

# Central Library – Learning Resource Centre (LRC)

## Pacific Medical University

The **Central Library** at Pacific Medical University, located on the **5th floor** of the Medical College building, spans **2,500 sq. meters** and serves as a vibrant **Learning Resource Centre (KRC)** for students, faculty, and researchers.

Designed to support academic excellence, the library offers a well-organized, comfortable, and resource-rich environment.

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### ➤ Key Facilities

- **Indoor Reading Area** (open during regular library hours)
- **Personal Reading Room (PRR)** – Open **24/7** for uninterrupted self-study
- **Postgraduate Reading Section**
- **Resident & Staff Reading Areas**
- **Newspapers & Magazines Corner**
- **Audio-Visual Section**
- **Computer Lab**

- **Total Seating Capacity:** 615
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### ➤ Collection & Resources

- **15,000+ books** across all disciplines: Medicine, Dentistry, Nursing, Pharmacy, Physiotherapy, Occupational Therapy, and Allied Health Sciences.
  - **90+ National & International print/online journals**
  - **5,000+ e-journals** accessible via:
    - **PubMed Central**
    - **DELNET**
    - **GFMER**
    - **DOAJ**
    - **Sage Health & Medicine Custom Collection**
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### ➤ **Digital Access & Automation**

The library is fully automated using **SOUL 3.0**, a cutting-edge Library Management Software developed by **INFLIBNET, Gandhinagar**.

Core operations such as acquisition, cataloguing, circulation, and serials control are seamlessly integrated.

- **Access library content anytime, anywhere** via **Web-OPAC**, available 24/7.
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### ➤ **Safety & Environment**

- **Fully air-conditioned environment**
- **CCTV surveillance** for security
- **Fire alarms & extinguishers** for safety compliance

The Central Library ensures a safe, comfortable, and enriching learning space for the university community.



# **Central Library Pacific Medical University**

## **Rules & Regulations for Library Users**

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### **1. Library Timings**

- **General Library Hours:** 09:00 AM to 09:00 PM
  - **Loan Counter Hours:** 09:00 AM to 04:00 PM
  - **Open All Days:** Except on National Holidays
  - **Exceptional Closures:** The library may open or close under special circumstances with or without prior notice
  - **Outdoor Reading Room:** Open 24/7
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### **2. Membership Eligibility & Terms**

#### **Eligible Users:**

- Students
- Teaching Faculty
- Administrative and Hospital Staff

#### **Enrollment Process:**

- Membership requires submission of a completed enrollment form
- Students must obtain approval from their Head of Department (HOD)
- Staff must receive approval from the Principal

#### **Important Notes:**

- Members are required to clear all outstanding dues at the end of each academic session
- No new materials will be issued until previous accounts are settled

#### **Loan Privileges:**

<b>User Category</b>	<b>Number of Books</b>	<b>Loan Period</b>
Teaching Faculty	2	15 Days
Non-Teaching Staff	1	15 Days
Students	1	24 Hours Only

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### 3. Loss or Misuse of Library Cards

- Loss of reader's ticket or ID must be reported immediately to the Librarian
  - Members are fully responsible for any misuse or loss until it is officially reported
  - Lost card will be reissued after the depositing of Rs. 50/- fine
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### 4. Conditions for Borrowing

- Books must be borrowed in person
  - Members must check the condition of books before borrowing
  - Any damage discovered upon return will be the borrower's responsibility
  - Reference books, rare books, periodicals, and CDs are not issued for loan
  - Borrowing privileges are suspended if any dues or penalties are pending
  - **Late Fee for Students:** Rs. 10/- per book per day beyond the 24-hour loan period
  - **No medical certificates will be accepted** as justification for overdue fines
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### 5. Identity Card Policy

- A library ID card will be issued upon membership
  - The ID card must be presented for all transactions
  - Cards are non-transferable and must be used only by the registered member
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### 6. General Guidelines for Library Use

- Non-members must obtain prior permission to enter the library
- Members must present their ID card upon request
- Personal belongings such as umbrellas, personal books, and bags must be left at the designated property counter
- The library is not responsible for the safety of personal belongings
- **Mobile phone usage is strictly prohibited** within the library premises
- Library staff are authorized to inspect any items being brought into or taken out of the library
- Materials must be issued properly before being taken out
- Personal books are not allowed for use inside the library
- Students are expected to attend classes regularly and not use library time to skip lectures
- **Prohibited Conduct:** Talking, smoking, chewing tobacco, spitting, eating, sleeping, or any activity that disturbs others
- Damaging, writing in, or defacing library materials is strictly prohibited
- Lost or damaged books must be replaced with the same edition or compensated at double the book's cost

- Reading Room access is restricted to bonafide students and staff of Pacific Medical College & Hospital
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## **7. Library Clearance Requirement**

- A **library clearance certificate** is mandatory for appearing in university examinations or when terminating association with the college
  - Clearance is issued upon return of all borrowed materials, submission of library cards/tickets, and settlement of dues
  - Students who fail to obtain clearance may be denied examination access or have their results withheld
  - Faculty and staff must submit a library No Objection Certificate (NOC) prior to final clearance during resignation or retirement
  - All members are subject to changes in library rules as determined by the Library Committee. Any amendments shall be effective from the date of official notification
- For any queries please contact library staff or Librarian
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