

**JAKIR HOSSAIN MEDICAL COLLEGE AND RESEARCH INSTITUTE**  
**RAGHUNANATHGANJ, MURSHIDABAD-742235**

**CENTRAL LIBRARY**

**Library Staff Details**

1. Dr. Jiaur Rahaman Designation: Librarian Qualifications: Ph.D. in Library and Information Science
2. Suparna Barman Designation: Assistant Librarian Qualifications: Master in Library and Information Science
3. Supratim Das Designation: Assistant Librarian Qualifications: Master in Library and Information Science
4. Subhabrata Ghosh Designation: Library Assistant Qualifications: Bachelor in Library and Information Science
5. Pranab Karmakar Designation: Library Clerk Qualifications: Higher Secondary

## Library Rules Policy

### **I. Library Hours:**

Monday to Saturday: 8.00 AM to 9.00 PM

External Reading Rooms: 8.00 AM to 9.00 PM on all days

### **II. Library Shifts:**

The library staff will work in two shifts on Monday to Saturday.

First Shift: 8.00 AM to 4.00 PM

Second Shift: 1.00 PM to 9.00 PM

### **III. General Rules:**

- All the students, faculty and non-teaching staff should have library memberships cards to avail the library facilities.
- All Faculty, Students and Other Staff must take prior permission and have their temporary membership cards issued before they are permitted inside the library.
- Strict silence should be observed within the premises.
- Handle books and digital resources with proper care.
- Every member will sign his / her name in the register provided at the entrance.

- No tracing or mechanical reproduction or underlining or marking with marker pens or disfiguring of the books or taking out the pages is permitted. In such cases, the member has to replace the book or pay the current cost.
- Personal belongings, like bags, mobiles, overcoats, etc. should not be taken inside the library. They can be stored in the lockers provided in the personal belonging's storage area.
- Carrying or consuming eatables and alcohol, smoking, using mobile phones, photography (including photography using mobile phones), disturbing fellow members are all considered as objectionable behaviour within the premises of the library.
- Librarian is the custodian of the resources and discipline in the library. If anyone's behaviour is objectionable or in violation of the library rules, librarian is empowered to request the person to leave the premises of library and to report the incidence to the Director, Dean and the principal.
- Books defaced or damaged has to be replaced by the user.
- No-dues certificate has to be obtained by the member of the library upon completing his/her course (for UG students) or upon retirement/resignation from his/her job (for faculty & other staff) and has to be produced in the college for the issue of relieving order from the institution.

- Do not bring any storage devices like CDs, DVDs, pen drives, hard disks into library and use them on the computers in the library.
- Members can use their personal books in the external reading room only.
- Do not return the books you have taken for reading back to the shelves. Leave them on the table for the library staff for replacement later.
- Never attempt to carry a book or a document that is a property of library from the library without proper permission; it is tantamount to serious social offence of theft and the person will be liable for summary dismissal from the institution.

#### **IV. Issue of Books:**

- Students will be Issued a maximum of 2 books.
- Journals and reference books will not be issued.
- A Book will be issued only for 7 days (including holidays) at a time; Penalty for late return will be Rs. 15.00 per day per book.
- If a borrowed book is lost by the library users, then he/she has to replace the same at his/her own expense, or pay 2 times the price of the book.
- The students should use library OPAC for searching book materials and give full Call number to the staff for issuing the book.
- Books and other material issued from the library are liable to be recalled at any time and have to be returned at once if recalled

## **V. Applies to:**

All the members of the central library of Jakir Hossain Medical College and Research Institute.

### **Learning Material**

#### **❖ Number of Books:-**

**5548**

<b>1.</b>	<b>Text Books</b>	<b>4813</b>
<b>2.</b>	Reference Books	735

#### **❖ Number of Journals subscribed:-**

<b>Journal Type</b>	<b>National</b>	<b>Foreign</b>
<b>Hardcopy</b>	26	25
<b>E-journal</b>	203	2674

#### **❖ Database:-**

DELNET