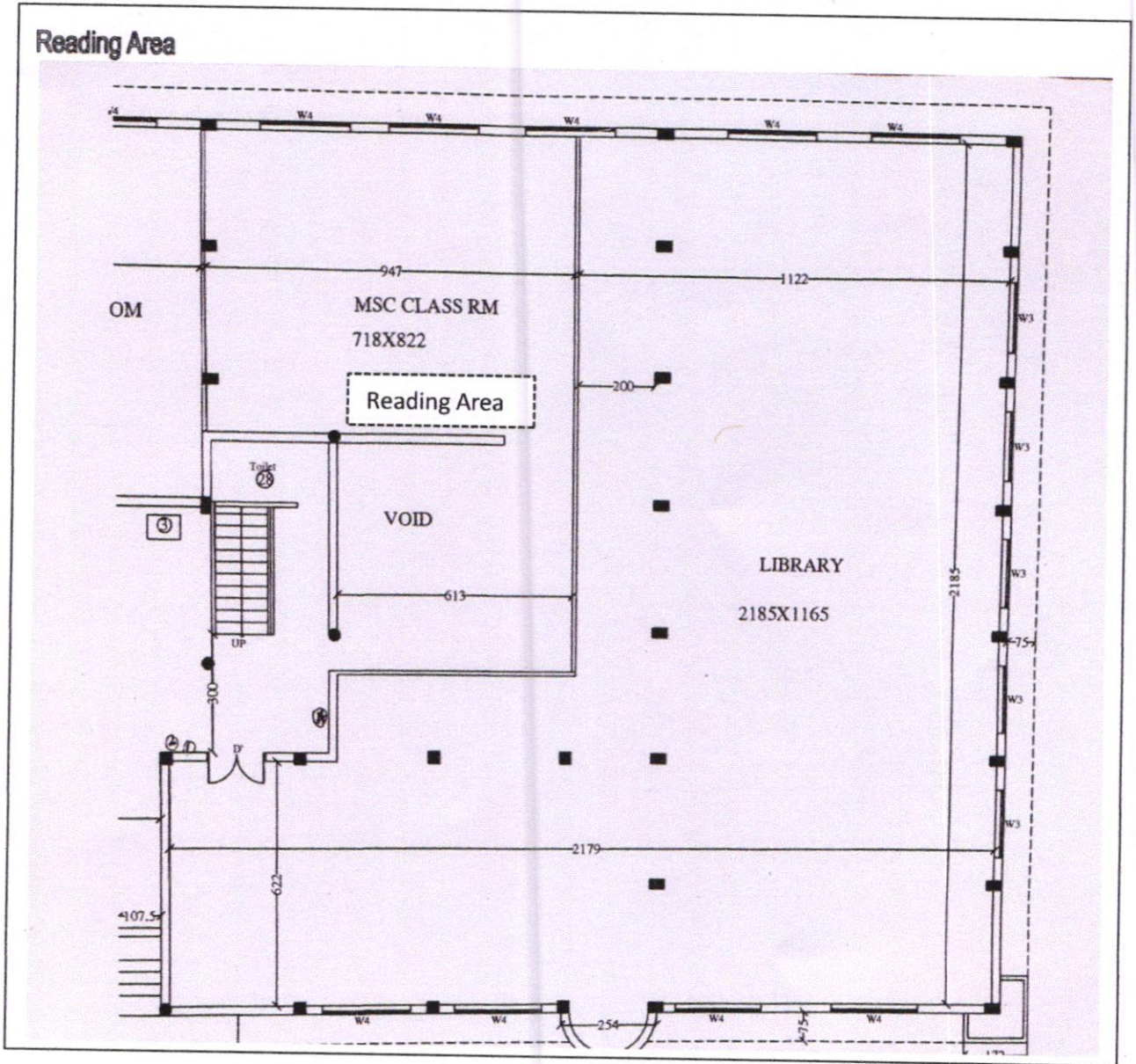
Second Saturday - As required



  
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### 5. LIBRARY FLOOR PLAN

Layout and Floor Area : 362.80 sq.m.



*[Signature]*  
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## 6. LIBRARY MEMBERSHIP AND CIRCULATION

All students, faculty, and employees of the Institute are entitled to the membership of the Library.

Entitlement for Number of Books to be Borrowed and Loan Period:

Sl. No.	Categories of Membership	Loan Privilege	No. of Books	Loan Period	Overdue Charges
1.	Faculty	Reference Issue	1	One day	Rs.2/-day
		General Issue	3	10 days	Rs.2/-day
2.	M.Sc.(N)Students	General Issue	3	3 days	Rs.2/-day
3.	B.Sc.(N)Students	General Issue	1	3 days	Rs.2/-day



  
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## 7. LIBRARY RULES AND REGULATIONS

### Policies for students

- The hours at which the library will be open: The library is open during 9.00 a.m. to 9.00 p.m. on all working days from Monday to Saturday every week. The library will remain closed on national and public holidays mentioned below:-Republic day, Ramzan, Bakrid, Vishu, Good Friday, Easter, May 1<sup>st</sup>, Independence day, Thiruvonam, Gandhi Jayanthi, Mahanavami, Thrissur Pooram and Christmas.
- Strict silence should be maintained in and around the library.
- Personal belongings like files, books, bags are not allowed inside the library.
- Students must bring their identity cards while coming to the library.
- All Library Visitors must enter their details such as Name, Batch/Department, Time In & Out, Sign, Purpose etc. in the gate register.
- Students are permitted to take one (1) book at a time and can hold it for 3 days only.
- Rs.2/- per day will be charged if the book is not returned.
- The extension of due date may be given if the book is not returned
- The Journals, pamphlets, dictionaries and reference books must be read in the library and may not be taken out of the library.
- The person who has borrowed the book must replace the book if it is damaged /missed.
- Missing/ writing / underlining in the books will be viewed seriously.
- Use of cell phones and eatables are not allowed in the library.
- No due certificate must be produced at the end of every year for appearing university exam
- Violation of rules is punishable.

### Cost Recovery of Books Lost by the Library Members

Following is the approved criteria for recovering the cost of lost books by Library members:


The lost book should be replaced by a new book with its same edition or in case the book is out of print or not available in the market, then double the cost mentioned in the Accession the cost of the book in foreign currency to be charged at the current conversion rate of the currency.



## 8. LIBRARY RESOURCES

➤ Total Number of Books	4531
➤ Reference Books	965
➤ Total Number of CD\$ DVD Rom	367
➤ E - Journals	40
➤ International Journals	12
➤ National Journals	18
➤ Total Number of Bound Volumes	386
➤ Projects	139
➤ Total Number of Thesis/Dissertations	135
➤ Ph.D thesis	25
➤ Faculty publication	65
➤ Reprographic section	
➤ Printer [color and black & white]	
➤ Scanner	
➤ Wi-Fi facilities	



  
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## 9. LIBRARY ADVISORY COMMITTEE

### Introduction

A group of people, who are there to perform certain duties. This committee advises the librarian on his area of responsibility and carries out responsibilities. This coordinates the library services and helps to provide high class library services in the institution.

### Functions

- To be support the functioning of the library so that, it can felicitate the library development plans by advocating the library development activities with the management.
- To act as a channel of communication and dialogue between the library and its users.
- To plays an advisory role regarding library on matters of general policy, planning, programs, goals and objectives in its support of teaching, learning, research and community-based needs of the institution.

### Objectives/duties of committee


- It shall normally meet in the beginning of the academic year
- To provide general instruction to library
- To review the functioning of the library with regards to its support to the academic programme of the institute.
- To outline the library collection and development policy as and when requires.
- To monitor and evaluate the trends and development in information technology, networking, automation, library cooperation and timings etc.

### Library advisory committee meeting

- Library advisory committee meetings to be conducted every 6 months
- Chief librarian must prepare the report, minutes



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**Members of library advisory committee**

SL.NO	MEMBER	DESIGNATION
1	Fr. Antony Mannummel, CMI	Asst. Director
2	Prof. Dr. Rajee Reghunath	Principal
3	Sr. Litha Lizbeth	Vice Principal
4	Prof. Lekshmi M	HOD
5	Mrs. chanlin Chacko	HOD
6	Mrs. Bincy KB	Secretary
7	Mrs. Gladdis George C	Chief librarian
8	Mr. Davis KO	Asst. Librarian
8	Student representative – BSc (N)	Member
9	Student representative – MSc (N)	Member

**Purchase of books/ journals**

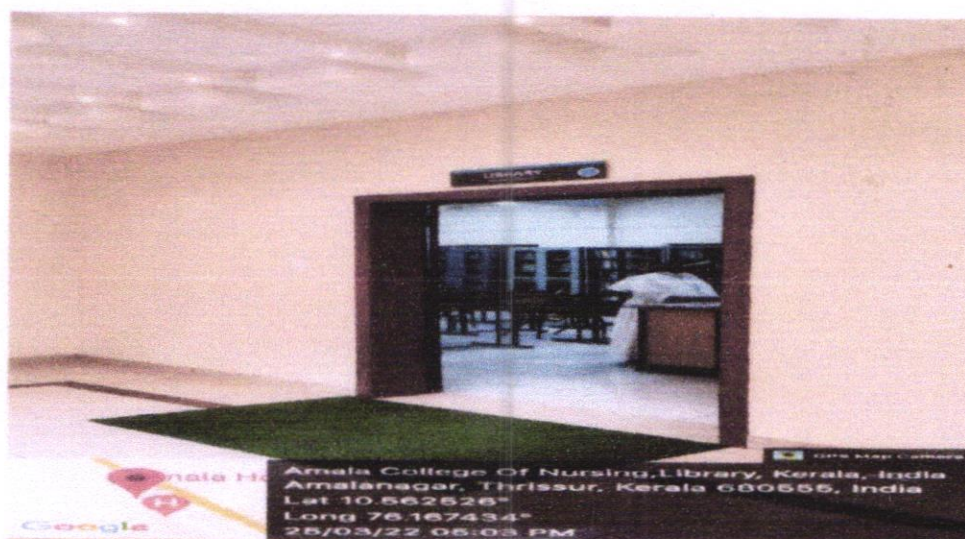
- Books and journals are purchased based on the concurrent academic needs, expert suggestions and recommendation under library advisory committee after discussion

SL NO		
1	r. Antony Mannummel, CMI	Asst. Directo
2	Prof. Dr. Rajee Reghunath Principal	Principal
3	Sr. Litha Lizbeth Vice Principal & OBG HOD	Vice Principal & OBG HOD
4	Prof. Lekshmi M	Med.Sur. HOD
5	Mrs. Chanlin Chacko	Ped. HOD
6	Mrs. Bincy KB	Psy. HOD
7	Dr. Molly John (Sr. Merly John)	Comm- HOD
8	Mrs. Gladis George C	Chief librarian
9	Student representative - BSc (N)	Member
10	Student representative - BSc (N)	Member



## 10. LIBRARY OPERATIONS

It is the duty of the library to select right type of book to right person at right time and to preserve the books with care. Library acquires books and other resources through purchase, gift and exchange. The main duty of library is the acquisition of learning resources. Identification, evaluation, selection, processing and making it available to the users is the primary responsibility of the library.




### *i. Selection and Acquisition*

Staff and students can suggest the books, Journals and other resources to be purchased for the library through the suggestion form by the recommendation of department heads or class coordinators with the prior sanction from the principal.

After the purchasing process, each item will be entered into the accession Register and KOHA Library Software. After this, each item will get a new stock number/serial number as its accession number.



  
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### *ii. Arrangement of books*

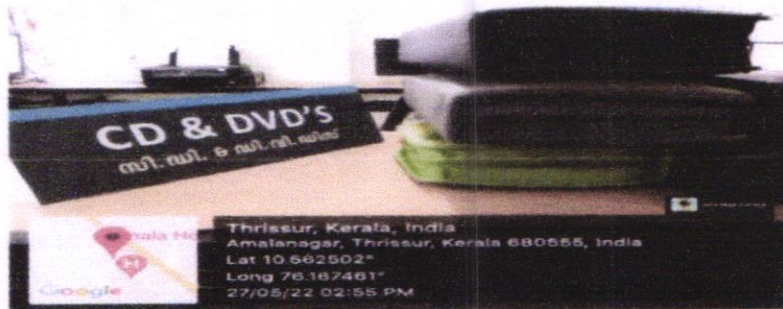
The purpose of classification is to locate books on similar subjects close together on the shelves, and to allow new titles to be incorporated with them. The Dewey Decimal Classification System, used by this library has ten major subject divisions which are divided with decimal expansion to provide for even the smallest topic.

### *iii. Journal Subscription*

The Journals are received and after samping,enter the details in the library software and register,and it would be displayed in the journal rack.Current periodicals are displayed according to subject order.All back volums in the same year are also available in the display rack.

### *iv .CD/DVD Collections*

Accompanying materials such as CDs/DVDs etc. are being preserved at the library. CDs/DVDs are kept in special pouches in the rack.



### *v. Projects and Dissertations*

The B. Sc. Nursing projects and M.Sc. Nursing dissertations are keep in the projects/dissertation almarah after stamping and accessioning, bar coding and labeling for the reference purpose only.



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**vi. Stock Verification**

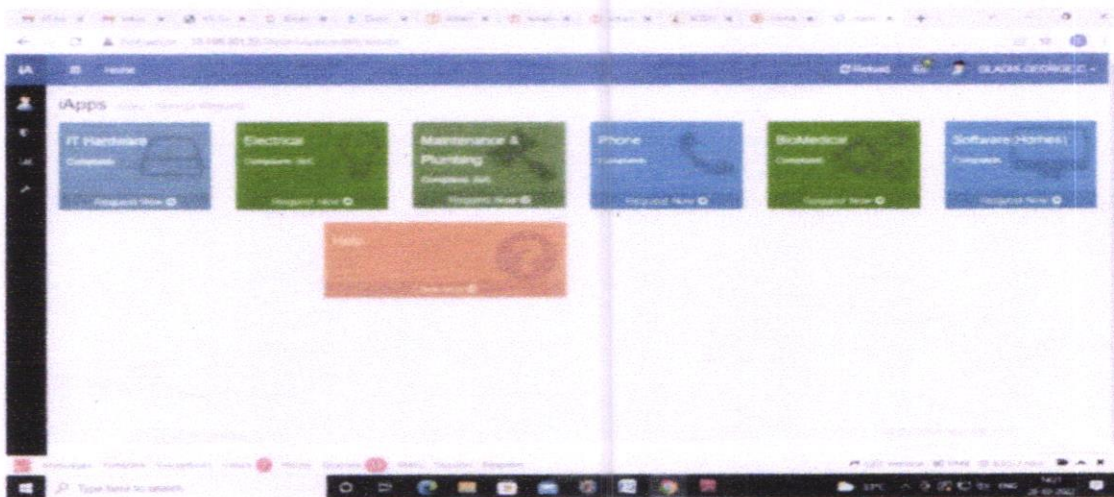
Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. The verification has to be carried out by library staff every year.

**vii. Maintenances**

Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts, shifting and rearrangements.

Library Maintenance was down by our supportive departments, Electrical, IT Section etc. The requisition form was submitted through our LAN networking system, ONE AMALA.

**Library maintenance IT Application [iApps]**



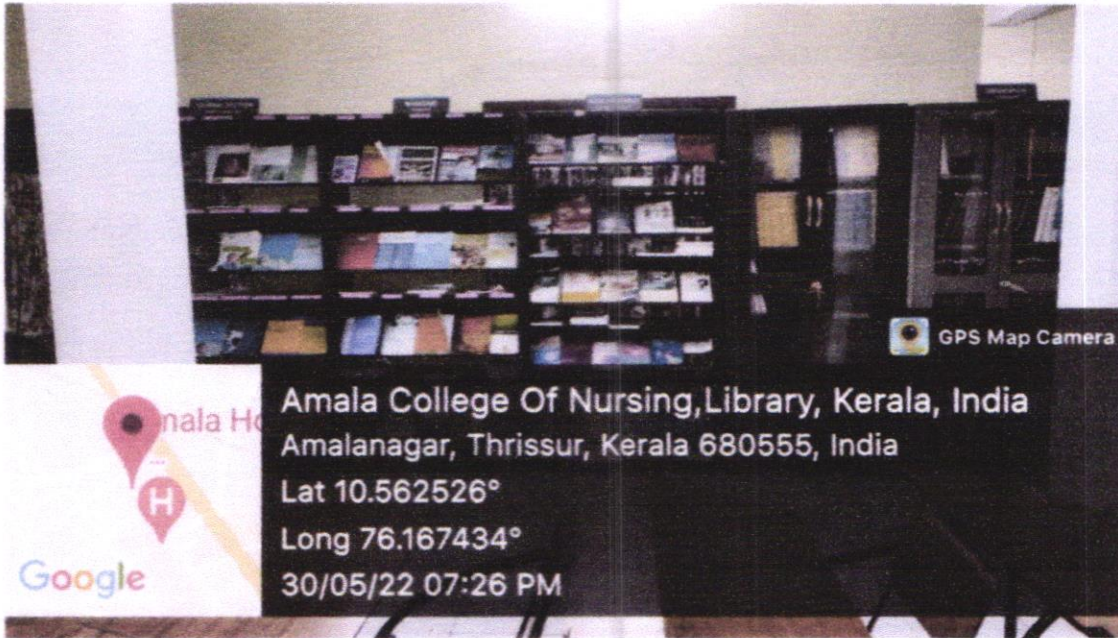
**Complaint Register**

Request ID	Request Title	Request Description	Request Location	Requested Date	Status	Completed Date
CONSOLE04	Console Chair (Photocopy)	Console Chair (Photocopy) / Replacement	Central Library	24/04/2022 09:17:10	Completed	24/04/2022 22:24:18
CONSOLE02	Chair, All Access (Book)	Chair, All Access (Book) / Replacement	Central Library	25/04/2022 09:45:45	Completed	27/04/2022 09:09:14
CONSOLE03	Chair, All Access (Book)	Chair, All Access (Book) / Replacement	Central Library	24/04/2022 09:45:05	Completed	17/04/2022 09:36:19
CONSOLE05	Chair, All Access (Book)	Chair, All Access (Book) / Replacement	Central Library	24/04/2022 09:47:44	Completed	23/04/2022 09:36:19
CONSOLE06	Chair, All Access (Book)	Chair, All Access (Book) / Replacement	Central Library	24/04/2022 09:57:49	Completed	23/04/2022 09:36:19

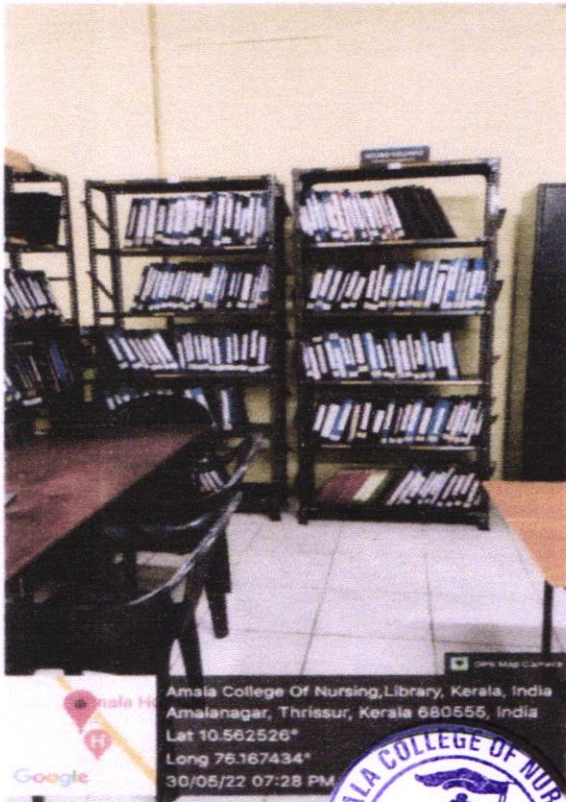


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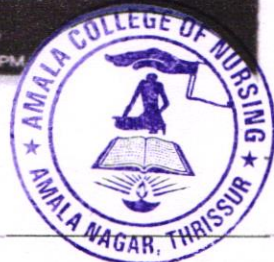
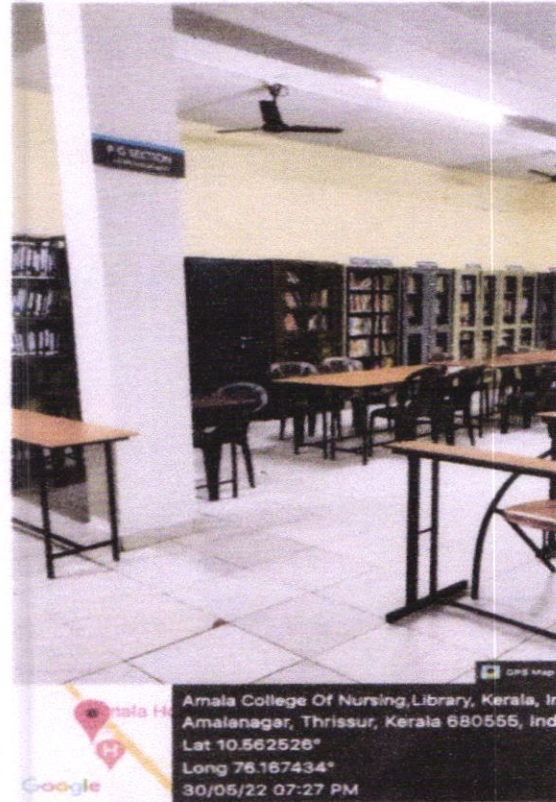
**Journals and Magazines**



**Bound Volume**



**PG Section**



*Regd*  
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## Arrangements of books Location Board

SHELF NUMBER	TITLES	CLASSIFICATION NUMBER
	COMPUTER SCIENCE	001.6
1	DICTIONARY	019
	ENCYCLOPEDIA	030
1,2	PSYCHOLOGY	150
2	SOCIOLOGY	306.46
3	NURSING EDUCATION	370
4	GENERAL ENGLISH	545
4	GENETICS	573.21
6	BIOSTATISTICS	610.672
4,5,6	FUNDAMENTALS OF NURSING	610.73
6	NURSING RESEARCH	610.730 72
	&	
	BIOSTATISTICS	
7	PSYCHIATRY	610.736 8
8	ANATOMY	611
9	PHYSIOLOGY	612
9	BIO CHEMISTRY	612.015
10	NUTRITION	613.2
10,11	COMMUNITY HEALTH NURSING	614
12	PHARMACOLOGY	615
12,13	MEDICINE	616
13	MICROBIOLOGY	616.01
	EMERGENCY MEDICINE	616.025
	FIRST AID	616.025 2
	CRITICAL CARE MEDICINE	616.028
14	PATHOLOGY	616.07
	CARDIOVASCULAR MEDICINE	616.12
	HEMATOLOGY	616.15
	RESPIRATORY	
	&	616.2
	PULMONARY MEDICINE	
	GASTROENTEROLOGY	616.33
	DERMATOLOGY	616.5
	UROLOGY	616.6
15	NEPHROLOGY	616.61
	NEUROLOGY	616.8
	MEDICINE OTHER DISEASES	616.9
	ONCOLOGY	616.954
16,17	MEDICAL SURGICAL NURSING	617
17	ORTHOPEDICS	617.3
	ENT	617.51
	OPHTHALMOLOGY	617.7
	ANAESTHESIOLOGY	
	&	617.96
	PAIN MANAGEMENT	
18,19	OBSTETRICS & GYNAECOLOGY	618
19,20	PEDIATRICS	618.92
	GERIATRICS	618.97
21	NURSING MANAGEMENT	
	&	658
	ADMINISTRATION	
22	LITERATURE	800

**Thrissur, Kerala, India**  
 H579+2JQ, Amalanagar, Thrissur, Kerala 680555, India  
 Lat 10.562582°  
 Long 76.167393°  
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## Dewey Decimal Classification [DDC] 10 Basic Subject Division

### Second Summary The Hundred Divisions

000 Computer science, knowledge & systems	500 Science
010 Bibliographies	510 Mathematics
020 Library & information sciences	520 Astronomy
030 Encyclopedias & books of facts	530 Physics
040 [Unassigned]	540 Chemistry
050 Magazines, journals & serials	550 Earth sciences & geology
060 Associations, organizations & museums	560 Fossils & prehistoric life
070 News media, journalism & publishing	570 Life sciences: biology
080 Quotations	580 Plants (Botany)
090 Manuscripts & rare books	590 Animals (Zoology)
100 Philosophy	600 Technology
110 Metaphysics	610 Medicine & health
120 Epistemology	620 Engineering
130 Parapsychology & occultism	630 Agriculture
140 Philosophical schools of thought	640 Home & family management
150 Psychology	650 Management & public relations
160 Logic	660 Chemical engineering
170 Ethics	670 Manufacturing
180 Ancient, medieval & eastern philosophy	680 Manufacture for specific uses
190 Modern western philosophy	690 Building & construction
200 Religion	700 Arts
210 Philosophy & theory of religion	710 Landscaping & area planning
220 The Bible	720 Architecture
230 Christianity & Christian theology	730 Sculpture, ceramics & metalwork
240 Christian practice & observance	740 Drawing & decorative arts
250 Christian pastoral practice & religious orders	750 Painting
260 Christian organization, social work & worship	760 Graphic arts
270 History of Christianity	770 Photography & computer art
280 Christian denominations	780 Music
290 Other religions	790 Sports, games & entertainment
300 Social sciences, sociology & anthropology	800 Literature, rhetoric & criticism
310 Statistics	810 American literature in English
320 Political science	820 English & Old English literatures
330 Economics	830 German & related literatures
340 Law	840 French & related literatures
350 Public administration & military science	850 Italian, Romanian & related literatures
360 Social problems & social services	860 Spanish & Portuguese literatures
370 Education	870 Latin & Italic literatures
380 Commerce, communications & transportation	880 Classical & modern Greek literatures
390 Customs, etiquette & folklore	890 Other literatures
400 Language	900 History
410 Linguistics	910 Geography & travel
420 English & Old English languages	920 Biography & genealogy
430 German & related languages	930 History of ancient world (to ca. 499)
440 French & related languages	940 History of Europe
450 Italian, Romanian & related languages	950 History of Asia
460 Spanish & Portuguese languages	960 History of Africa
470 Latin & Italic languages	970 History of North America
480 Classical & modern Greek languages	980 History of South America
490 Other languages	990 History of other areas



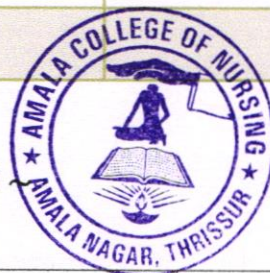
*19/11*  
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**Classification numbers used in ACON library**

SHELF. NUMBER	TITLES	CLASSIFICATION NUMBER
1.A	COMPUTER SCIENCE	001.6
1.B	DICTIONARY	019
1.C	ENCYCLOPEDIA	030
1.D	PSYCHOLOGY	150
1,2	SOCIOLOGY	306.46
2	NURSING EDUCATION	370
3	GENETICS	573.21
4	GENERAL ENGLISH	545
4	FUNDAMENTALS OF NURSING	610.73
4,5,6	NURSING RESEARCH&BIOSTATISTICS	610.730 72
6	PSYCHIATRY	610.736 8
7	ANATOMY	611
8	PHYSIOLOGY	612
9	BIO CHEMISTRY	612.015
10	NUTRITION	613.2
11,12	COMMUNITY HEALTH NURSING	614
13	PHARMACOLOGY	615
13	MEDICINE	616
13,14	MICROBIOLOGY	616.01
14	EMERGENCY MEDICINE (INCLUDING FIRST AID)	616.025
15.A	FIRST AID	616.025 2
15.A	CRITICAL CARE MEDICINE	616.028



15.C	PATHOLOGY	616.07
15.D	CARDIOVASCULAR MEDICINE	616.12
15.E	HEMATOLOGY	616.15
15.E	RESPIRATORY&PULMONARY MEDICINE	616.2
15.E	GASTROENTEROLOGY	616.33
16.A	DERMATOLOGY	616.5
16.A	UROLOGY	616.6
16.B	NEPHROLOGY	616.61
16.C	NEUROLOGY	616.61
16.D	MEDICINE OTHER DISEASES	616.9
16.F	ONCOLOGY	616.994
1718.A18. B	MEDICAL SURGICAL NURSING	617
18.C	ORTHOPEDICS	617.3
18.D	ENT	617.51
18.E	OPHTHALMOLOGY	617.7
18.F	ANAESTHESIOLOGY&PAIN MANAGEMENT	617.96
19 20	OBSTETRICS&GYNAECOLOGY	618
20 21	PEDIATRICS	618.92
21	GERIATRICS	618.97
22	NURSING MANAGEMENT&ADMINISTRATION	658
23	LITERATURE	800

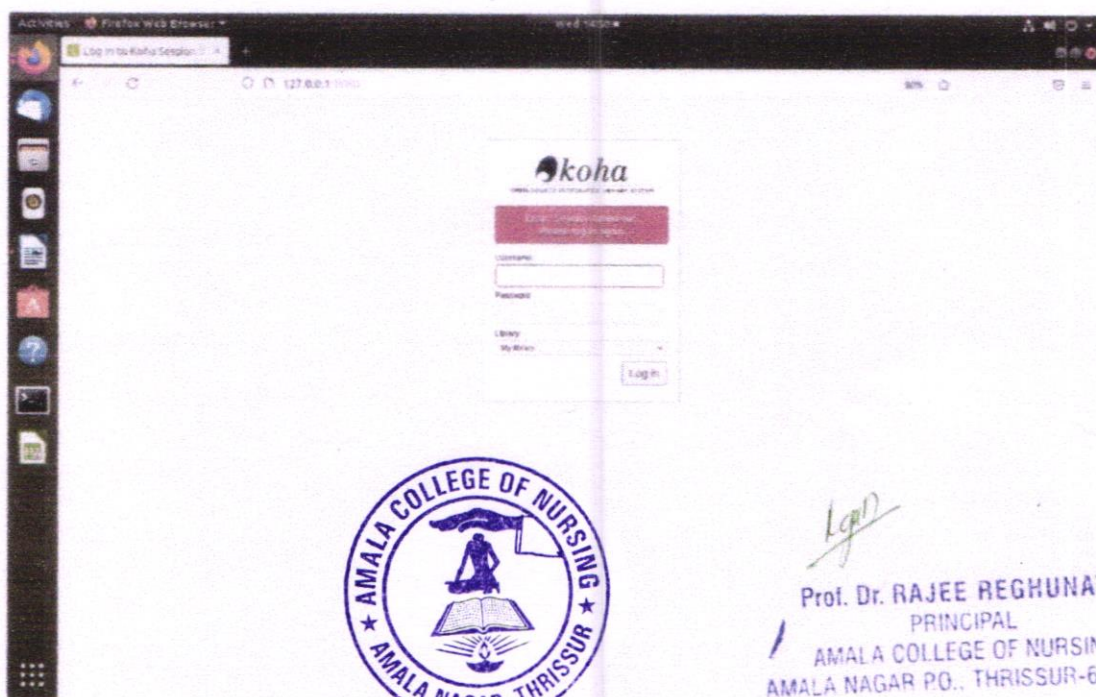


## 11. KOHA SOFTWARE

All in-house activities of the Library including Collection Development, Cataloguing, Circulation, Electronic Resources Management, etc. are fully computerized using KOHA, Version 21.05.08.000

Koha is the first free software library automation package. In use worldwide, its development is steered by a growing community of users collaborating to achieve their technology goals. Koha's feature set continues to evolve and expand to meet the needs of its user base. KOHA was originally implemented in 1999. Since then with number of updates and increase in the functionalities it is being adopted by thousands of libraries worldwide. KOHA's 21.05.08.000 Version was used in our library.

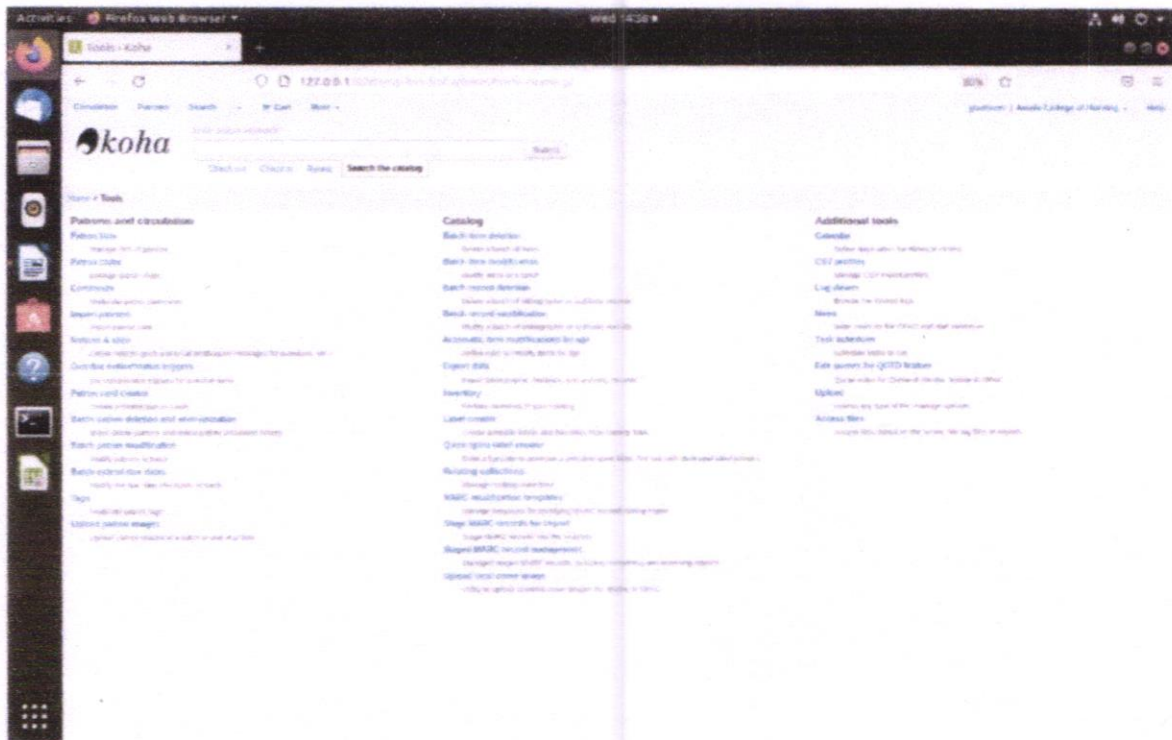
### KOHA Staff Interface Login



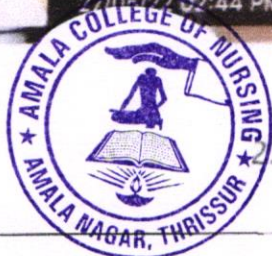
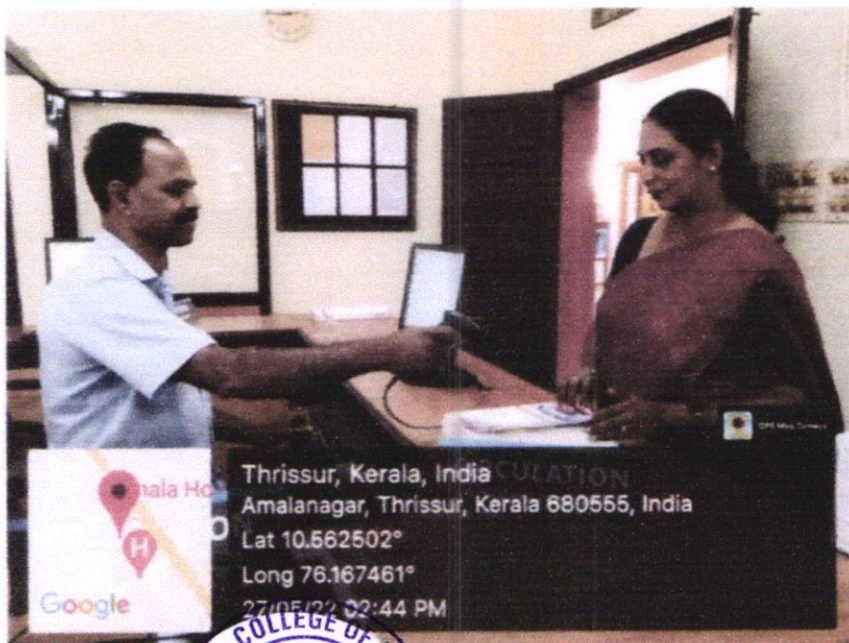




## KOHA Tools



## KOHA Circulation



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Circulation – Patron

The screenshot shows the KOHA Patron interface. On the left, there is a sidebar with navigation options like Home, My Account, My Loans, My History, My Lists, My Preferences, My Settings, My Account Information, My Profile, My Address, My Contact Information, My Email Preferences, My Password, My Security, My Account Settings, My Account Information, My Profile, My Address, My Contact Information, My Email Preferences, My Password, My Security, My Account Settings, My Account Information, My Profile, My Address, My Contact Information, My Email Preferences, My Password, My Security, My Account Settings.

The main content area shows the user's profile for 'Lecturer They Abraham (A) (64785548)' and a table of checked-out items. The table has columns for Item ID, Title, Record ID, Item Type, Item Type, Checked Out Date, Location, Item Status, Checked Out Date, Checked Out Date, Call Number, Copy Number, Charge, Fee, Price, Status, and Check In Date.

Item ID	Title	Record ID	Item Type	Item Type	Checked Out Date	Location	Item Status	Checked Out Date	Checked Out Date	Call Number	Copy Number	Charge	Fee	Price	Status	Check In Date
64785548	Lecturer They Abraham (A) (64785548)															

KOHA Advanced Search

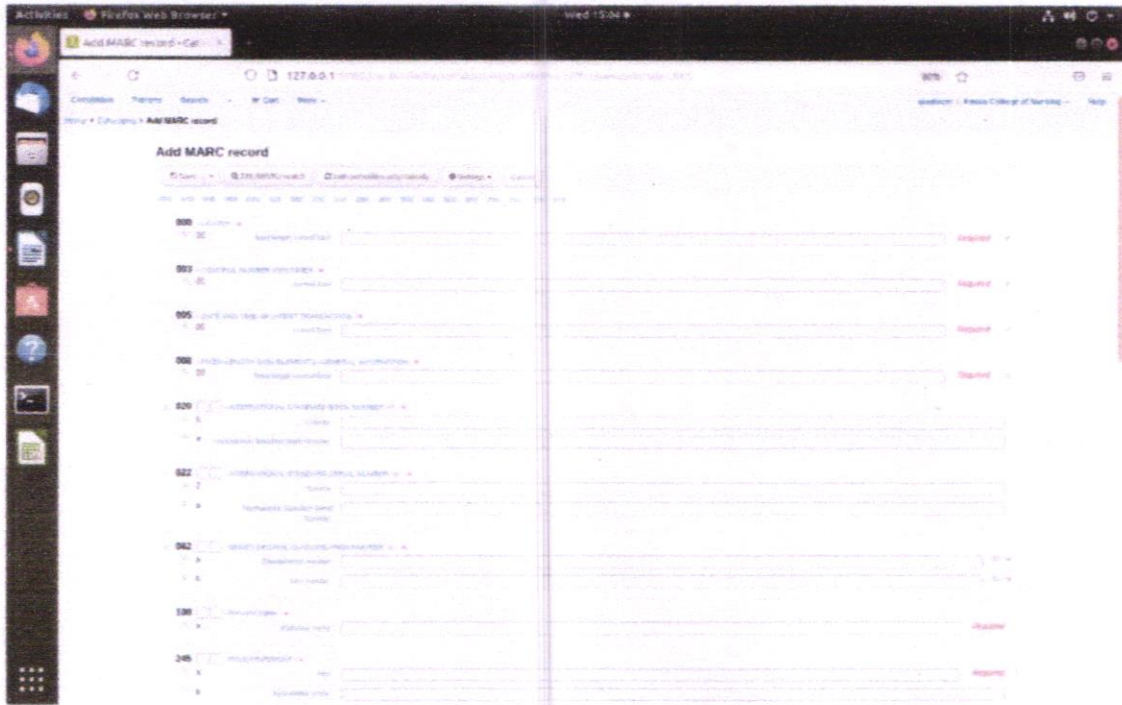
The screenshot shows the KOHA Advanced Search interface. It includes a search bar at the top, a 'Search' button, and various filters. The 'Search for' section has input fields for keywords, author, and title. The 'Item type' section allows users to limit results to specific categories like Books, Serials, Electronic Resources, Journals, Front, Publications/Articles, Document Papers, Reference, and Software. The 'Subtype limits' section has dropdown menus for 'Any audience', 'Any location', 'Any format', and 'All kind of loan types'. The 'Location and availability' section is partially visible at the bottom.



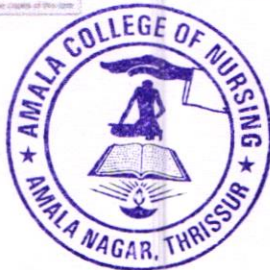
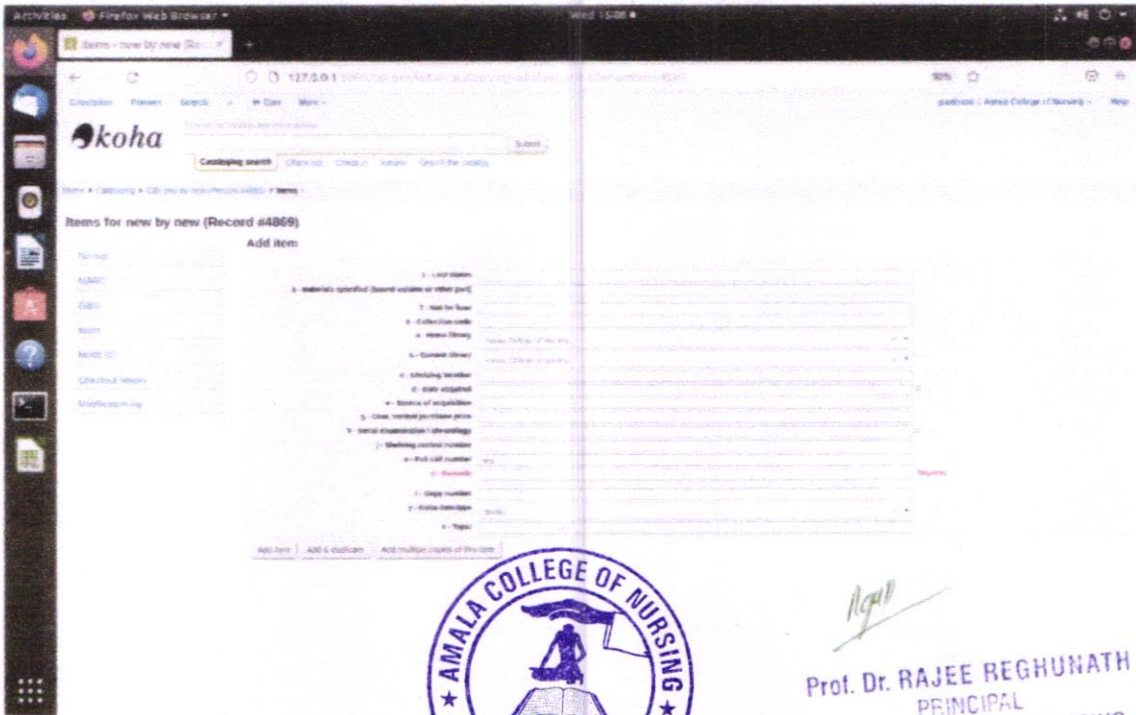
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### KOHA Cataloguing New MARC Record



### KOHA Cataloguing New Items



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**KOHA Date Wise Item List**

Accession number	Barcode	Title	Author	Title	Publication details
2022-01-21	07602	Quintessence of Health Science	Quintessence of Health Science	Quintessence of Health Science	Quintessence of Health Science
2022-01-21	07603	Quintessence of Health Science	Quintessence of Health Science	Quintessence of Health Science	Quintessence of Health Science
2022-01-21	07604	Quintessence of Health Science	Quintessence of Health Science	Quintessence of Health Science	Quintessence of Health Science

**All Department Issue Report**

Accession number	Barcode	Title	Author	Title	Publication details
2022-01-21	07605	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment
2022-01-21	07606	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment
2022-01-21	07607	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment
2022-01-21	07608	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment
2022-01-21	07609	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment	Psychiatric Assessment



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Checkin List (Date wise)

**Over Due Details (8)**  
Total number of reports: 10 (0% shown)

call number	barcode	due date	days overdue	amount	barcode	title	author
9800.001	2023-03-11 235800-34	2023-03-11 235800-34	121	100	9800.001	Text book of anatomy	DAVIS, J.C.
9800.001	2023-03-11 235800-35	2023-03-11 235800-35	121	100	9800.001	Textbook of anatomy and histology with human anatomy	BRADSHAW, R.T.
9800.001	2023-03-11 235800-36	2023-03-11 235800-36	121	100	9800.001	Learning and teaching anatomy	BRADSHAW, R.T.
9800.001	2023-03-11 235800-37	2023-03-11 235800-37	121	100	9800.001	Learning anatomy procedures and learning	BRADSHAW, R.T.
9800.001	2023-03-11 235800-38	2023-03-11 235800-38	121	100	9800.001	Textbook of anatomy & histology for nursing	BRADSHAW, R.T.
9800.001	2023-03-11 235800-39	2023-03-11 235800-39	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-40	2023-03-11 235800-40	121	100	9800.001	Learning anatomy	BRADSHAW, R.T.
9800.001	2023-03-11 235800-41	2023-03-11 235800-41	121	100	9800.001	Learning & teaching anatomy	BRADSHAW, R.T.
9800.001	2023-03-11 235800-42	2023-03-11 235800-42	121	100	9800.001	Learning & teaching anatomy	BRADSHAW, R.T.
9800.001	2023-03-11 235800-43	2023-03-11 235800-43	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-44	2023-03-11 235800-44	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-45	2023-03-11 235800-45	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-46	2023-03-11 235800-46	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-47	2023-03-11 235800-47	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-48	2023-03-11 235800-48	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-49	2023-03-11 235800-49	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.
9800.001	2023-03-11 235800-50	2023-03-11 235800-50	121	100	9800.001	Textbook of anatomy, histology and physiology for nurses	BRADSHAW, R.T.

Subject wise Report

**Subjectwise report (9)**  
Total number of reports: 10 (0% shown)

barcode	call number	title	author	amount	barcode	title	author
9800.001	9800.001	Textbook of anatomy with colour atlas, 1	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 1	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 2	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 2	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 3	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 3	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 4	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 4	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 5	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 5	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 6	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 6	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 7	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 7	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 8	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 8	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 9	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 9	DAVIS, J.C.
9800.001	9800.001	Textbook of anatomy with colour atlas, 10	DAVIS, J.C.	100	9800.001	Textbook of anatomy with colour atlas, 10	DAVIS, J.C.



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### Daily Local Use Report

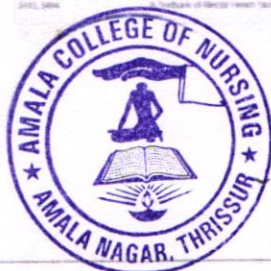
The screenshot shows the Koha library system interface. The main content area displays a report titled "Daily Utilization Report (localuse) (11)". The report shows a total number of results of 11. Below the title, there is a table with columns for "id", "title", "author", "issuance", and "datestamp". The table lists 11 different titles, including "Pocket Bible for use in the home", "Catholic Background: Proposals for Nurses", and "Workshop for Nurses in 20th Century Nursing Education".

id	title	author	issuance	datestamp
1282	Pocket Bible for use in the home.	Pratt, B.	SA	2022-02-21 01:07:09
1283	Catholic Background: Proposals for Nurses	Moore, E. M.	SA	2022-02-21 08:39:12
1287	Workshop for Nurses in 20th Century Nursing Education (	Moore, E. M.	SA	2022-02-21 02:29:50
1288	Practical Nursing in 20th Century	Moore, E. M.	SA	2022-02-21 01:56:30
1291	Textbook of nursing technology with color atlas	Moore, E. M.	SA	2022-02-21 01:10:49
1292	Textbook of nursing technology with color atlas	Moore, E. M.	SA	2022-02-21 01:10:49
1293	Textbook of nursing technology with color atlas	Moore, E. M.	SA	2022-02-21 01:10:49
1294	Management of Nursing Services and Education	Moore, E. M.	SA	2022-02-21 01:10:49
1295	Management of Nursing Services and Education	Moore, E. M.	SA	2022-02-21 01:10:49
1296	Management of Nursing Services and Education	Moore, E. M.	SA	2022-02-21 01:10:49
1297	Management of Nursing Services and Education	Moore, E. M.	SA	2022-02-21 01:10:49
1298	Management of Nursing Services and Education	Moore, E. M.	SA	2022-02-21 01:10:49
1299	Management of Nursing Services and Education	Moore, E. M.	SA	2022-02-21 01:10:49
1300	Management of Nursing Services and Education	Moore, E. M.	SA	2022-02-21 01:10:49

### Duplicate Title Report

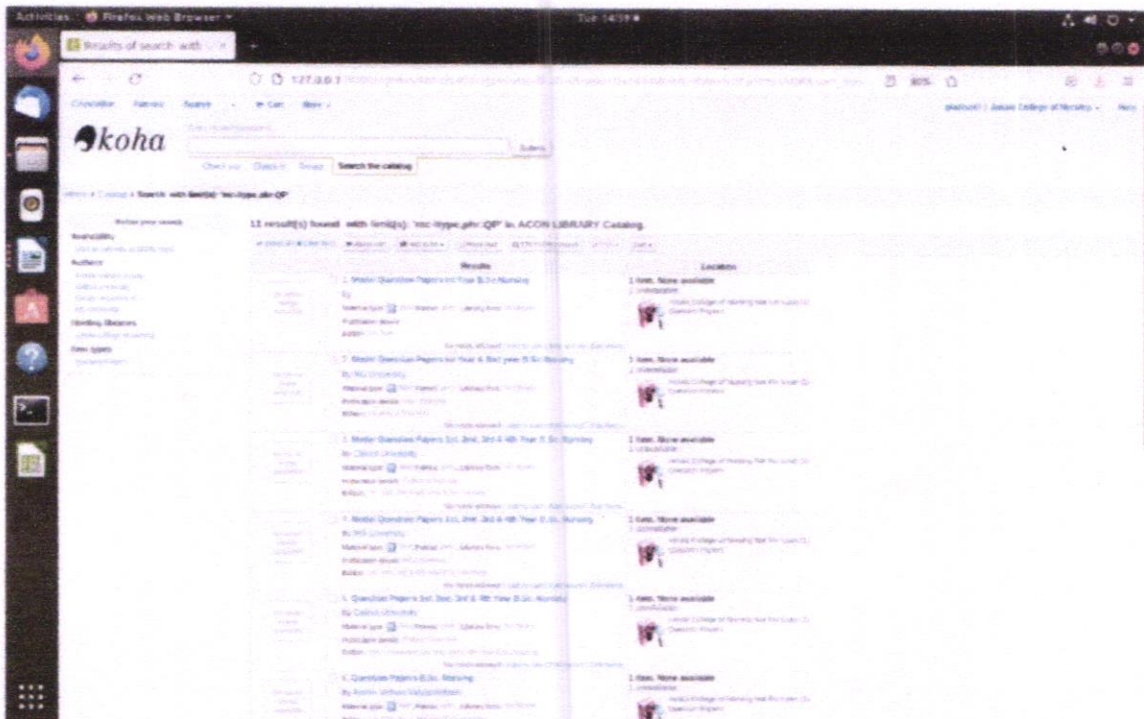
The screenshot shows the Koha library system interface displaying a "Duplicate Title (12)" report. The report shows a total number of results of 12. Below the title, there is a table with columns for "id", "title", "author", and "datestamp". The table lists 12 different titles, including "Structure: Training Program on Knowledge Regarding Coronavirus (COVID-19) for Prevention Among Adolescents", "A comprehensive guide to the practice of nursing", and "A guide to mental health and psychiatric nursing".

id	title	author	datestamp
1282	Structure: Training Program on Knowledge Regarding Coronavirus (COVID-19) for Prevention Among Adolescents	Moore, E. M.	2022-02-21 01:07:09
1283	A comprehensive guide to the practice of nursing	Moore, E. M.	2022-02-21 08:39:12
1287	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 02:29:50
1288	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:56:30
1291	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49
1292	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49
1293	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49
1294	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49
1295	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49
1296	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49
1297	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49
1298	A guide to mental health and psychiatric nursing	Moore, E. M.	2022-02-21 01:10:49



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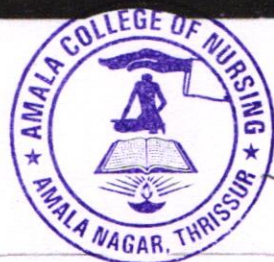
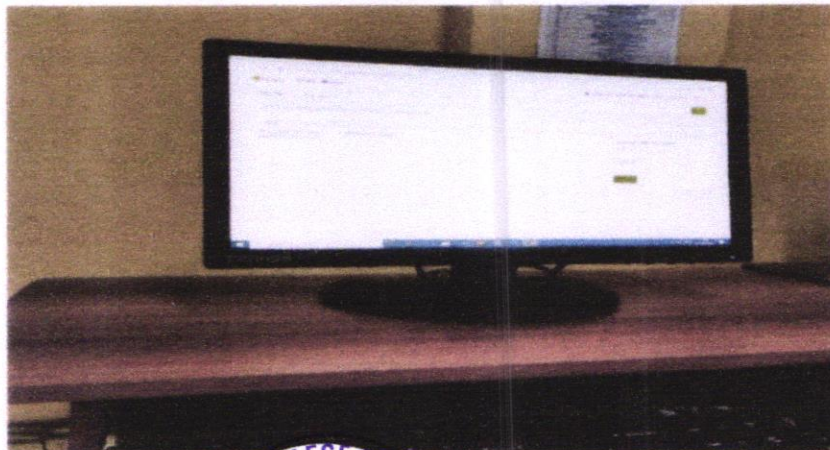
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**KOHA Question Bank**

**KOHA in ACON Library**

Our library software KOHA was installed in the year of 2015 as partial. We can do our library functions as like cataloguing, circulation, reporting, Online Public Access Catalogue through (OPAC), Stock Verification etc. are done with our software KOHA.



*(Signature)*  
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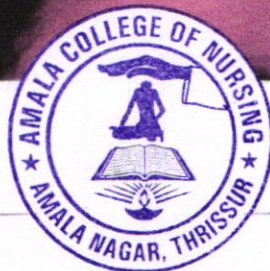
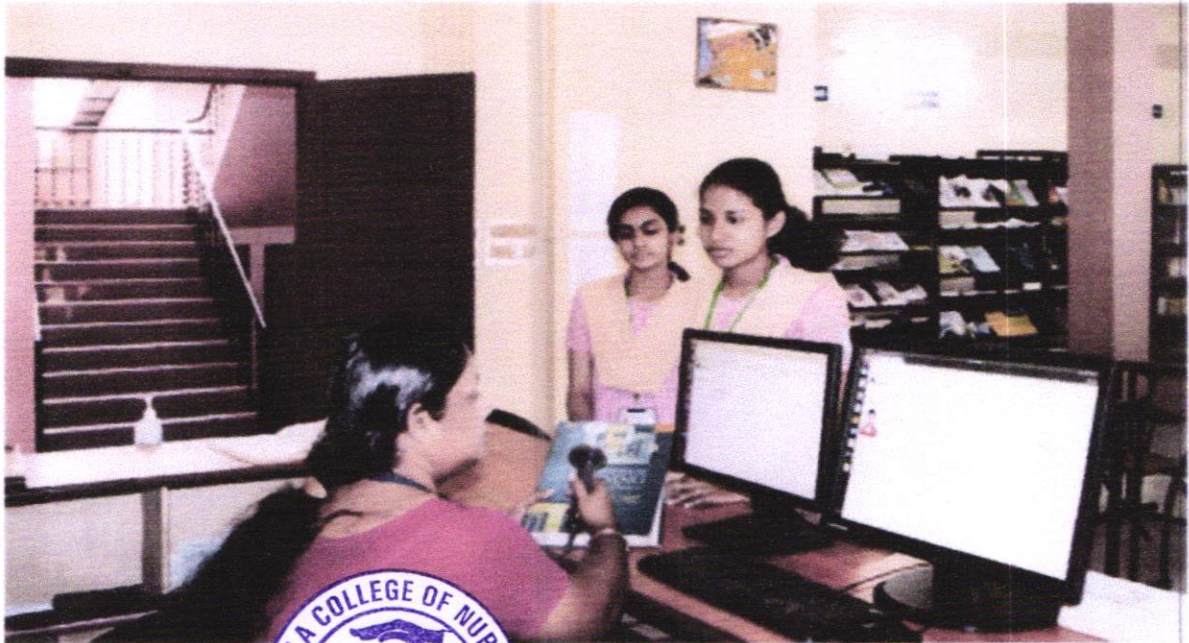
## 12. SECTIONS OF THE LIBRARY

The sections are organized into seven major collections, viz., Issue section, Reference section, Current journal & Back issues, Bound journal collection, CD-ROM collection, B.Sc.[N] Projects, M.Sc.[N] Dissertations. Books are organized according to Dewey Decimal Classification [DDC].

## 13. LIBRARY SERVICE

### *a. Circulation Service*

Circulation section handles the front desk operations of the Library and is very important because it is first contact point for faculty and users to the library. The library user services were concerned with the issue, return, and renewal of documents to the members of the Library. Besides faculty, students, research scholars and supporting staff of Institute with the prior sanction of principal. It assists the readers in locating library material. The section is also responsible for providing orientation to new entrants (UG, PG & Research scholars), casual and special visitors. It attends to inter-library loan requests and helps students to visit other libraries. The sections answer queries of readers about circulation in general. Readers may approach the Reference and Membership Counter for information or any assistance in the use of the library collections and services.



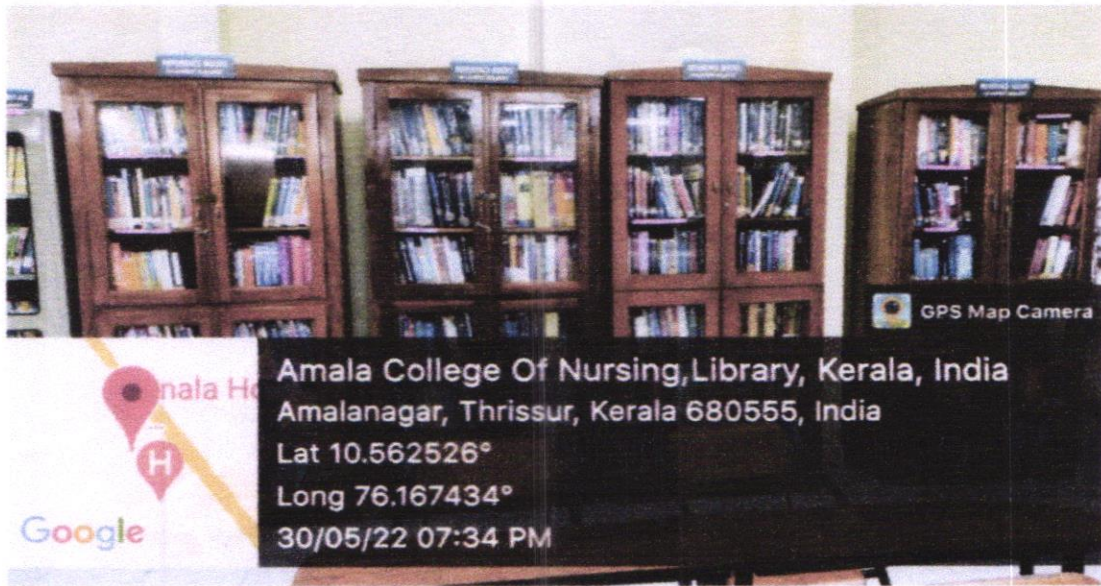
**b. Current Awareness Service**

The current Awareness Service provides the users with a list of latest documents and new issues of journals on specific subjects available in the library. Thus the user comes to know about new collection of library. Faculty publications photocopy copies of article published by the faculty in various periodicals are filed in the library.

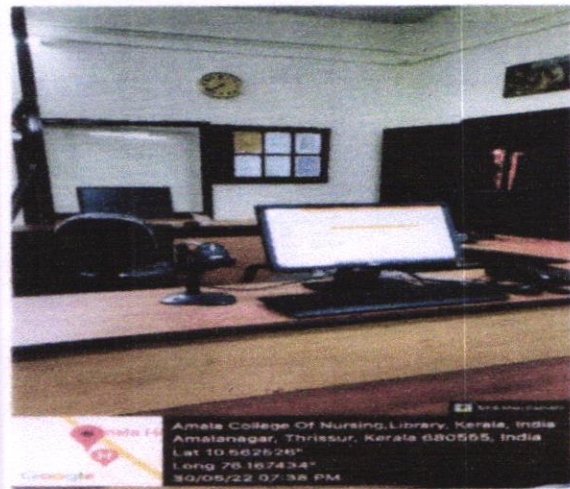
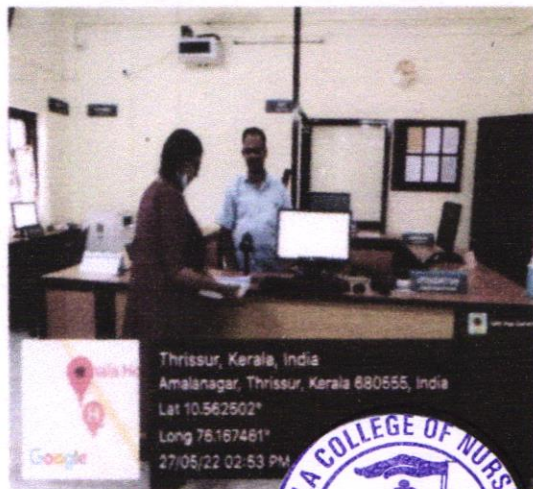
**c. Reference Service**

Reference service is considered as the heart of Library services. A good reference service depicts good collection. Users can also contact staff on duty for any assistance. The Library maintains a separate reference collection consisting of Latest Editions and rare books. It was arranged according to its call number order.

**Reference books shelves**



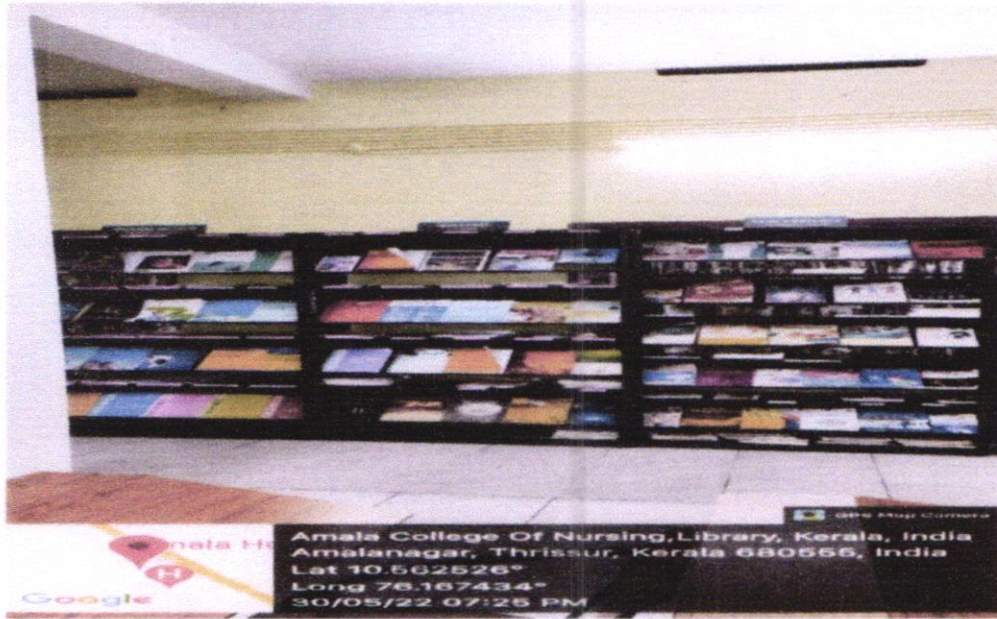
**Utilization Entry**



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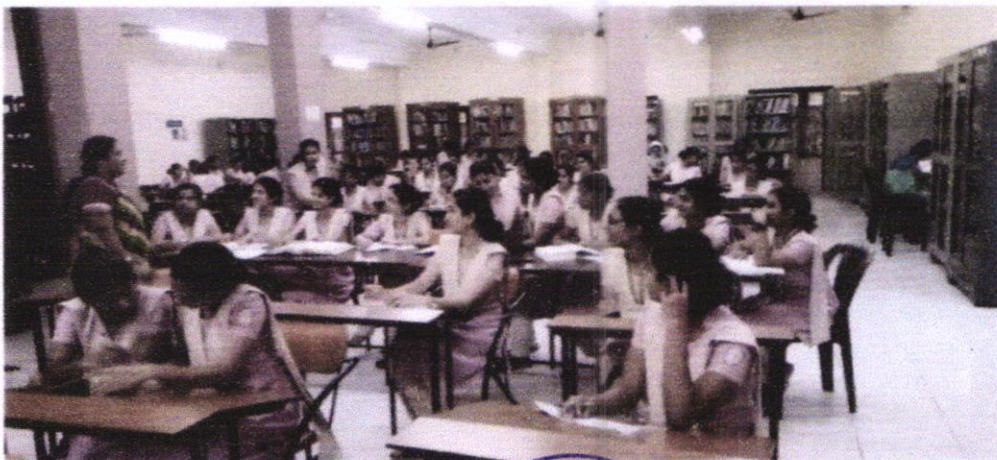
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### New Arrivals shelf



#### *d. User Education Service*

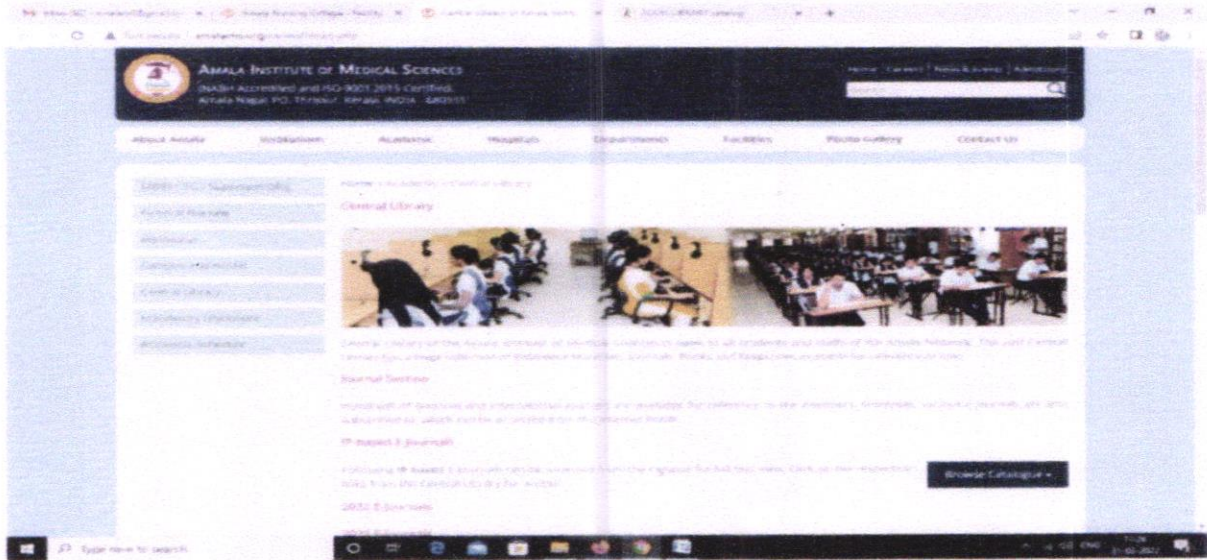
User education is mainly concerned with providing guidance and instructions to the readers in the proper use of library collections and services, individually or collectively. The user education usually consists of the information regarding library hours; rules and regulations of the library like lending of books, reference service, photocopying, bibliographic services; computer assisted facilities like browsing of Internet, search engines, searching of e-books and e-journals, subject gateways, free and open source digital material available on the net and their search for use under digital library system, use of CD-Rom, OPAC etc.



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**e. Inter-Library Loan (ILL)**

The Library arranges books and journals from other libraries in India on Inter-Library Loan (ILL) and reciprocal basis. Copies of research articles are also arranged under a resource sharing arrangement from Central Library. The Library is also a member of the DELNET and utilizes its services.



**Resources Sharing**

As a part of MoU with our mentor, St Thomas College (Autonomous), Thrissur, we have provisions for sharing various types of resources. The shared resources are listed as follows:

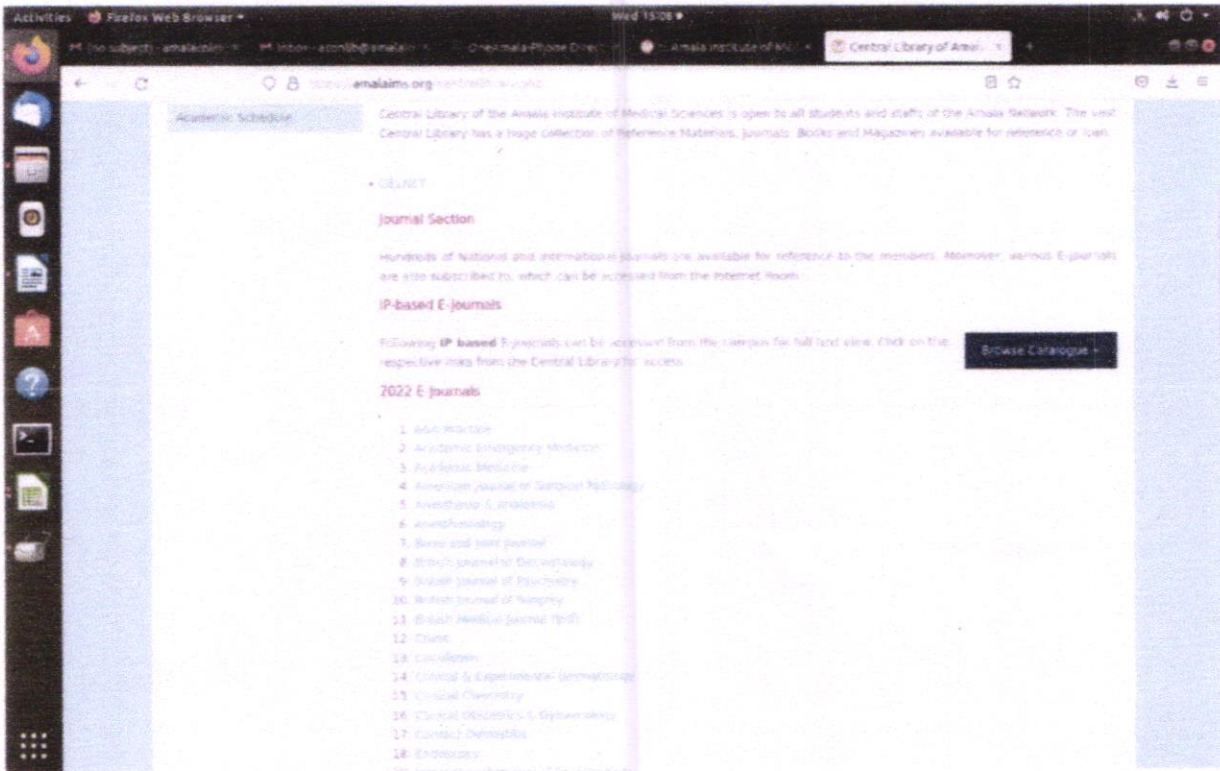
- Articles and books which are not available in our campus libraries are shared through inter-library loan
- Electronic articles which are not accessible to our students, researchers, and faculty members are shared on the basis of the fair dealing principle from consortia like E-ShodhSindhu
- Articles and theses of our researchers are checked for plagiarism with tools like iThenticate and Original



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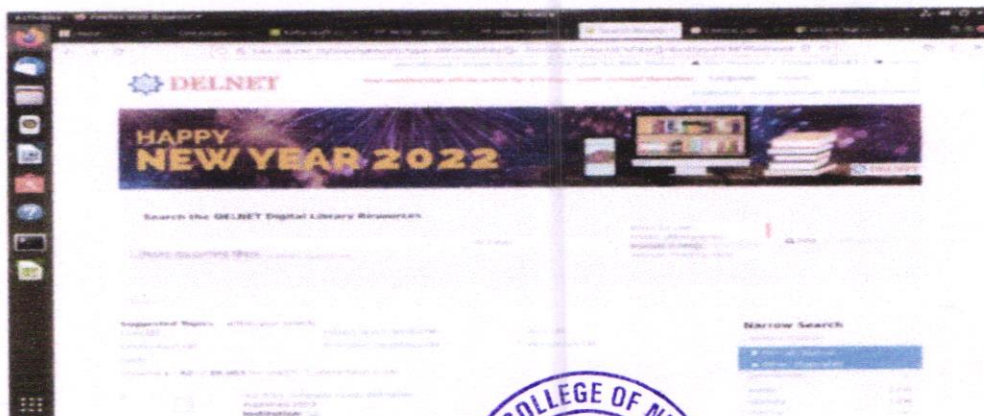
### f. Online Journals

Our Central Library has the subscription of national and international IP based E-journals. *The users at the Amala campus can access the subscribed E-journals at <http://amalaims.org/centrallibrary.php>*



### g. Delnet

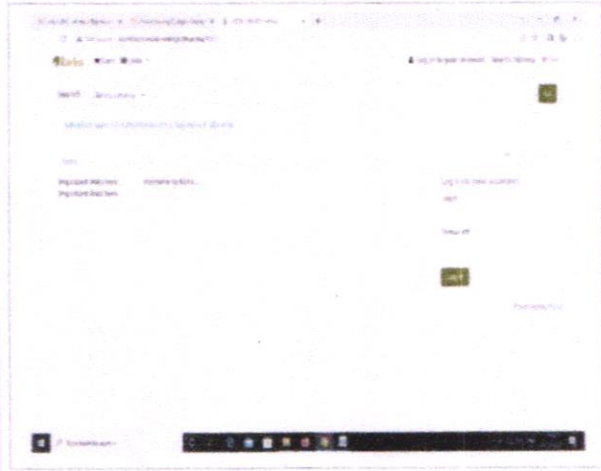
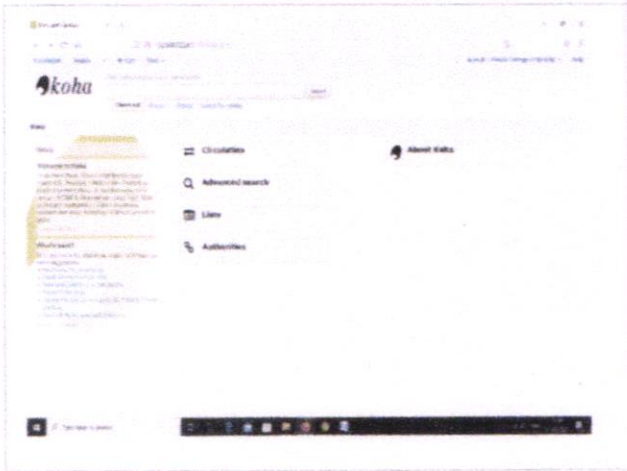
The Central Library, Amala Institute of Medical Sciences, Thrissur is a member of DELNET. The users at the Amala campus can access databases hosted by DELNET at <http://164.100.247.26/>



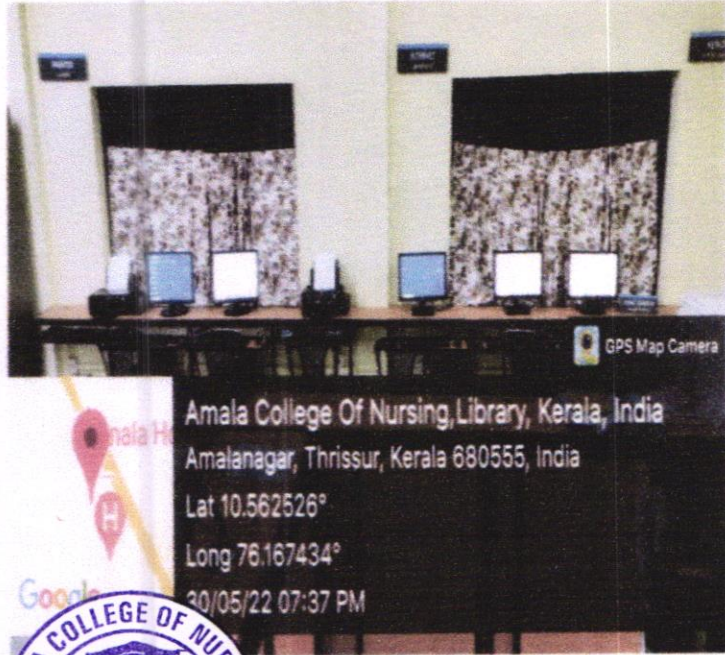
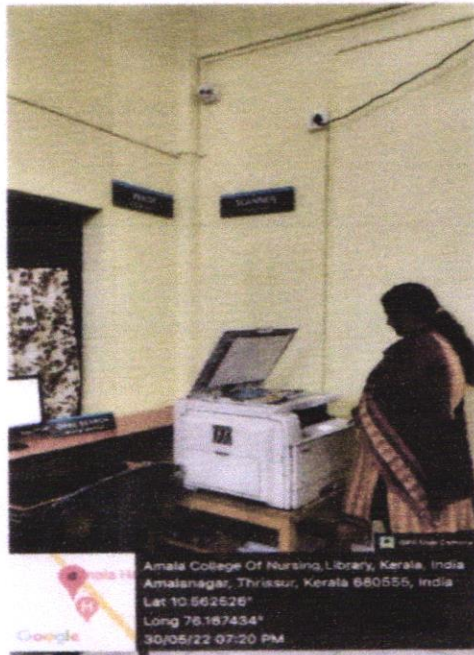
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#### ***h. OPAC (Online Public Access Catalogue)***

The Library's Online Public Access Catalogue (OPAC) can be accessed on Intranet and Internet to search all the records available in the ACON Library database through a web-based search interface. The OPAC can be searched by author, title, subject, keywords, classified number, publisher, etc. The OPAC also provides information about new arrivals of journals/books, etc. in the Library. The Web OPAC can be accessed at <http://aconlibrary.amalanursingcollege.org:8082/> or through <http://www.amalanursingcollege.org/facility/library>



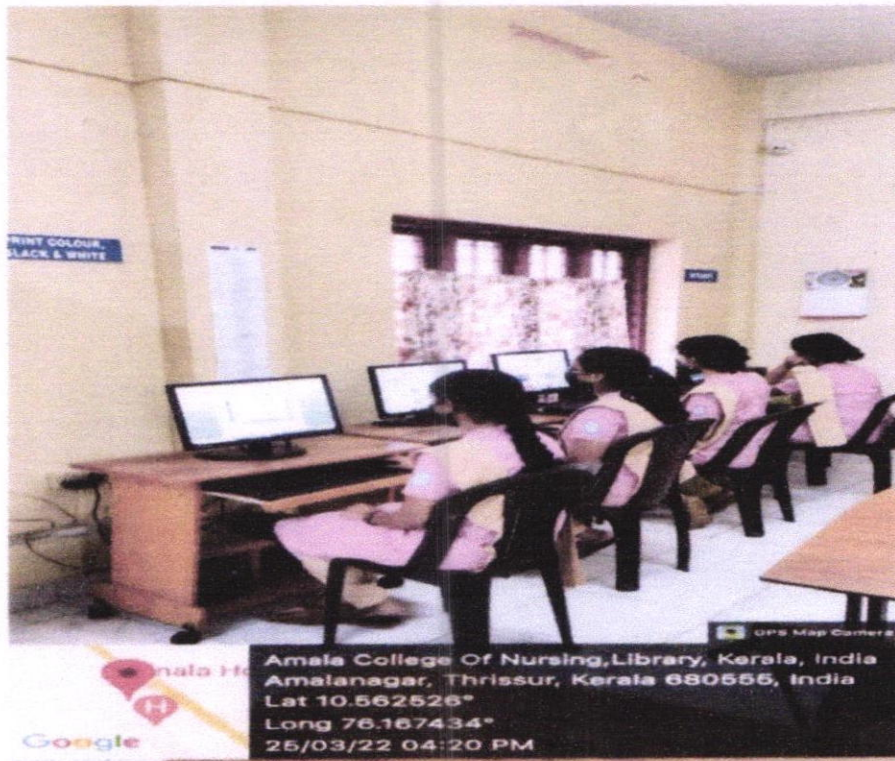
The Library provides photocopying facility within the premises of the Library on payment basis.



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Sl.No.	Details	Rates
1	Internet Browsing	Rs.5/- for 30 Minutes
2	Photocopy	Rs.1/- per copy
3	Print (Black & White)	Rs.2/- per page
4	Colour Print	Rs.10/- per page
5	Scanning (colour)	Rs.2/- per page
6	Scanning (Black & White)	Rs.1/- per page

**J. Internet Services and Free Wifi**



**k. Computer and Networking Facilities**

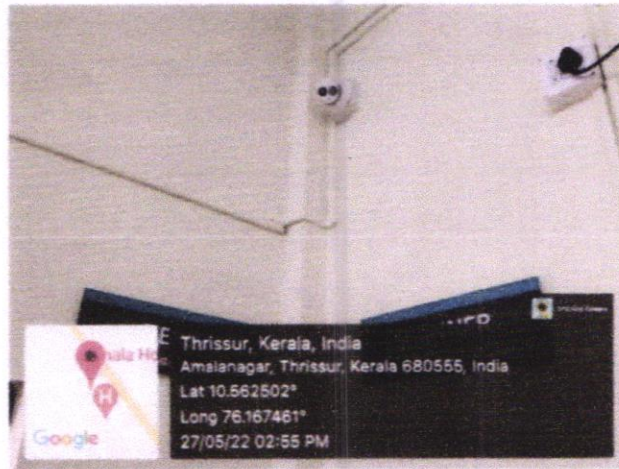
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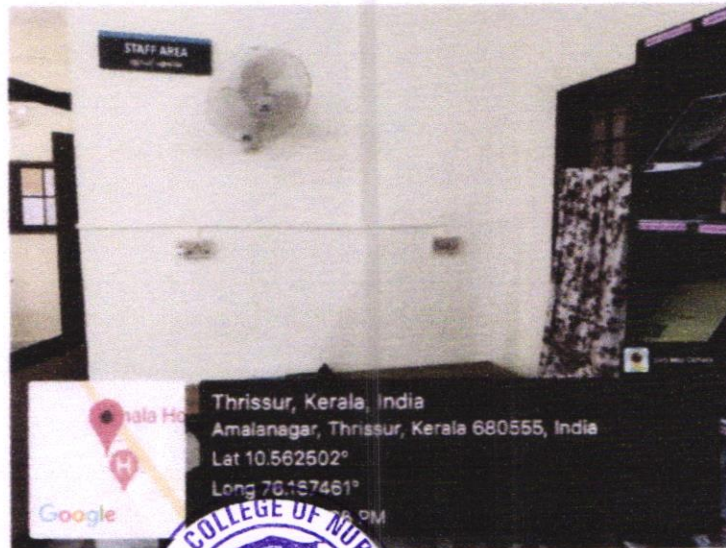
**n. CCTV Monitoring**



**m. Previous Question Papers**

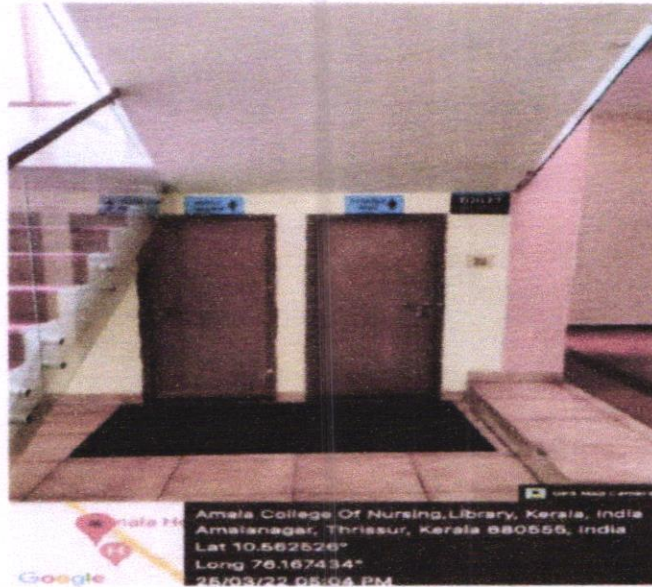


**n. Faculty Area**



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**m. Washing Area**

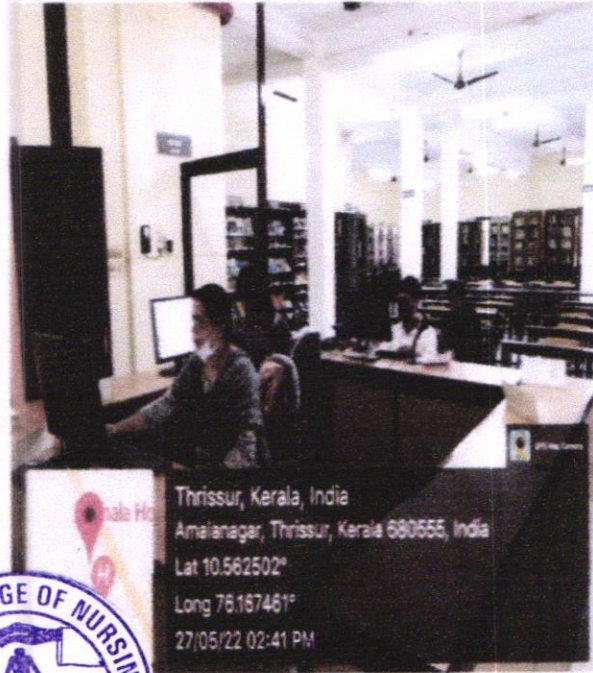
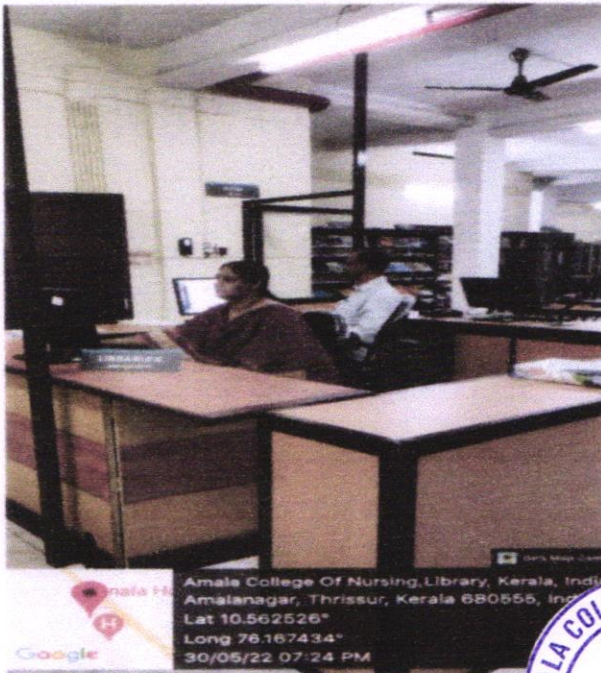


**Other Services :**

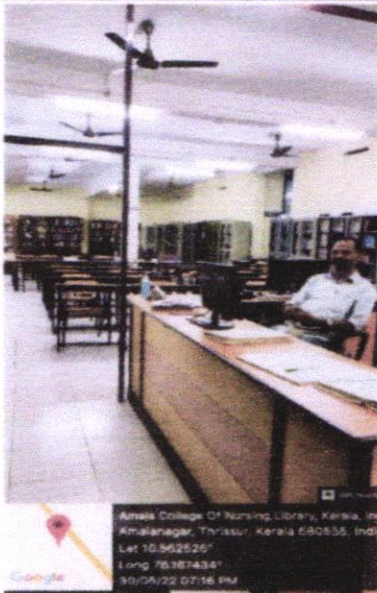
- Information aid
- Library use statistics
- User feedback practice through different formats
- Suggestion box and timely response

**14. Library Organization**

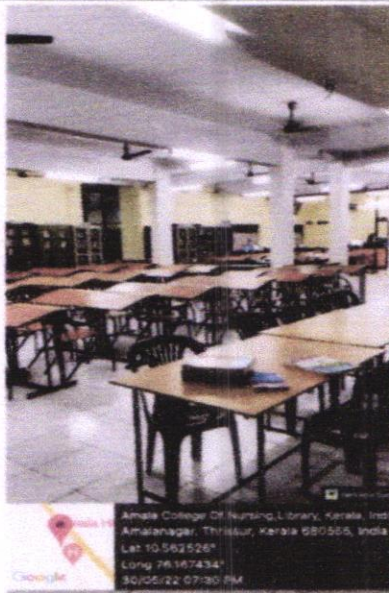
The ACON Library has been organized into the following functional units:



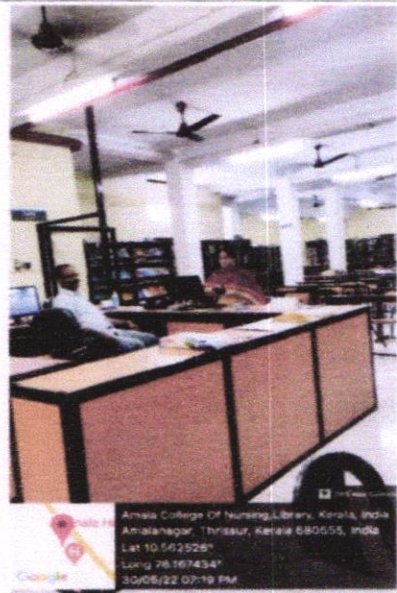
Prof. Dr. RAJEE REGHUNATH  
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AMALA COLLEGE OF NURSING  
AMALA NAGAR P.O., THRISSUR-680 555



Amala College Of Nursing Library, Kerala, India  
Amalanagar, Thrissur, Kerala 680555, India  
Lat: 10.562526°  
Long: 76.167434°  
30/05/22 07:16 PM



Amala College Of Nursing Library, Kerala, India  
Amalanagar, Thrissur, Kerala 680555, India  
Lat: 10.562526°  
Long: 76.167434°  
30/05/22 07:20 PM



Amala College Of Nursing Library, Kerala, India  
Amalanagar, Thrissur, Kerala 680555, India  
Lat: 10.562526°  
Long: 76.167434°  
30/05/22 07:19 PM

## Library Functions

It is the duty of the library to select right type of book to right person at right time and to preserve the books with care. Library acquires books and other resources through purchase, gift and exchange. The main duty of library is the acquisition of learning resources. Identification, evaluation, selection, processing and making it available to the users is the primary responsibility of the library.

### *Selection and Acquisition*

*Staff and students can suggest the books, Journals and other resources to be purchased for the library through the suggestion form by the recommendation of department heads or class coordinators with the prior sanction from the principal.*

*After the purchasing process, each item will be entered into the accession Register and KOHA Library Software. After this, each item will get a new stock number/serial number as its accession number.*

### *Classification & Cataloguing*

*After the acquisition process each item will be classified & catalogued with the Dewey Decimal Classification System. It was first published in the United States by Melvil Dewey in 1876. This system is used for the classification of items on the basis of its topic/ subject. This classification will help the library users to easily refer the library. Here we generate a call number with the combination of class number and book number.*



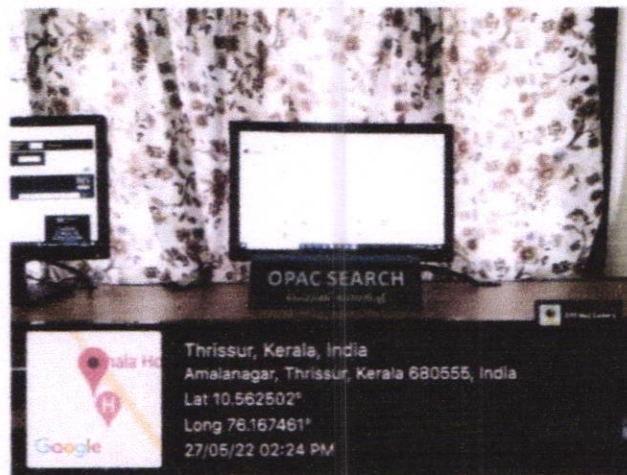
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We must arrange the books on the basis of this call number. It is also the support subject wise arrangement. It helps everyone to easily access the correct data to right person at right time and to preserve the books with care.

Books are classified according to the Dewey Decimal Classification Scheme and arranged on the shelves by call number.

### ***Library OPAC***

Online Public Access Catalogue is a catalogue consisting the details of collection of resources in the library. Most OPACs are searchable by author, title, subject, topic, key words, Acc.No, publisher, series and ISBN. Our library maintain a separate terminal for OPAC search.



### ***Electronic Resources***

The Institute has access to over 38 full-text electronic journals and DELNET databases. The details and links to these electronic journals are available through our Library web site.

### ***Binding***

The Bindery looks after the maintenance of library documents. Our Binding section was performed most of the binding jobs for the Library. The Library Bindery also does the lamination, paper cutting, and bindery work for the Institute. Our back issues of journals are bounded & kept it as Bound volumes in library.



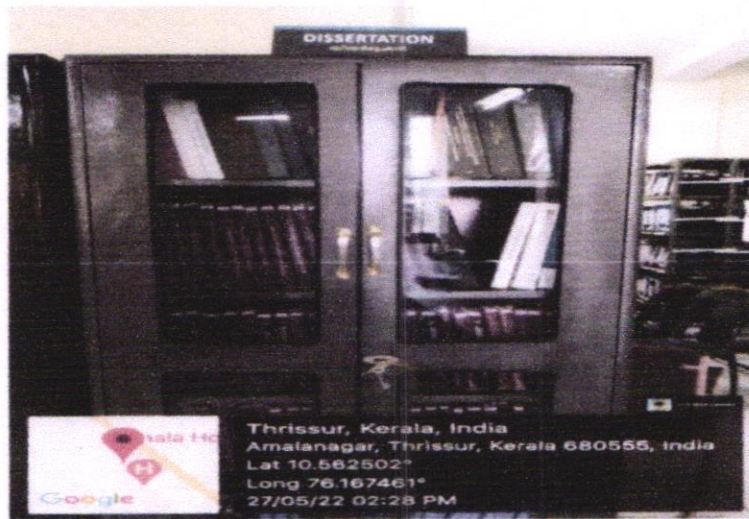
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### ***Research Support Services and Outreach Programs***

This section explores to support research and outreach services to the clientele of the Library using Research Information Management (RIM) and other library resources, services, and products. We at Central Library provide services, resources, products, and expertise to support every phase of your study, teaching, research and extension from discovery and design to creation and sharing.

### ***Projects and Dissertations***

A Good collection of Projects, Dissertations, and Thesis were kept in our library. This collection was allowed only for the reference not able to circulate.



### **Library membership**

- On admission the library membership is given to the students as well as teachers through KOHA library management software by creating an user ID and password.
- Digital membership patrons to be maintained for each member.



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## Library Policy

### **Issue of Books / Journals / Kindle /Projects / Cd, DVD**

#### **For UG course**

- Unless otherwise mentioned, books are issued for a period of 3 days. Before the due date, the students can renew the permission to retain the book for another 3 days.
- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

#### **For faculty**

- Unless otherwise mentioned, books are issued for a period of 10 days. Before the due date, the students can renew the permission to retain the book for another 10 days.
- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.



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- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

#### **For PG students**

- Unless otherwise mentioned, books are issued for a period of 3 days. Before the due date, the students can renew the permission to retain the book for another 3 days.
- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

#### **For PhD scholars**

- Unless otherwise mentioned, books are issued for a period of 10 days for in house scholars. Before the due date, the students can renew the permission to retain the book for another 10 days.



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- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- No books will be issued for part time scholars.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

#### **Issue of Reference books**

- The rare as well as new edition books that are kept in the Reference shelf
- Reference books are to be used in the library itself by the students.
- Faculty can issue the reference book for a period of 24 hours.

#### **Issue of journal / magazine**

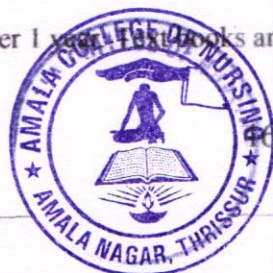
- Journals / magazines on the display rack (latest issue received) are to be read in the library

#### **Issue of CD /DVD**

- CD /DVD are issued to both faculty and students for a period of 3 days.

#### **Bound volumes**

- Bound volume are issued to both students for 3 days and faculty for the period of 10 days.
- Borrowers are expected to replace volume on time.
- Journals are binded after 1 year. Books are binded when they are about to get damaged



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#### **Annual stock verification**

- Stock verification and checking is done by the library staff itself.

#### **Computer accessing policy**

- Students can access the computers facility in the library
- Register must be filled prior to use with in time and out time
- Total duration of browsing must be mentioned

#### **Wi-fi policy**

- Students can access the wi-fi facility in the lap top or computers only.
- Mobile phone pairing is not allowed for the students

#### **Delnet policy**

- Students must access to the Delnet system in the library for reference and further browsing.
- Data bases are available every time for each student and faculty within the campus wi-fi connection, hence the remote access is available for the students.

#### **Library orientation policy**

- Library orientation is given to all the new students and teachers during the orientation days
- When there is any innovative updation are made in the library, arrival of new books, introducing new computing or any other facilities, user orientation must be done.

#### **Library maintenance service policy**

- Library maintenance service is done through the iApps system in Hospital Management System.
- A register to be maintained to ensure the completion of maintenance work

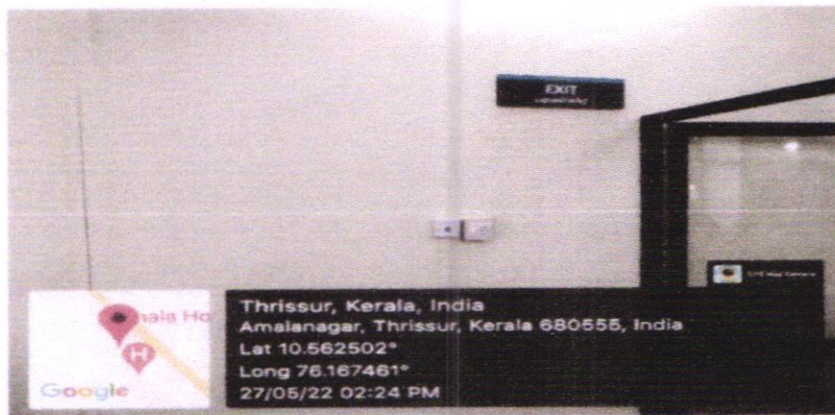
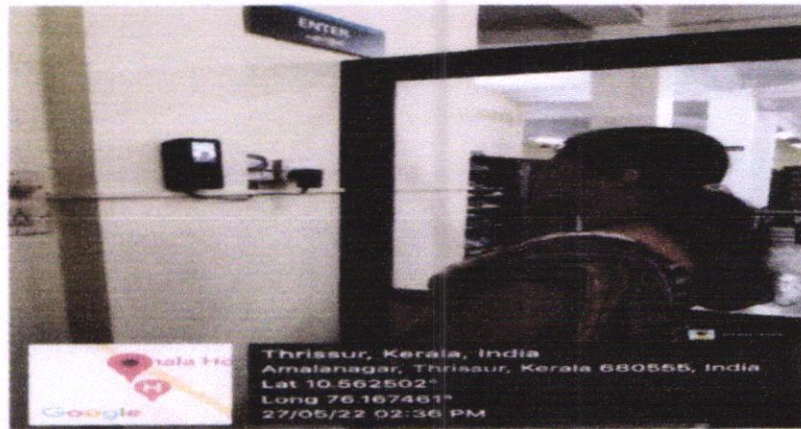


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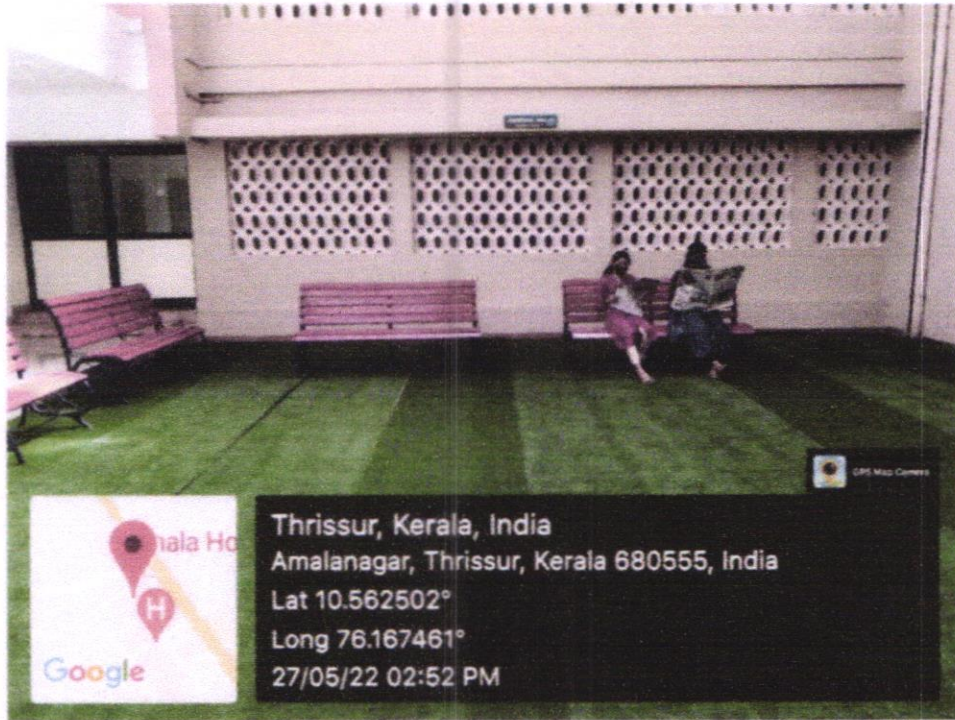
### User entry

- Library entrance and exit must be done digitally.
- Each member should enter and exit from the library through separate pathways.
- Face detection for the entrance to library.

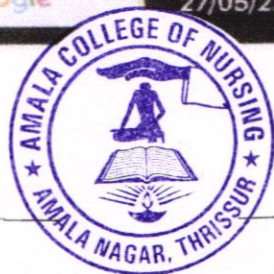


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**Knowledge Area**



**News Paper**



*[Signature]*  
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AMALA NAGAR P.O., THRISSUR-680 555

AMALA COLLEGE OF NURSING LIBRARY

Book Suggestion form for staffs /students for purchase in academic year-2019

ID. No.....

Dt.....  
(for library use)

Year of Study (for students) : .....

Name (Faculty / staff) : .....

Signature.....

Dt: .....

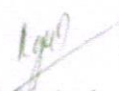
Dept:..... Signature (H.O.D.):.....

\*All the entries must be legible.

Sl. No.	Title (With ISBN)	Author(s)	Publisher	Edition Year	No. of Copies	Price	Category

\*(a) General Book (Mostly for one copy) (b) Textbook (Mostly for more than one copy) (c) Reference Book (Mostly for one copy)

Approved

  
Principal

Librarian

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AMALA NAGAR P.O., THRISSUR-680 555



**AMALA COLLEGE OF NURSING LIBRARY FEEDBACK – 2022**

To improve the library services and the level of user satisfaction, your feedback is extremely important to us. Please fill this form and hand it over to the library staff.

Library user:

Faculty : ACON

Student : I B.Sc. (N)/II B.Sc. (N)/III B.Sc. (N)/IV B.Sc.(N)

: I M.Sc. (N)/II M.Sc. (N)

: Research (N)

How frequently do you visit the library?

Daily /Weekly /Monthly /Never

Direction: Kindly make (☐) mark against the most suitably perceived column

Sl. No.	Facilities	Highly Satisfied	Satisfied	Not Satisfied*
1.	Existing library rules and regulations			
2.	Availability of Books			
3.	Journals			
4.	Magazines			
5.	Newspapers			
6.	Number of books available for issue			
7.	Co-operation of library staff			
8.	Availability of Photostat facility			
9.	Colour printout			
10.	Internet facility			
11.	Over all Library services			
12.	E Resources			
13.	DELNET			
14.	Remote Access Library			

\*Suggestions for improvement:

*\*If not satisfied kindly fill the suggestions for improvement.*

Thank you for completing and returning this form.

Librarian

Principal



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