

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, Principals 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