

Manual no. 15

**The particulars of facilities
available to citizens for obtaining
information including the working
hours of a Library or reading room if
maintained for public use.**

The particulars of facilities available to citizens for obtaining information is available on manual, website, however Library and reading room facility is strictly manned for medical staff and students only for patients guidance, a patients guide is also posted during 8.00 a.m. to 3.00 p.m. in O.P.D. Building Library is fully automated and having Barcoding

RULES AND REGULATIONS

A) Library facility is available only against valid identity Card.

i) LIBRARY TIMING:

08.30 am to 10.00 pm Weekdays
08.30 am to 07.00 pm Saturday
09.00 am to 04.00 pm Sundays

ii) HOME LENDING AND COUNTER ISSUANCE TIMING :

08.30 am to 09.00 pm Weekdays
08.30 am to 06.00 pm Saturday
09.00 am to 03.00 pm Sundays

Home lending facility will be available for 15, overdues books/ journals for 15 to 30 days will be charged Rs.1/- per day as a fine. Next 31 to 60 days will be charged Rs.2/- per day as a fine. Next 61 to unlimited days will be charged Rs.5/- per day as a fine.

iii) THESIS AND INCOMPLETE JOURNALS ISSUANCE:

11.00 am to 05.00 pm weekdays
12.00 am to 02.30 pm Saturdays

Xeroxing and Home lending of thesis is strictly prohibited. Incomplete journals are not allow for home lending.

iv) XEROX TIMINGS :

09.00 to 06.00 pm Monday to Friday
09.00 to 05.00 pm Saturday.
Charges will be Re.1/- per copy.

V) Dr. A.V.Baliga Lending Library :

12.00 am to 02.00 pm. Weekdays.
12.00 am to 01.00 pm Saturday
Overdue books fine 0.50 paise per day.

vi) SHORT REFERENCE FACILITY :

08.30 to 02.30 pm Saturdays.
Return of above books/journals before 10.00 am on Monday and following days of holidays.
Short reference facility will be available for HOD, Professors, Assoc. Professor and Assistant Professor.

vii) Library will be remain closed on all OPD Holidays and Public Holidays.

viii) Reading room facility for P.G. Students of T.N.M.C. & B.Y.L. Nair Ch. Hospital in R.M.O. quarters, 1st floor after library hours on weekdays, Sundays and Public holidays. And 24 hours reading room in the Library.

B) OTHER LIBRARY FACILITIES :

Internet facility is available free of cost for Doctors and Students of TNMC & B.Y.L.Nair Ch. Hospital

C) LIBRARY FACILITY FOR OUTSIDERS :

Students and Staff of the medical and educational institutions. Library facility Will be permitted only against authentic letter of Head of Department or Librarian and institutional valid identity card Mumbai and Thane city.

FOLLOWING ARE THE REVISED CHARGES SINCE 2005

Rs. 50/- per day.

Rs.300/- Past students Of T.N.M.C. & Nair Hospital. Half year Membership.

Rs. 600/- Past students Of T.N.M.C. & Nair Hospital. 1 year Membership.

Rs. 1500/- Past students Of T.N.M.C. & Nair Hospital. 3 year Membership.

Rs. 2400/- Past students Of T.N.M.C. & Nair Hospital. 5 year Membership.

Rs. 1000/- Outside Medical, Paramedical Staff & Students ½ year Membership.

Rs. 2000/- Outside Medical, Paramedical Staff & Students 1 year Membership.

Rs. 5000/- Pharmaceuticals Co. & Corporate Houses 1 year Membership.

D) DECIPLINES :

1. Bags are not permitted in the library department, bags and belonging kept on the rack in the reading room will be at their own risk, Library staff should not be held responsible for the same.
2. Usage of mobile phones will not be permitted in the library premises failing which mobile phones will be taken and return only with fine Rs. 200/-
3. Smoking and eatables are strictly prohibited in the library.
4. Complete silence to be observed in the library.
5. Longer conversation will not be permitted on telephone. Telephone calls not to exceed three (3) minutes.

LIBRARY COMMITTEE MEMBERS :

1) Dr. Ramesh N. Bharmal	Chairman
2) Dr. Prema K Varthakavi	Library Committee Member
3) Dr. C.S. Nayak	Library Committee Member
4) Dr. Amresh Baliarsing	Library Committee Member
5) Dr. B. Hathiram	Library Committee Member
6) Dr. Rajan Nerurkar	Library Committee Member
7) Dr. S Malik	Library Committee Member
8) Dr. D. Shetty	Library Committee Member
9) Dr.S. Suryawanshi	Library Committee Member
10) Shri. Arvind J.Dandale	Secretary

LIBRARY FACULTY :

1) Shri. Arvind J. Dandale	Chief Medical Librarian
2) Mrs. Harshali P. Bhalerao	Junior Librarian (I)

Telephone No. 23081490 to 99 Ext.150

Direct No. 23087309

E-mail Id : tnmclibrary@rediffmail.com

Chief Medical Librarian
TNMC, LIBRARY