



CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD DENTAL COLLEGE

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences,
Karnataka & Recognised by Dental Council of India, New Delhi)

Bommanahalli, Hosur Road, Bangalore – 560 068.

Ph: 080-61754680 Fax : 080 – 61754693E-mail:deandirectortodc@gmail.com


Website: www.theoxford.edu

THE OXFORD DENTAL COLLEGE & HOSPITAL
Bommanahalli, Hosur Road, Bangalore-68
Library & and Information centre

In-person and remote access usage of library and the learner sessions/library usage
programmes organized for the teachers and students (data for the preceding
academic year)

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In-person and remote access usage of library and the learner sessions / library usage programmes organised for the teachers and students

1. Library is an integral part of the College which offers quiet place to study as well as easy access to innumerable e-resources. Students and faculty utilise library services to research their topics for papers, thesis, books, journals, etc. College library provides authentic, up to date and revised data. They can utilize other resources such as scholarly articles from science, history, legal or other professional journals, newspaper archives, open-access journals, Dental research, globally-collected post-graduate theses and dissertations, journal indexing and abstracts, government publications, electronic books etc available free from the library. They are given access to library through user friendly LMS system to go through e-resources at any point of time.

HELINET Consortium:

RGUHS conceived and established HELINET with a vision to improve the quality of education and research in the colleges affiliated to it by providing enhanced access to high quality dental literature. It has designed and developed scholarly international e-journals, e-books and databases and a resource sharing model to meet the needs of academic and research community of health science disciplines in Karnataka. All students and staff can access e-Journals and e-books through the web link of Digital Library of RGUHS subscribed through College.

Library hosts all the previously held university external examination question papers and current syllabus on the library portal with the help of **“todcl.blogspot.com** so that the Students access them from anywhere and download.

Library orientation programme (students and teachers):

Orientation classes are conducted in the beginning of the academic session, to students and newly joined faculty to enable them to access on-line learning material, e-learning resources like e-journals, e-books, reference service, stack room, journal section, back volume and research materials.



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As per BDS & MDS curriculum, the institution organises orientation programme for the 1st BDS students immediately after one month after their joining including library orientation. Every year one student each from BDS and MDS are awarded “Library user award” , which started from 2016-17.

Book Exhibition:

Book exhibitions of Medical and Dental books of various publishers from different parts of India are held every year. Book exhibitions held during last two years are 21.04.2022 and 16.10.2023.

The central library has in-person access to the following library services:

- References
- Reprography/Scanning
- Information deployment and notification
- Internet access
- OPAC
- Downloads
- Printouts
- e-resources
- User orientation and awareness
- Assistance in searching databases

College Library is instrumental in commendable growth in utilization and progress in the e-awareness of students which help them with enrichment of scientific knowledge.



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2. Screenshot of LMS for Remote Access –Login Page

Login | Register | RemotLog | Ra | x | J:Gate = Home | x | +

← → ↻ https://rguhs.remotlog.com/login#login

Home Resources About Us User Manual Contact Us Login Signup

🔒 Login to access resources

RemotLog

USERNAME:

PASSWORD:

REMOTLOG LOGIN

Report Issue

27°C Mostly sunny | Search | ENG IN | 11:41 06-10-2023



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3. Screenshot of LMS for Remote Access –Logged in Page

The screenshot displays a web browser window with the URL <https://rguhs.remotlog.com/resources>. The page features a navigation menu with links for Home, Resources, About Us, User Manual, and Contact Us. A user is logged in as 'Mr. RGUHS Library'. The main content area is titled 'Digital E-Resources For You' and contains four interactive cards: 'E-Journals', 'E-Books', 'E-MultiMedia', and 'Question Banks'. Each card includes an icon, a title, and an 'Open' button. The browser's taskbar at the bottom shows the system tray with a temperature of 27°C, a search bar, and various application icons.



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2022-23

4. Report on Book Show Conducted

Book Exhibition held at TODC

Report on Book Exhibition held at The Oxford Dental College Library organized Book Exhibition on 16st of Oct 2023, in order to educate students and faculties towards new books based upon recent trends & Technology. The Book Exhibition provided a platform for students as well as faculties to directly interact with different publishers. Nearly 600 students of I year to final year (all branches of Dental) witnessed book exhibition with great enthusiasm and interest. Mr. Suprabha.S, Chief Librarian, TODCL welcomed all the publishers along with his team. There were 10 publishers who displayed their books on various areas such as Health Science, General books, and others. Some of the prominent publishers such as Mac Graw Hill, WILEY, Oxford University Press, CBS, AHUJA, JAYPEE Brothers, SVA Publishers etc. interacted with students and faculties with a great zeal.

Photograph of Book Exhibition in TODC





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5. Report on Orientation of Library to students and faculty.

In the library orientation programme various components should be included. The first component is vision, mission, goal and role of the library. The other components are physical layout, hours, rules and regulations, collection, facilities, services, activities and suggestions. Library physical layout includes reading room, reference section, stack room, periodical section, circulation counter etc.

1. Library Resources: Users must provide adequate information on library collection. Various types of library collection. The Oxford Dental College Library is having huge collections of resources.

- BOOKS: More than 6747 reference and text books
- The subscriptions of 62 National and International printed journals
- 6 Newspapers
- Online access of more than 26 Journals and Digital Library consortium of HELINET

2. Library Rules and Regulations

- Identity card is must while visiting and using the library.
- Reservation of borrowed books by others may be made in a Register available in the library.
- Readers shall not write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the library.
- Any reader observing a defect, or damage to any book or manuscript shall point out the same to the Library Staff immediately.
- Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
- Books borrowed on a particular day will not be accepted for return on the same day.
- Books taken for reference from the stack area need to be kept on the table and not to be merged on the shelves.
- Personal belongings should be kept outside the Library/in Property Counter at owners' risk
- No Valuable items viz., Money, Pass Books, Mobiles; should be kept in your bag while keeping them in Property Counter
- Personal Books/ Checked Out Books are not allowed for consultation/reference in the library
- Mobile Should be Switched Off or kept on Silent Mode inside library. Mobile Use is restricted in Reading Areas.

3. Library Collection: e.g. printed books, printed journal, digital books, online books and journals, manuscripts, audio visual resources are available in the library, would be include in the orientation programme.



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4. Sections of Library: A large library build up with its various sections i.e. technical section, reference section, periodical section, reading room section, circulation section, digital section etc. New users of the library should be familiar with these sections of the library in orientation programme.

5. Facilities: All types of libraries provide facilities to their users. Facilities like lending of library resources, reading room facilities, access to digital and online resources should explain in the orientation programme.

6.Services: Library offers different services e.g. Reference service, information service, current awareness service, newspaper clipping service, reprographic service, translation service to its members. All the services offered by the library includes in the orientation programme.

7. Online Public Access Catalogue(OPAC):

Search for books in the following order

Subject-wise

Title-wise

Author-wise

- Go to the stack area and select your required books
-Books are arranged Subject-wise
- After selection of books you may get books issued from the Circulation Counter

8.Accessing of Online Recourse: To access the HELINET e-Journals and e-books through RGUHS, provided weblink that is <https://rguhs.remotlog.com/>

_Students and staff can access the e-resources through the link.

9. Library Staff: Introducing the library staff is one of the important parts of the library orientation. Different categories library staff and their assigned duties should be explained in the orientation programme. If the users face any difficulties at the time of using the library, they may contact the responsible person of the library.

10. Use of Catalogue: In the library orientation programme users must be guided about the use of library catalogue. Cataloguing format, arrangement rules, search technique must be explained.



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10. Use of Catalogue: In the library orientation programme users must be guided about the use of library catalogue. Cataloguing format, arrangement rules, search technique must be explained.

11. Uses of Reference Books: Generally, students do not know how to find a word from a dictionary or how to find an answer of a specific question from a reference books e.g. encyclopaedia, directory, yearbook. In library orientation programme users must be guided about the use of reference books.

12. Suggestions: Suggestions of the users for the new book, betterment of library services is also supposed to discuss in the orientation programme.

13. Issuance and Submission of Books: The newly admitted students do not know how to issue and submit the books in the library. In the orientation programme users are guided to fill the requisition slips, procedure of borrowing and returning the books.

14. Reservation of Books: Sometimes library provides book reservation facility to its users. So, the librarians are asked to explain the procedure of book reservation system before its users in the orientation programme.

15. Familiarizations with Different Parts of Book: Students are supposed to know the different parts of a book. These help them to proper use of book. In orientation programme, the librarian should explain the different part of the book.

The orientation serves as an excellent means of promoting good library relations and publicity. Through it there is an opportunity to "sell" the library to the students, to promote the services that it offers, and to create the friendly atmosphere that the library users want. If the students feel free to use the library and they are able to locate most of the materials they need, the library orientation will be succeeded.


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