

COLLEGE OF DENTAL SCIENCES, DAVANGERE.
LIBRARY & INFORMATION CENTRE

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

1. **Book Exhibition:** Every year we conduct book exhibition, Some of the reputed Vendor and Publishers call for exhibit of latest, newly published text books, reference books, etc.,
2. **Approval Basis:** We receive 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.
3. **Receive indent from the Department:** In this method we receive book list from dept., HOD's thoroughly check existing stock, if any required book is not available then we order. Before ordering We conduct HOD's meeting in presence of 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 renewal 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 is made. After receiving 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 of Journals. After all the sanctional procedure completed our Institutional head orders the Journal.


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