

E.K.N.M. GOVT. COLLEGE, ELERITHATTU

LIBRARY RULES

(As per order of the Director of Collegiate Education,
No G3/32944/04/Coll.Ed. Dept. Dated 13.10.2004)

1. The general library is divided into two divisions, viz.
 - a) Reference section
 - b) Lending section and will be open on all working days.
2. No book from the reference section shall be issued to the students and staff. However students and staff may be allowed to refer such books inside the library during working hours. Books from the reference section shall not be taken outside the library.
3. Before receiving the book the borrower shall sign the entry in the register after verifying that the number of the book and the date of issue are correctly recorded. They should examine the book given to them and report to the Librarian damage if any, before taking it away.
4. A student will be given three books at a time. Two subject books and one Malayalam book. The same must be returned within 14 days and they can be renewed for a further period of 14 days, if no one else has applied for the same book. Absence from the college for any reason will not be accepted as an excuse for delaying returning the books in time.
5. A student failing to return the book in time will be fined at the rate of Rs 1 per book for each day of delay. If the 14th day after issue of a book happens to be a holiday the next working day will be considered for this purpose.
6. Students are not allowed to take books without Identity Card.
7. Students are not allowed to pass books one to another or lend them to any in or out of the college. They will be held personally responsible for loss or damage to the book while the book was in their possession. Writing drawing etc. in the book or injuring the binding removing pages etc. will be treated as serious damage.
8. Books borrowed from the general library must be returned within a fortnight. Failure to pay fine in time will result in forfeiture of the right to borrow books till all fines are paid.
 - (a) A member of the teaching staff is allowed to borrow ten books at a time from general library.
 - (b) A guest lecturer is allowed to borrow five books at a time from the general library.
 - (c) A member of the non-teaching staff is allowed to borrow three books at a time from the general library.
9. Books borrowed from the general library must be returned within 14 days by members of teaching and non teaching staff, and they can be renewed for a further period of 14 days if no one else has applied for the same books.
10. A member of the teaching staff, guest lectures and non-teaching staff failing to return the book in time will be fined at the rate of Rs 1/ book for each day of delay. If the 14th day after issue of a book happens to be a holiday the next working day will be considered as th 14th day for this purpose.
11. Disfiguring the pages , scribbling on pages, tearing pages, spoiling and injuring of binding will be held to the serious damage to the books and in such cases they are either to be replaced by new copies or got bound by the borrowers as the case may be.
13. Sub lending and transferring books to other person's name are not allowed.
14. Strict silence should be observed in the library. Personal belongings such as umbrellas, notebooks, bags, Tiffin carriers, etc. are not allowed to be kept in library. Use of mobile phone, smoking, sleeping and indecorous behavior are prohibited inside the library.