

## **Functions of Acquisition Section of Dhanvantri Library**

- Every financial year a Committee is constituted by the competent authority.
- These committee decided the Terms and conditions for the purchase of books for all teaching departments /Offsite campus of University of Jammu.
- These terms & conditions convey to the concerned departments & upload University site by this section.
- Process of selection of the books for Dhanvantri library as per demand of faculty members, Scholar, and library users.
- Receiving & proper verification of books purchased from departmental libraries and excu of Terms & conditions for a particular financial year.
- In order to complete the manual accessing of received books is carried out in the section ,the complete bibliographic details of books is entered in the accessing register and allocate each book a unique accession number.
- Books are entered in Libsys 10 software Accession & cataloguing module.
- After that books transferred to Technical section.
- Price verification of missing bowered books.
- Weeded books from departmental libraries and Dhanvantri Library remove from Accession register record.
- After completion of all formalities books transferred to concerned departments with detailed performa.
- Training programme was conducted for all the library professionals of the University of Jammu on Accessing and Cataloguing module of LIBSYS 10 software the departments
- Internship training program are also perpetuated in the section for the students of BLIS and MLIS of University of Jammu and IGNOU.
- Book Exhibitions organize from time to time by this section.