



Dhanvantri Library, University of Jammu, Jammu

Working Manual Of Jammu & Kashmir Section of Dhanvantri Library

Jammu & Kashmir Section is located on first floor inside the Stack Area-1 on first floor of Dhanvantri Library. The holdings of the section include the reading material published exclusively on Jammu and Kashmir State. The books and other material of the section pertain to:-

- History of Jammu & Kashmir
- Politics of Jammu & Kashmir
- Jammu & Kashmir Law
- Jammu & Kashmir Painting
- Biographies of eminent persons belong to J&K.



1.Close Access System

As there is **Closed Access System**, all the collection is arranged in closed Almirahs and this section is meant for reference purpose only.

2.Shelf Arrangement

All the books and other reading materials are arranged on the shelves in classified order by using Dewey Decimal Classification Scheme.

3. Facility to Outsider Users

Students, Research Scholars, Faculty as well outsider users are being helped to retrieve their required material .

4.Bibliographic Service

Bibliographies of whole collection of Jammu & Kashmir are available in the Section for users. i.e

- Bibliography by Call numbers
- Bibliography by Titles
- Bibliography by Authors
- Bibliography of Books on Painting, Art. Craft, Heritage and Architecture has also been compiled and made available in the Section for students, research scholars and faculty.

5.Issue and Return

In this section books are issued to users for reference and xerox only.

6.Completion Work

Completion work of received books is being done properly in term of writing **Call Number** on spine label to facilitate the retrieval of document.

7. Sitting Arrangement

There is an adequate sitting arrangement in the section for consultation of books.

8. Feedback

Feedback register is also available with the purpose to improve the services of said section.

9. Rare Books Collection

There is separate corner to display **Rare Books** of this section

Display Racks

Some Important books are exhibited on Display Racks to attract users and create initial interest



Activities performed in the J&K Section

- The reading material has been organised in the Almirahs in Classified Order following the Dewey Decimal Scheme of classification.
- Bibliographies are made available in the Section for students, research scholars and faculty.
- Users (Students, Research Scholars and Faculty) visiting the section are assisted in retrieval of their required material by using OPAC.
- Books are with close access system and issued to users for reference and xerox only.
- Updation of record of collection.
- Feedback register is also available with the purpose to improve the services of said section.