



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV
COLLEGE**
(Autonomous)

**Linguistic Minority Institution, Affiliated to University of Madras
College with potential for excellence
Arumbakkam, Chennai-600 106.**

Profile LIBRARY



About the Library

The college library started functioning from the year 1964. The management in order to accommodate the latest developments and future needs, decided to house the library in a separate building with state-of-the art facilities in the year 1990. The library building was named as ShriSubodhni Library Block. The library is spacious, well-lit and ventilated. The library preserves and provides access to a rich, diverse collection of knowledge, to inform, inspire and engage students and staff and help them in achieving their goals. It provides information services, reference services, and reprographic services. The library is equipped with all modern facilities on par with international standards and provides a user-friendly atmosphere. Library supports the curriculum and research needs of all the departments by providing Books, Journals, Magazines, e-books, and online databases like INFLIBNET: N-List, DELNET, EBSCO and access to NDLI.

MOTTO

Your Reading Our Success

VISION

- ❖ To develop, organize, provide access to resources and preserve materials to meet the needs of present and future generations of users.
- ❖ To create opportunities for learning, to retrieve the hidden to explore new possibilities to innovate and to create.
- ❖ To explore and implement innovative technologies and services to deliver information and scholarly resources to users anytime/anyplace.
- ❖ To provide well-equipped and functional physical spaces where students can pursue independent learning and discover outside the classroom.

MISSION

- ❖ To advance research, create new ideas and perspectives
- ❖ To assist people gain information and knowledge, to enhance the teaching and research strategies
- ❖ Promote intellectual growth and creativity by developing resources and facilitating access to information.
- ❖ Provide congenial atmosphere for effective use of the resources.

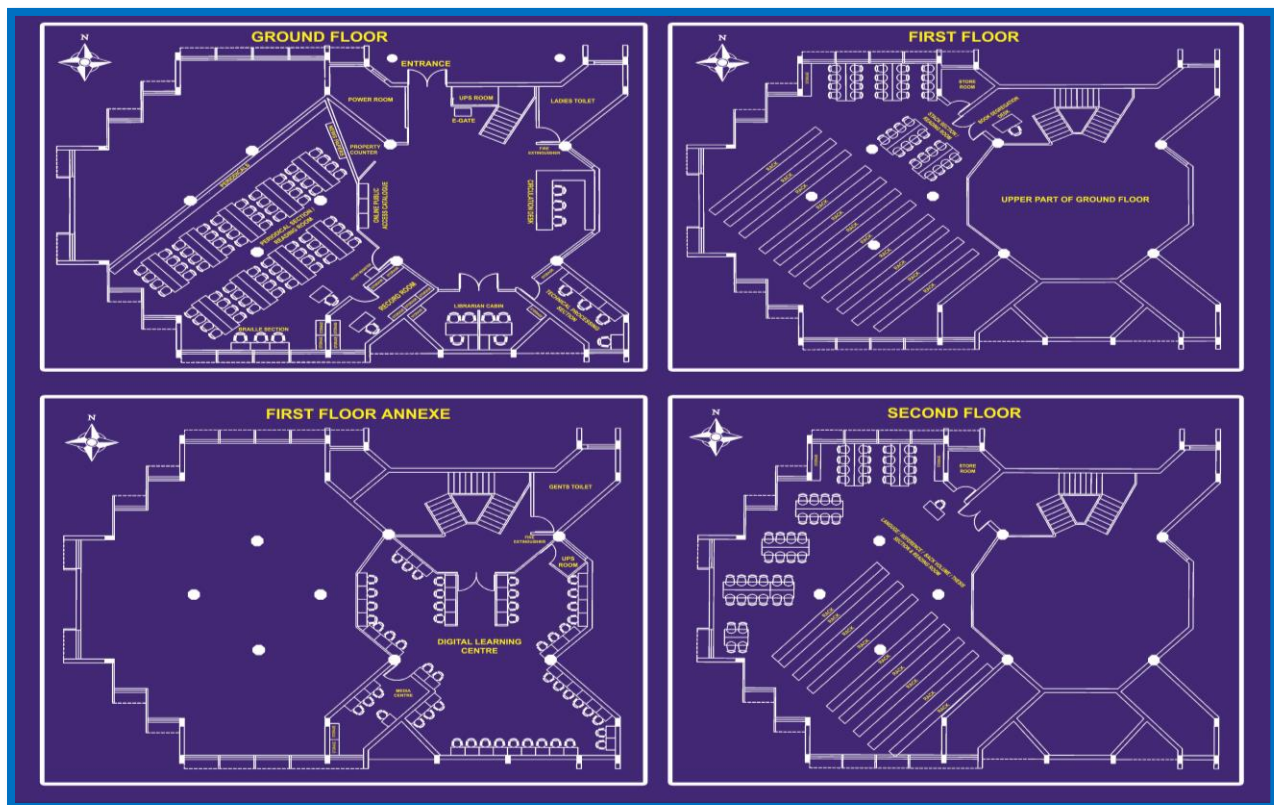
OBJECTIVES

- ❖ To build a repository of knowledge created in the past, present and hand over to the future generations
- ❖ To select, acquire, organize, maintain and enable access to the latest collection of printed and digital materials that will support the knowledge sharing and research initiatives of the institution.
- ❖ Providing personal assistance in accessing research articles and other reference materials by creating awareness of various resources in the library.
- ❖ Provide an environment conducive for optimum utilization of the library resources.
- ❖ Provide a suitable schedule of hours of service and professional assistance.

LIBRARY VALUES

- ❖ Accessibility
- ❖ Innovativeness
- ❖ Integrity
- ❖ Professionalism
- ❖ Sustainability

LIBRARY MAP



LIBRARY FLOOR PLAN

Ground Floor

- Power Room
- UPS Room
- E-Gate
- Property Counter
- OPAC
- Circulation Desk
- Periodical Section
- Reading Room
- Braille Section
- CDs / DVDs Collection
- Reprographic Service
- Record Room
- Librarian Cabin
- Technical Processing Section

First Floor

- Stack Section
- Reading Room
- Store Room

First Floor Annexe

- Digital Learning Centre
- Media Centre
- UPS Room

Second Floor

- Language Section
- Reference Section
- Competitive Exams Collection
- Back Volume Section
- DGVC Publications
- DGVC Faculty Publications
- Rare Books
- Dissertation /Thesis /Project Section
- Reading Room
- Store Room

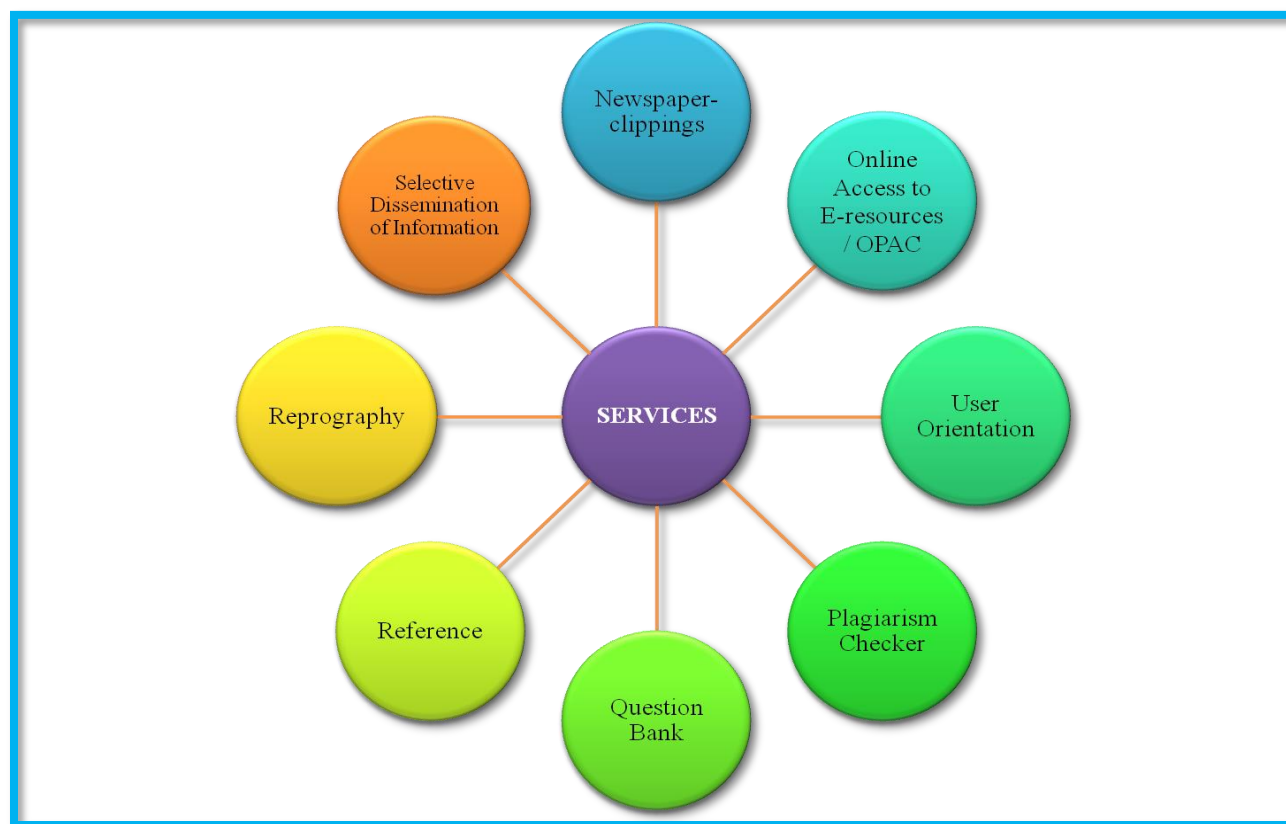
LIBRARY SECTIONS

Acquisition Section
Technical Processing Section
Circulation Section
Periodical Section
Braille Section
Stack Section
Reference Section
Language Section
Thesis Section
Back Volume Section
Digital Learning Centre
Media Centre

LIBRARY SERVICES



LIBRARY SERVICES



WORKING HOURS

College working days	08.00 a.m. to 07.00 p.m
Vacation and Examinations	10.00 a.m. to 05.00 p.m
Transaction hours	09.00 a.m. to 06.00 p.m
Digital Learning and Media Centre	10.00 a.m. to 06.00 p.m
Reference Section	09.00 a.m. to 06.00 p.m
Periodical Section	08.30 a.m. to 06.30 p.m

***Library will remain open on all days except Sundays and Government holidays**

LIBRARY RULES AND REGULATIONS

- Silence to be observed inside the library.
- Library will remain open on all days except Sundays and government holidays.
- Working hours of the Library
 - 08.00 a.m. to 07.00 p.m. [Without Break] during college working days.
 - 10.00 a.m. to 05.00 p.m. during Vacation and Examinations.
 - 09.00 a.m. to 06.00 p.m. Transaction hours.
 - 10.00 a.m. to 06.00 p.m. Digital Learning and Media Centre.
 - 09.00 a.m. to 06.00 p.m. Reference Section.
 - 08.30 a.m. to 06.30 p.m. Periodical Section.
- All personal belongings (bags, books, notebooks, etc.) should not be brought inside the library.
- Cut sheets for note taking will be provided by the library.
- Library premises is under CCTV surveillance.
- Issued books are not allowed inside the library.
- Use of mobile phones and audio devices strictly prohibited in the library.
- Staff and Students will not be permitted to enter the library without ID cards.
- Staff and Students should produce their ID card to borrow books.
- Staff and Students should scan their ID card at the E-Gate Entry Point both while entering / leaving the library.
- First Year UG/PG Students should register their names by producing the college ID card to enroll as members of the library.
- A minimum 3 books and a maximum 5 books will be issued to the teaching staff in a semester.
- Only 3 books will be issued to Non-teaching staff in a semester.
- Only 2 books will be issued to UG students for 15 days and one Renewal permitted for another 15 days. A fine of Re. 1/- per day will be charged if a book is kept beyond the due date.
- Only 3 books will be issued to PG students / M.Phil and Ph.D Scholars for 15 days and one Renewal permitted for another 15 days. A fine of Re. 1/- per day will be charged if the book is kept beyond the due date.
- Exchange of library books among staff/ students should be avoided.
- Loss of library book(s) / ID card should be immediately reported to the Librarian.
- Library books are to be used with utmost care and to be returned without any damage.

If the staff and student loses or damages the library book(s) he / she will have to replace the book(s) or pay triple the cost of the book(s).

- Journals, Magazines, Thesis, Project Reports, Reference Books, CD / DVD's and Newspapers are for reference purpose and cannot be borrowed.
- "No-dues certificate" will be issued at the time of leaving the institute only on return of all the books borrowed and payment of overdue charges, if any.
- The Librarian has the authority to call back any book for return, at any time even before the due date.
- Any kind of violation of / failure to comply with rules and /or indulgence in fraudulent activities will result in suspension of library privileges and/or withdrawal of membership.
- Library will not be held responsible for any kind of loss / damage of personal belongings.
- Donation of useful manuscripts, books are acceptable.

DIGITAL LEARNING CENTRE: RULES AND REGULATIONS

Do's

- ❖ Frequent the Digital Learning Centre to avail and make use of the immense database resources available for free unlimited downloads.
- ❖ Sign in the "Digital Learning Centre Gate Entry Register" kept for staff / students.
- ❖ Respect fellow users and handle all equipment in the Digital Learning Centre, with care.
- ❖ Do save your work after downloading files:
My Computer → Local Disk D
Or send the files to your e-mail ID.
- ❖ Shutdown the computers while leaving.

Don'ts

- ❖ Do not talk unnecessarily with other students
- ❖ Do not touch, attempt to repair, open, tamper or interface with computers, cabling, air-conditioners or other equipment in the Digital Learning Centre
- ❖ Do not change the setting arrangements or install/ uninstall any programs without permission.
- ❖ Do not log on to social networks /websites
- ❖ Do not indulge in any kind of deviant behaviour in the Digital Learning Centre
- ❖ Do not use Pen drives and other external drivers inside the centre

LIBRARY STACK AREA LAYOUT

First Floor

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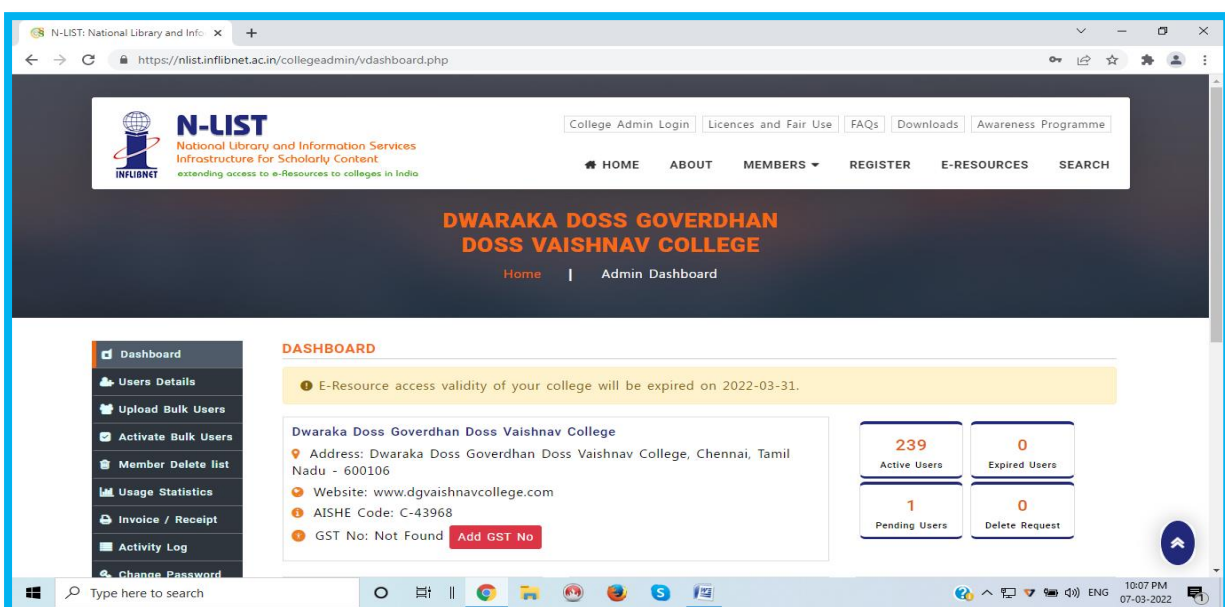
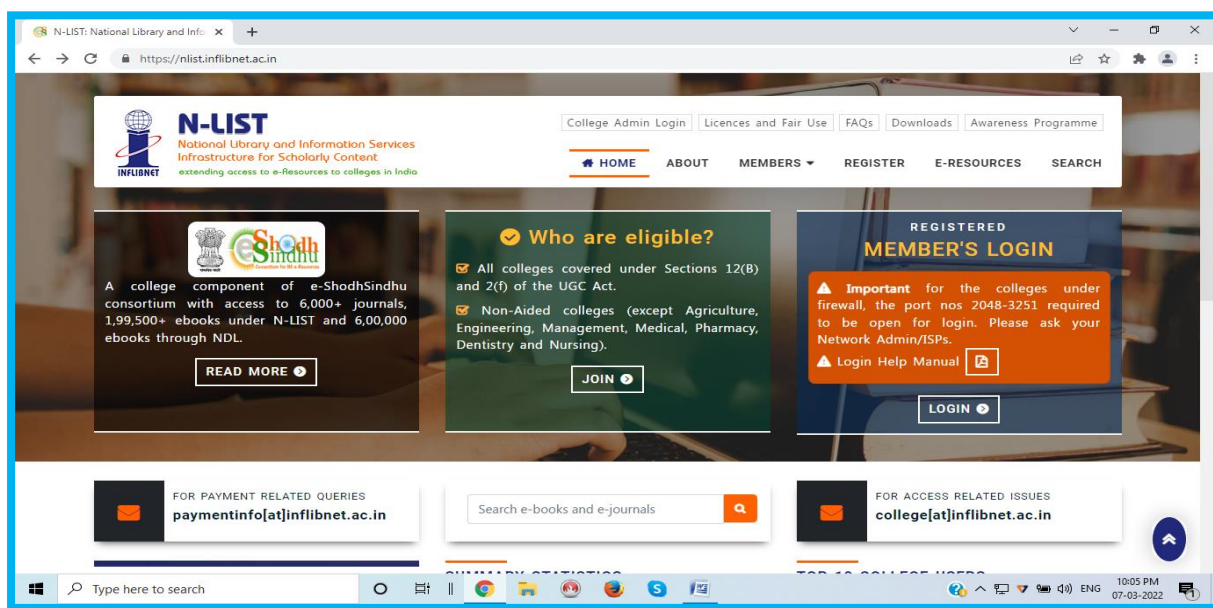
Second Floor

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SUBSCRIBED DATABASES



<https://nlist.inflibnet.ac.in/index.php>





<http://search.ebscohost.com/>

A screenshot of the EBSCOhost search interface. The browser window shows the URL <https://web.ebscohost.com/ehost/search/basic?vid=0&sid=cf1e33d2-f98f-4dc3-9bef-b8f3dec003a0%40redis>. The page has a blue header with navigation links: New Search, Thesaurus, Publications, Images, Company Profiles, More, Sign In, Folder, Preferences, Languages, Help, and Exit. The main content area features the EBSCOhost logo, a search bar with the text "Searching: Business Source Elite, Show all | Choose Databases", and a green "Search" button. Below the search bar are links for Search Options, Basic Search, Advanced Search, and Search History. At the bottom, there are links for EBSCO Connect, Privacy Policy, A/B Testing, Terms of Use, Copyright, and Cookie Policy, along with a copyright notice: © 2022 EBSCO Industries, Inc. All rights reserved. The Windows taskbar at the bottom shows the time as 10:10 PM on 07-03-2022.



<http://delnet.in/>

Browser tabs: N-LIST: National Library and Info, Library - Home, EBSCO - Home, DELNET - Home

Address bar: Not secure | <http://delnet.in>

Banner text: d and privileged to inform you that DELNET has been awarded the prestigious 'IIPA Award for Excellence in Public Services', announced in the

DELNET Developing Library Network

Links: DELNET Brochure, Silver Jubilee Documentary, NACLIN, Newsletter

Navigation menu: About Us, Membership, Services, Resources, Publications, Software Support, Programmes, Member Testimonials, Contact Us

25 Years of Commitment 1992-2017 Networking Libraries, Spreading Knowledge

Access the Major Digital Library Resources in South Asia

New Discovery Portal, DELDReSS Portal for Schools

Latest Updates

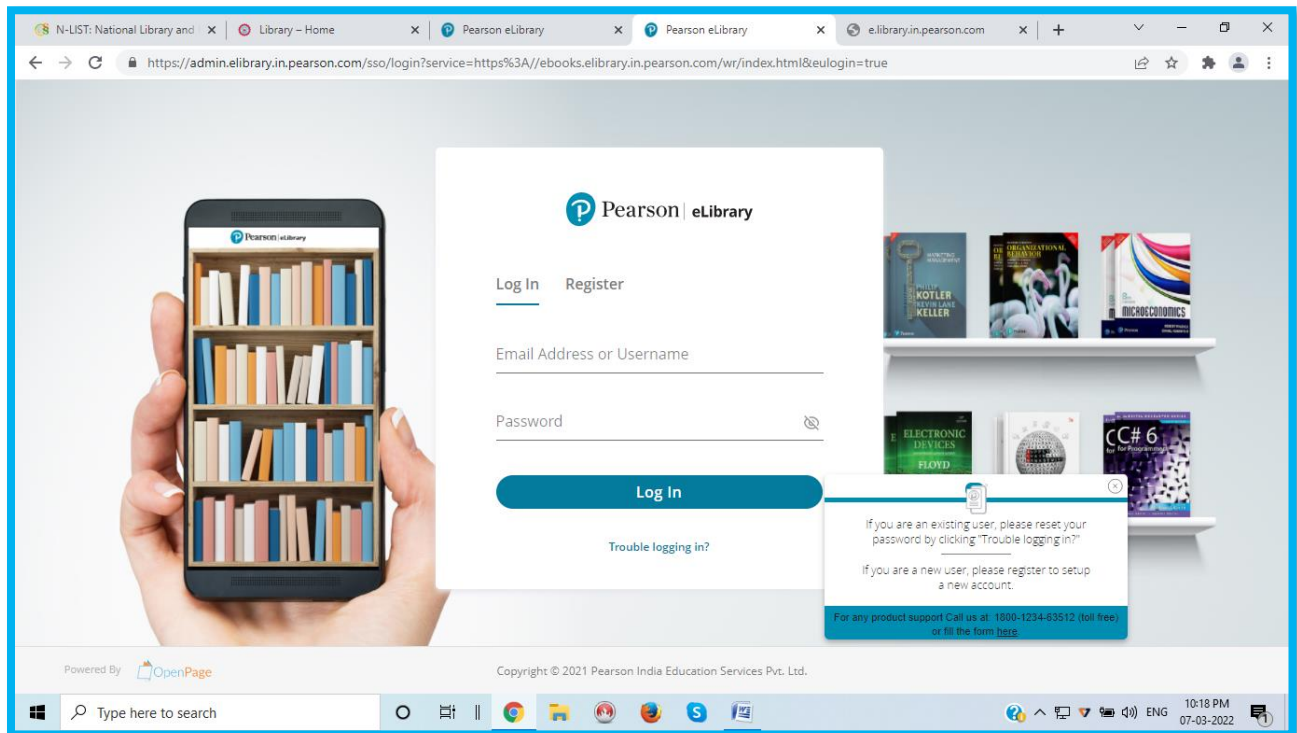
NACLIN 23rd National Convention on Knowledge, Library and Information Networking -

Welcome to DELNET

Windows taskbar: Type here to search, 10:13 PM 07-03-2022



<https://elibrary.in.pearson.com/>



Integrated Library Management Systems (ILMS):

ILMS Software : AutoLib
Year of Automation : 2005
Year of Updation : 2008 /2017
Version : 6.5



Plagiarism Detection Software (PDS): URKUND (Ouriginal)



DDGDVC LIB NDLI CLUB

Registration Number: INTNNC5VRTEJKKP

Club Patron:

Dr.S.Santhosh Baboo, Principal

Club President:

Dr.P.Suresh, Assistant Professor,

Department of English.

Club Secretary:

Dr.M.Mani, Librarian.

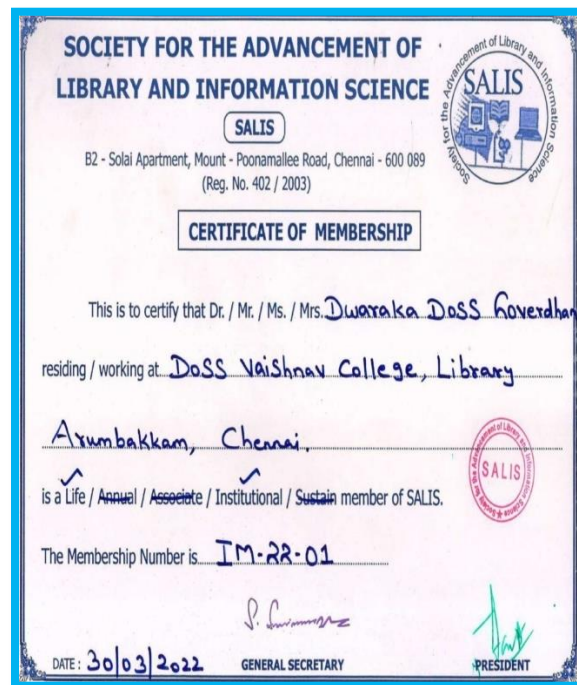
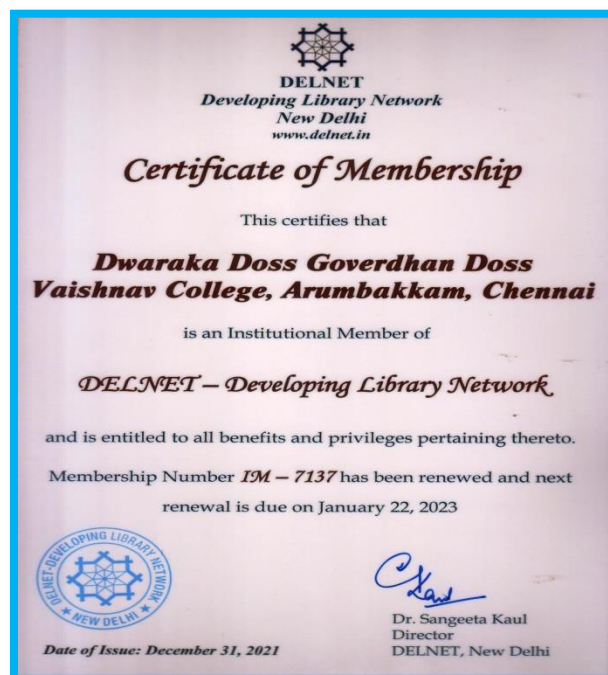
Executive Members:

Ms.J. Sangeetha, Assistant Librarian.

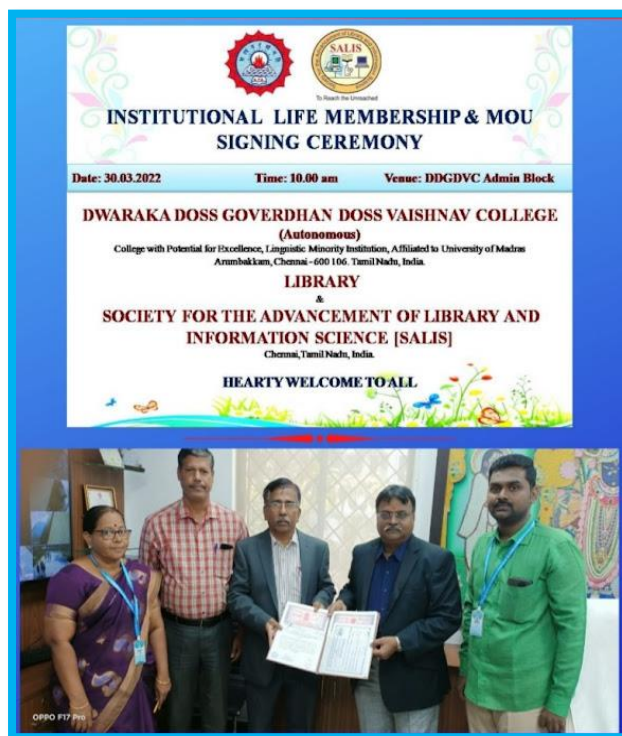
Ms.K. Kaushika, Research Scholar,

PG and Research Department of Computer Science

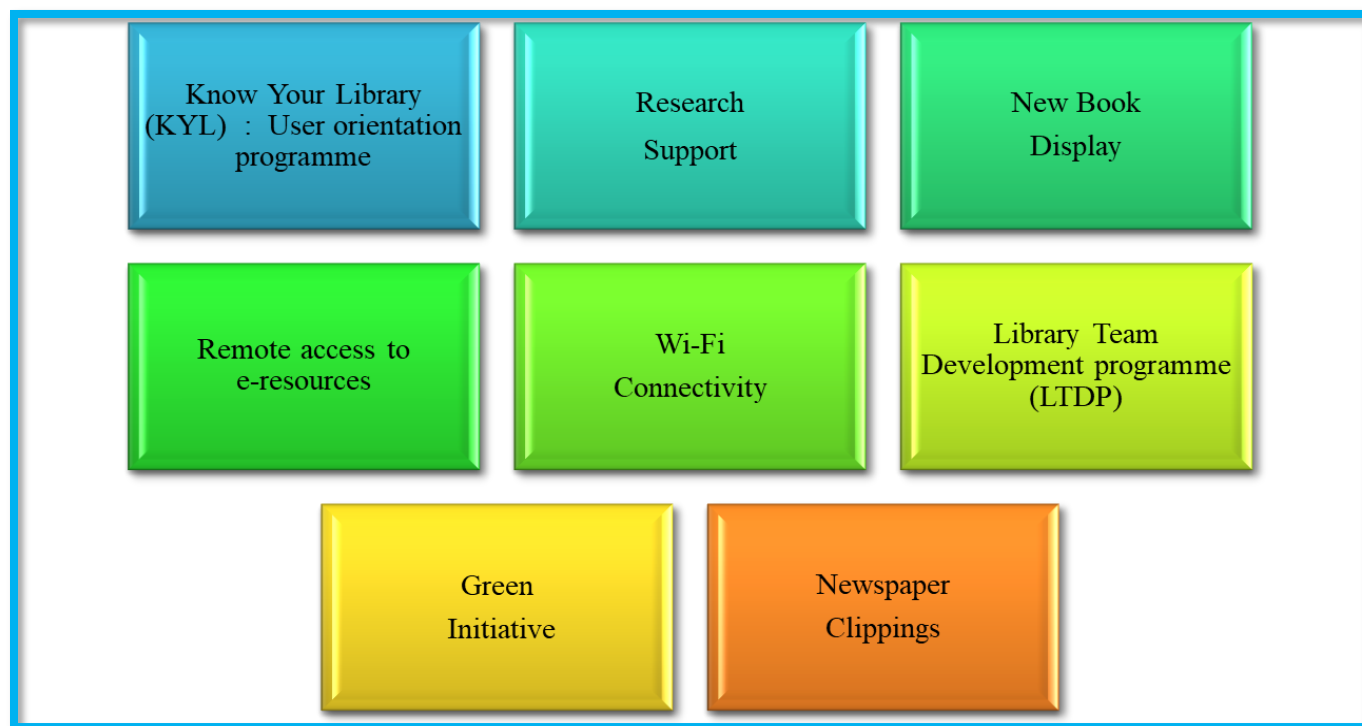
INSTITUTIONAL MEMBERSHIP & MOU



MOU

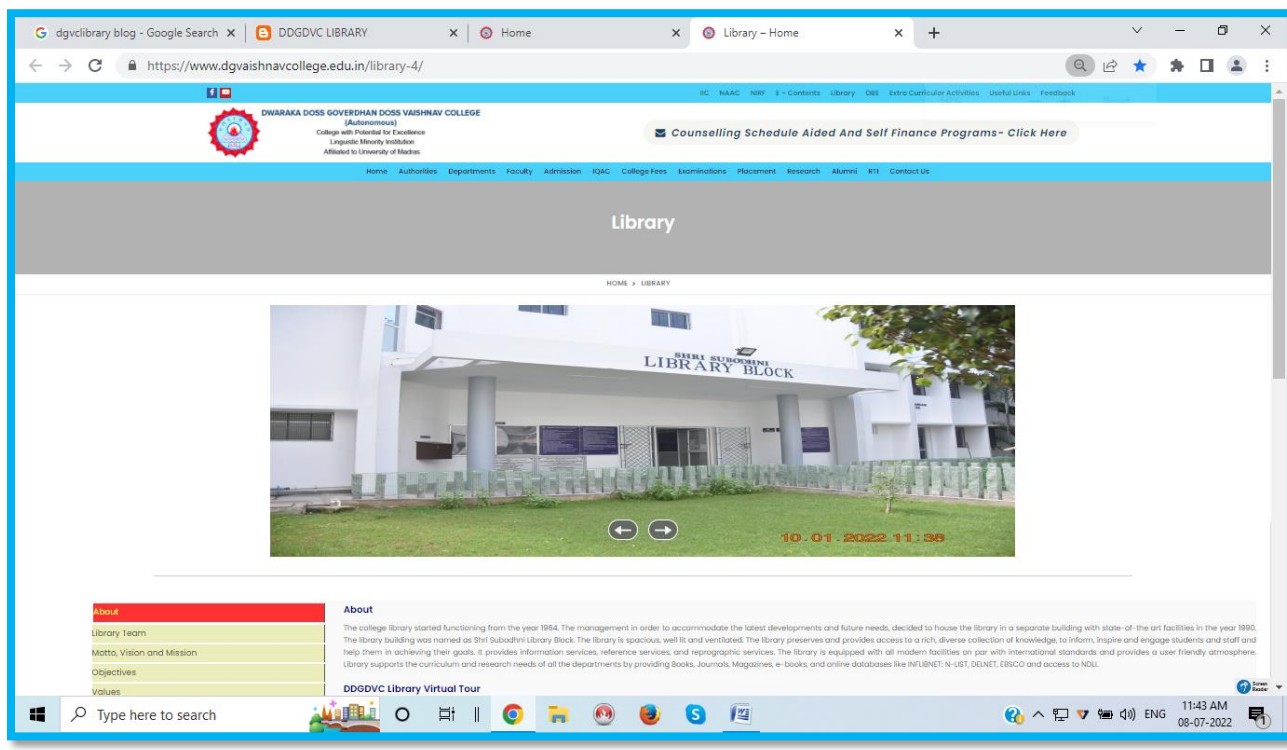


BEST PRACTICES



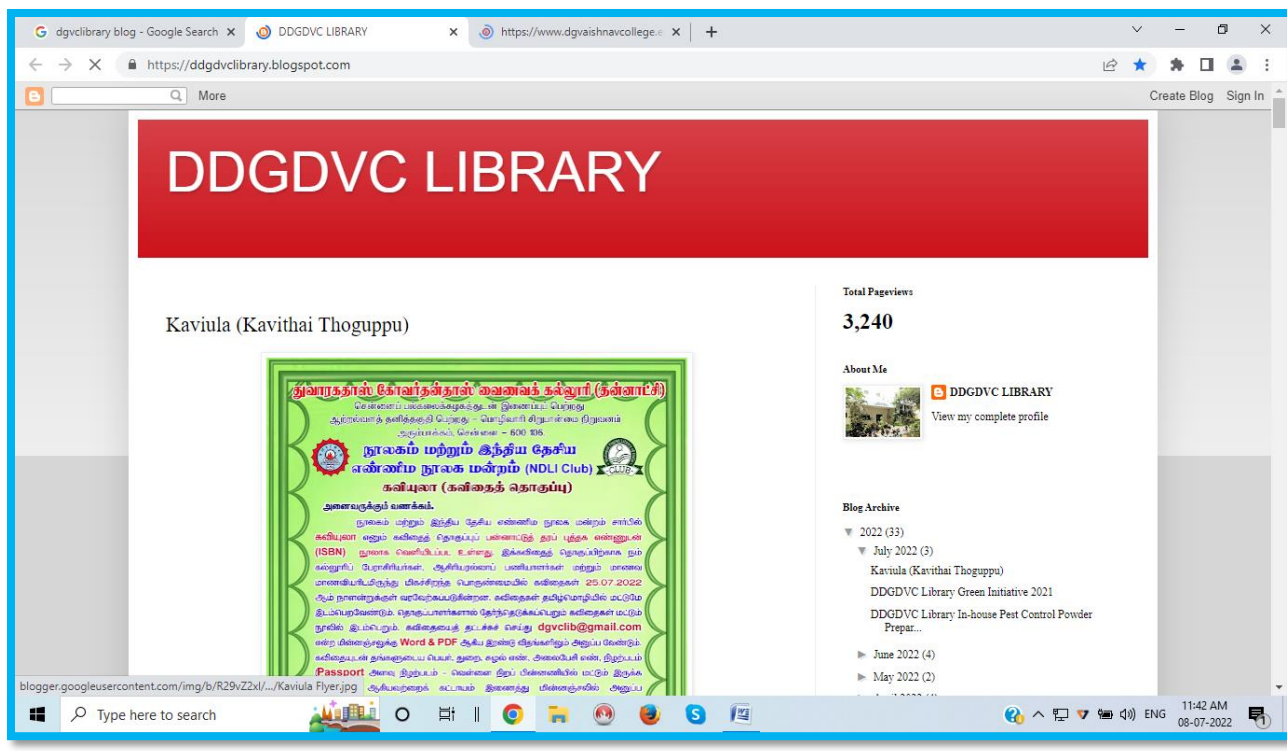
COLLEGE WEBSITE: LIBRARY WEBPAGE MENU

<https://www.dgvaishnavcollege.edu.in/library-4/>



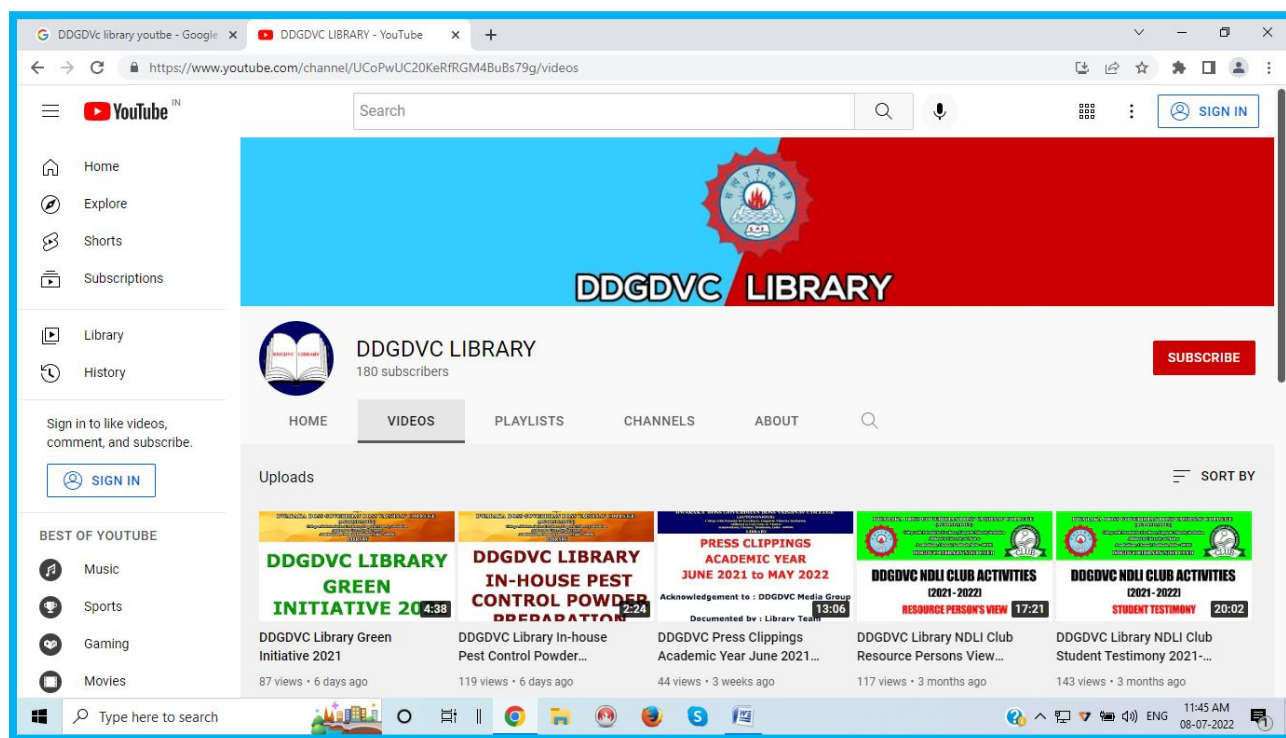
LIBRARY BLOG

<https://ddgdvclibrary.blogspot.com/>



LIBRARY YOUTUBE CHANNEL

DDGDVC LIBRARY



library@dgvaishnavcollege.edu.in







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(AUTONOMOUS)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras, Arumbakkam, Chennai – 600106, Tamil Nadu, India.



DDGDC Library

SHRI SUBODHINI
LIBRARY BLOCK

MY COLLEGE MY PRIDE