



UNIVERSITY OF JAMMU

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(under University Category) 23 rank (State Public University)*

Dhanvantri Library

Stack 2 Manual



University of Jammu, Jammu
Dhanvantri Library

Stack 2 Manual

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1. Overview

The **stack area** in a library is where books and other materials are stored and organized for efficient access by patrons and staff. Proper management of this area ensures that items are easily retrievable, well-maintained, and optimally utilized.

Stack -2 is located on the third floor of Dhanvantri Library; University of Jammu has a collection of about 20,882 books pertaining to following disciplines and class numbers.

- Law (340-349)
- Management (650-699)
- Languages (400-499)
- Literature (800-899)





2. Some services of the stack area in a library context, focusing on the physical organization and management of books and resources:

- 1) **Book Arrangement on Shelves:**
 - **Efficient Shelving:** Organizing books systematically (e.g., by call number) to ensure easy access and retrieval.

- 2) **Classification System Implementation:**
 - **DDC Scheme Arrangement:** Arranging books according to the Dewey Decimal Classification (DDC) systems to facilitate efficient browsing.

- 3) **Cataloging and Tagging:**
 - **Smart Software Integration:** Using tagging systems or RFID to streamline the tracking and management of books, making check-in and check-out processes smoother.

- 4) **Inventory Management:**
 - **Stock Checking:** Regularly checking the availability of books on the shelves to ensure they are properly stocked and accounted for.

- 5) **User-Friendly Navigation:**
 - **Signage and Labels:** Clear labeling of sections and shelves to help patrons easily find the materials they need.
- 6) **Accessibility:**
 - **Open Access:** May open to allow easy navigation for both patrons and staff to browse freely to access materials.

- 7) **Dynamic Collection:**
 - **Regular Updates:** The collection is updated with new arrivals and outdated materials are removed.

- 8) **High Demand:**
 - **Frequent Use:** The stack area often experiences high circulation, especially during peak academic periods (e.g., exam weeks).

- 9) **Maintenance:**
 - **Condition Monitoring:** Regular inspections for wear and damage, ensuring materials remain in good condition.

10) **User Engagement:**

- **Staff Assistance:** Library staff is available to help patrons locate materials and provide guidance on using resources.

11) **Event and Program Scheduling:**

- **Organizing Book Readings, Exhibitions or Workshops:** Utilizing the stack area to host events that promote literacy and community engagement.

12) **Online Catalog Access:**

- **Digital Cataloging:** Providing an online catalog that allows users to search for books by title, author, or subject, integrating with the physical stack.

13) **Space Optimization:**

- **Dynamic Stacking:** Arranging shelves to maximize space and facilitate easier access to all resources.

14) **Safety and Compliance:**

- **Fire Safety Regulations:** Ensure compliance with fire codes and safety regulations.
- **Security Measures:** Implementation of systems to prevent theft through RFID technology and ensure the safety of collection.

15) **Requisition forms:**

- Book requisition forms made available in section for Students, Research Scholars and Faculty who can recommend a book of their choice.

16) **Reading Nooks:**

- Sufficient reading tables and comfortable chairs are provided to for consultation of books

17) **Weeding**

- **Description:** Remove outdated or less-used materials from the stack are in process.

18) **QR code facility**

- To provide a QR code facility for scanning the OPAC and accessing information about book locations in the library. This method will make it easier for patrons to access the OPAC using their mobile devices and encourage them to use the QR code for easy access to the catalog.

These services enhance the library experience by improving organization, accessibility, and user engagement.

It also helps to create an efficient, user-friendly stack area that meets the needs of library patrons while maintaining a well-organized and accessible collection.

3. Activities performed in the Stack-2

- Adding of books during every financial year.
- Tagging of added books by using LSMART software.
- Shelving of Books after completion work following the Dewey Decimal System of classification.
- Assisting the users in tracing of publications.
- Conducting orientation for maximum usage of printed material.
- Keeping record of books used for consultation.
- Daily shelving of books consulted and returned by the users.
- Repairing of books as needed.
- Rectification of publications.
- Updating of records of books.
- Maintenance of whole arrangement.

4. General Rules and Regulations of Stack Area

- Members shall observe silence in the stack area.
- Books Are Your Friends thus Use Book Marks and handle it carefully.
- Library welcomes the innovative ideas and suggestions from the students, faculty members.
- Members shall not engage in conversation in any part of the library so as to cause annoyance to any other member.
- Members shall not write upon, damage or mark any book belonging to the library.
- Members shall not bring personal belongings (including personal books and other printed material) and library books borrowed by them inside the library.
- Members leaving the library should stop at the exit so that the material borrowed or taken out by them can be checked by the person on security counter.
- Identity Card is mandatory for getting access to the library.
- Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
- Books Borrowed should be protected from RAIN, DUST, INSECT, etc.

- Students are advised not to issue Books to others on their names.
- All users are requested to keep their mobiles switched off or in silent mode when they are in the Library.
- Beverages and Eatables are not allowed inside the library.
- No photograph of the Library shall be taken without the prior permission of the Librarian.
- Library reserves the right to call back any issued book/item at any time.
- Suggestion slips are dropped in the box only and suggestion boxes are located near the entrance.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- Users may suggest /recommend book/books which are useful for their study.

5. Staff Assistance

When to Ask for Help

Library staffs are available to assist with:

- Locating materials
- Technology usage
- Research inquiries

6. Feedback and Improvement

Suggestions for Enhancements

We welcome feedback on our services and facilities. Suggestion boxes are located near the entrance.

Community Engagement

Participate in library programs and events to help in shaping the future of our library services.