

## GENERAL INFORMATION

### 1. Introduction

As technology continues to advance, libraries need to rethink and adjust their traditional roles to meet changing needs. Today libraries are undergoing tremendous changes in their functioning by adopting the latest technology so as to give the user population quick access to print and electronic information resources. Kerala University Library is actively embracing the latest technological advancements to ensure instant access to both print and electronic information resources for its users, reflecting the evolving role of libraries in the digital age.

The Kerala University Library, located in the heart of Thiruvananthapuram city near the University's Senate House campus, houses an extensive collection of documents. This includes books, archived magazines, newspapers, theses, E-books, e-journals, databases, and other resources. Renowned for its extensive collection of back volumes of social science periodicals, it is recognized as one of the premier research centres in South India. Every day, an average of 1250 to 1500 students, researchers, faculty members, graduates, and other visitors utilize its resources and facilities for study and research purposes.

### 2. Retrospect

The University of Travancore was established on November 1st, 1937, through the Travancore University Act I of 1113 ME (1937). Before the establishment of the University Library, the academic community relied on the resources of the Trivandrum Public Library and the Libraries of the Arts and Science Colleges. In 1938, the administration of the Trivandrum Public Library, boasting approximately 33,356 books and 93 periodicals, was transferred to the University. Following the amalgamation of the Arts College with the Science College in 1942-43, approximately 10,000 books from the Arts College Library were relocated to the University College forming the initial core collection of the University Library. The Arts College retained the remaining 20,000 books following the amalgamation, which were primarily of an advanced nature. Furthermore, the personal collections from the libraries of Divan Bahadur Dr. S. Krishna Swami Aiyangar, and Professor P.P. Sastri were procured and integrated into the University Library's holdings.

The Library of the University of Travancore, later renamed the Kerala University Library, commenced its operations in 1942. Initially housed in the Arts College building, by the end of 1942, it boasted a collection of 29,780 volumes. Four years later, the library was relocated to a new building situated on the eastern side of the University College. Following the formation of Kerala State in 1956, efforts were made to transform the University of Travancore into a comprehensive teaching and federal university serving the entire state. To this end, the Kerala University Act was enacted by the Kerala Government in 1957. The preamble of this act emphasized the conservation, promotion, and development of Kerala's art, culture, and the Malayalam language. In addition to the aforementioned aims, the Kerala University Act also has provisions to provide enhanced educational opportunities and facilities for post-graduate study and original research in all fields of knowledge. This was to be achieved by establishing study

and research centres across different parts of the state. The University library commenced operations in its current building on September 8th, 1962. Presently, the library occupies a three-storied structure covering a total plinth area of 53,000 square feet. The position of a Professional Librarian, responsible for the full administrative charge of the library, was established in 1959, with Prof. K. A. Isaac appointed to the role in August 1959. Prof. Isaac served as the University Librarian until 1980. He was succeeded by Mr. K. C. John.

### **3. Kerala University Library System**

The Kerala University Library stands as the oldest and most comprehensive university library in the state. With a collection exceeding 358,000 books, it continues to expand by adding approximately 5,000 new titles each year. Complementing this central repository, various specialized Department Libraries are spread across the two major campuses located at Palayam and Karyavattom. Additionally, Study Centre Libraries situated in Alappuzha, Kollam, and Pandalam contribute to the extensive library network. Altogether, the Kerala University Library system encompasses nearly 1 million books, catering to the diverse academic needs of its users.

#### **3.1 Organization of the University Library and Services**

For operational efficiency, the University Library is structured into 13 distinct sections.

- Circulation Section
- Acquisition section
- Technical section
- Reference section
- Periodical section
- Information Technology section
- Research Section
- Documentation and Information Services section
- UN & World Bank Section
- Kerala Studies Section
- Maintenance Section (Stack Room)
- Tagore Nikethan Reading Corner
- Resource Centre for Visually Challenged users

##### **3.1.1 Circulation Section**

The Circulation Section at the entrance of the library is distributed into four divisions

(i) Property Counter (ii) Circulation Counter (iii) Membership Desk and (iv) Security Desk.

###### **1. Property Counter**

Members are advised to deposit their personal belongings, such as handbags, hats, attaché cases, printed materials, umbrellas, etc., at the Property Counter located on the right side of the entrance. A token will be issued to members for retrieval purposes. Personal belongings

must be collected on the same day, and if retained beyond one day, applicable service charges fixed by the University must be paid.

## **II ) Circulation Counter**

Members are requested to bring their Membership Card (Identity Card) issued from the library whenever they visit the library. Books are issued on loan and received back in this counter. Renewal of books issued on loan, reserving new books and books issued on loan, collecting overdue charges etc are some of the other functions performed by this counter.

## **III) Membership Desk**

Enrollment of membership can be done at the Membership Desk from 8 AM to 1 PM and 2 PM to 7.30 PM. Clearance Certificates will be issued for Membership withdrawn/Closed. Temporary Memberships are also issued on payment or permission issued by the University Librarian/Deputy Librarian/Senior most library staff on duty (refer to the Rules for details).

## **IV) Security Desk**

Members are required to present their membership card at the security desk and sign the Gate Register upon entering the library. It is required to surrender the borrowed book on loan along with the token to the security staff on duty for inspection. All personal belongings, including files, notebooks, laptops, etc., brought into the library, are subject to inspection by the security staff before exiting the library premises

The services offered by the Circulation Section encompass

- Registration of Membership
- Issue of Temporary Membership
- Withdrawal of membership
- Issue of Clearance Certificate/ Non-Liability Certificate
- Issue and Return of Books
- Renewal of Loan period
- Reservation of new books/ Books issued on loan
- Collection of overdue charges
- Sending reminders for non-receipt of books

### **3.1.2 Acquisition Section**

The primary functions carried out by this section include the selection, ordering, and acquisition of books. Members can submit suggestions and recommendations for new book purchases to this department. All received books undergo physical processing and accessioning within this section. Additionally, the section is responsible for scrutinizing and passing the bills for acquired books.

### **3.1.3 Technical Section**

This section is responsible for the classification, cataloguing, and other technical processing of books and bound volumes of periodicals, added to the library collections.

The functions of this section includes

- Classification and cataloguing of all documents
- Weekly publication of the list of New Additions
- Maintenance of Library Card Catalogue and Shelf List
- Transfer the books from one collection to another based on the requirements

### **3.1.4 Reference Section**

The library proudly offers an extensive reference collection, including a wide range of encyclopedias, dictionaries, yearbooks, almanacs, atlases, gazetteers, biographies, and other reference materials, covering both national and international topics. Additionally, there is a separate textbook collection available. Student members have the privilege of borrowing textbooks overnight, with issuance available until 7:30 PM and mandatory return them upon the library's opening the following day. This section also houses bibliographies on diverse subjects, including general bibliographies. Multiple copies of textbooks and reference materials for civil service and other competitive examinations are readily accessible. Adequate reading tables and chairs are provided for members' convenience. Moreover, previous years' question papers of various university examinations and UGC examinations are accessible for reference purposes.

The services offered from this section includes

- Long and short range reference service
- Overnight issue of text books
- Referral service
- Reprographic services for the previous question papers

### **3.1.5 Periodicals Section**

Foreign as well as Indian periodicals currently subscribed and received as gift are displayed in the shelves in this section. Newspapers and popular magazines are also available for reading. At present we are subscribing to more than 250 periodicals. Binding work forms a part of this section. A journal on completion of its volume will be processed for binding and the bound volumes are kept in the stack room for providing reference to the readers. Furthermore, the process of subscribing to e-journals and databases is initiated from this section.

The services offered from this section includes

- Subscription and Maintenance work of the periodicals
- Offering Reprographic services of the periodicals
- Providing access to current and past issues of journals and newspapers for reading
- Provide articles upon request

### **3.1.6 Information Technology Section**

This section offers IT-based library services, facilitating connectivity among all library sections through a LAN. The Kerala University Library is also a part of the campus-wide computer network of the University. Electronic resources include the E-SodhSindhu Consortium provided by INFLIBNET, along with various bibliographic databases, full-text e-journals, and selected e-books from prominent publishers subscribed by the library. Plagiarism detection tools

and a language editing tool are provided to support the academic community. Access to these electronic resources is via IP Address authentication, accessible through the campus-wide computer network. Non-library members can also access these services with the librarian's approval.

The services offered from this section includes

- Providing internet search facility
- Assist the readers for using the e-Resources
- Maintenance/ control of LAN and Koha
- Providing plagiarism detection services
- Supplying Wi-Fi access to library members
- Facilitating Interlibrary document delivery service
- Coordinating various online services

### **3.1.7 Research Section**

The Kerala University Library serves as a vital research support centre within the University. It houses a collection of theses, access to which is restricted to members from 10 AM to 5 PM on working days. Copies of theses that have been awarded PhD by the Kerala University are available in this section for reference. Non-members may access this collection upon payment of a consultation fee, granted with the permission of the Librarian.

The services offered from the section includes

- Maintenance of Theses collection
- Uploading e-theses to Sodhganga Consortium of INFLIBNET
- Offering facilities to Research Scholars

### **3.1.8 Documentation and Information Services Section**

In this section, bibliographies on important personalities and subjects are compiled and published at regular intervals. Another publication from this section is the 'Kerala Index' which contains an index of articles of research value on topics relating to Kerala prepared from newspapers and magazines subscribed by the Library. From January 2013 onwards, Kerala Index was generated in print and online versions.

The services offered from this section includes

- Compilation and publication of Bibliographies
- Compilation and publication of Kerala Index
- Conducting Exhibitions
- Organizing user orientation programmes

### **3.1.9 UN & World Bank Section**

The Kerala University Library serves as the sole depository for UN and World Bank publications in Kerala. Additionally, publications from other UN organs are also received in this

section. These documents are available for reference purposes only. Updates from the UN received online through the internet are accessible to members. Non-members of the library may also use this section with the permission of the Librarian.

The services offered from the section includes

- Display and maintenance of publications by UN, World Bank and other agencies of UN
- Display of UN/World Bank updates
- Arrangement of Exhibitions of UN & World Bank Publications

### **3.1.10 Kerala Studies Section**

The Kerala Studies Section of the library, established in 1973, is continually expanding as a specialized collection encompassing books and materials related to various aspects of Kerala, including its history, culture, language and literature, religion, education, politics, economics, and sociology. This collection is curated primarily to meet the needs of the growing community of research scholars focusing on Kerala studies. The resources available in this section are extensively used not only by research scholars of this University but by scholars of other Universities in India and abroad. A knowledge repository of rare and old documents which include more than 10 lakh full-text searchable digital pages of rare and old books, periodicals and grey literature hosted in DSpace (an open source digital library platform), is maintained in this section. Non-members can obtain temporary access by paying the required consultation fee. The services offered from the section includes

- Maintenance of books on Kerala Studies
- Reference service pertaining to Kerala Studies
- Maintain the knowledge repository of rare and old documents

### **3.1.11 Maintenance section (Stack Room)**

This is the most important section of the Library. Its function is the display and maintenance of books that are issued on loan. The whole collection is arranged in four floors. Catalogue section also forms part of this section.

Separate reading spaces are provided on the Ground Floor and First Floor for the convenience of members. Members are encouraged to seek assistance from the staff whenever needed. Special permission for accessing bound volumes of newspapers, materials in the Closed Reference Section, Government Publications, etc., can be requested by members from the Head of the section. In the absence of the Head, requests can be made to the most senior staff member available. Non-members can obtain permission from the Deputy Librarian upon payment of the required consultation fee.

#### **Arrangement of the collection**

Books are arranged on the shelves according to Colon Classification Scheme. Each book is assigned a Call Number which consists of a Class Number and Book Number. Class Number is assigned to a book according to its subject matter using Colon Classification. Book number individualizes a book among others having the same Class Number. It is assigned to a book on

the basis of the year of publication. In this arrangement books on the same subject are kept together with those on related subjects coming next to them. Book Number is given beneath the Class Number. Special collections like Government publications, Women Studies, Bound Volumes of Periodicals etc. carry collection symbols also.

Along with the call number, collection symbol is also provided wherever necessary to indicate whether the book belongs to Reference Collection, Kerala Studies, and Closed Reference etc. Separate collections available in the library and the corresponding Collection Symbols provided are given below:

R – Reference

Ⓡ – Closed reference under lock and key

CR - Closed Reference

P - Periodicals (Bound volumes)

GP - Government Publications

WS - Women Studies

KR - Kerala Reference

RT - Research Thesis

KRG - Kerala Reference (Dr. K.M. George collection)

RV - Reference (Dr. A.V. Varghese collection)

RB - Reference Bibliographies

GB - General Biographies

KRS - Kerala Reference (Dr. Sooranadu Kunjan Pillai Collection)

TB - Text Books

UNB - UN & World Bank Publications

TN -Tagore Nikethan Collection

Members are advised to consult the Online Public Access Catalogue (OPAC) or the card catalogue before proceeding to take books from the shelves. Members have the facility of open access to most of the collection available in this section.

### **Library Catalogue**

Library catalogue is an essential and important tool to facilitate the search and locate the library materials. Cataloguing is a technique of describing the documents in order to help the reader to identify the document in which he is interested. Our library maintains a manual/card and an online catalogue to facilitate the readers.

## **The Card Catalogue**

A Catalogue of the entire holdings of the Library is available in the card form. It is designed as a Classified Catalogue with two parts, viz., the Classified Part and Alphabetical Part. There is a card in the Classified Part for each book in the Library giving its call number, author, title, edition etc., and the cards are arranged according to the call numbers of the books, the number indicating the subject and the year of publication of books so that the cards relating to books on the same subject are collected together. The Alphabetical part contains cards arranged in the alphabetical order of the names of the authors, editors, title, series, subjects etc. Separate Catalogue for Malayalam books is also provided. Entries are arranged alphabetically as per Malayalam alphabet.

## **OPAC (Online Public Access Catalogue)**

Kerala University Library maintained an online catalogue using Koha, an open source library management software. The library's catalogue of books and other documents can be accessed through library intranet and Internet. The library catalogue is searched by author, title, publisher, subject, year of publication, call number and accession number. The readers can search the online catalogue of the library on internet through our website.

### **3.1.12. Tagore Nikethan Reading Corner**

This section embraces of the works of Rabindranath Tagore and a relief (Portrait of Tagore). Tagore nikethan was established on 17 February 2021 as part of the Centenary Celebrations of the first visit of Rabindranath Tagore to Kerala after he bagged the Nobel Prize & 110th year of publication of 'Geethanjali'. Researchers and other members can refer this collection and reading space is provided for the benefit of members.

### **3.1.13. Resource Centre for Visually Challenged Users**

This section was established on October 2021, for supporting the users with reading disability. This is a fully air-conditioned Centre with all modern equipments like Kibo reprographic Scanner, Digital Braille devices and multimedia with assistive technologies. This Centre has access to bookshare , an online library of accessible ebooks for people with print disabilities. From bookshare we have more than 10 lakhs audio books in different languages for the exclusive use of print disabled users.

## **4. Publications of the Library**

### **4.1 Kerala Index**

KERALA INDEX is an index to articles relating to Kerala, appearing in select newspapers, popular magazines and journals received in the library. It is an index pertaining to different aspects of Kerala, such as its history, culture, language, literature, art, education, politics and sociology to meet the increasing requirements of research scholars and others interested in Kerala studies. , Kerala Index is available in print and online versions.



#### 4.2 The Library has so far published the following Bibliographies

1. Asan Granthasoochi 1973
2. Kerala Bibliography 1977
3. Vallathol Bibliography 1978
4. Select Bibliography on Lexicography 1986
5. Feminism and Literature : A select Bibliography 1987
6. Ulloor Bibliography 1987
7. Kerala Assembly Election, 1987
8. A select Bibliography 1987
9. Information sources in English literature : A select Bibliography 1988
10. Research and Research Methodology : A select Bibliography 1988
11. C.V. Raman Pillai Gaveshana Dharsakam 1989
12. Sthree Padanam Grandhasoochi 1989
13. Ayyappa Paniker : A select Bibliography 1990
14. Thakazhy Bibliography 1992
15. Sahitya Samanwya Silpi Dr. K.M. George Bibliography 1994
16. Garjikunna Kathikan Ponkunnam Varkey Bibliography 1994
17. Ayyappa Paniker: Kaviyum Niroopakanum Bibliography (Rev, Ed.) 1999
18. Basheer Granthasoochi 2001
19. Dr. V.S. Sarmayude Rachanakal: A bibliography 2001
20. Sooranatu Kunjan Pillai Bibliography 2001
21. Sugathakumar Sahithyasoochi 2013
22. Vishnu Narayanan Namboothiri Sahithya Soochi 2015
23. Vishnu Narayanan Namboothiri Sahithya Soochi (Revised Edition) 2017
24. O N V Kurup Sahithyasoochi 2018
25. Padmabhushan G Sankarakurup Sahithya Soochi 2022
26. M T Vasudevan Nair Sahithya Soochi 2022
27. S K Pottekkat Sahithya Soochi 2023
28. Akkitham Achuthan Namboothiri Sahithyasoochi 2023
29. Madhavikutty Grandhasoochi 2024

## 5. Colon Classification Scheme

Kerala University Library Follows Colon Classification Scheme for Classification of subjects and the arrangements of books in the shelves

### Some Important Class Numbers

*(Consult Catalogue/OPAC for details and other Class Numbers)*

Class Number	Subject
a	Bibliography (General)
k	Dictionaries- Encyclopaedias
m	Periodicals (General)
n	Serial
p	Conference proceedings
w	Biography (General)
z	Generalia
z2	Indiana
zG	Gandhiana
1	Knowledge
1:3	Communication
13	Information
2	Library Science
A	General Science
B	Mathematics
BobD	Engineering Mathematics
B28	Statistics
B288	Operations Research
B9	Astronomy
C	Physics
C:(B)	Mathematical Physics
D	Engineering
D1	Civil Engineering
D2	Irrigation Engineering
D3	Building Engineering
D4	Transport Engineering
D5	Vehicle Engineering
D6	Mechanical Engineering
D65	Electronics Engineering
D651	Computer Science Engineering
D66	Electrical Engineering
D7	Nuclear Engineering
D8	Municipal Engineering
D85	Water Supply Engineering
E	Chemistry
E:2	Physical Chemistry
E:3	Analytic Chemistry
E:98	Polymer Chemistry
E1	Inorganic Chemistry
E5	Organic Chemistry

E9G	Biochemistry
E9G91	Microbial Chemistry
E9I	Plant Chemistry
F	Technology
F55	Fuel Technology
F9G	Biotechnology
G	Biology
G:5	Ecology
G:6	Genetics
G11	Cytology
G91	Microbiology
G9555	Marine Biology
H	Geology
H:(C)	Geophysics
I	Botany
J	Agriculture
J1	Horticulture
J16	Floriculture
J6	Medicinal Plants
K	Zoology
K1	Invertebrate
K86	Entomology
K9	Vertebrata
K92	Fishes
K96	Birds
K97	Mammalia
KZ	Animal Husbandry
KZ332	Fisheries
L	Medicine
L9C	Paediatrics
L9E	Geriatrics
L9F	Female Medicine
L9P	Psychiatry
LB	Ayurveda
LL	Homeopathy
LZ3	Pharmacology
M	Useful Arts
M1	Book Production
M2	Journalism
M3	Home Science
M38	Home Management
M95	Photography
MA6	Hotel Management
MV4	War Science
MV41	Military
MV45	Navy
MV48	Air Force
MY	Sports & Games
Δ	Mysticism

Δ:3	Yoga
Δ:8	Occultism
Δ:864	Astrology
N	Fine Arts
NA	Architecture
ND	Sculpture
NO	Painting
NR	Music
NS	Dance
NS212	Kathakali
NT	Theatre
NW	Cinema
NY	Television
O	Literature
O-	English Literature
O-2	Indian English Literature
O111	American Literature
O15	Sanskrit Literature
O152	Hindi Literature
O31	Tamil Literature
O32	Malayalam Literature
P	Linguistics
P-	English
P-:3	English Grammar
P15	Sanskrit
P15:3	Sanskrit Grammar
P152	Hindi
P152:3	Hindi Grammar
P31	Tamil
P31:3	Tamil Grammar
P32	Malayalam
P32:3	Malayalam Grammar
Q	Religion
Q2	Hinduism
Q3	Jainism
Q4	Buddhism
Q6	Christianity
Q7	Muhammadanism
R	Philosophy
R1	Logic
R5	Aesthetics
R6	Indian Philosophy
R65	Vedanta
S	Psychology
S1	Child Psychology
S8	Social Psychology
SM9	Psychoanalysis
SN13	Behavioristic Psychology
Σ	Social Science

Σ:f	Research Methods
T	Education
T:(S)	Educational Psychology
T1	Primary Education
T2	Secondary Education
T4	University Education
U	Geography
U2	Physical Geography
U6	Economic Geography
U86	Tourism
V	History
V1	World History
V2	Indian History
V2:19	Foreign Policy, India
V2:2	Constitution, India
V2:71	Archeology, India
V212	Kerala History
V3	British History
V73	American History
W	Political Science
W:28	Public Administration
W:5	Human Rights
W6	Democracy
X	Economics
X.2	Indian Economics
X:5	Trade
X:51	Marketing
X:513	Advertising
X:8	Management
X:89ZB	Economic Development
X:8D	Finance
X:8F	Accounts
X:8K	Cost Accounts
X:8N	Public Relations
X:9	Personnel Management
X5	Commerce (Business)
X5:8	Business Management
X5:(B)	Business Mathematics
X5(Z)	Business Law
X8(A)	Industrial Economics
X8(J)	Agricultural Economics
XM	Cooperation
Y	Sociology
Y:1	Culture, Civilization
Y:45	Criminology
Y:5	Demography
Y15	Women's Studies
Y7	Anthropology
YZ	Social Welfare

Z	Law
Z1	International Law
Z2	Indian Law
Z3	British Law

### Alphabetical listing of some important subjects and their Class Numbers

Subject	Class Number
Accounts	X:8F
Advertising	X:513
Aesthetics	R5
Agricultural Economics	X8(J)
Agriculture J Air Force	MV48
American History	V73
American Literature	O111
Analytic Chemistry	E:3
Animal Husbandry	KZ
Anthropology	Y7
Archeology ,India	V2:71
Architecture	NA
Astrology	Δ:864
Astronomy	B9
Ayurveda	LB
Behavioristic Psychology	SN13
Bibliography (General)	a
Biochemistry	E9G
Biography (General)	w
Biology	G
Biotechnology	F9G
Birds	K96
Botany	I
British History	V3
British Law	Z3
Buddhism	O4
Building Engineering	D3
Business Law	X5(Z)
Business Management	X5:8
Business Mathematics	X5:(B)
Chemistry	E
Child Psychology	S1
Christianity	O6
Cinema	NW
Civil Engineering	D1
Commerce (Business)	X5
Communication	I:3
Computer Science Engineering	D651

Conference proceedings	p
Constitution, India	V2:2
Cooperation	XM
Cost Accounts	X:8K
Criminology	Y:45
Culture, Civilization	Y:1
Dance	NS
Democracy	W6
Demography	Y:5
Dictionaries, Encyclopaedias	k
Ecology	G:5
Economic Development	X:89ZB
Economic Geography	U6
Economics	X
Education	T
Educational Psychology	T:(S)
Electrical Engineering	D66
Electronics Engineering	D65
Engineering	D
Engineering Mathematics	BobD
English	P-
English Grammar	P:3
English Literature	O
Entomology	K86
Female Medicine	L9F
Finance	X:8D
Fine Arts	N
Fisheries	KZ332
Fishes	K92
Floriculture	J16
Foreign Policy India	V2:19
Fuel Technology	F55
Gandhiana	zG
General Science	A
Generalia	z
Genetics	G:6
Geography	U
Geology	H
Geophysics	H:(C)
Geriatrics	L9E
Hindi	P152
Hindi Grammar	P152:3
Hindi Literature	O152
Hinduism	Q2
History	V
Home Management	M38
Home Science	M3
Homeopathy	LL
Horticulture	J1

Hotel Management	MA6
Human rights	W:5
Indian Economics	X.2
Indian English Literature	O-2
Indian History	V2
Indian Law	Z2
Indian Philosophy	R6
Indiana	z2
Industrial Economics	X8(A)
Information	13
Inorganic Chemistry	E1
International Law	Z1
Invertebrate	K1
Irrigation Engineering	D2
Jainism	Q3
Journalism	M2
Kathakali	NS212
Kerala History	V212
Knowledge	1
Law	Z
Library Science	2
Linguistics	P
Literature	O
Logic	R1
Malayalam	P32
Malayalam Grammar	P32:3
Malayalam Literature	O32
Management	X:8
Marine Biology	G9555
Marketing	X:51
Mathematical Physics	C:(B)
Mathematics	B
Mechanical Engineering	D6
Medicinal Plants	J6
Medicine	L
Microbial Chemistry	E9G91
Microbiology	G91
Military	MV41
Muhammadanism	Q7
Municipal Engineering	D8
Music	NR
Mysticism	Δ
Navy	MV45
Nuclear Engineering	D7
Occultism	Δ:8
Operations Research	B288
Organic Chemistry	E5
Paediatrics	L9C
Painting	NQ



Periodicals (General)	m
Personnel Management	X:9
Pharmacology	LZ3
Philosophy	R
Photography	M95
Physical Chemistry	E:2
Physical Geography	U2
Physics	C
Plant Chemistry	E9I
Political Science	W
Polymer Chemistry	E:98
Primary Education	T1
Psychiatry	L9P
Psychoanalysis	SM9
Psychology	S
Public Administration	W:28
Public Relations	X:8N
Religion	Q
Research Methods	$\Sigma$ :f
Sanskrit	P15
Sanskrit Grammar	P15:3
Sanskrit Literature	015
Sculpture	ND
Secondary Education	T2
Serial	n
Social Psychology	S8
Social Science	$\Sigma$
Social Welfare	YZ
Sociology	Y
Sports & Games	MY
Statistics	B28
Technology	F
Television	NY
Theatre	NT
Tourism	U86
Trade	X:5
Transport Engineering	D4
University Education	T4
Useful Arts	M
Vedanta	R65
Vehicle Engineering	D5
Vertebrata	K9
War Science	MV4
Water Supply Engineering	D85
Women's Studies	Y15
World History	V1
Yoga	$\Delta$ :3
Zoology	K

## GENERAL RULES

### 1. Library Hours

The Library hours will be fixed by the University Syndicate from time to time. As at present fixed, the library hours will be as follows.

**8 AM to 8 PM on all working days and Second Saturdays.**

**2 PM to 8 PM on Sundays**

The library is closed on all other public holidays. The holidays on which the library is closed will be notified on the library notice board.

The book lending counter will be closed half an hour before the closing of the library and there will be no transactions of loan thereafter.

### 2. Membership and admission to the library

i) Admission to the library is restricted to members, but others who are desirous of consulting books in the library may do so with the permission of the Librarian or, in his absence, of the senior most staff of the library present. Permission can only be accepted by assigning reasons, therefore.

ii) Before entering the Library the Gate Register is to be signed and the Membership Card shown at the counter. Private books and personal belongings are to be deposited at the Property Counter and a token obtained for them.

With the permission of the librarian, library members can use their laptops or tablets within the designated reading area of the library.

iii) The membership of the library is open to the following categories

(a) Students, Research Scholars and teachers of the University and affiliated colleges,

(b) Heads of the non-teaching Departments of the university,

(c) Members of the Senate,

(d) Members of the Syndicate,

(e) Members of the Faculties, Boards of Studies,

(f) Non-teaching staff of the University and its Departments,

(g) Graduates of recognized Universities and Oriental title holders residing in Kerala, but not belonging to any of the categories mentioned in (a) to (f) above,

(h) Eminent Scholars

(i) Recognized Institutions

(j) Others at the discretion of the Vice-Chancellor.

iv) Application for membership is to be made on the prescribed form available from the library. Applications of students and teachers of the University and affiliated colleges shall be recommended by the Heads of the Departments and the Principals of the Colleges, as the case may be. Applicants under category (f) above should also get their applications recommended by their immediate Gazetted Superiors. Applications of all others shall be recommended by Gazetted Officers or MLAs, Members of the Syndicate, Headmasters of High Schools, Principles of Private Colleges, Managers of Banks and others considered by the Librarian as equivalent rank of Gazetted Officers, who shall be required to make good any loss that the library may suffer on account of membership they recommend and that is irrecoverable from the members. For Graduate Memberships, original or attested copy of degree certificate is to be produced for verification.

(v) Application for Institutional Membership shall be signed by the Head of the Institution.

(vi) A person who has made outstanding contribution in the field of Science/Social Sciences/Humanities of Arts as evident by National or International level recognition/receipt of awards from government agencies-central or state or prestigious institutions with age above 25 years is eligible for Eminent Scholar Membership. The application must be duly attested by a Gazetted Officer who has not less than 3 more years of service.

(vii) The Public Graduate membership will be for a period of one year in the first instance and the membership is renewable for further periods of one year at a time by paying the annual subscription fee. Graduate members should produce a fresh recommendation from a Gazetted Officer in every 3 years. Gazetted Officers recommending applications for membership should have three or more years to retire.

(viii) Research scholars will be granted an initial one-year membership, which can be renewed annually upon submission of a recommendation letter from their research supervisor.

(ix) Teachers from affiliated colleges will be granted a one-year membership initially. This can be renewed by paying the annual subscription fee and providing an employment certificate.

(x) Teaching and Non-Teaching Staff of the University and its departments will be issued membership up to their date of retirement and they need not renew their membership every year.

(xi) A passport size photograph also should be produced, along with the application form for being affixed in the membership card by all categories of members except Institutional Membership.

(xii) A membership fee / deposit at the following rates is payable at the time of admission

Category	Membership Fee (Rs)	Deposit (Rs)	Annual Subscription (Rs)	Total (Rs)	Number of Books allowed
Students	50			50	2
Research Scholars		100		100	6
Teachers		1000	500	1500	6
Teachers (University Departments)		1000		1500	6
Graduate Members		500	250	750	2
University Staff		25		25	2
University Staff (Retired and Graduate)		500		500	2
Institutional Members			5000	5000	10
Eminent Scholars		3000	500	3500	6

The membership deposit would be refunded subsequent to the closure or withdrawal of the membership, payment of the respective dues and surrendering of the issued membership card along with the borrowers tickets. The caution deposit can be demanded by the concerned members only to a prior notice of one week.

(xi) A person eligible for membership in two or more categories will be permitted to take membership only in one category, which he may choose. It should be noted that the membership of a person enrolled in a particular category will cease when he ceases to be eligible for membership in that category. If the continuance of membership is desired, a fresh enrollment in the changed category is necessary. Whenever any change of Institution or Department takes place in the case of teachers, students and employees of the University, the recommendation of the Heads of the new Institution or Department is necessary for the continuance of membership.

(xii) Members should keep the Library informed of any change in address during the period of Membership.

(xiii) Temporary Membership- Non-members who are desirous of consulting books, journals, thesis etc. in the library may do so with the permission of the Librarian or in his absence by

the senior most library staff on duty. They will have to pay necessary fees for consultation as decided by the university from time to time. They will be issued a Temporary Membership Card on payment of necessary fee as mentioned below.

#### Temporary Membership (TMC) Fees

Category	Period	Fees (Rs)
TMC General Reference	1 day	20
TMC General Reference	3 days	50
TMC General Reference	7 days	100
TMC (Kerala Reference/Research Section)	3 days	50
TMC Newspaper Bound Volumes	1 day	45

(xiv) Other Charges

#### Charges for additional services are listed as follows

Items	Charges
Duplicate Identity Card	Rs.55 + Photo
Duplicate Borrowers Ticket	Rs.15 / ticket
Duplicate Clearance Certificate	Rs.25
Missing of the Token from Property Counter	Rs.35
Unclaimed Property	Rs15/day

### 3 Loan privilege and Overdue Charges

Members are eligible for borrowing books from the library based on the following conditions

(i) Currently, the loan duration of book is set at 30 days, regardless of the membership category. The librarian may fix a shorter period of loan for a book that is in great demand or withdraw a book from circulation temporarily or permanently without assigning a reason

therefore.

(ii) Loan can be renewed for a further period of 30 days if the books are not required by others, but not more than two consecutive renewals are permitted without the production of the books at the counter.

(III) Application for renewal of loan will be accepted only after 25 days from the date of issue. Application for each renewal of loan submitted either personally or by post should clearly indicate the Membership Number, Due Date/s and number of book/s to be renewed. Due date means the date stamped in the book on which date the books are to be returned.

(iv) A separate register is also maintained in the Circulation Counter where members can personally note down their Membership Number and due date/s of the book/s to be returned for renewal of their loan period.

(v) Members can also make renewal requests through Telephone (Ph. No. 0471 2308844) / **E-mail (kulbookrenewal@gmail.com)** showing the details mentioned above. For telephonic requests a Renewal Registration Number (RRN) will be given by the Counter Staff and members are requested to note down the Renewal Registration Number and date and should be able to produce the same, if any controversy arise as to the renewal of the loan period.

(vi) Loan period will not be renewed for books for which reservation for borrowing is received. Members are not permitted to get a book on loan continuously for more than 2 times - such books taken on loan should be returned and can be got re-issued after one month if it has not been issued to other members.

(vii) An Overdue charge of **Rs.2 per day per volume** shall be levied if the book is kept beyond the period of loan specified above or fixed by the Librarian **for the first 30 days** and **Rs.4 - per day per volume for the next 30 days** and **Rs.5 per day per volume for the remaining days**. Borrower tickets will not be returned, and books will only be issued once all outstanding dues have been cleared.

(viii) Overdue charge shall have to be paid for the number of days between the due date and the date of receipt of the application for renewal.

(ix) The Library will ordinarily send reminders to those borrowers who retain books beyond the period of loan, but the non-receipt of reminders shall not be a reason against the recovery of overdue charges. Members against whom books are outstanding for more than three months shall not be entitled to borrow books until all books have been returned and all dues have been paid. The retention of a book beyond a period of 6 months from the date of issue without any satisfactory explanation for doing so may lead to the cancellation of membership.

(x) Books on loan can be recalled at any time irrespective of the period of loan at the discretion of the Librarian and noncompliance may lead to the cancellation of membership.

(xi) Bound volumes and loose numbers of periodicals, manuscripts, reference books, damaged books and Text Books from the Text Book collection are not issued on loan. But student members have the privilege of getting Text books issued for overnight use

(xii) Before leaving the counter the member must satisfy himself as to whether the books lent to him/her are in sound condition and if not, he/she must immediately bring the matter to the notice of the assistant on duty at the counter. Otherwise he/she shall be held responsible for any damage discovered afterward.

(xiii) Damage to or loss of books on loan should be immediately reported to the Librarian. Members are liable to replace such books or pay the damage/ cost of the book as fixed by the Librarian. If one volume of a set is damaged or lost the whole set may be required to be replaced. No book will be issued to such members till the loss has been made good. They are liable to pay overdue charges as per rule, in addition to the cost of the book up to the date on which the loss was reported. If the book reported as lost is later found out and returned then overdue charges will be levied from the due date.

(xiv) Failure to clear all outstanding dues within six months may result in the forfeiture of membership

(xv) A book which is on loan may be reserved for borrowing by other members by filling up the Reservation Card at the counter and affixing postal stamps of the proper value on it. The member concerned will be intimated as soon as the book is available for issue and he should take the book within five days from the date of issue of the intimation. The book will not be kept reserved for him beyond this period.

(xvi) Photocopying of library books and journals may only be carried out within the Copyright regulations. Before taking any book or journal for photocopying, permission must be obtained from the library staff on duty.

#### **4. Book Issue System**

i) Members will get at the time of admission a Membership Card and as many Borrower's Tickets as the number of books they are eligible to borrow. On each occasion when a book is borrowed a Borrower's Ticket is to be given at the counter. The ticket will be returned to the borrower when the book is returned.

ii) The Borrower's Ticket and the Membership Card are not transferable as they are token of privilege which only the member for whom they are issued is entitled to. Sub-lending of books is a misuse of this privilege and is to be avoided. Books however can be borrowed/ returned through authorized agents.

iii) Special care should be taken to see that the Membership Card and Borrower's Tickets are not misplaced or lost. All losses are to be reported immediately to the Librarian.

(iv) Duplicate Borrower's Tickets will be issued a month after the receipt of the report of the loss at the discretion of the Librarian. Members shall pay Rs. 15/- for each duplicate

Borrower's Ticket and shall sign an Indemnity Bond in the prescribed form. Duplicate Membership Card will be issued on receipt of the report of the loss and on payment of Rs. 55/- to enable a member to continue his membership.

The Member however shall continue to be responsible for any loss that the Library may suffer through the loss or misuse of his card or tickets.

v) If a member who has lost his/her Membership Card or one or more of his/her Borrower's Ticket applies for withdrawal of deposit, no action will be taken on such application till after the expiry of one month after its receipt. If the tickets are not recovered by the Member before the end of that period, he/she shall give an Indemnity Bond in the prescribed form in respect of the lost tickets. After the receipt of the Indemnity Bond, the application for withdrawal of deposit shall be dealt with in the usual way.

### **5 Clearance Certificate/ Non-Liability Certificate**

i) Heads of Departments of the University and Principals of the affiliated colleges shall require the students of their Departments/ Colleges who are members of the Library to produce a clearance certificate from the University Library to the effect that they have returned all books and cleared all dues, before they are admitted to the final University examinations or are issued Transfer Certificate whichever is earlier. Research students shall be required to produce the clearance certificate before they are permitted to submit the thesis. However Research Scholars who are teachers and who have been issued Teacher Membership will be issued Non-Liability Certificate at the submission of synopsis/ Theses only on production of all the six Borrower's Tickets and Membership Card issued to them and will be allowed to continue their membership under Teacher Category.

ii) Heads of Departments and the Principals shall also insist on the teachers under them for similar clearance certificate in the event of their transfer or retirement before their last pay is disbursed. The staff working in the University or its Department shall also obtain clearance certificate before transfer or retirement.

iii) Duplicate Clearance Certificates/ Non-Liability Certificates will be issued only on payment of Rs. 25/- as Service Charges.

### **6 Use of Library - General Rules**

i) Silence must be observed inside the library and loud talking is prohibited in all parts of the library. As the Library is a place of individual study and research, members should conduct themselves to maintain an atmosphere conducive to this. Smoking shall not be permitted within the Library building and its premises.

ii) Mobile phone use is permitted inside the library as long as it does not cause any disruption to other readers or affect the working environment of the library.

iii) Photography/ videography inside the library are prohibited normally, but special permission can be obtained.



iv) Books should be handled with care. Marking on books is most objectionable and may lead to the cancellation of membership privileges.

v) Members have the privilege of direct access to the shelves in the stack rooms and the reading hall and the freedom to browse among the books. It is important that the classified arrangement of the book according to the numbers is maintained in the shelves for the convenience of the members themselves. While therefore book can be freely taken out of the shelves, on no account should they be reshelved by the members because of the danger of misplacement. Such books may be left on the nearest table.

vi) For better use of the Library, members can approach the library professional at the desk.

vii) Vehicles should not be parked in front of the library building. Cycles, Scooters, Motor Cycles and Cars should be parked in the stand / space provided for the purpose on the eastern side of the building.

viii) Members are not permitted to reserve seats in the reading halls either for themselves or for others and will not be permitted to retain documents in the absence of a member for an unreasonable period of time. The Library Staff may remove books and other materials from a desk left unoccupied and issue the same to another member.

ix) Any infringement of these rules will render the privilege of admission to and borrowing books from the Library liable to forfeiture.

**For any queries please contact the Circulation Section**