AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

First Cycle NAAC Accreditation 2022

CRITERION 4

INFRASTRUCTURE AND LEARNING RESOURCES

4.3. Library as a Learning Resource
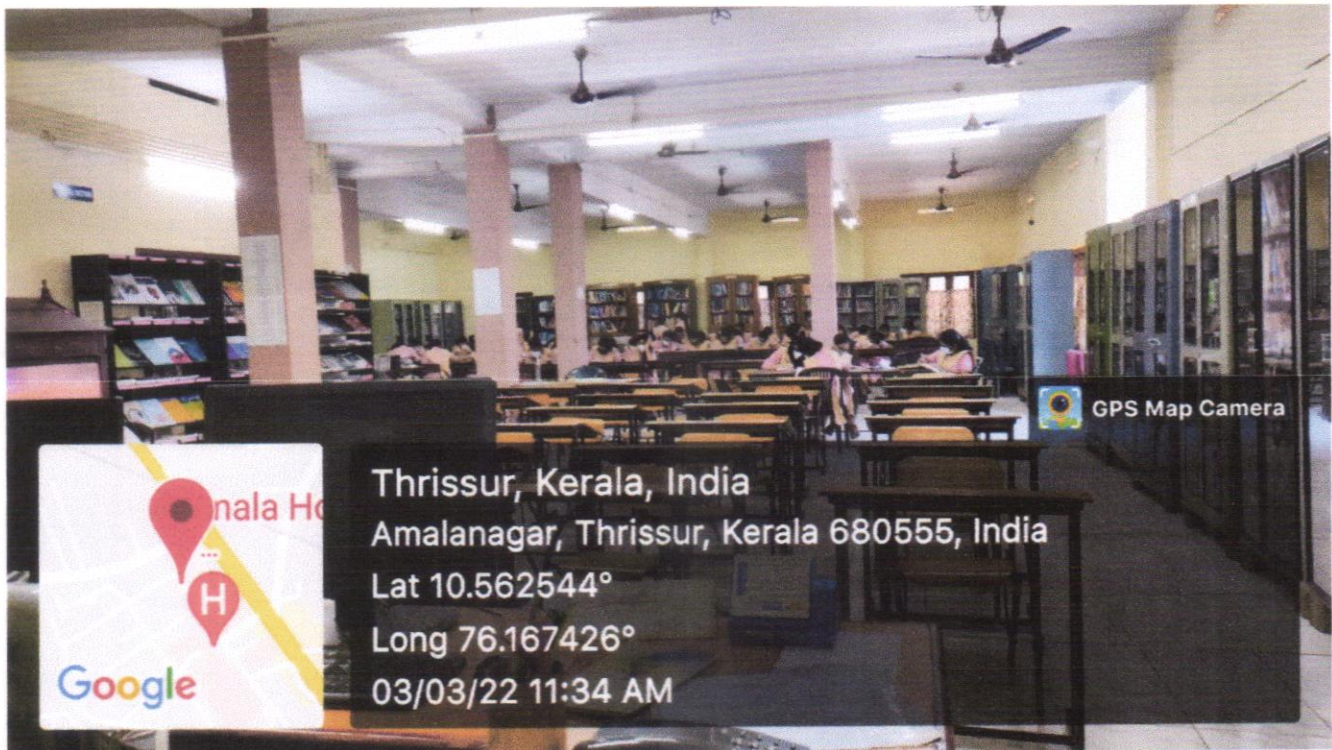
4.3.1 Features of KOHA-Library Handbook

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

AMALA COLLEGE OF NURSING

LIBRARY HANDBOOK

2021-2022

Thrissur, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
Lat 10.562544°
Long 76.167426°
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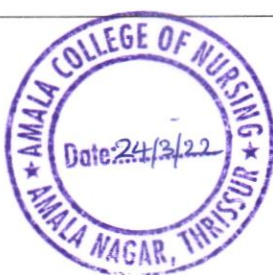**Amala Nagar, Thrissur-680 555, Kerala, India**

www.amalanursingcollege.org

Email:amalacnl@gmail.com

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

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Date: 24/3/22

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

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

Date: 24|3|22

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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 Nursing Library (ACON) 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.
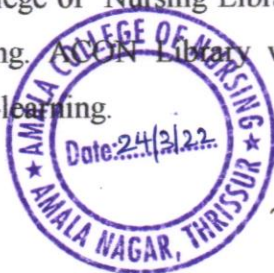
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ACON Library

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

Date: 24|3|22.

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5. LIBRARY FLOOR PLAN

<u>Layout and Floor Area</u>　　　: 362.80 sq.m.
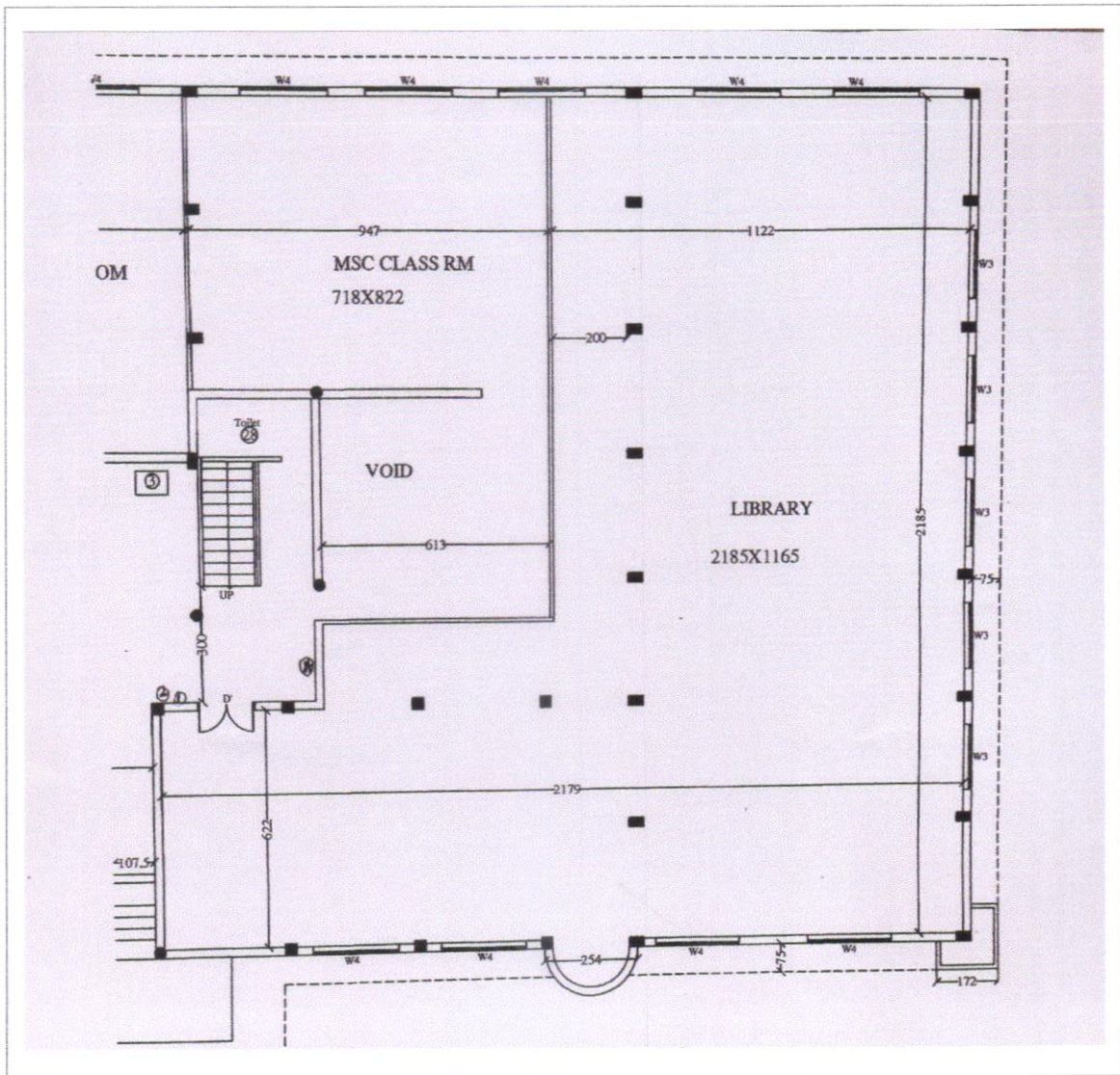
6. LIBRARY MEMBERSHIP AND CIRCULATION

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

Date:24/2/22

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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 1st, 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.
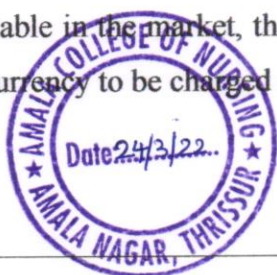
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Date 24/3/22

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8. LIBRARY RESOURCES

- Total Number of Books   : 4290

- Reference Books   : 790

- Total Number of CD- Rom   : 350

- Online Journals   : 2

- Foreign Journals   : 12

- Indian Journals   : 23

- Total Number of Bound Volumes   : 344

- Projects   : 124

- Total Number of Thesis/Dissertations   : 119

- ALUMNI Donated Books   : 54

- Reprographic section

- Printer [color and black & white]

- Scanner

- Wi-Fi facilities

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 etc.
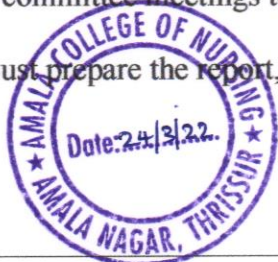
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- A meeting minutes register must be maintained

- Library budget is discussed and done in library advisory committee.

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. Gladis George C	Chief librarian
8	Mr. Davis KO	Asst. Librarian
9	Student representative – BSc (N)	Member
10	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.

Members of library purchase committee

SL.NO	MEMBER	DESIGNATION
1	Fr. Antony Mannummel, CMI	Asst. Director
2	Prof. Dr. Rajee Reghunath	Principal
3	Sr. Litha Lizbeth	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 – MSc (N)	Member
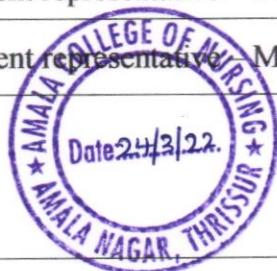
Date 24/3/22.

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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.
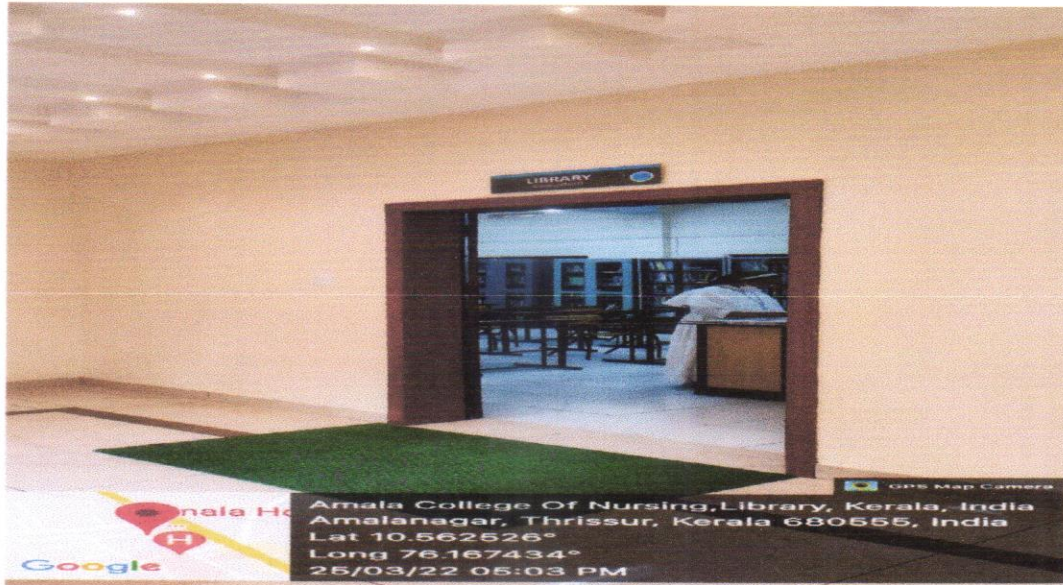
i. Selection and Acquisition

Staff and students can suggests 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 have 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.

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

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Journals and Magazins
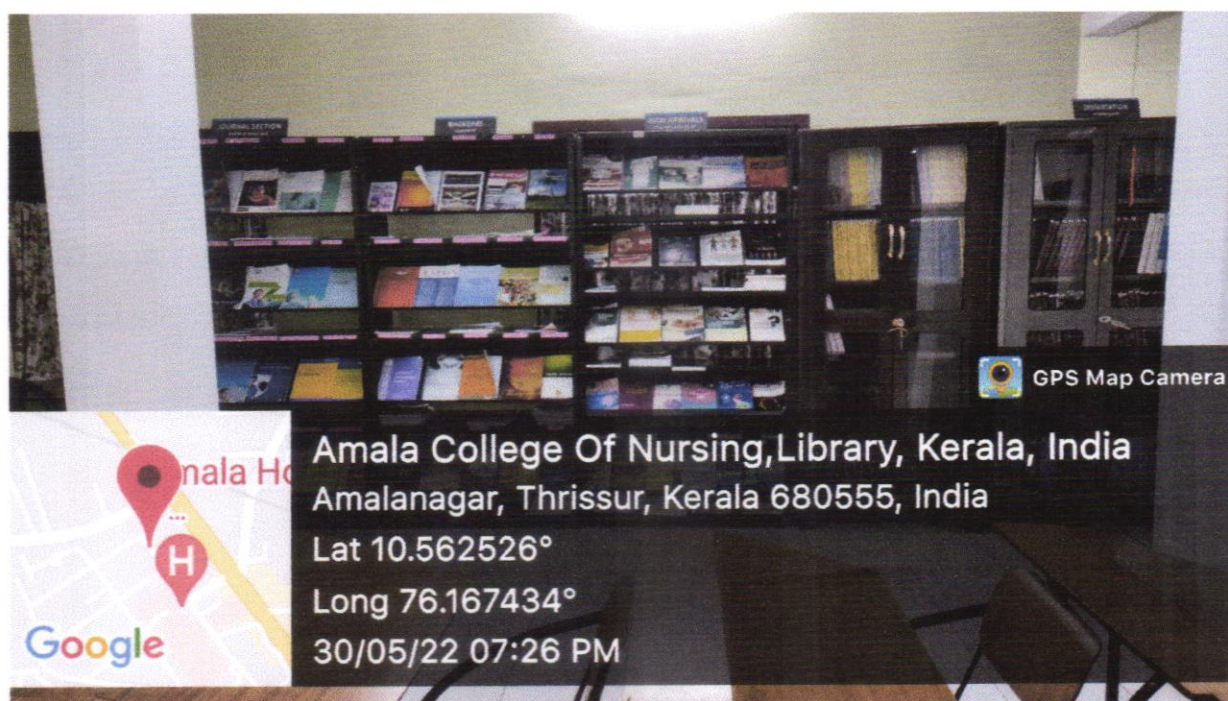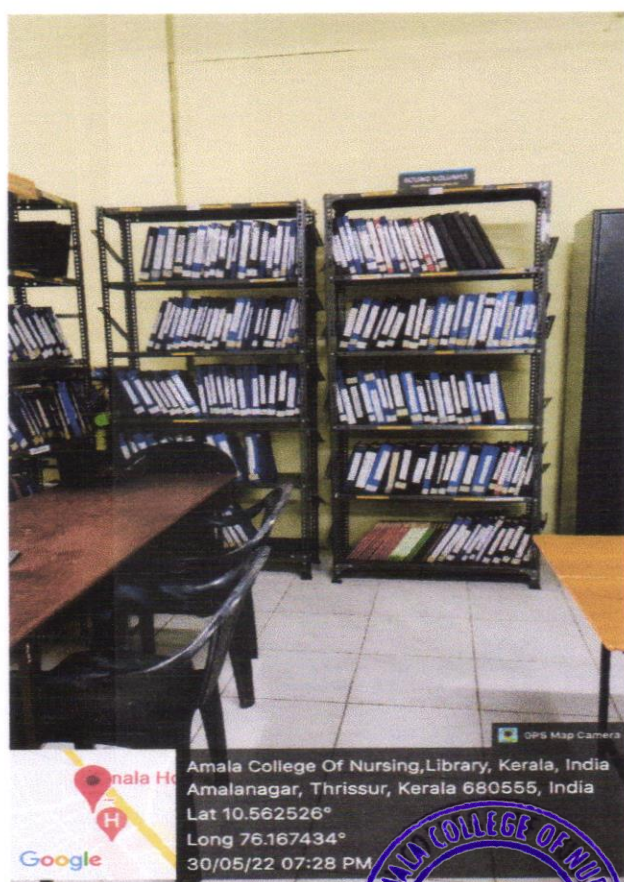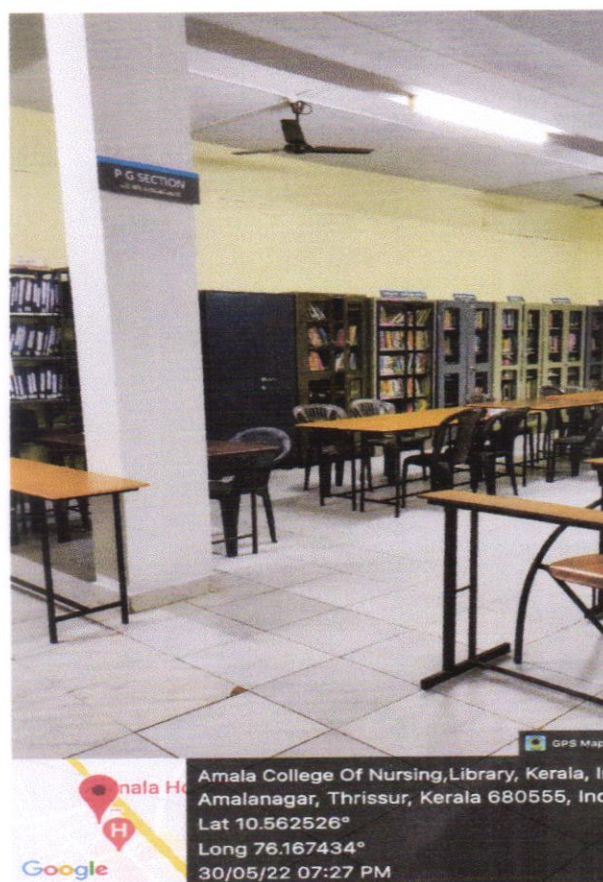
Amala College Of Nursing,Library, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
Lat 10.562526°
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Bound Volume

Amala College Of Nursing,Library, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
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PG Section

Amala College Of Nursing,Library, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
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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
	GENERAL ENGLISH	545
4	GENETICS	573.21
6	BIOSTATISTICS	610.072
4,5,6	FUNDAMENTALS OF NURSING	610.73
6	NURSING RESEARCH & BIOSTATISTICS	610.730 72
7	PSYCHIATRY	610.736 8
8	ANATOMY	611
	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 & PULMONARY MEDICINE	616.2
	GASTROENTEROLOGY	616.33
	DERMATOLOGY	616.5
	UROLOGY	616.6
15	NEPHROLOGY	616.61
	NEUROLOGY	616.8
	MEDICINE OTHER DISEASES	616.9
	ONCOLOGY	616.994
16,17	MEDICAL SURGICAL NURSING	617
17	ORTHOPEDICS	617.3
	ENT	617.51
	OPHTHALMOLOGY	617.7
	ANAESTHESIOLOGY & PAIN MANAGEMENT	617.96
18,19	OBSTETRICS & GYNAECOLOGY	618
19,20	PEDIATRICS	618.92
	GERIATRICS	618.97
21	NURSING MANAGEMENT & ADMINISTRATION	658
22	LITERATURE	800

Amala College Of Nursing, Library, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
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Long 76.167434°
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GPS Map Camera

Google

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Date 31/5/22

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AMALA NAGAR P.O., THRISSUR-680 555

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

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Classification numbers used in ACON library

SHELF. NUMBER	TITLES	CLASSIFICATION NUMBER
1	COMPUTER SCIENCE	001.6
	DICTIONARY	019
	ENCYCLOPEDIA	030
1,2	PSYCHOLOGY	150
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	CARDIOVASCULAR MEDICINE	616.12
	HEMATOLOGY	616.15

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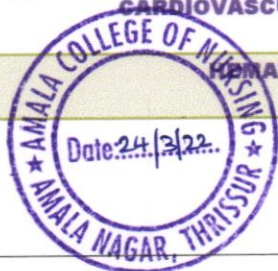
		RESPIRATORY & PULMONARY MEDICINE	616.2
		GASTROENTEROLOGY	616.33
15		DERMATOLOGY	616.5
		UROLOGY	616.6
		NEPHROLOGY	616.61
		NEUROLOGY	616.8
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22		LITERATURE	800

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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
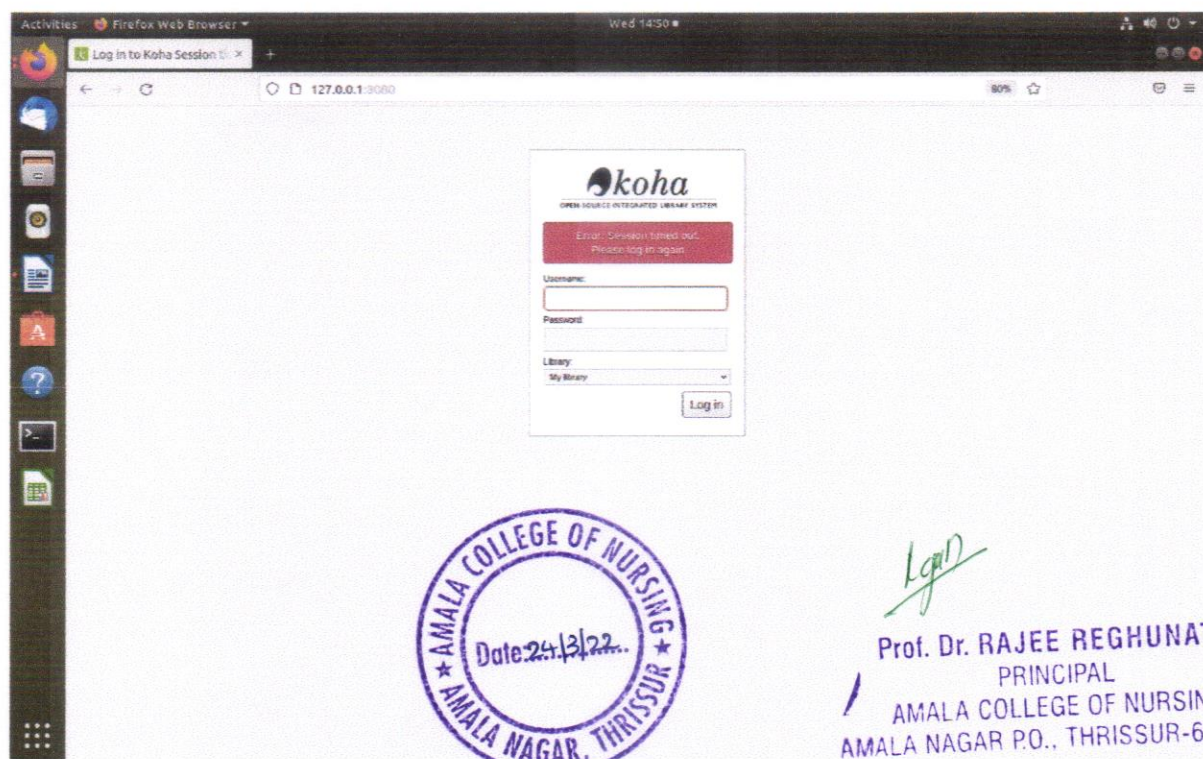
KOHA Admin Login

About KOHA

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KOHA Perl module

KOHA Administration

KOHA Tools

KOHA Circulation

Thrissur, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
Lat 10.562502°
Long 76.167461°
27/05/22 02:44 PM
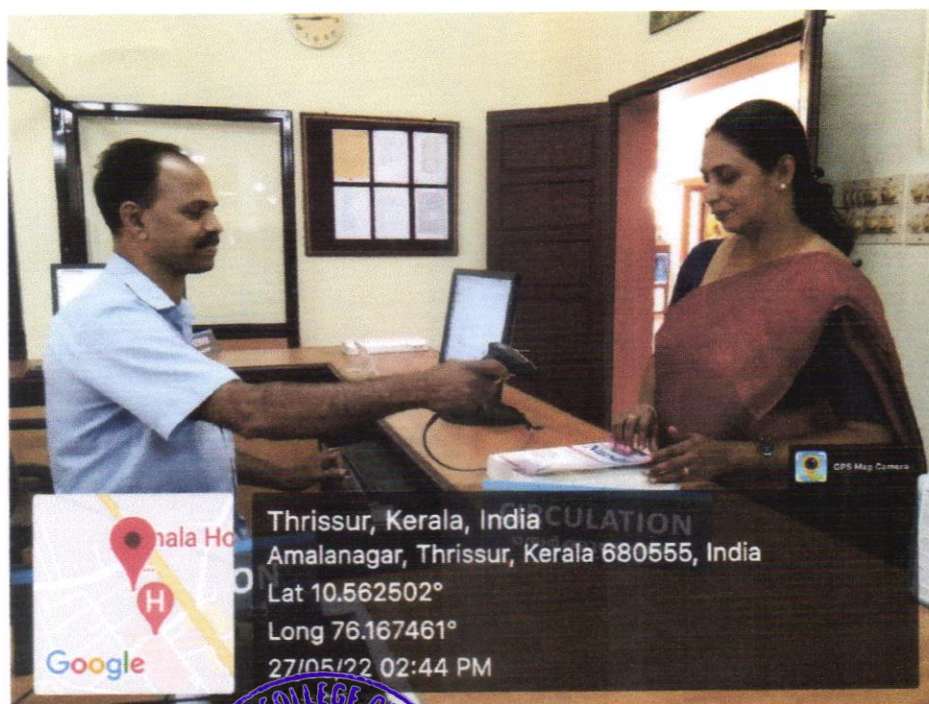
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Circulation – Patron

KOHA Advanced Search

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KOHA Cataloguing New MARC Record

KOHA Cataloguing New Items

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KOHA Reports Library

KOHA Borrowers List

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KOHA Date Wise Item List

All Department Issue Report

Checkin List (Date wise)

Subject wise Report

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Daily Local Use Report

Daily Utilization Report (localuse) (11)

Total number of results: 34 (20 shown)

Rows per page: 20

barcode	title	author	itemtype	datetime
2282	Pocket Book on Laboratory tests for nurses	Pramlas	BK	2022-03-23 10:27:59
1863	Common diagnostic Procedures for Nurses	Mary Raja and Caspan Cyrus	BK	2022-03-23 10:29:12
3427	Microbiology for Diploma in GNM [General nursing &Midwifery]	Baveja, c p	BK	2022-03-25 12:55:53
2684	Practical manual of haematology	Sri Nagesawari K	BK	2022-03-25 12:58:46
711	Textbook of human histology with color atlas	Singh Inderbir	BK	2022-03-25 12:59:46
711	Textbook of human histology with color atlas	Singh Inderbir	BK	2022-03-25 12:59:31
128	Guidelines for preventing HIV, HBV and other infections in the health care setting	WHO	BK	2022-03-25 13:14:16
1963	Management of Nursing Services and Education	Neelamkumari	BK	2022-03-30 15:23:44
1963	Management of Nursing Services and Education	Neelamkumari	BK	2022-03-30 15:24:06
2674	Textbook of Sociology	Neelam kumari	BK	2022-03-30 15:24:46
4107	Applied Psychology	Sharma, Harish Kumar	BK	2022-03-30 15:25:08
2472	Textbook of sociology for nursing students	Ganesh.P	BK	2022-03-30 17:15:33
174	Dictionary of pharmacy	Sharma, Sarolett	BK	2022-03-30 17:15:45
1177	Teaching nursing: developing a student - centered learning environment	Young, Lynne E	BK	2022-04-02 11:37:16
3537	Nursing Education principles and concepts	Sidha R	BK	2022-04-02 11:37:38
1351	A concised text book on psychiatric nursing	Bhatia, M S	BK	2022-04-02 11:39:10
3207	Nutrition Science	Srilakshmi B	BK	2022-04-02 11:39:10
3212	A Concise text book of advanced nursing practice	Basheer P Shabeer	REF	2022-04-02 11:20:17
3462	Jaypee,s Nurses, Dictionary for nurses and Allied Healthcare Professionals	U N Panda	BK	2022-04-04 10:41:14
3462	Jaypee,s Nurses, Dictionary for nurses and Allied Healthcare Professionals	U N Panda	BK	2022-04-04 10:41:20

Duplicate Title Report

Duplicate-title (12)

Total number of results: 440 (20 shown)

Rows per page: 20

biblionumbers	title	author
4815, 4440	Structured Teaching Program On Knowledge Regarding Consequences Of Internet Addiction And Its Prevention Among Adolescents	Neetu G
3867, 3668, 3689	A composition urging the generations of the Boobi mind	Master CHAN
3491, 3492	A Guide to Mental Health & Psychiatric Nursing	R Sreevani
3383, 2457	A guide to Mental Health & Psychiatric Nursing	Sreevani R
1428, 1429	A guide to mental health and psychiatric nursing	Sreevani, R S
2374, 2375	A Guide to the X-Ray Department	Goldman Myer
3122, 3124	A handbook for the teachers	Gopalakrishnan N
3759, 3770	A reference manual for nurses on coronary care nursing	Nancy ,Sr.
1434, 1435, 1436, 1437, 1438, 1439	A short text book of psychiatry	Ahuja, Niraj
2444, 2445, 2446, 2447, 2448	A short textbook of Nursing Research	Reghunath Rajee
4641, 4477	A Study To Assess The Correlation Between Biological Variables And Menstrual Profile Among Nursing Students In Selected Nursing Colleges In Thrissur District	Varghese ,Tina N
4635, 4471	A Study To Assess The Effect Of Honey On Prevention Of Radiation Induced Oral MucositisAmong Head And Neck Cancer Patients Undergoing Radiation Therapy In Amala Institute Of Medical Science Thrissur	Ajith ,Arya V
4642, 4478	A Study To Assess The Effect Of Laughter Therapy On Stress Among Old Age People Residing In Selected Old Age Homes Thrissur District	Oppan ,Millus
4640, 4476	A Study To Assess The Effect Of Pelvic Floor Exercise On Urinary Incontinence Among Elderly Women Living In Selected Old Age Home In Thrissur And Palakkad Districts	Sreekshna R
4851, 4576	A Study To Assess The Emotional Intelligence Level Of Stress And Coping Strategies Among Bsc Nursing Students Of Selected Nursing Colleges Thrissur	Daly
4655, 4580	A Study To Assess The Level OfDistress And Its Predictors Among Post Mastectomy Patients Receiving Adjuvant Therapy	Sreejitha
4813, 4814	A Study To Assess The Prevalence Of Dental Caries And Knowledge On Dental Hygiene Among Lower Primary Students In A Selected School In Thrissur	Babu,Bibitha et.al
4550, 4575	A Study To Assess The Prevalence Of Postpartum Depression And Its Associated Factors Among Postnatal Mothers In Amala Institute Of Medical Science Thrissur	Adhira
4923, 4448	A Study To AssessThe Effect Of Foot And Ankle Exercise On Intradialytic Muscle Cramps Among Patients Undergoing Haemodialysis In Amala Institute Of Medical Science Thrissur	Mathew ,Deleena
3493, 3484	A Textbook of Mental Health Nursing	Ramkumar Gupta

Date: 24/3/22

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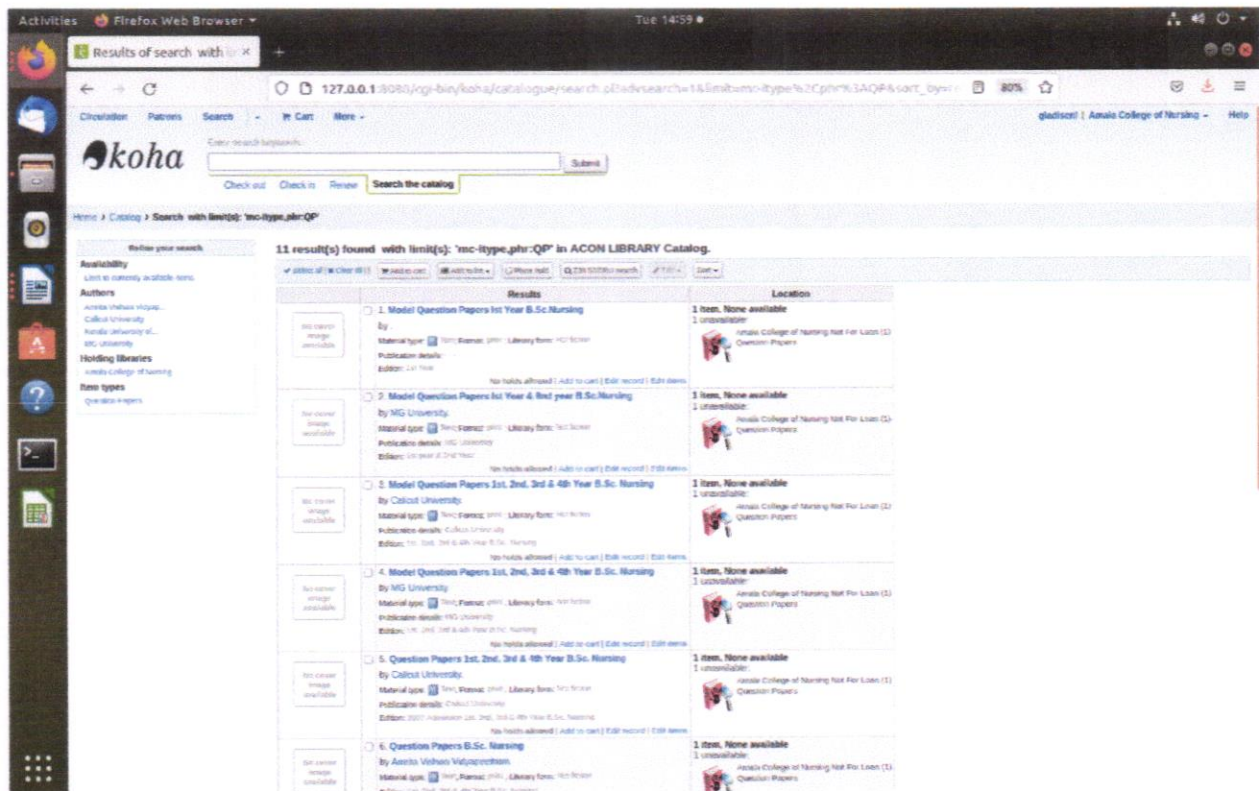
KOHA Question Bank

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.
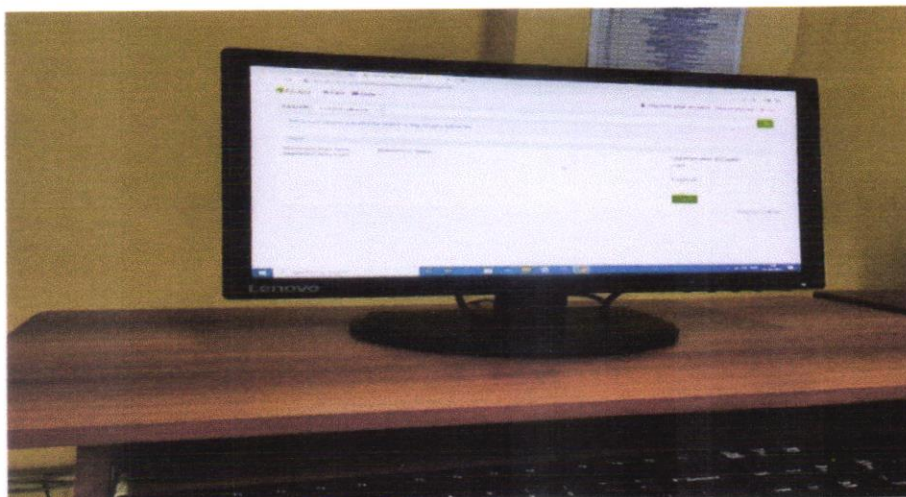
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Date: 24|3|22

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.
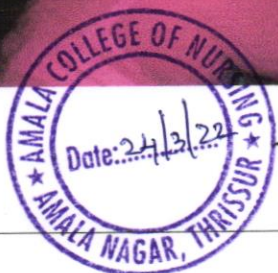
b. Current Awareness Service

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
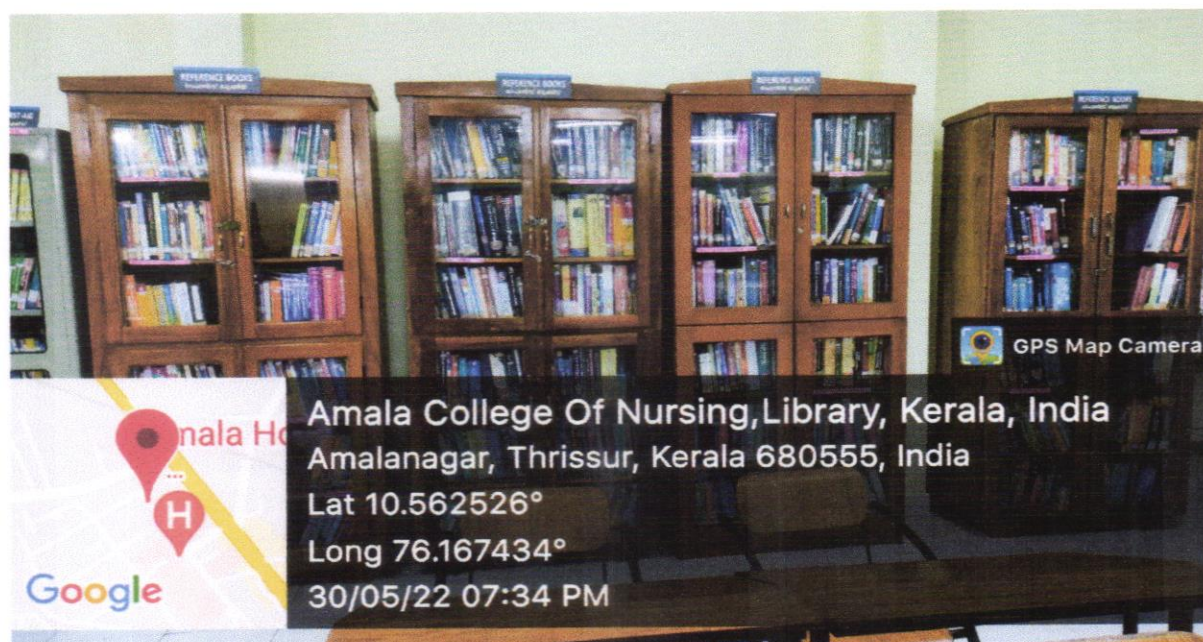
Utilization Entry
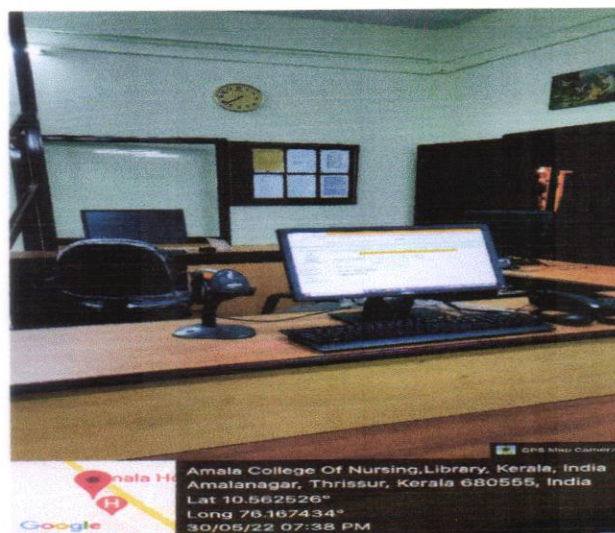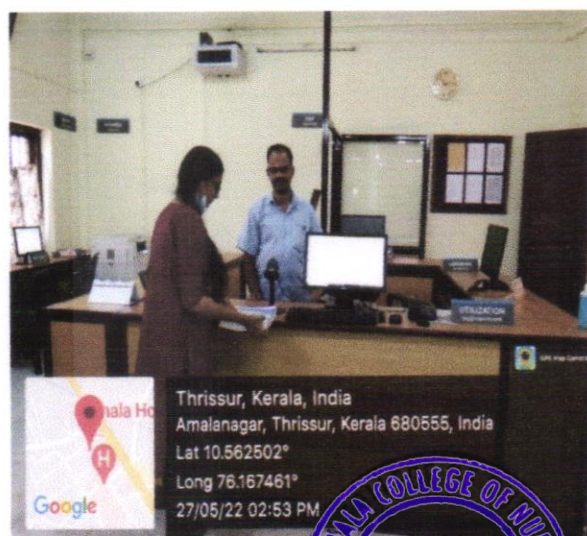
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New Arriwals shelf

Amala College Of Nursing,Library, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
Lat 10.562526°
Long 76.167434°
30/05/22 07:25 PM
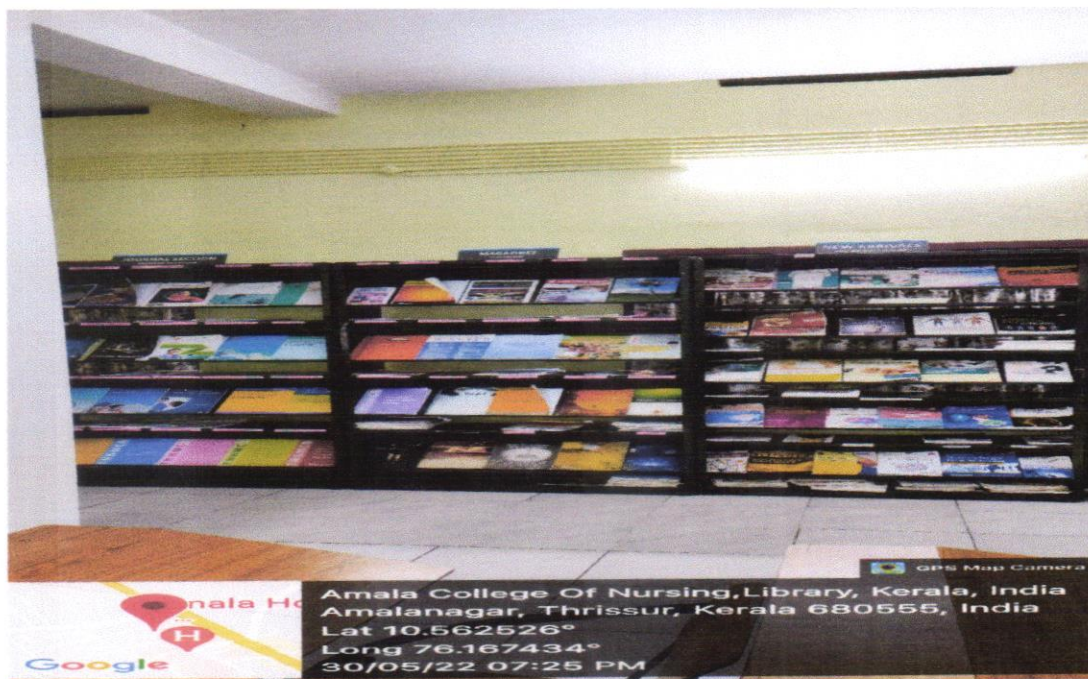
d .User Education Service

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.
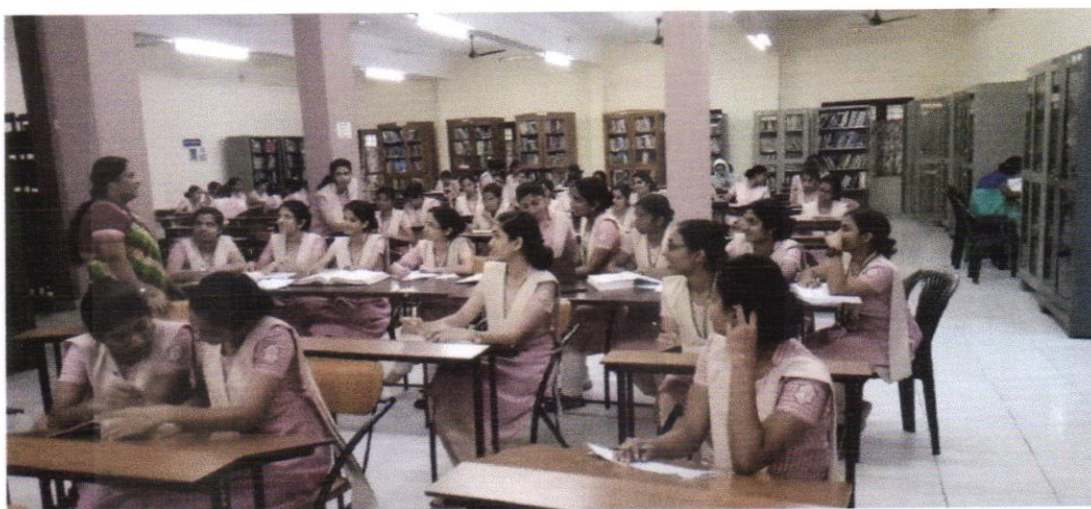
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e. Inter-Library Loan (ILL)

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.
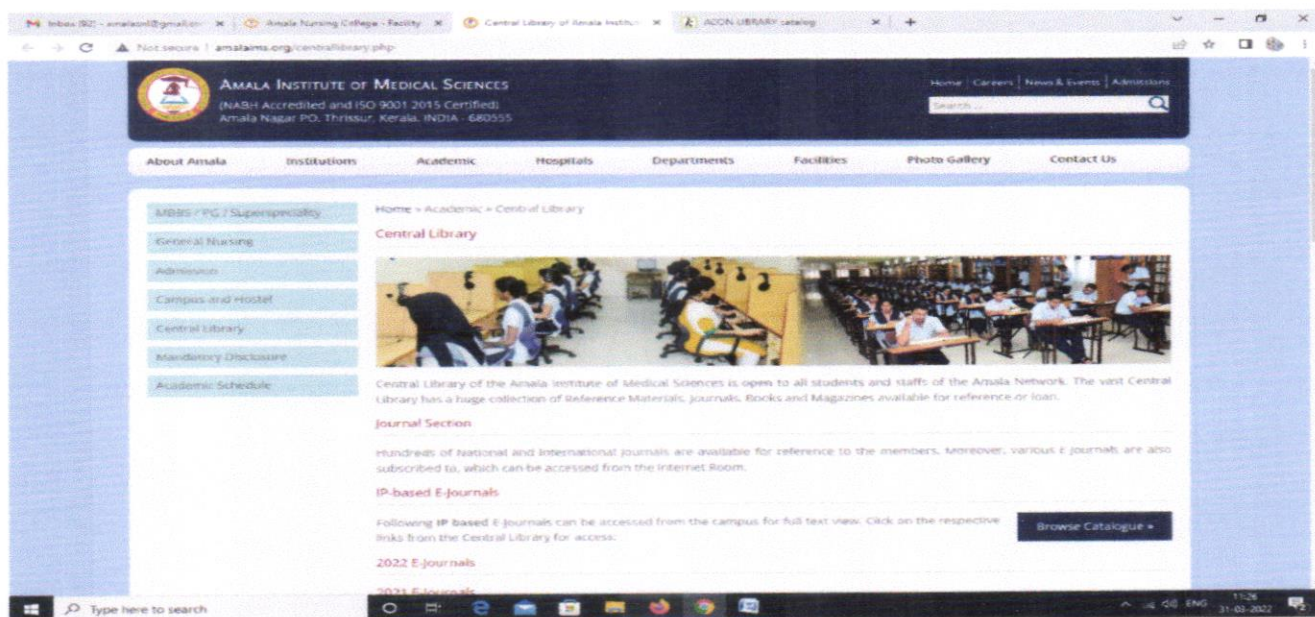
Resources Sharing

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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Date: 24/2/22

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
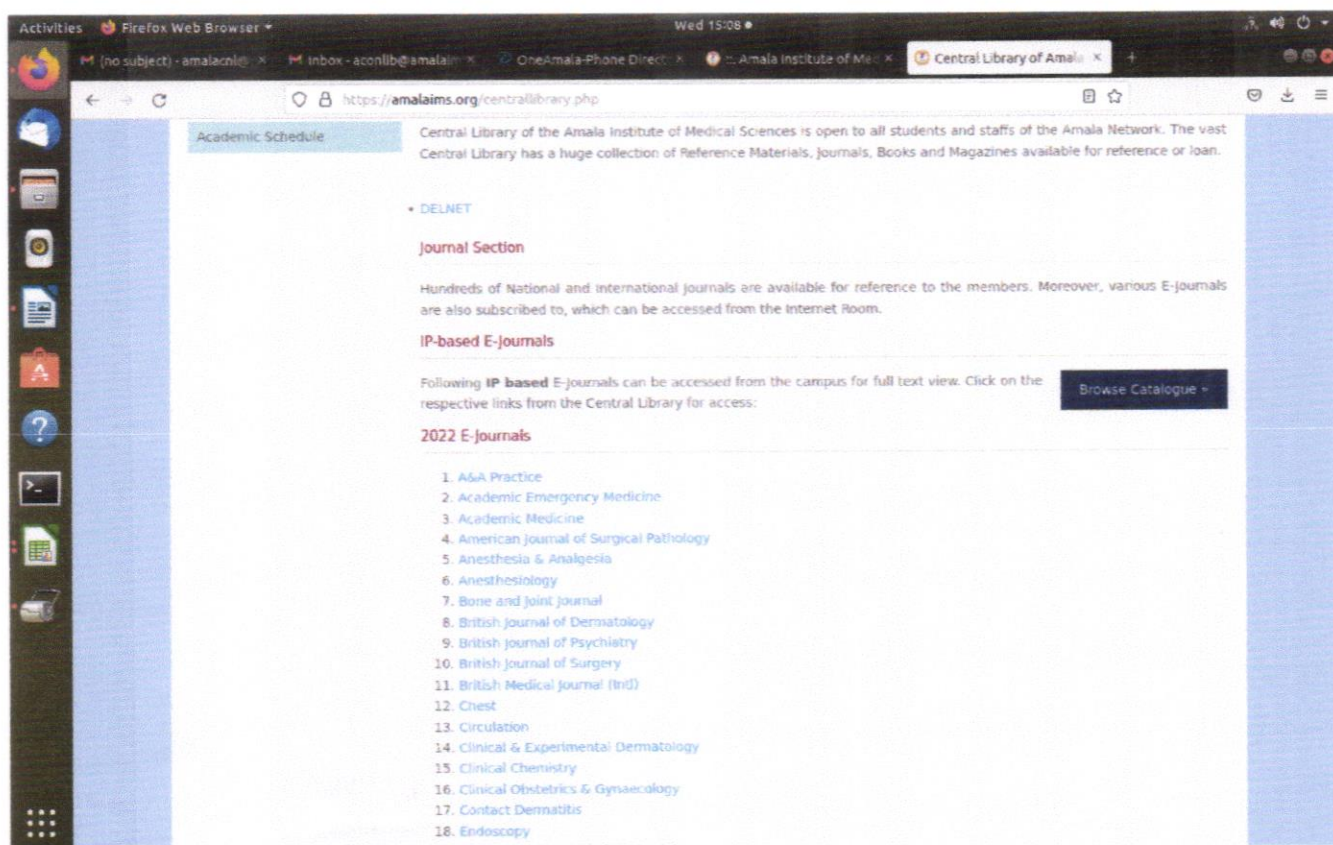
g. *Delnet*

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/
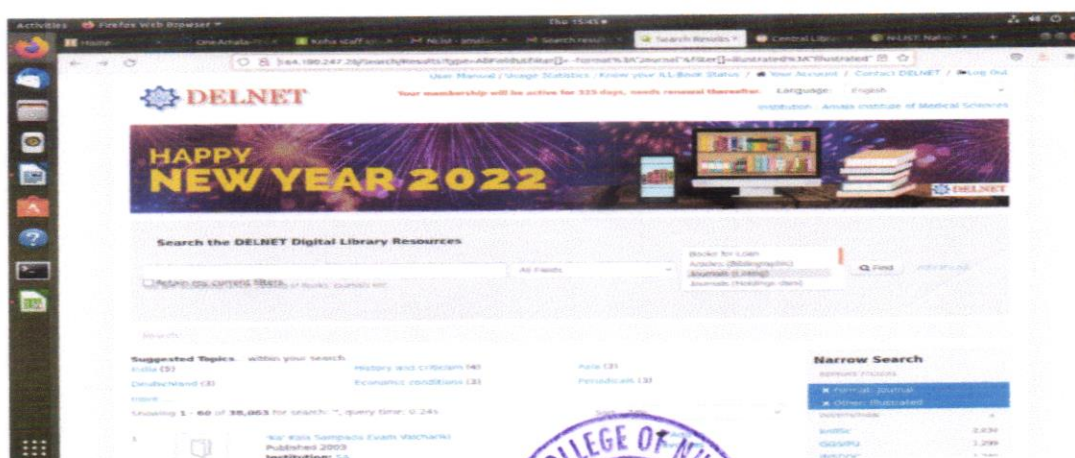
Date: 24/3/22

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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
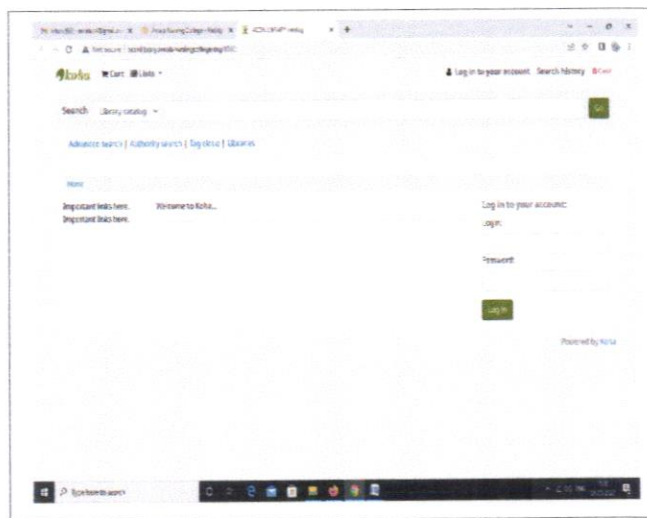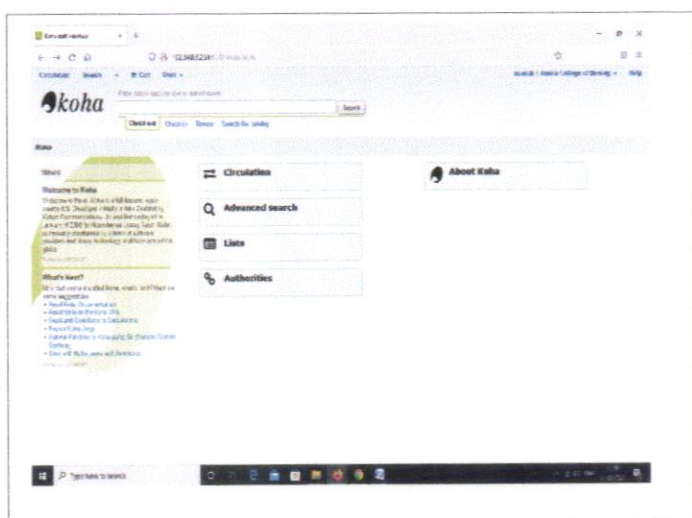
The Library provides photocopying facility within the premises of the Library on payment basis.
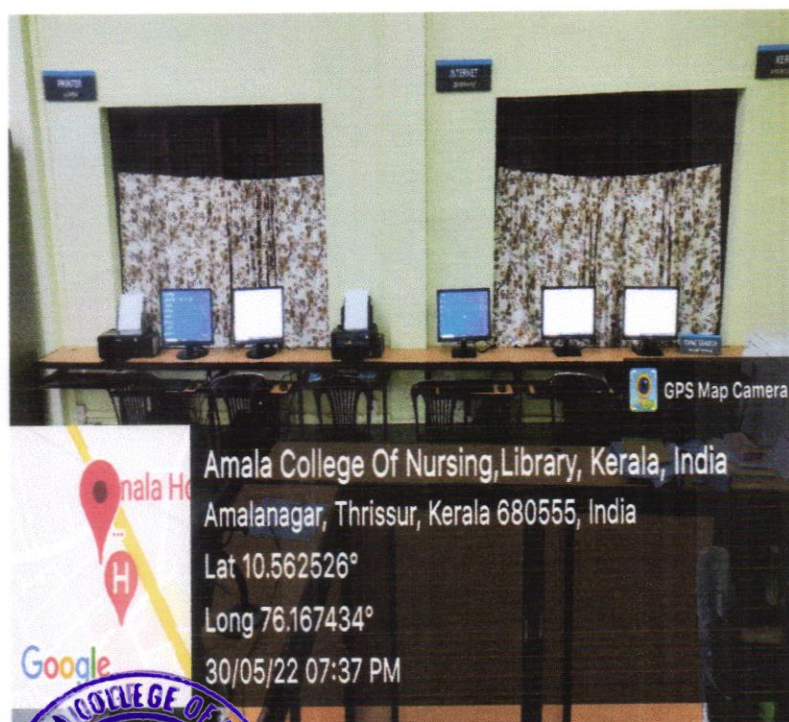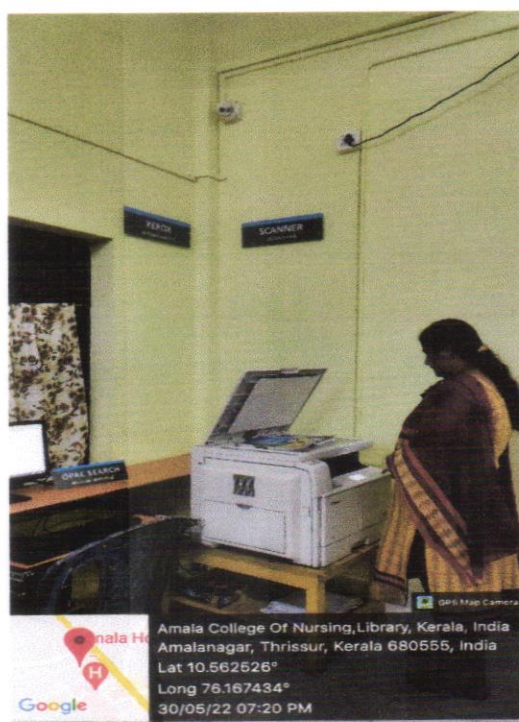
Date 31/5/22

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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
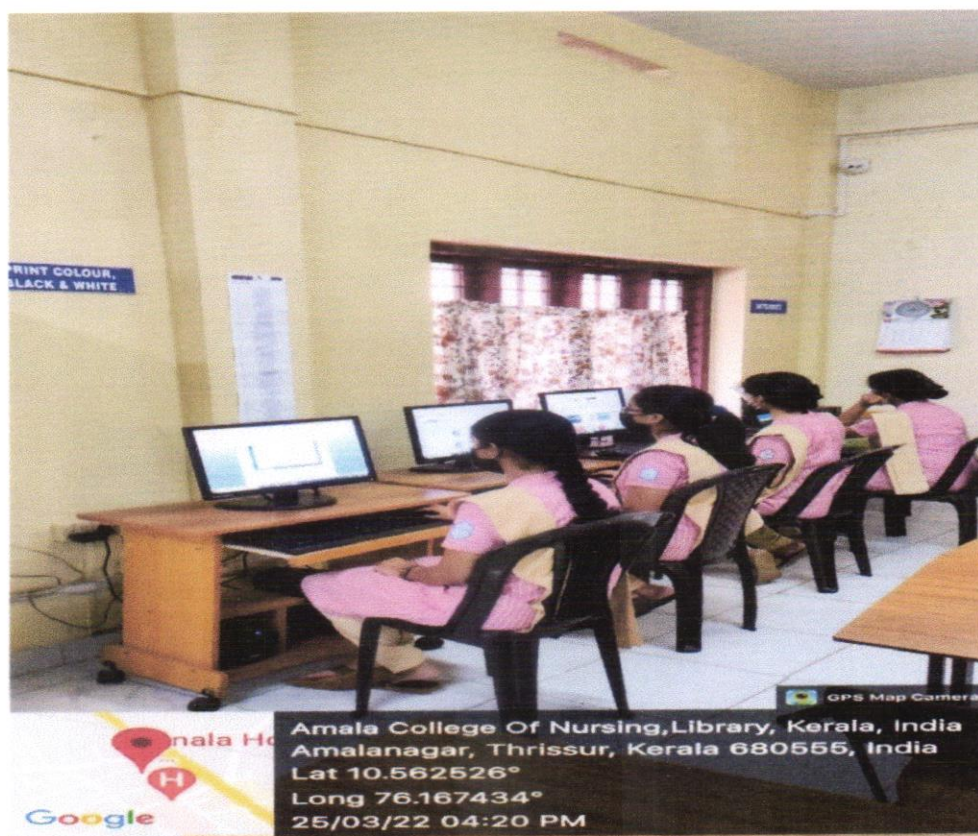
k. Computer and Networking Facilities of Library

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Library has its sub-LAN which is connected to the Campus LAN Computer Lab for the users of the Library as well.
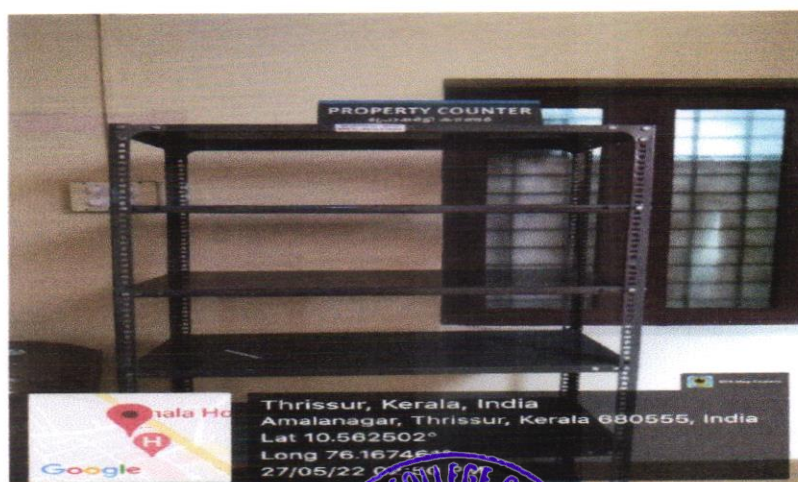
Thrissur, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
Lat 10.562502°
Long 76.167461°
27/05/22 02:23 PM

l. Reading room

Thrissur, Kerala, India
H579+2JQ, Amalanagar, Thrissur, Kerala 680555, India
Lat 10.562548°
Long 76.167392°
24/03/22 11:56 AM

m. Property Counter

PROPERTY COUNTER

Thrissur, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
Lat 10.562502°
Long 76.167461°
27/05/22

n. CCTV Monitoring
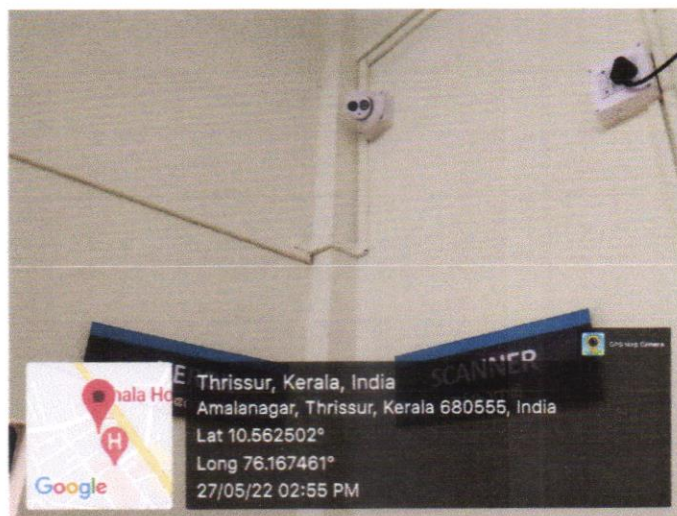
m. Previous Question Papers

n. Faculty Area
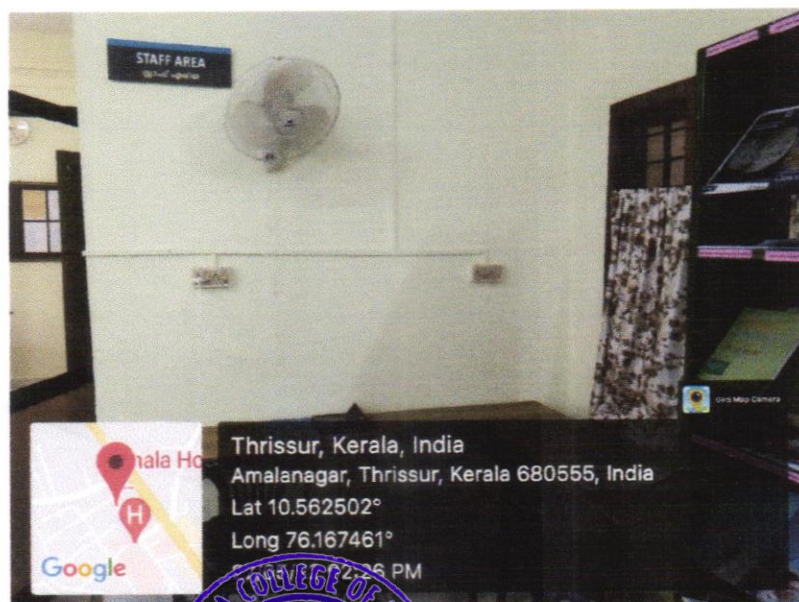
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m. Washing Area

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:
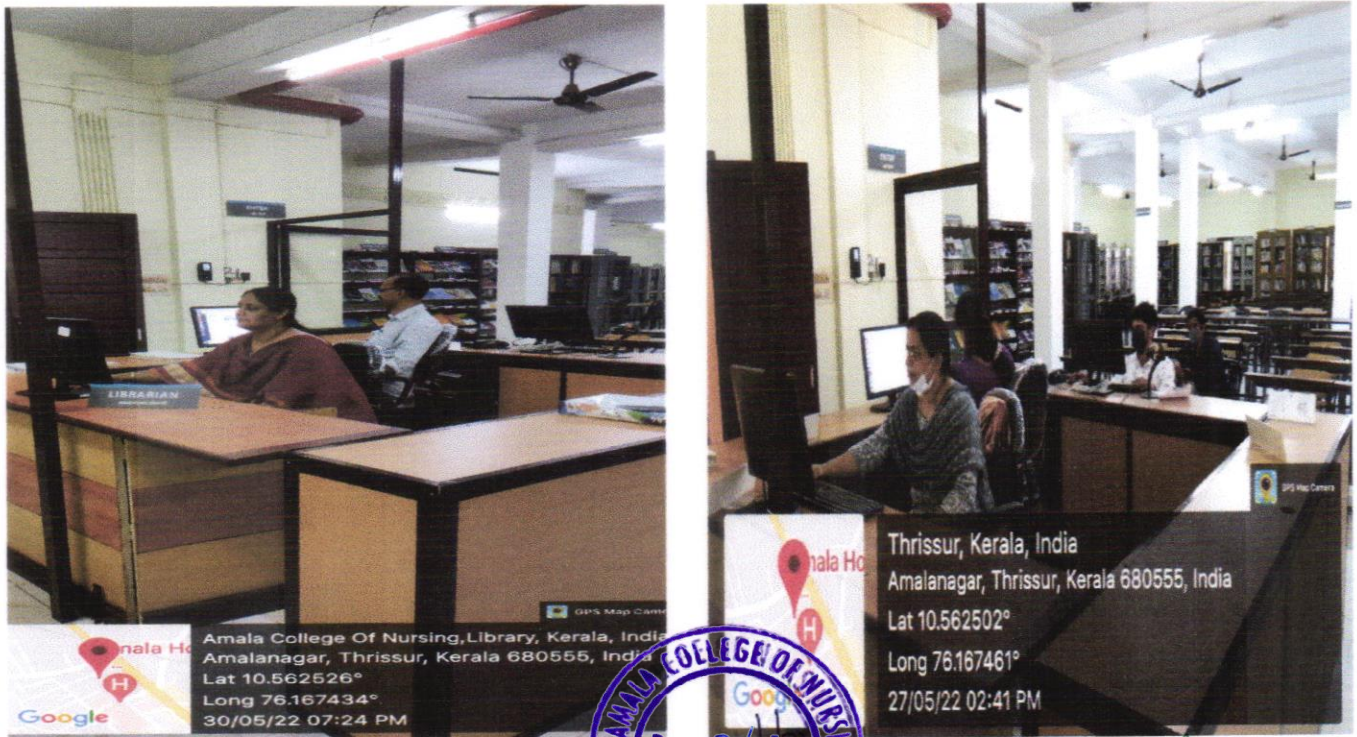
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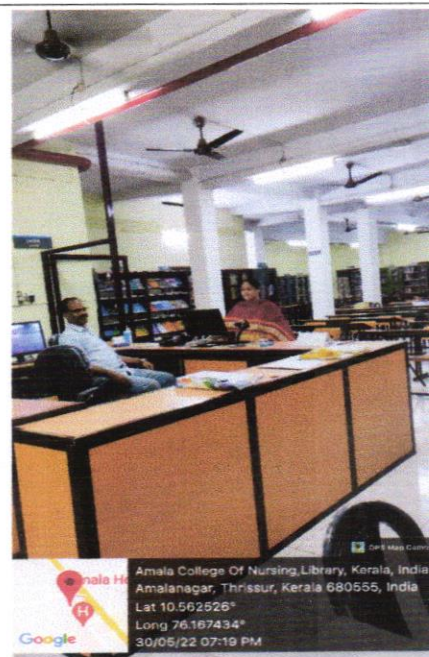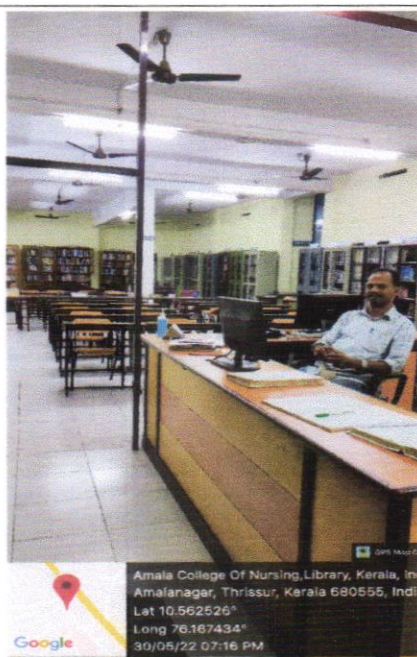
Library Functions

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 suggests 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 have get a new stock number/serial number as its accession number.

Classification & Cataloguing

After the acquisition process each items 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.
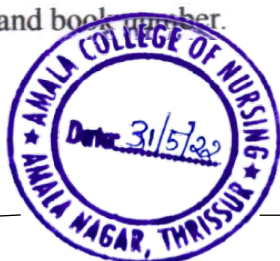
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AMALA NAGAR P.O., THRISSUR-680 555

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.

Thrissur, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
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Long 76.167461°
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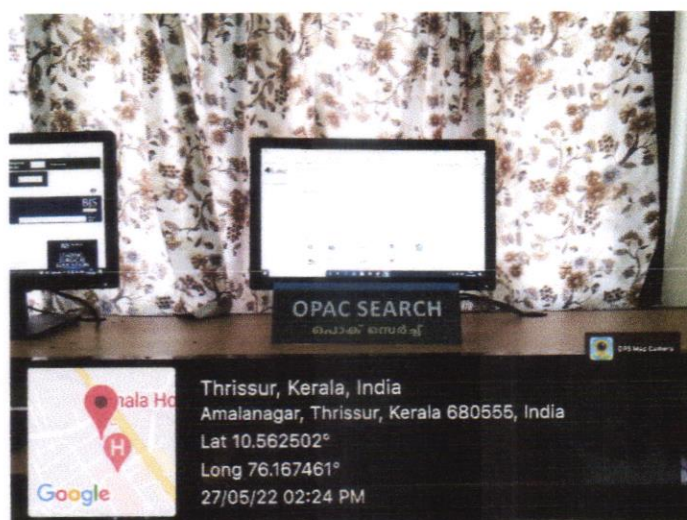
Electronic Resources
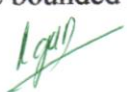
The Institute has access to over 38 full-text electronic journals and DELNET databases. The details and links to these electronic journals are available through our Library web site.

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.
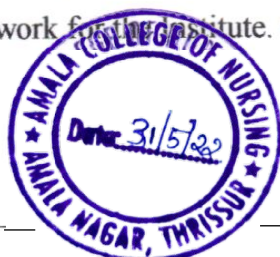
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Research Support Services and Outreach Programs

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.
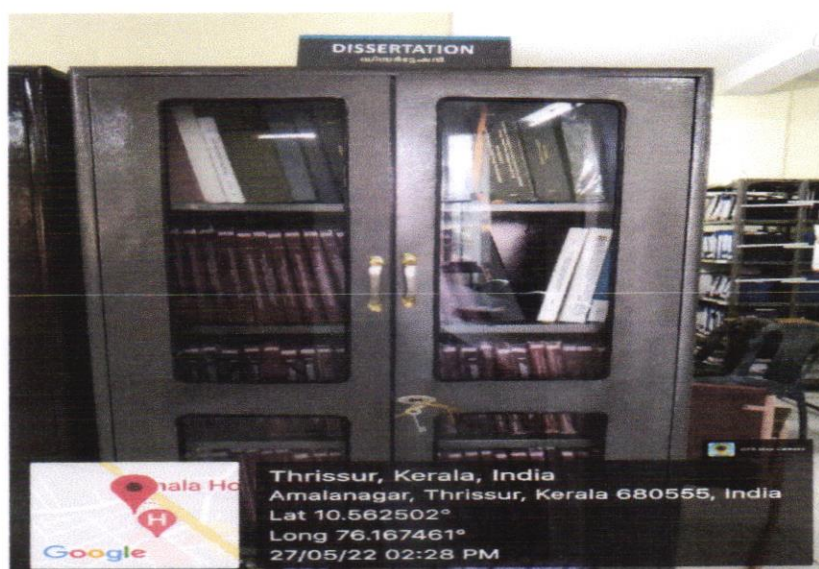
Library membership

- 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.

Date 24/3/24
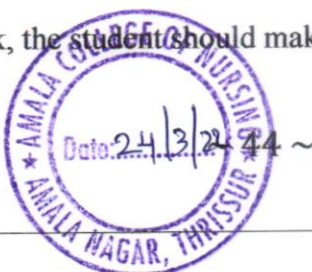
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- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited.

- 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.

Date: 24|3|22

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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. Text books are binded when they are about to get damaged
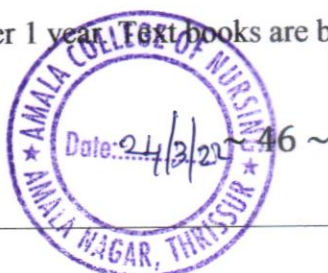
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Annual stock verification

- 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.
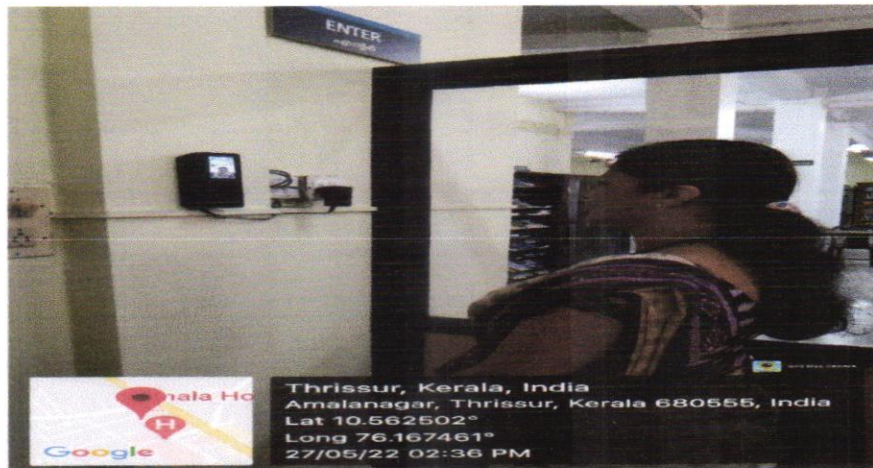
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Knowledge Area
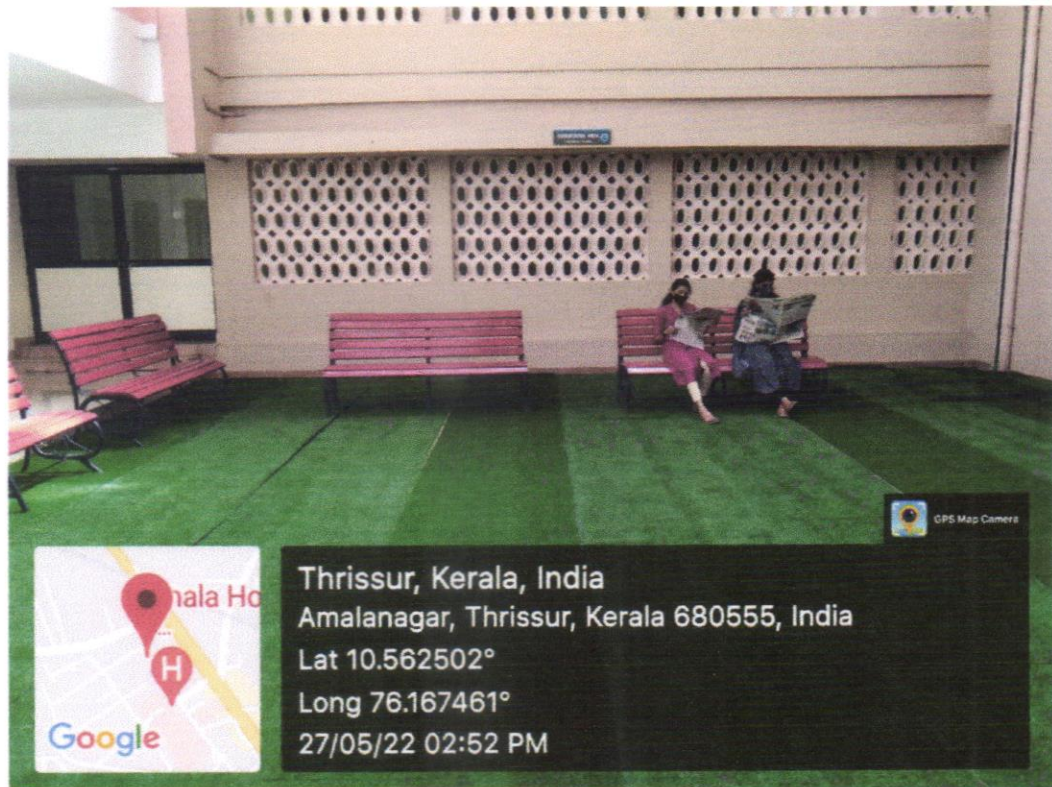
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Amalanagar, Thrissur, Kerala 680555, India
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News Paper

Thrissur, Kerala, India
Amalanagar, Thrissur, Kerala 680555, India
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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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Date: 24/3/22

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 : l B.Sc. (N)/ll B.Sc. (N)/lll B.Sc. (N)/IV B.Sc.(N)

: l M.Sc. (N)/ll 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

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Principal

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