

DATA ACQUISITION.

COLLEGE OF DENTAL SCIENCES, DAVANGERE.

LIBRARY & INFORMATION CENTRE

Acquisition of Books: The following procedure is followed for acquisition of books such as

Book Exhibition: Every year we conduct book exhibition, some of the reputed Vendor and Publishers such as **The Standard Book Company, M/s. Seekay Publishers & Distributors., M/s. Jaypee Brothers (P) Ltd., and Ahuja Book Company (P) Ltd., Bangalore.,** etc., to inform to bring updated, latest, newly published text books and reference books. Usually individual Vendor and Publishers bring approximately 150-300 latest basic and departmental books. All the available books are displayed according to subject wise. All the departmental HOD'S and Faculty members visit the exhibition Centre and view the content of the Book, Figures, Photograph etc., and finally recommend the Books,


Approval Basis: We have received some of the latest, updated text book from Vendor and Publishers through which our Department HOD's, Faculty members select books on basis of content of the books.

Received indent form the Department: In this method we receive book list from dept., HOD's we thoroughly check existing stock, if any required book not available then only we order. Before ordering we conducting HOD's meeting in presence Principal, Library Advisory Committee members etc., then only we select updated, latest, useful textbooks and reference books. After selection we order the selected books.

Acquisition of Journals: (Current Journals)

Every year we write a letter to Head of the Institution, regarding renewal of Journals or addition of new Journals for the academic year on the basis of opinion of the Head of the Institution. The Head of the Institution sends circular to all the department HOD's regarding renewals of Journals and addition of new Journals. After receiving the letter from the department HOD's, our Head of the Institution conducts meeting for all department HOD's, Library Advisory Committee members. After discussion with the Committee members to finalize selected Journals list then only call for the quotation from reputed Vendor or Publishers. After received the quotation we thoroughly check the quotation and finally select the Journal title. After all the procedure is completed our Institutional head requests our Institutional Secretary for sanction of amount for renewal Journals. After all the sectional procedure completed our Institutional head orders the Journal.


Director
College of Dental Sciences
Davangere.


LIBRARIAN
College of Dental Sciences
DAVANGERE