



MARIAN COLLEGE  
KUTTIKKANAM

(AUTONOMOUS)

MAKING COMPLETE

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# LIBRARY USAGE POLICY

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## LIBRARY RULES

1. The staff and students of the college are entitled to use the library.
2. The library will be open from 08.00 am to 10.00 pm on all days except Sundays and public holidays.

On Mondays the library will be open from 9.00 am.

Issue and return of books will be done from 9 am to 5 pm on all working days.

3. No student will be permitted to enter the library without the identity card. On entering/exiting the library, they should get their identity card scanned at the counter. The identity cards will be checked at the lending and reference section as well.
4. Students must wear the College Uniform while entering the library during the class days. Relaxation in this regard will be applicable only during holidays and summer vacation.
5. Students are strictly prohibited from bringing in articles like bags, umbrellas, books, paper, photo albums, files etc. to the library. These things have to be kept in the belongings shelf at the entrance. Also do not bring in items like sweets, biscuits, chewing gum etc. to the library.

Students are permitted to take into the library one and only one note book or a few sheets of paper.

6. Jackets and pullovers are to be kept in the belongings shelf.
7. STRICT SILENCE SHOULD BE OBSERVED IN AND AROUND THE LIBRARY.
8. Issue Rules

First year degree students – 1 book at a time

Second and Final year degree students – 2 books at a time

Post Graduate Students – 3 books at a time.

Teaching Staff – 10 books at a time

Administrative Staff - 4 books at a time

9. Books will be issued for a period of 14 days. But the period may be shortened at any time. The librarian may call back any book at any time from a reader, even if the period of loan has not expired, in special circumstances



10. Delay in returning the book after the due date will entail a fine of One Rupee (per day) for each volume.
11. Books issued can be renewed two times. However, if there is no reservation, a book may be reissued after it is returned.
12. Sub-lending of books is strictly prohibited.
13. Books in the REFERENCE section, Journals and Magazines will not in any case be issued.
14. Members of the Staff may take books after making necessary entries and signing in the issue register
15. Before leaving the counter the borrowers shall examine the books taken by them and point out to the librarian any damage or mutilation or defect of books and the librarian will make necessary entries in the book and put his initials. The borrowers will be held responsible for any damage or mutilation observed at the time of return. Marking on the books, folding of pages etc. shall be viewed as serious offence.
16. If a book is damaged or lost from the borrower, it will have to be replaced or paid three times of the cost of book.
17. If a book belonging to a set or series is lost or damaged and a new volume is separately available, the user will be required to replace the whole set or series.
18. The book is not returned within one month after the due date it will be considered as lost. Any member against whom any charge is outstanding shall not be allowed to borrow books until the dues are cleared.
19. Magazines and Newspapers should be replaced in their respective places after reading.
20. No tracing or reproduction of material shall be made without the expressed permission of the Librarian.
21. All final year students have to return the Library books and their issue cards before the commencement of their final year or final semester exams.

  
Librarian