

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for DUHS Libraries (CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE	
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DATE OF LAST REVISION:	11-01-2022				
DATE OF ISSUE:					

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Document Name:	SOP for DUHS Libraries	
Document Number:	DUHS/LIB/SOP/01	

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DOCUMENT CHANGE RECORD

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.		11-01-2022	14	Procedure-Circulation	Insert procedure of DIMC Library
2.			14	Procedure-Acquisition	Insert procedure of Acquistion of DIMC Library
3.			21	Library material records	Add library records of DIMC library



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DISTRIBUTION LIST

Following personnel are on the controlled distribution list:

- · Vice Chancellor
- Quality Management RepresentativeHead of Institutes and Colleges
- · Head of Support Department
- QMS Coordinators



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TERMS AND DEFINITION

TERMS	DEFINITION
Effectiveness	Extent to which planned activities are realized and planned results achieved
Efficiency	Relationship between the result achieved and the resource used
Management	Coordinated activities to direct and control an organization
Management System	System to establish policy and objectives and to achieve those objectives
Review	Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve e establishes objectives



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LIST OF ABBREVIATIONS

DUHS Dow University of Health Sciences

FM Form

ISO International Organization for Standardization

JD Job Description

OC Organization Chart

QMS Quality Management System

VC Vice Chancellor

SOP Standard Operating Procedure

WI Work Instructions



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1. PURPOSE:

The purpose of this procedure is to:

- · Deliver the highest quality information when, where, and in the form needed.
- Contribute to the development of knowledge within the academic community.
- Select resources in direct support of DUHS health sciences goals, and organize and disseminate them for efficient use.
- Provide education to ensure effective use of information and information-gathering methodologies for lifelong learning.
- Maintain up-to-date knowledge of information technology and advances in health sciences informatics in order to improve the distribution of information.
- Foster the use of DUHS resources by alerting users to new products and actively promoting the full range of library services.

2. SCOPE:

This procedure is applicable to all academic and other supporting services provided by the DUHS Libraries under the supervision of DUHS.

3. RESPONSIBILITIES:

3.1. CHIEF LIBRARIAN / UNIVERSITY LIBRARIAN

The Chief Librarian is responsible for the overall management and administration of Library services, collections, and resources, with particular emphasis on planning, coordinating, and supporting the activities of the Library, and managing the resources and its departmental / constituent libraries as well.

3.2. SENIOR LIBRARIAN / LIBRARIAN / ASSISTANT LIBRARIAN / LIBRARY INCHARGE

All librarians are responsible to support the mission of the University by providing enriched knowledge base to its students, faculty and graduates through library.

3.3. REPORTING RELATIONSHIPS

The Chief Librarian will report to the Vice-C/7ance//or of the University and all departmental / institutional librarians should report to the Chief Librarian.

3.4. LIBRARY COMMITTEE

The Library Committee is responsible to oversee the development, implementation, monitoring and review of the University's policies, procedures, practices and guidelines aimed at realizing the University's goals and objectives on the provision and support of library and information services and infrastructure.

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3.5. COMPOSITION

The suggested composition of this Committee is as follows:

- Chairman: The Chairman Library Committee is to be appointed by the Vice Chancellor of the University.
- Secretary: University Librarian Shall be the Secretary of Library Committee.
- Members: All officers of the Library will participate as member in the meetings to provide required inputs.
- Meeting Frequency: The Library Committee would meet at least once in every quarter to review the library affairs
- Meeting Minutes: Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

3.6. ROLE OF LIBRARY COMMITTEE

- To provide general direction to the Library.
- To review the functioning of the library with regards to its support to the academic programmes of the University / College / Institute.
- o To advise the management on matters of policy relating to development of library.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc.
- To formulate action plan for the development of library infrastructure, facilities, products and services.
- Evaluate the suggestions made by the library users.
- o To formulate the policy for library use and procedure to be framed.
- To assist library in providing need based information services.
- Evaluating the books procurement at College / Institute level and allocation of budget accordingly.
- Any other function as assigned by the Vice Chancellor of the University

3.7. FORMATION OF LIBRARY COMMITTEE

The Dow University of Health Sciences has formed 2 following Library Committees which are working and playing an active role for the development of libraries.

3.7.1. For Dow Medical College (DMC) and Institute of Medical Technology (IMT)

The committee comprises on the following personnel.

- 1. Prof. Dr. Khalid Mahmood, Chairman Library Affairs
- 2. Mr. Shahbaz Ahmed, Secretary
- 3. Mr. Muhammad Siddique, Member

3.7.2. For DUHS Ojha Campus

The committee comprises on the following personnel.

1. Prof. Dr. Pervez Iqbal, Chairman



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- 2. Prof. Dr. Muhammad Akbar Aga, Co-Chairman
- 3. Members: Librarian of DIMC, DCOP, ION and SPH are the members of the committee.

4. PROCEDURE:

4.1. ACQUISITION SYSTEM OF THE LIBRARY

The following procedure will be adopted for the selecting and acquiring item(s) / books for the library.

- The Vice Chancellor of the University, Library Committee, all institutional heads, faculty and staff are authorized to select and recommend the library books / material.
- o The library books / material can be selected and recommended by
- a) List provided by vendor
- b) List provided by faculty
- c) Publishers' catalogues
- d) Visiting Book Fairs / Exhibitions
- e) Visiting book shops
- f) Physical presence of the books (on approval)
- The received list of books, publishers' catalogues will be distributed by the Librarian to all departments.
- The faculty and staff of the University should submit their request / recommendations to the institutional heads on the prescribed form. (Ref: Book Requisition Form, DUHS/LIB/SOP-01/FM/01)
- The all institutional / departmental heads should send their recommendations to the Chief Librarian / Library Committee for acquisition.
- The Library Committee will review all received recommendations and decide whether to purchase or not.
- The Library Committee and Chief Librarian will get prior approval from the Vice Chancellor, DUHS.
- The Chief Librarian should send all recommendations to the local vendors for requesting quotations.
- The Library Committee will review all submitted quotations by the vendors / suppliers and authorize to approve and select best vendor by preparing the comparative statement report.
- After selecting the best vendor, Chief Librarian / institutional librarian will send their request to the Director Procurement, DUHS for acquiring the library material.
- The Director Procurement, DUHS will place an order to the vendor on the basis of comparative statement report for purchasing the books.



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- The selected vendor(s) will be bound to supply the ordered material within 4 weeks, otherwise order will be cancelled.
- When the vendor will supply library material, the librarian is responsible to inspect originality of the material and price.
- On the basis of approval of the Vice Chancellor and Library Committee, the Librarian should send delivery challan and invoices / bills to the Director Procurement, DUHS for the payment.
- If the book is not available in the country and is to be imported, the prior approval should be needed from the head of the institution, Library Committee and the Vice Chancellor, DUHS for acquisition.
- o If the book is a reference in nature, the library shall purchase a maximum of two copies. In case of text books the library shall purchase a maximum of ten copies. In exceptional cases on the strong recommendation of the institutional head at his discretion may procure maximum 5 copies of reference books and 10 copies of text books. The Library will decide on procurement of the books based on the already existing copies in the library as avoid the duplication. In case of Books written /Published by the teachers of the University, the Library shall purchase a maximum of 5.
- The requestor should also be notified, as soon as possible, if an item is not available for any reason, either out-of-print, not yet published, out of stock indefinitely, or if there is a great price discrepancy.

4.2. SELECTION CRITERIA OF SUPPLIER / VENDOR

- The registration of book suppliers / vendors will be reviewed every year with the consultation of Library Committee and Chief Librarian.
- The vendor / supplier should specify and declare purchase price, and currency of the publication and originality of the book(s).
- The vendor / supplier are responsible to supply original material and recent editions of the publication(s).
- The vendor / supplier is responsible to supply (in documented form) currency fluctuation / library rates, issued by Ministry of Education, Department of Libraries, Government of Pakistan and National Library of Pakistan every quarter of the year.
- The vendor / supplier should supply publisher's catalogue or copy of the publishers invoice for price verification upon request.
- If the vendor / supplier fail to meet the above mentioned criteria, the order should be cancelled.



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4.3. CATALOGUING, CLASSIFICATION AND PROCESSING SYSTEM

The Cataloguing and Processing Department is responsible fer adding new materials for the cataloguing and preparing them for the shelves. Processing functions include classification, accessioning, making and affixing book card, book pocket, spine labels, and ownership stamps, inserting donor bookplates, and reinforcing and mending material. Processing procedure will be applied on all formats: books, journals, microforms, diskettes, CDs, videotapes, sound cassettes.

The definition of Cataloguing

A library catalog (or library catalogue) is a register / list of all bibliographic items found in a library or group of libraries, such as a network of libraries at several locations. A bibliographic item can be any information entity (e.g., books, computer files, graphics, regalia, cartographic materials, etc.) that is considered library material (e.g., a single novel in an anthology), or a group of library materials (e.g., a trilogy), or linked from the catalog (e.g., a webpage) as far as it is relevant to the catalog and to the users (patrons) of the library.

- The card catalog was a familiar sight to library users for generations, but it has been effectively replaced by the online public access catalog (OPAC). Some still refer to the online catalog as a "card catalog". Some libraries with OPAC access still have card catalogs on site, but these are now strictly a secondary resource and are seldom updated. Many of the libraries that have retained their physical card catalog and some libraries have eliminated their card catalog infavour of the OPAC for the purpose of saving space.
- Classification Definition. A library classification is a system of coding, assorting and organizing documents, library materials or any information (books, serials, audiovisual materials, computer files, maps, manuscripts, etc.) according to their subject and allocating a class number to that information resource. The users can find any book / material easily and quickly relevant to their desire subject. Most of the libraries in the world use either of two well-known classification systems, the Library of Congress Classification (LCC) system and the Dewey Decimal Classification (DDC) system. The National Library of Medicine (NLM) classification is a part of the LCC scheme which specially uses for health sciences libraries.
- Library of Congress Classification Scheme (LCC)
 It is alpha-numeric classification scheme. In Library of Congress Classification (LCC), used by most academic and research libraries in the United States and the world, class notation begins with letters of the English alphabet (example: PN 2035.H336 1991).
- National Library of Medicine (NLM) classification scheme
 It is alpha-numeric classification scheme and it's a part of the LCC scheme which is divided into 35 different medical fields (starts from alphabet QS to WZ). In National Library of Medicine (NLM) used by most health sciences libraries in the world, class notation begins with letters of the English alphabet (example: QS 4 S44 2005).
- Dewey Decimal Classification (DDC) scheme
 An internationally applied decimal system of library classification that uses a three-figure code from 000 to 999 to represent the major branches of knowledge, and allows finer classification to be made by the addition of further figures after a decimal point. [example: Social Sciences 300, Science 500]



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- The Central Library of DUHS and its institutional / departmental libraries will follow / implement the National Library of Medicine (NLM) classification scheme for medical subjects and Library of Congress Classification (LCC) scheme for other subjects those are not related to the medical science such as Economics, Religion, Social Sciences, and Technology etc.
- The definition of Call Number a number and letter assigned to a book to according to its subject, which determines its shelving location. The Library of Congress System to assign call numbers. Example: HQ1090 .H33 2005 (classification number, author mark and date of publication).

4.4. The following steps should be followed by the library for processing:

- After receiving the library material from acquisition department, record data of the item / book including vendor and price in the Accession Register / Stock Register.
- Place accession number inside the book (front title page inside the book) including page number 21.
- Impose University Library / institutional library ownership stamp on the each item
 / book.
- The Classifier (Librarian) will assign classification number and subject heading to the each item according to the National Library of Medicine (NLM) classification scheme for Health Sciences subjects.
- The Central Library of DUHS and its institutional / departmental libraries will be treated first letter of the sir name / last name of the author / editor as an AUTHOR MARK during assigning the call number to the book / library material.
- If the library collection is related to the other subjects such as social sciences, management sciences, bio-technology and medical technology, the librarian can use Library of Congress (LC) classification scheme for assigning the classification number to the library material.

4.5. ITEMS READY FOR LIBRARY CIRCULATION

- Place a call number label on the item / book. [example: QS15 J 2010]
- o If the spine is wide enough for the call numbers to be seen, then the call number labels go on the spine of the item. Place the label about 1 inch up from the bottom. The white of the label can bend over the side of the spine, but the numbers have to be totally visible on the spine.
- If the spine in not wide enough for the call number, then put the label on the lower left corner of the front of the item.
- After you have put the label on the item, cover the label with clear protective tape. If the label is on the spine, then use a full-size protective strip. If the label is on the front covers, cut the protective stripe in half and use only half.



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 Ready for the Shelf / Shelving Arrangement, if the book is a new book, shelve it in the New Book area according to NLM classification. If the book is old, shelf it in the Stacks.
 It is compulsory to arrange all books on the shelves according to the National Library of Medicine (NLM) Classification Scheme.

4.6. PROCEDURE OF CIRCULATION OF BOOKS

- o In DIMC library books are issued only for library users and it is not allowed to issue books outside or for home. Once students read the books they return it on the same day.
- o First patron (user of library) give his/her request of library material (books,thesis,projects, journals) to library staff. Library staff search it from the computer software whether it is present or not. If it is present or not issued to other patron he noted the call no of library material along with shelf no. library staff bring library material from particular shelf.
- o Before issuing books to user student ID card is taken from user and book is issued for reading. Recording of issuing of books are entered in computer File, Register and also in Book Card present at the end of books. When student returned the book the student card return back to students and books card is also inserted into book pocket and finally it is recorded in computer and register.

4.7. PROCEDURE OF BOOK PURCHASING IN DIMC LIBRARY

o Before purchasing, books are selected from faculty advice, library committee & students need. After choosing required book it is approved by Principal DIMC and then create an indent request in Microsoft dynamics and generate a MR (material request for books). Once it is created it will send to purchase department for purchasing of books where department contact different publishers for purchasing books.

4.8. CIRCULATION SYSTEM

Library Hours

All library users are bound to follow the library timings.

Library Privilege / Eligibility

The faculty, students and staff of the DUHS and its constituent colleges / institutes is eligible to library privilege.

Library Membership

Library users should submit prescribed library membership / registration form to the circulation department before getting the membership.

Verification of Member's status

The library staff is responsible to verify the member's status and record from Establishment Branch and Student Branch.

Issuance of Library Card

After the verification the library staff will issue a library card to the library user.

Borrowing Limits

Borrowing limits will vary upon the departmental library needs. The DMC and DIMC libraries will be treated as a Reference Library.



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Borrower's Record

The library staff of the circulation department is responsible to keep check-out and check-in record in alphabetical order.

Fine System

The fine will be imposed on late returns, damaged book(s) and lost book(s) / library material.

Renewals

The library book(s) / material can be renewed, if other library users are not interested in such item. The library item(s) may be renewed one time from the date of renewal. At the end of the renewal period, items must be returned to the Library.

Recalls

The overdue and reserved item(s) will not be reissued to the same member / user. The circulation department is responsible to send reminders for overdue items / books.

Reference / Information Services

The circulation department is also responsible to guide / help library users, how to use the library and provide the reference services

Clearance Certificate

The all library members are bound to get the clearance certificate at time of leaving the institution / University and completion of the Degree Program.

Binding

The library circulation department is also responsible to send tear and damaged books to the local Binder.

NOTE: Most binding of print library materials is outsourced to commercial binders. This involves selecting and collecting the items to be bound, choosing the type of binding, charging the item out on the institutional library Catalogue, receiving material back and checking it, authorizing invoices for payment, discharging in the catalogue, completion of processing and distribution to the stacks of the library.

4.9. LIBRARY CODE OF CONDUCT

- Access to library materials or an ability to recall them according to library policy.
- Journals, documents and books that is complete and unmarked.
- Surroundings and library collections free from the problems caused by food, beverages, and other damaging substances.
- A library environment suitable for reading, study and activities in support of campus research and instructional programs.

4.10. PROHIBITED BEHAVIOUR

- Removing or attempting to remove library materials, equipment or property without proper checkout or other official library authorization.
- Failing to either renew or return library materials when due.
- o Concealing library materials in the Library for the exclusive use of an individual or group.



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- Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding, using post-its and paper clips or in any other way damaging or defacing library materials.
- o Eating and drinking in the Library.
- o Smoking in buildings or near entrances and exits.
- Use of smokeless tobacco.

5. RELATED DOCUMENTS:

National Library of Medicine (NLM) Classification Scheme

6. RELATED RECORDS:

0	Book Requisition Form	(DUHS/LI B/SOP-01/FM/01)
0	Organogram of DUHS Libraries	Annexure - A
0	Acquisition System of Library	Annexure - B
0	Cataloguing, Classification and Processing System	Annexure - C
0	Circulation System	Annexure - D



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1 Classification



QS Human Anatomy

MA1.146	Penditional
Q5 504-532	
Q\$ 604-681	Embryckog

QT Physiology

QT1-33.1	Beforence Works, General Works
Q134-37	Physics Mathematics Engineering
QT 104-172	
QT 180-245	Physiology, Hygiene
OY 250-225	Latin as Activities, Squate Magazine

QU Biochemistry. Cell Biology and Genetics

QU 1-54	
QU 55-70	Fratains, Amino Apids, Peptides
QU 75-99	Carbohydrates, Lipids
QU 100-133	
QU 135-144	
QU 145-220	Nutrition Vitamins
QU 306-550	Exit Bolony and Genetics

sg v raminimetorogy	
QV 1-57	
QV 60-75	Dermatologic Agents. Gestimintestin
QV 79-113	Agents Cantral Nervous System Agents Loc
QV 120-140	Avesthetics Autonomic Agents, Nonmetallic

- 9	V 120-140	Autonomic Agents, Nonmetallic
		Elements, Neuromuncular Agents
0	W 150-160	Cardiovascular Agents, Anti-Allien-
		Agents, Natrouvetic Agents
Q	V 179-177	Februductive Control Agents
0	V 180-195	- Hematologic Agents
	V 235-341	

	Agents, Complex Mistores
QV 343-369	_Anni-Inflammatory Agents, Ansi-
	Infective Agents. Arttineoplastic
	Agents
QV 276-265	Water Electrolytes

QV	296	298	
QV	210	325	Nobile Gasars, Oxygen, Anticaxidants
			- Anti-Bacterial Agents, Tissue Extrac
QV	600	664	Toelcology
QV	701	835	

QW Microbiology. Immunology

-QW	1-300	-Mich	* ypoinide	
QW	391-949		unclogy	

QX Parasitology

QX 1-45	Reference Works, General Vices
QX 50-151	Uniceflular Eukaryota
QX 200-451	_ Nelminths, Armelida
QX 460-483	_Arthropeds
QX 500-675	- Impects Other Parasites

QY Clinical Patholog

-	aminent armorphy
QV.	1-39 Kaference Works, General Works
QY.	50-118Laboratory Animals, Laboratory
	Techniques.
QI	120-350 Diagnostic Tests

QZ Pathology

QZ 1-39	
DZ 40-109	- Pathogeresis Éticlogy
QZ 140-190 .	
GE 200-380	Sentisms Cysts

W General Medicine, Health

1101033101	ARTHUR DESIGNATION OF THE PARTY
W 1-28	
W32-64	Law Ethics Professional Patient
	Religions
W 74-80	Medical Economics
W 82-83.1	Biomedical Technology
W #4-85.5	- Health Services Patients and Patient
	Advocacy
W 87-96	Frolessional Practice
W 100-375	Medical Dental, and Pharmaceutical
	Service Flams

ANN LABORE	Health
WA 1-106	Reference Works, General Works
WA 106-245	Preventive Medicine
WA 250-293	Accident and Injury Prevention, Disenters
WA 300-365	Health Problems of Special Propulation Groups
WA 400-495	Occupational Medicine, Health, and Hispiene
WA \$25-590_	Health Administration and Organization
WA 670-847_	- Sanitution, Emiranmental Control

MR	Practic	e of Medicine
WR 1	117	Reference Works, General Works
WIET	29-139	Home Health Care Works about
		Medicina for the Laypeone
WB 1	41-293	Diagrasis
WW %	00.967	Therapector

WC Communicable Diseases

WC 1-100	Reference Works: General Works:
WC 140-185	Sexually Transmitted Diseases
WC 195-425	Infection, Bacterial Infections
WC450-471	Mycosas
WC 500-590	Vieus Desiration
WC400-660	Alchettuscese infections.
	Olamediacese Mections
WC 680-950_	_Tropical and Parasitic Diseases

WD Disorders of Systemic, Metabolic or Environmental Origin, etc.

WD 200-276 _	
WD 300-380	
	Hypersensitivity
WD 400-430	-Animal Paisons
WD 500-530	Plant Poisons
WD 600-670 _	Discelers and injuries of
	Environmental Origina
WD 700-745	
WD 750-758	Space Medicine
WD 800	- Neval Medicine

WE Musculoskeletal System

ks:
stices

WF Respiratory System

WF	1-110	Reference Works, General Works
WE	140-900	Diseases of the Respiratory System
		Thoras, Thorack Surgery

WG Cardiovascular System

WG 1-115	Reference Works, General Works
WG 120-170	Cardovatrular Otszases, Diagnosia
ma 150,114	
WG 200-460	and Therapeutics
WG 200-460 _	Heart Heart Diseases

**** * 1 10-11111	and Lymphatic System
WH 1-100	Baference Works, Garwasi Works
WH 129-540	Hierarcingic Discover, Immuniting
	Factors, Blood Saves
WH 600-700	Lymphatic System

WI Digestive System

WI 1-150	
WI 200-250	Stomatographic System Esophagus
WI 300-387	
WI-400-575	
WI 600-650	Anus Rectum
WI 700-770	Liver, Willary Tract
WI 800-830	Parionas
MET MAIN STATE	A STATE OF THE PARTY OF THE PAR

WJ Urogenital System

WF1-190	Beference Works. General Works
WJ 200-278	
WJ 400-660	Dieter, Stadder Uneting
WJ 705-675	Male Genitalia

WK1-146	
WK 150-190	Flormones, Procmone Therapy
	Thyroid Gland, Parathyroid Glands
	Finest Gland, Thymus Gland
WK 500-390	Pigusary Gland
WK.700-790	_Adrenal Clands
WK 800-885	_hirts of Langerham
WK 900-920	Gonada

WL Nervous System

	and the first of the same of t
WL 1-102	Beference Works General Works
WL 102.5-102.9	.Neurona
WL 109-108	Psychophysiology Amunoscience
	Spettatties
WL 140-160	Diseases, Examination and Dispuss
	(Garacal)
WL 200-405	Central Newyous System. Disorders.
	Therapeutics
WL 500-544	Peripheral Nerves
WL 600-610	Automore: Nervous System

WM Psych	iatry
WM 1-110	"Reference Works, General Work
WM 140-167	Merital Discreters Diagnosis.
	Behavioral Symptoms
WM 176-197	Neurotic Disorders
WM 200-220	Psycholic Disorders
WM 270-290	Substance-Related Disorders
WM 300-308	_ Intellectual Disability
WM 400-460.7	Therapiers

SALE WITHOUT	Pl. mingunane minging
WN 3-160	Reference Works, Dangmostic
	Tectvology
WN 180-240	Diagnostic Imaging Redingraphy
	Radiotherapy
WN 300-340	Hadkum
WN 415-565	Radioactivity (Excluding Roartoes)
	Rays and Richlam)

WO Surgery

WO 1-182	Ferference Works, German Works
WO 113-149	Antiseptic Cineares, Disenese, 5ho
WO 162-176 _	Surgical Equipment, Artificial Organ
WO 178-196	Principles of Care, Procedures
WD 200-460	Amenthonia
WO 500-517	Operative Surgical Procedures
	Techniques.
WD 600-640	Plentic Surgery Reconstructive
	Surgical Procedures
WO 660-690	Transplantation
WO 700-820 -	- Traumantic viguriers
WO 923-950	Special Age Groups

WP Gynecology

WF 1-290	Believence White General Works
WP 400-480	Liberus Cervis
WF 505-560	Physiology
WF 565-570	Feetisty Indertility
WP 580-610	Menoperuse Serval Dysfunction
WP 630-640	Contraception
WP 850-460	
W2 800, 610	Bread

WQ Obstetrics

WQ 1-150	_ Reference Works, General Wo
WQ 152-175	Childbirth, Frenatal Care
WQ 200-212	Reproduction Pregnancy
WQ 215-270 _	Pregnancy Complications
WQ 300-336	
WQ 486-450	Distatric Surgical Procedures
WQ 500-305 .	Postparturn Reviod

WR Dermatology

WR 1-105	Reference Works. General Works
WR 140-340	
WH 345-373	Parasinic Skin Divisiones
WIL290-475	Skin Apprendages
WR 500-660	
	Dermittin, Therapy

WS Pediatrics

	WS 1-100	_ Reference Works, General Works
	WS 103-105	_ Growth and Development
	WS 107-118	Intellectual Disability Learning
		Devorders
	WE113-141	
		Examination
	WS 200-542	Diseases of Children and Adolescents
	WS 350-350.8	_ Child Psychology, Child Psychiatry
	W5 360-368	_Ped atric Speciaties
	WS 405-460	
Į.	W5 462-463	

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WT 1-39	_Reference Wheles
WT 100-166	Certatres
WT 500	Chronic Discusse

WU

WU 50-05	Litrics. Peoles singui Practice a
	Personnel, Records
WU109-113.7	Anatomy, Physiology, Hygien
WU 140-166	Districts Injuries Technology
D	Therapeutics
W0170-190	Dental Chemistry and Materia
WU 210-292	Cental Anatomy, Diseases
@/300-360	Open ove Dentistry
WU400-440	Orthodontics
MU 460-495	Special Paniers Groups
WU 500-530	_Picothodontics
March Colonia Colonia	Saling and District

WV Otolaryngology

WV 1-101	Meleance Works, General World
WV 140-190	Diseases Therapeutics
SV 200-200	Est
WV 300-336_	Nose and Paramacal Sinurus
4VV 400-440	
Contract state	T. C.

WW Ophthalmology

acar orbiter	minimizel
WW 1-100	Reference Works, General tionks
W 101-210	-Eye
WW 300-340	Belons on Error of Refraction
WW 350-358	Corrective Devices
WW 400-440	Neuromoscular Mechanism.
	Neutrilogic Manifestations of Giarate
WW-475-480	Manifestations of Distrate. Prior vision
369 505-525	Occupational Opheralmology Eye
0	Injuries
WW 600-620	Age Groups

WX

rac ities	
WX 1-100	Beference Works, General Works
WX 140-147	Facility Design and Construction.
	Equipment
WX 150-190	Finging Administration and Highlin
-	Facility Administration
300-225	(Their of Danishments and Links

Mr Nursi	ng
WY 1-19	Meliconce Works
MY 77-68	Economics, Ethies, Philosophy.
Contract of the last	Psychological Aspects
g 10-100,7_	
9	Audit
WY 101-145	Nursing Specialties
@ 150-170 _	

Wiscellany	y or medicine, medicar
WZ 1-90	Reference Works, General Works
WZ 51-80	History by Period, Locality, etc.
WZ 100-150	Nography
WZ 220-225	Memuscripts
WZ 230-260	Early Printed Brooks
WZ 270	_Americans
WZ 290-294	- Modern Versidos and Commentaries
	of Early Works
WZ 305-350	Miscellany Refating to Medicine

19th Century Schedule







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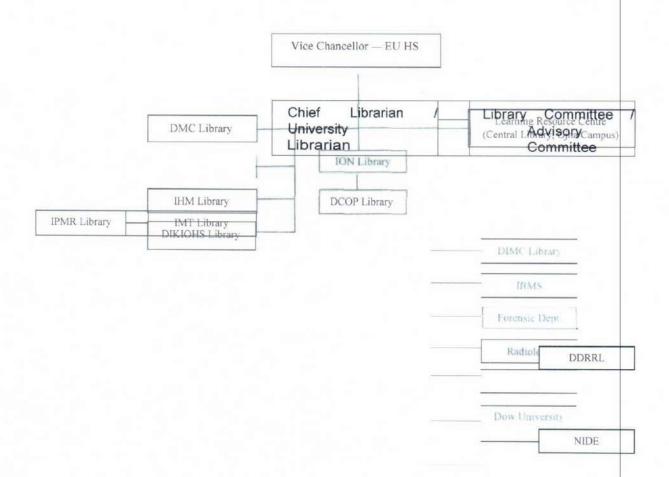
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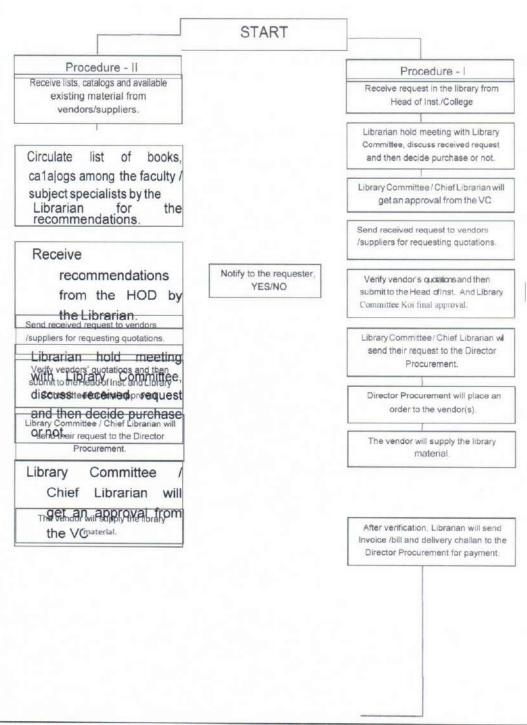
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ANNEXURE - B

DOW UNIVERSITY OF HEALTH SCIENCES LIBRARIES

ACQUISITION SYSTEM





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Director Procurement will place an order to the vendor(s).

The librarian will very price and originality of the material.

The librarian will verify price and originality of the material.

After value Librarian when dinvoice /bill and delivery challan to the Director Procurement for payment.

> SEND TO THE TECHNICAL SECTION FOR FURTHER PROCESSING



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ANNEXURE - C

DOW UNIVERSITY OF HEALTH SCIENCES LIBRARIES

CATALOGUING AND PROCESSING SYSTEM (Technical Section)

Receive material in technical Section

Record data, vendor, and/ or gift price and place accession number inside the book.

Impose appropriate ownership stamp of each book

Assign classification number and subject heading according to the NLM Class scheme,

Place call number inside the title page of book/item.

Affix book cards, pocket and spine labels on each item and protective tape.

ALL MATERIALS ARE READY TO BE ENTERED INTO THE LOCAL DATABASE

BOOKS ARE NOW READY-TO-8E SHELVED

Books will be shelved according to NLM Classification Scheme



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LIBRARY RECORD OF DIMC LIBRARY

NO OF DIMC LIBRARY BOOKS	6329
TITLES OF DIMC BOOKS	2850
NO OF DENTAL BOOKS	967
TITLES OF DENTAL BOOKS	350
TOTAL NO OF JOURNALS	797
TOTAL TITLES OF NATIONAL JOURNALS	70
TOTAL TITLES OF INTERNATIONAL JOURNALS	24
E-JOURNALS LINK	http://www.digitallibrary.edu.pk/OAJournals.htm

LIBRARY SEATING CAPICITY

SEATING CAPACITY (DENTAL AERA) 300 SEATING CAPACITY (DENTAL AERA) 108

LIBRARY EQUIPMENT

TABLES	82
CHAIRS	300
SWICH BOARD / ELECTRIC SURCAT	60
LIGHTS /BULB	60
FANS	32
A/CS (CHILLAR)	10
BOOK SHELF	103
WALL CLOCK	06
CUBICALS	40
JOURNALS STAND	08
COMPUTERS	03
PRINTER	01
SCANNER	01
PHOTOCOPIER	01