Rajiv Gandhi University of Health Sciences, Karnataka
4th T Block, Jayanagar, Bangalore – 560 041

RGUHS/SYN/ULIC/WS/14/05-06   03.04.2006

NOTIFICATION

Sub: Implementation of standards for Libraries in Health Science Institutions affiliated to Rajiv Gandhi University of Health Sciences, Karnataka

Ref: Minutes of the Syndicate held on 10.01.2006

In exercise of the powers conferred under section 35(2) of RGUHS Act 1994, the syndicate in its meeting held on 10.01.2006 has resolved the ordinance relating to the implementation of standards for Libraries in Health Science Institutions affiliated to Rajiv Gandhi University of Health Sciences, Karnataka as per following schedules appended

- Schedule – 1 – Standards for Information Resources
- Schedule – 2 – Standards for Library Services
- Schedule – 3 – Standards for Infrastructure
- Schedule – 4 – Standards for Library Budget
- Schedule – 5 – Standards for Manpower requirements
- Schedule – 6 – General Standards

It is hereby directed that the Principals of all the colleges affiliated to RGUHS shall make necessary arrangements to implement the Library Standards on resources, services, infrastructure, budget and manpower in their Libraries as per the schedules appended.

This ordinance shall be applicable with immediate effect.

By Orders
Sd/-
Registrar

To
All the principals/Directors
of the colleges and institutions affiliated to Rajiv Gandhi University of Health Sciences, Karnataka

Copy to:
1. The Principal Secretary to Governor, Raj Bhavan, Bangalore – 560 001
2. The Secretary to Govt., Medical Education, Dept. of Health & Family Welfare, I Floor, MS Building, Dr.B.R.Ambedkar Veedhi, Bangalore – 560 001
3. The Director of Medical Education, Govt. of Karnataka
4. The Director of Indian Systems of Medicine, Govt. of Karnataka
5. The Members of the Syndicate of RGUHS
6. University Librarian, RGUHS
7. Deputy Registrar, Affiliation, RGUHS for record and necessary action during LIC inspection for implementation in all the affiliated colleges
8. All the officers of the University

9. PA to Vice-Chancellor/Registrar/Registrar(Evaluation)/Finance Officer, RGUHS
10. Guard File/ Office Copy

Schedule – 1 – Standards for Information Resources

1. **Information Resources** as used here shall refer to and include all types and kinds of information resources irrespective of the format – print, audio-visual, multi-media, and machine-readable format,. - covering all aspects of the science and practice of medicine and health care, and made accessible by the library either as part of its immediate collection or through networking, resource sharing, and or any licensing arrangements.

2. The book collection shall include a selection of textbooks covering all the subject areas relevant to the teaching programmes of the parent organization. The number of copies of every prescribed textbook (in print format) should normally be in the ratio of 1:10 (i.e. one copy for every ten students). The same ratio should be maintained in case of e-textbooks also. For every 100 users either minimum 10 concurrent user or site-wide license should be obtained depending on the cost of licensing.

3. The colleges shall ensure access to e-journals and e-books provided under HELINET consortium of Rajiv Gandhi University of Health Sciences and provide the required internet access infrastructure in the library and across the campus.

4. The **LIBRARY** should also maintain an adequate collection of reference material including manuals, encyclopaedias, dictionaries, yearbooks, annual reviews, etc. In institutions offering educational programmes and in teaching hospitals, the reference collection should also include online access to essential databases (e.g. Medline, Index to Dental Literature, etc). LIBRARY should identify from time to time available online reference resources and acquire access rights and licenses depending on the need.

5. Information Resources, especially in institutions offering post-graduate educational and / or research programmes should include access to relevant scholarly current periodicals.

6. The colleges shall constitute a committee (of subject experts with Librarian as the coordinator,) to prepare and periodically update the list of essential and basic information resources (such as textbooks, reference books, teaching / learning packages, etc in different sub-disciplines relevant to the functions and activities of the parent organization

7. The resources shall include an appropriate selection of:
   a. Learning Resources - Multimedia, video and audiotapes, slides, etc. and computer-aided interactive teaching/learning aids, etc
   b. Essential S/w - Word processing, Presentation S/w, S/w for developing interactive learning resources, software to help users in building and managing their personal digital libraries, like RefWorks, Reference Manager, etc
   c. Up-to-date collection of trade literature related to medical / hospital equipment necessary to support the institution's educational, clinical, and research programmes.

8. Acquisition of e-information resources such as e-journals, e-books, databases, etc. follow a licensing model similar to computer software. There are various business models under which these resources can be acquired/licensed for access. These models broadly fall into the following two categories:

   a. Annual licensing model which will limit the access for one year only for the licensed collection which could include back years conent in case of journals.
   b. Perpetual access model which is similar to the model followed for print resources.

Both models should be examined for licensing depending on the costs and budget availability of LIBRARY

9. The **LIBRARY** shall adopt a policy of replacing older textbooks and reference books with latest available editions as also a policy for weeding out (or removing to a secondary storage) worn-out, obsolete and less used items

10. Acquisition of new resources (books, etc) should be spread over the entire year rather than acquiring all the items at the end of the financial year.

Schedule – 2 – Standards for Library Services

1. The *LIBRARY* shall have defined hours of operation consistent with demand and the time schedules and operational calendar of the parent institution; it shall be the endeavour of the *LIBRARY* to be open for a minimum of 12 hours on all days.

2. The *LIBRARY* shall design, develop and maintain a range of information services to support the teaching and research activities of the parent organization. Irrespective of its size, the *LIBRARY* shall provide the following minimum services to its clientele:
   - Document Lending
   - In-house reading / reference facilities
   - Photocopying Service
   - Online Public Access Catalogue (OPAC)
   - Basic Reference Service
   - Literature Search Service (in P.G. and research institutions)

3. The *LIBRARY* shall also design and implement programmes to ensure optimal utilization of the resources and services of the library; these may take the form of a combination of user education / orientation programmes, design and development of appropriate promotional material and out-reach activities

4. In institutions of post-graduate education and research, it shall be the responsibility of the library to keep members of the user community especially doctors / faculty / research staff, abreast of current trends and developments in their areas of specialization. This may be done either by providing access to commercially available current awareness services, such as table of contents of current periodicals and other selective dissemination of information services or by designing and implementing appropriate in-house services or using externally available electronic databases, portals and customized solutions.

5. In tune with the present trends in information provision, it shall be the endeavour of the *LIBRARY* to deliver information products and services electronically to the end users. Where the LIBRARY has licensed access e-resources such as e-jouranls, e-books, databases, etc., LIBRARY should ensure that access to suche e-resources are made available round-the-clock and from homes also for students and faculties

<u>Schedule – 3 – Standards for Infrastructure</u>

1. It shall be the responsibility of the parent organization to provide adequate infrastructure such as building, furniture, and equipment necessary for the ***LIBRARY*** to discharge its functions effectively and efficiently. Ideally, the ***LIBRARY*** should be housed in a separate building planned and designed to house it.

2. The ***LIBRARY*** shall be linked to the other departments of the institution via the campus-wide computer network. This is essential to ensure that minimum services such as the OPAC, online document reservation facility, etc are accessible to the users from their workplaces within the campus.

3. The physical building space should include well-planned study and reading space for the end users and sufficient office space for head of the ***LIBRARY*** and other staff, besides space for housing the documentary resources. The seating capacity should be to accommodate at least 30% of the total number of library members.

4. In tune with the current trends in provision of information services and facilities especially is the use of computer and network technologies, the ***LIBRARY*** should furnish and maintain facilities and equipment such as computers, online and CD-ROM search facilities, Internet access and other technologies as may become available from time to time. Ideally, the minimum number of computer workstations for users should be:
    - One computer workstation for every 20 undergraduate Students
    - One Computer Workstation for every five post-graduate Students

5. The minimum configuration of computers shall include:

    a. Computer: 40 GB Hard Disk, 256 MB RAM, P IV processor, With Multimedia setup
    b. Laser Printer
    c. Software: Windows 98+ or higher Operating System, MS Office application
    d. Library Automation Software

6. Internet Connectivity: In order to maintain an acceptable level of speed of internet access, the library should have a minimum bandwidth of 1 Mbps for every 120 members / users

1. There shall be a separate budget for the ***LIBRARY***

2. Every parent organization must adopt a policy statement clearly fixing the responsibility for preparing the budget for the ***LIBRARY***. The head of the ***LIBRARY*** shall be the convener of this team. The administration of the budget shall be the responsibility of the head of the ***LIBRARY***. The policy statement shall also clearly fix responsibilities for maintaining an internal accounting system, approval of invoices for payment, monitoring purchases, and for all expenditure related to ***LIBRARY***

3. The ***LIBRARY*** budget shall be meant exclusively for the purpose of new acquisitions, subscriptions, and for maintaining the collection and services. The salaries of the staff and other workforce, the cost of maintenance and purchase of furniture, equipment, etc shall be the responsibility of the parent organization and adequate provision for these must be made in the budget of the parent organization.

4. The ***LIBRARY*** budget shall make a provision for the professional development and continuing education of its staff. **2 to 5 percent** of the ***LIBRARY*** budget should be earmarked for supporting staff participation in Training programmes / Workshops / Seminars and Conferences

5. In a newly established institution, the ***LIBRARY*** budget shall normally be 12% of the budget of the parent organization till such time the basic collection and required infrastructure in terms of equipment; furniture, etc are developed (say, first five years).

6. The annual recurring ***LIBRARY*** budget shall be between 6 –7% of the annual budget of the parent organization

7. There shall be a clearly defined policy for distribution of the budget among various heads such as books, periodicals, etc.•

   a. In Colleges of Medicine, Dental sciences, Nursing and Pharmacy the distribution of budget between books and periodicals shall normally be in the ratio 30:70 (i.e. 70% of the book budget shall normally be spent on subscription to periodicals and the balance (30%) on books)

   b. In institutions offering paramedical educational programmes the distribution shall normally be 70% on books and the balance (30%) on periodicals

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• This will depend on the nature of the parent organization; In an educational institution offering post-graduate and research programmes the expenditure on sources of current information such as periodicals, bibliographic databases, etc may have to be higher than on books; In an institution offering undergraduate programmes, there may be a need for greater allocation for textbooks, manuals and basic reference sources

1. The *LIBRARY* staff (professional and support) shall be of high quality and in adequate numbers to meet the needs of the users, changes in the programmes and activities of the parent organization, the rate of growth of the collection, the nature and types of services offered / expected and the rapid developments taking place in the application of ICTs in management and provision of information services

2. All professional staff shall have faculty status and shall be eligible for promotion to the next level as per AICTE / State Government norms applicable to faculty / librarians in institutions coming under the Directorate of Collegiate Education / Directorate of Technical Education

3. The LIBRARY shall maintain a job manual for its staff clearly defining the tasks and responsibilities of every library staff member

4. An understaffed library cannot serve the needs of the user community. Workload is driven by the size and complexity of the institution served. It is necessary to evolve a library staffing formula to determine staff needs and implement the same

5. In deciding on the composition of the library staff adequate attention should be given to have a suitable and appropriate mix of library professionals, technical staff, and paraprofessional staff.

6. The number of library staff is a function of several factors including:

   a. Size of the institution and number of users served
   b. Nature of services offered / expected
   c. Size of the library and annual growth (acquisition)
   d. The number of hours the library is kept open etc.
   e. IT and internet infrastructure availability in the LIBRARY

7. As a rule minimum one professional staff shall be on duty during working hours of the *LIBRARY*.

8. The staff structure of LIBRARY shall be as follows:

STANDARDS FOR STAFF STRUCTURE

I Medical and Dental Colleges

Position / Level / Title	No. of Positions	Qualifications	Experience	Salary Scale
Chief Librarian	1 (One)	M.L.I.Sc or Equiv Preference for : Ph.D in LIS or PGDHL (Post Graduate Diploma in Health Science Librarianship) or Equivalent	16 years (8 years as Senior Librarian or 16 years as Librarian) (Preference for working in Health Science Libraries)	12000-420-18300
Senior Librarian	1 (One)	M.L.I.Sc or Equiv Preference for: PGDHL (Post Graduate Diploma in Health Science Librarianship) or M.Phil or Equivalent	8 years as Librarian (Preference for working in Health Science Libraries)	10000-325-15200
Librarian	2 (Two)	M.L.I.Sc or Equiv. Preference for: PGDHL (Post Graduate Diploma in Health Science Librarianship) or Equivalent	Preference for working experience in Health Science Libraries and Knowledge on Internet tools and Services	8000-275-13500
Library Assistant	5 (Five)	B.L.I.Sc Preference for: Library Automation Training	Preference for working experience in Health Science Libraries	5200-125-5700-150-7200-200-8800-260-9580
Library Attendars	5 (Five)	A pass in Higher Secondary / Pre-University Examination	Preference for working Experience in handling Xerox and Other Library equipments	3000-75-3450-100-4450-125-5450

II Colleges of Pharmacy, Nursing, Physiotherapy and Indian Medicine

Position / Level / Title	No. of Positions	Qualifications	Experience	Salary Scale
Senior Librarian	1 (One)	M.L.I.Sc or Equiv Preference for: PGDHL or M.Phil or Equivalent	8 years as Librarian (Preference for working in Health Science Libraries)	10000-325-15200
Librarian	2 (Two)	M.L.I.Sc or Equiv. Preference for: PGDHL or Equivalent	Preference for working experience in Health Science Libraries and Knowledge on Internet tools and Services	8000-275-13500
Library Assistant	2 (Two)	B.L.I.Sc Preference for: Library Automation Training	Preference for working experience in Health Science Libraries	5200-125-5700-150-7200-200-8800-260-9580
Library Attendars	2 (Two)	A pass in Higher Secondary / Pre-University Examination	Preference for working Experience in handling Xerox and Other Library equipments	3000-75-3450-100-4450-125-5450

III Institutions offering Para-Professional Programmes

Position / Level / Title	No. of Positions	Qualifications	Experience	Salary Scale
Librarian	1 (One)	M.L.I.Sc or Equiv. Preference for: PGDHL or Equivalent	Preference for working experience in Health Science Libraries and Knowledge on Internet tools and Services	8000-275-13500
Library Assistant	2 (Two)	B.L.I.Sc Preference for: Library Automation Training	Preference for working experience in Health Science Libraries	5200-125-5700-150-7200-200-8800-260-9580
Library Attendars	2 (Two)	A pass in Higher Secondary / Pre-University Examination	Preference for working Experience in handling Xerox and Other Library equipments	3000-75-3450-100-4450-125-5450

Note

o The Pay scales, qualifications, experience and number of posts prescribed for the cadres of Librarian, Senior Librarian and Chief Librarian are based on the RGUHS requirements and on par with UGC/AICTE norms. The affiliated institutions of RGUHS who have not implemented so far, shall be implemented forthwith in order to maintain academic excellence.

o The Libraries in the affiliated colleges must keep their Library hours open for minimum 12 hours.

1. The '*LIBRARY*' shall be a department of the parent institution having its own designated physical area (Rooms or building) and made responsible for providing access to information resources, and developing systems and services to meet the *knowledge-based information* (KBI) needs of the members of the parent organization. KBI refers to current expert domain information normally found in quality information resources – print as well as electronic. The mission and functions of the *LIBRARY* shall be recognized in the official prospectus of the parent institution.

2. The head of the *LIBRARY* shall have the status of a Department head directly responsible to the Principal of the institution. He /She should have representation on all those committees of the parent institution including the Academic Council, that will have financial or other impact on the *LIBRARY*. Only a person with professional qualifications in Library & information science shall be appointed as head of the *LIBRARY*.

3. The responsibility and flow of authority under which the *LIBRARY* is empowered to act shall be recognized in writing in the institution's bylaws / constitution.

4. The *LIBRARY* shall formulate and adopt a written statement of mission, goals and objectives derived from and to conform to the mission, goals and objectives of the parent organization it serves.

5. There shall be a Library Advisory Committee with the Principal of the institution as the chairperson and the head of the *LIBRARY* as *member – secretary*. Normally the committee should not have less than three or more than ten members and shall include representatives from the various specialties of the parent organization. In all educational institutions, there shall be a student representative on the Committee. The Committee shall function purely in an advisory capacity and not in an administrative or executive capacity. It shall be responsible for formulating broad policy guidelines regarding library & information services.

6. The *LIBRARY* shall adopt and implement a policy regarding loss of books. The guideline in this regard shall be that loss of *five* books for every 1000 books circulated / referred to shall be written off irrespective of the cost of the books. An enquiry committee to be appointed by the Library Advisory Committee shall investigate any loss over and above this. **The final action to be taken in this regard shall be similar to and be governed by the same rules as applicable to the other departments of the parent institution.**

7. It shall be mandatory for every institution to arrange for and conduct annual stock verification. The stock verification report shall be placed before the Library Advisory Committee and the issue of loss of books shall be settled on a yearly basis.

8. In tune with the current trends, the nomenclature of the library in the affiliated Institution may be re-designated as "*Learning Resources Centre*" (*LRC*).