



UNIVERSITY OF JAMMU

*NAAC ACCREDITED "A+" (CGPA:3.51) NIRF RANKING 2024: 50th rank
(under University Category) 23 rank (State Public University)*

Dhanvantri Library

Textbook Manual



Textbook Section and Services



Overview

The **textbook area** in a library is designated for the storage and circulation of textbooks and educational materials, catering primarily to students and educators. Proper management ensures that these resources are accessible, well-organized, and effectively utilized.

Textbook Section is located on the First floor of ‘Dhanvantri Library’ and houses a rich collection of text books (nearly 11,761 books) relevant to the courses being taught in the University.



Key Characteristics/ Services provided in textbook section

- Focused Collection: Primarily contains academic textbooks and supplementary materials.
- High Demand: Frequently accessed by students during the academic year.
- The reading material/ text-books/ reference and research material has been organised in the almirahs subject-wise in a scientific and helped order following the Dewey Decimal System of classification.

- Users (Students, Research Scholars and Faculty) visiting the section are assisted in retrieval of their required textbook material by using OPAC.
- Books are with close access system and issued to users for reference and Xerox only.
- Sufficient reading tables and comfortable chairs are provided to for consultation of books.
- Book requisition forms are made available in section for users who can recommend a book.
- Open access facility has been provided so that readers (Students, Research Scholars and Faculty) can go directly to the shelves and select the books needed by them.
- Important topics from Current Issues of book can be photocopied on request.

Management of the Textbook Area

1. Organization

a. Classification System

- **Description:** Use a systematic method for arranging textbooks.

- **Implementation:**
 - **Dewey Decimal Classification (DDC):** Organize by subject, ensuring that all related materials are grouped together.

b. Clear Labeling

- **Description:** Ensure all sections are clearly labeled.
- **Implementation:** Use signage that indicates subject areas, course numbers, and textbook titles.

2. Shelving

a. Appropriate Shelving Techniques

- **Description:** Utilize suitable shelving for textbooks.
- **Implementation:**
 - Use sturdy shelves that can support the weight of textbooks.
 - Maintain consistent spacing between books to prevent damage.

3. Maintenance

a. Condition Monitoring

- **Description:** Inspect textbooks for wear and damage.
- **Implementation:** Establish a process for repairing or replacing damaged books.

b. Weeding and Updates

- **Description:** Regularly assess the collection for outdated editions.

- **Implementation:** Remove old textbooks and replace them with the latest editions when available.

4. User Access

a. Accessibility

- **Description:** Ensure the textbook area is accessible to all users, including those with disabilities.
- **Implementation:** Follow the guidelines for layout and facilities.

b. Staff Assistance

- **Description:** Ensure staff is available to assist students in locating textbooks.
- **Implementation:** Train staff to understand common textbook needs and course requirements.

5. Technology Integration

a. Cataloging and Tracking

- **Description:** Utilize library management software to track textbooks.
- **Implementation:** Ensure all textbooks are entered into the system with accurate metadata for easy searching.

6. Communication and Promotion

a. Course Listings

- **Description:** Collaborate with faculty to compile lists of required textbooks for each course.
- **Implementation:** Maintain updated lists in the library.

b. Orientation and Workshops

- **Description:** Host orientations for students on how to use the textbook area effectively.
- **Implementation:** Offer workshops on resource access.

7. Safety and Compliance

a. Fire Safety: Ensure compliance with fire safety regulations.

b. Security Measures

- **Description:** Implement measures to prevent theft of textbooks.
- **Implementation:** Use security tags and maintain surveillance as necessary.

8. 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 shape the future of our library services.