

Ref. No: DPCOP-IC-AY 2025-26/ Lib Section/ 0003

05/01/2026

STANDARD OPERATING PROCEDURES (SOP)

Library Services (UG Program)

Dhole Patil College of Physiotherapy, Pune

1. Purpose

To ensure the efficient functioning of the library, including digital resources, in supporting the academic needs of undergraduate physiotherapy students.

2. Scope

Applies to:

- Undergraduate (BPT) students
- Interns
- Faculty
- Administrative staff

3. Objectives

- To support the BPT curriculum with physical and digital learning resources
- To promote evidence-based learning through e-resources
- To facilitate access to online academic databases and journals
- To enhance digital literacy among students

4. Library Timings

- **Physical Library:**
 - Monday to Friday: 8:30 AM – 5:30 PM
 - Saturday: 9:00 AM – 5:30 PM
- Reading Room access: 24/7- Biometry is made compulsory

- **Digital Library**

Access:

- Available **24/7 (remote access where applicable)**
- On-campus access during working hours

5. Membership

- All UG students are enrolled upon admission
- Institutional login credentials may be provided for digital access
- Credentials are strictly confidential and non-transferable

6. Library Resources

- UG physiotherapy textbooks
- Reference books
- National journals
- **Digital Resources:**
 - E-books
 - E-journals
 - Online databases
 - Educational videos and clinical tutorials
 - Question bank and previous papers

7. Circulation Policy

- UG Students: 2 books for 7 days
- Interns: 2 books for 10 days
- Faculty: 4 books for 15 days
- Renewal allowed once
- Fine: ₹2 per day per book

8. Digital Library Services (Enhanced Section)

8.1 Access & Infrastructure

- Digital library access through:
 - Institutional computers within library premises
 - Wi-Fi enabled campus access
 - Remote login (if subscribed services allow)
- Minimum required systems with internet connectivity shall be maintained

8.2 Available Digital Resources

- Subscription-based and open-access platforms such as:
 - Physiotherapy and rehabilitation journals
 - Medical databases (where subscribed)
 - E-books aligned with BPT syllabus
 - Video-based learning platforms
- Institutional repository including:
 - Previous year question papers
 - Student seminar presentations (if permitted)

8.3 User Guidelines

- Access strictly for academic and research purposes
- Downloading/sharing copyrighted material beyond fair use is prohibited
- Login credentials must not be shared
- Misuse may lead to suspension of digital access

8.4 Usage Policy

- First-come, first-served basis for computer systems
- Maximum usage time (if demand is high): 1 hour per student
- Priority given for academic work

8.5 Cyber Security & Data Protection

- Antivirus and firewall protection must be maintained on all systems
- Users should not install unauthorized software
- Personal data and login information must be protected

8.6 Maintenance & Technical Support

- Regular maintenance of systems and internet connectivity
- IT support to address technical issues
- Periodic updates of software and subscriptions

8.7 Training & Orientation

- Orientation sessions for students on:
 - Use of e-resources
 - Literature search techniques
 - Referencing and plagiarism awareness

9. Library Rules & Discipline

- Silence must be maintained
- No food or drinks allowed
- Mobile phones on silent mode
- Follow digital usage ethics

10. Loss or Damage of Books

- Replace latest edition or pay double cost

11. Stock Verification

- Annual verification and reporting

12. Roles and Responsibilities

Librarian

- Manage both physical and digital resources
- Monitor digital subscriptions and usage
- Conduct user training sessions

Library Staff

- Assist in accessing e-resources
- Maintain digital systems

Users

- Use resources responsibly
- Follow digital ethics and copyright rules

13. Library Advisory Committee

- Reviews both physical and digital resource requirements

14. Records Maintained

- Issue/Return Register
- Digital usage log (if applicable)
- Subscription records
- Stock verification report

15. Grievance Redressal

- Complaints recorded and addressed promptly

15.1 Suggestion System

- Suggestion box and feedback forms available for improvement.

16. Review & Amendments

- Annual review by the Principal

17. Approval

Principal

Dhole Patil College of Physiotherapy, Pune



Principal
D P E S, Dhole Patil
College of Physiotherapy
Pune - 412207.