

# GENERAL INFORMATION

## Introduction

In the wake of rapid technological advancement, the role of library has to be redefined and remoulded. The library has to function in accordance with the changing needs. Today libraries are undergoing tremendous changes in their functioning by adopting latest technology so as to give the user population quick access to print and electronic information resources.

Kerala University Library is situated in the heart of the Thiruvananthapuram city very adjacent to University Buildings. It has a very rich collection of documents consisting of books, back volumes of periodicals, theses, CD-ROMs, Microfilms etc. The Collection of back volumes of social science periodicals is considered to be one of the best in South India. Kerala University Library is today the major centre of study and research in the state. On an average 1000 to 1250 students, research scholars, teachers and others visit the library daily.

## Retrospect

The University of Travancore was established on 1<sup>st</sup> November 1937 under the Travancore University Act I of 1113 ME (1937). Till the formation of a separate library for the University, the Trivandrum Public Library and the libraries of the Arts and Science colleges served the requirements of the academic community. The administration of the Trivandrum Public Library which had around 33,356 books and 93 periodicals was brought under the University in 1938. The Arts College was amalgamated with the Science College in 1942-43 and about 10,000 books from the Arts College Library was transferred to the University College. The remaining books numbering about 20,000, mostly of an advanced nature were kept in the Arts College. This formed the nucleus of the University Library Collection. The personal libraries of Divan Bahadur Dr. S. Krishna Swami Aiyangar and Professor P.P. Sastri were purchased and added to the collection.

The Library of the University of Travancore (later renamed as Kerala University Library) was started in 1942. By the end of 1942 the number of volumes in the library, housed in the Arts College building, was 29,780. Four years later the library was shifted to a new building on the eastern side of the University College.

After the formation of Kerala State in 1956, steps were taken to reconstitute the University of Travancore into a teaching and federal University for the state as a whole. With this in view the Kerala University Act was brought into force by the Kerala Government in 1957 with the preamble " .... conservation, promotion and development of Kerala Art and

Culture and the Malayalam language and the gradual change of the medium of instruction into Malayalam in all the educational institutions in the state as well as the provision of greater facilities for the post graduate study and original research in all branches of learning by establishing centres of post graduate study and original research in different parts of the state."

The present library building, a two storied structure with a total plinth area of 53,000 Sq.ft., started functioning on 8<sup>th</sup> September 1962. The post of a Professional Librarian to be in full administrative charge of the Library was created in 1959 and Prof. K. A. Isaac was appointed to the post in August 1959. He continued to be the University Librarian until 1980 and he was succeeded by Sri. K. C. John.

## Organization of the library

For the functional convenience, the library is divided into 11 sections- Circulation Section, Acquisition section, Technical section, Reference section, Periodical section, Documentation and Information Services section, Information Technology section, Kerala Studies Section, UN & World Bank Section, Research Section, and Maintenance Section (Stack Room).

### 1 Circulation Section

The Circulation Section at the entrance of the library is divided into four divisions (i) Property Counter (ii) Circulation Counter (iii) Membership Desk and (iv) Security Desk.

#### **1.1 Property Counter**

Members are advised to keep their personal belongings including handbags, hats, attaché cases, printed materials, umbrellas etc in the Property Counter which is on the right side of the entrance. Members will be given a token for keeping their personal belongings which can be taken back on production of the token. Personal belongings kept in the Property Counter has to be taken back on the same day itself and if it is kept beyond one day necessary service charges as fixed by the University has to be paid.

#### **1.2 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.

### **1.3 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 (see Rules part also)

### **1.4 Security Desk**

Members have to show their membership card at the security desk and sign the Gate Register at the time of entering the library. Members are requested to hand over the book issued on loan and the token to the security staff on duty. All materials including files, note books etc taken inside the library are to be given for inspection by the security staff when leaving the library.

## 2 Acquisition Section

Selection, ordering, and acquisition of books are the main functions performed by this section. Suggestions and recommendations for the purchase of new books can be submitted to this section by members. All books received are physically processed and accessioned in this section. The section also has the responsibility of scrutinising and passing the bill for books received.

## 3 Technical Section

Classification, cataloguing and other technical processing of books and bound volumes of periodicals that are added to library collections are done in this section.

## 4 Reference Section

The Library has a good reference collection consisting of various encyclopaedias, dictionaries, year books, almanacs, atlases, gazetteers, biographies etc of national and international coverage and other reference books. In addition to the general reference books we have a separate text book collection attached to it. Student members have the facility to get text books issued on loan for overnight use which will be issued at 7:30 PM and must be returned at the time of opening of the library on the next day. Bibliographies on various subjects as well as general bibliographies also form part of this section. The bibliography collection includes abstracting and indexing periodicals like Chemical Abstracts, Biological Abstracts. Multiple copies of text books and reference books for the preparation of civil service and other competitive examinations are made available in this section. Sufficient reading tables and chairs are provided for members. Previous year's question papers on various University examinations and UGC examinations are also available for reference in the text book section.

## 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 47 foreign periodicals and 245 Indian periodicals. 175 periodicals are received as gift. Binding work forms a part of this section. A periodical on completion of its volume will be processed for binding and a volume which is in the process of binding may be consulted inside the binding section if the condition of the volume at that stage of binding permits handling. Reading tables and chairs are provided for reading and reference.

## 6 Information Technology Section

Computer based Library Services are provided from this section. All sections of the library have been connected through a LAN. Computer Data Bank of the holdings of the library has already been created using the Library software LIBSYS 4. The data base already created is available to the members through OPAC (Online Public Access Catalogue). Internet services are provided through VSNL Dial-up access.

An Internet Browsing Centre with 10 computers will start functioning in the University Library shortly. A 64 kbps leased line through Asianet cable and Modem will be made available for this purpose. This is a joint venture established with financial aid from the Information Technology Department, Government of Kerala. CD-ROM search facility is also available.

## 7 Research Section

Kerala University Library is the most important research centre of the University, particularly for scholars in subjects for which there are no other research centres. Both full time and part time research scholars including Full-time FIP teacher scholars select this library as their centre of research and this section deals with the requirements of research scholars. Theses collection forms part of this section where entry is restricted to members from 10 AM to 5 PM on working days only. Copy of thesis that has been awarded Ph.D. by the Kerala University is made available in the section for reference. Photocopying of thesis is not permitted. Non-members will be permitted to use this collection on payment of consultation fee with the permission of the Librarian.

## 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.

The Library has so far published the following Bibliographies:

Asan Granthasoochi	1973
Kerala Bibliography	1977
Vallathol Bibliography	1978
Select Bibliography on Lexicography	1986
Feminism and Literature A select Bibliography	1987
Ulloor Bibliography	1987
Kerala Assembly Election, 1987 A select Bibliography	1987
Information sources in English literature A select Bibliography	1988
Research and Research Methodology A select Bibliography	1988
C.V. Raman Pillai Gaveshana Dharsakam	1989
Ayyappa Paniker A select Bibliography	1990
Thakazhy Bibliography	1992
Sahitya Samanwya Silpi Dr. K.M. George Bibliography	1994
Garjikulna Kathikan Ponkunnam Varkey Bibliography	1994
Ayyappa Paniker: Kaviyum Niroopakanum Bibliography (Revised Edition)	1999
Basheer Granthasoochi	2001
Dr. V.S. Sarmayude Rachanakal: A bibliography	2001
Sooranatu Kunjan Pillai Bibliography	2001

### **8.1 Photocopying Services**

Photocopying Services are provided from 8 AM to 6:30 PM. Two photocopying machines are functioning inside the library. Copies can be had on payment of Re. 1/- per page. Photocopying of theses and rare documents are not permitted.

## **8.2 Microfilm Reader Printer Services**

Microfilms of a number of journals are available for reading and, if required, members can have the necessary pages printed on payment.

## 9 UN & World Bank Section

Kerala University Library is the only depository for UN and World Bank publications in Kerala. Publications of other organs of the UN are also received in this section. Documents are available for reference only. UN updates received on-line through internet is made available to members. CD-ROMs on important topics published by UN and World Bank are also available in the section.

## 10 Kerala Studies Section

The Kerala Studies Section of the library started in 1973 is being developed as a specialized comprehensive collection comprising books and other materials dealing with the subjects relating to Kerala such as its history and culture, language and literature, religion, education, politics, economics, sociology etc. This collection is being built up primarily to meet the requirements of the growing number of research scholars in the field of Kerala studies. This is only a reference section and admission is normally restricted to Research Scholars only. 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. Temporary permission will be issued to other members by the Librarian. Non-members will be permitted only on payment of necessary consultation fee.

## 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.

### **11.1 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. Members are advised to consult the catalogue first before proceeding to take books from the shelves. Members have the facility of open access to most of the collection available in this section.

## **11.2 The 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.

If a book by a particular author is sought, the name of the author can be looked up in the Alphabetical Part, and the relevant card gives the author's name, title of the book, and the call number under which it is kept in the Library. It can be located with the help of Call Number. Similarly if the approach to a book is from the side of its Editor, Title, Series under which it has been published, its call number can be obtained by looking up the name of the Editor, Title, Series etc., as the case may be in the Alphabetical part and the book can be located. If a person is interested in a particular subject he is guided from the Alphabetical Part to the relevant region in the Classified Part. For example, if one's interest is in 'Public Finance' he can look up in the Alphabetical Part for card with the words "Public Finance" written at the top. This card directs him to see all the cards kept in the Classified part under the number X7, which stands for Public Finance. There he will find the cards relating to all the books on Public Finance available in the Library, and it becomes easy to select the book required.

Separate Catalogue for Malayalam books is also provided. Entries are arranged alphabetically as per Malayalam alphabet.

Along with the call number, collection symbol is also provided wherever necessary to indicate whether the book belongs to Reference Collection, Kerala Studies, 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

Members after obtaining details from the catalogue can proceed to the relevant sections for taking books of their choice.

Separate reading space is provided for the benefit of members in the Ground Floor and First Floor. Members are advised to take help from the staff whenever necessary. Permission for consultation of Bound volumes of Newspapers, Closed Reference Section, Government Publications etc will be allowed on special request by the members to the Head of the section or on her/his absence to the senior most member available in the section. Permission to non-members may be obtained from the Deputy Librarian on payment of necessary consultation fee.

Diagrammatic representation of the Catalogue is given on page 14

### **User Amenities**

1. Drinking Water

For the benefit of members, drinking water is provided on the Ground Floor.

2. Dining Hall

Dining halls are available on the Ground Floor and First Floor.

3. Canteen

A canteen functions inside the library premises from 8 AM to 7 PM



## **Services/ Functions of the various sections**

### **1. Circulation Section**

- 1.1 Registration of Membership
- 1.2 Issue and Return of Books
- 1.3 Renewal of Loan period
- 1.4 Reservation of new books/ Books issued on loan
- 1.5 Collection of overdue charges
- 1.6 Inter library loan services
- 1.7 Withdrawal of membership
- 1.8 Issue of Clearance Certificate/ Non-Liability Certificate
- 1.9 Issue of Temporary Membership
- 1.10 Collection of photocopying charges
- 1.11 Sending reminders for non-receipt of books

### **2. Periodical section**

- 2.1 Ordering, Purchasing and display of newspapers, popular magazines, Indian and foreign periodicals
- 2.2 Binding of Books and Periodicals

### **3. Information Technology Section**

- 3.1 Internet services
- 3.2 CD-ROM search
- 3.3 OPAC search
- 3.4 Maintenance/ control of LAN
- 3.5 Library computerization activities

### **4. Documentation and Information Service Section**

- 4.1 Compilation and publication of Bibliographies
- 4.2 Compilation and publication of Kerala Index
- 4.3 Publication of Current Contents
- 4.4 Arrangements of Exhibitions
- 4.5 Photocopying services
- 4.6 Micro-film reader & printer services

### **5. Reference Section**

- 5.1 Long and short range reference service
- 5.2 Overnight issue of text books
- 5.3 Referral service

**6. Maintenance Section (Stack Room)**

- 6.1 Display and maintenance of books
- 6.2 Loan service
- 6.3 Maintenance of Bound volumes of Newspapers, Science Periodicals, Government Publications.
- 6.4 Up-keeping and weeding out of books
- 6.5 Maintenance of Closed Reference collection

**7. Technical section**

- 7.1 Classification and cataloguing of all documents
- 7.2 Weekly publication of New Additions
- 7.3 Maintenance of Library Card Catalogue and Shelf List
- 7.4 Collection change of books

**8. Acquisition Section**

- 8.1 Selection, ordering and acquisition of new books
- 8.2 Processing of books received on gift
- 8.3 Processing of bills of new books

**9. Kerala Studies Section**

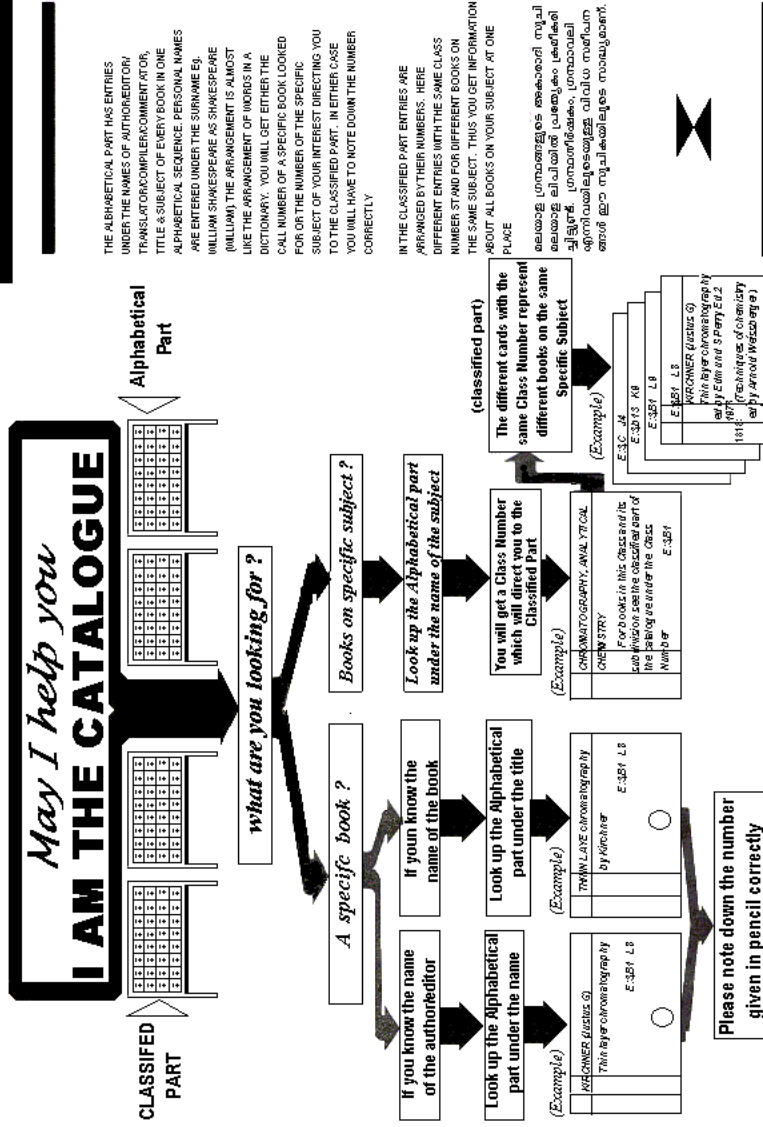
- 9.1 Maintenance of books on Kerala Studies.
- 9.2 Reference service pertaining to Kerala Studies
- 9.3 Arrangement of Exhibitions on subjects related to Kerala along with Documentation and Information Services Section

**10. UN and World Bank Section**

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

**11. Research Section**

- 11.1 Maintenance of Theses collection
- 11.2 Providing facilities to Research Scholars
- 11.3 Maintenance of Bound Volumes of Social Science Periodicals



THE ALPHABETICAL PART HAS ENTRIES UNDER THE NAMES OF AUTHOR/EDITOR, TRANSLATOR/COMPILER/COMMENTATOR, TITLE & SUBJECT OF EVERY BOOK IN ONE ALPHABETICAL SEQUENCE. PERSONAL NAMES ARE ENTERED UNDER THE SURNAME E.G. WILLIAM SHAKESPEARE AS SHAKESPEARE (WILLIAM). THE ARRANGEMENT IS ALMOST LIKE THE ARRANGEMENT OF WORDS IN A DICTIONARY. YOU WILL GET EITHER THE CALL NUMBER OF A SPECIFIC BOOK LOOKED FOR OR THE NUMBER OF THE SPECIFIC SUBJECT OF YOUR INTEREST DIRECTING YOU TO THE CLASSIFIED PART. IN EITHER CASE YOU WILL HAVE TO NOTE DOWN THE NUMBER CORRECTLY.

IN THE CLASSIFIED PART ENTRIES ARE ARRANGED BY THEIR NUMBERS. HERE DIFFERENT ENTRIES WITH THE SAME CLASS NUMBER STAND FOR DIFFERENT BOOKS ON THE SAME SUBJECT. THIS YOU GET INFORMATION ABOUT ALL BOOKS ON YOUR SUBJECT AT ONE PLACE.

ഒരു വിഷയം (topic) ന്നു കീഴിൽ, സമാന വിഷയം ഉൾക്കൊള്ളുന്ന (related) പുസ്തകങ്ങൾ (books) ഒന്നിനു കീഴിൽ (under) തുല്യ നമ്പർ (same number) കാണിക്കപ്പെടുന്നു. (Techniques of chemistry by van der Smissen)



## 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.**  
**2 PM to 8 PM on Sundays**

(The library is kept open on some of the public holidays also. The holidays on which the library is closed will be notified on the library notice board)

The loan 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 member of the staff of the library present. Permission can be refused without assigning any reasons therefor.

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.

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

- (a) Students 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 recognised Universities and Oriental title holders residing in Kerala, but not belonging to any of the categories mentioned in (a) to (f) above,
- (h) Recognized Institutions
- (i) Others at the discretion of the Vice-Chancellor.

(iv) Application for membership is to be made on the prescribed form obtainable 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 MLA's, Members of the Syndicate, Headmasters of High Schools, Principles of Private Colleges, Managers of Banks and others considered by the Librarian as of 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.

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

*Note:- A passport size photograph also should be produced, along with the application form for being affixed in the membership card by all category of members except Institutional Membership.*

(v) The membership of non students 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. Graduate members should produce a fresh recommendation from a Gazetted Officer every 3 years. Teaching and Non-Teaching Staff of the University and its departments, will be issued membership upto their date of retirement and they need not renew their membership every year.

(vi) A membership deposit at the following rates is payable at the time of admission-

- (a) Students – Rs.40/-
- (b) Research Students desiring to take 6 books at a time Rs.100/-
- (c) Teachers, and other members who are given library facilities as for Teachers – Rs.200/-
- (d) Members in categories (c) to (f) - Rs.25/-
- (e) Others – Rs.200/-

*Note:- Gazetted Officers recommending applications for membership should have three or more years to retire.*

The membership deposit will be refunded on the closure or withdrawal of membership and after all dues have been paid and the membership card and the borrowers tickets issued have been returned. A week's notice shall be given before a deposit is withdrawn (See also rule 6 (iv)).

(vii) Graduate members shall pay an annual subscription of Rs.100/- at the time of enrolment. The subscription will fall due for payment in subsequent year on the expiry of one year from the date of payment of the previous subscription.

(viii) Institutional Members shall pay an annual subscription of Rs. 1000/-. Next subscription will fall due for payment in subsequent year on the expiry of 1 year from the date of payment of the previous subscription.

(ix) A person eligible for membership in two or more of the categories specified under rule 2 (iii) will be permitted 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 continuance of membership.

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

(xi) **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.

### 3 Loan privilege

Members are eligible for borrowing books from the library as follows:-

- |   |          |
|---|----------|
| (a) Students  | 2 books  |
| (b) Teachers, Head of non-teaching departments of the University, Research Students with a membership deposit of Rs.100/- Post doctoral Research Scholars and Any other member permitted by the Library Advisory Committee. | 6 books  |
| (c) Institutional Membership  | 10 books |
| (d) Others  | 2 books  |

4 Conditions of loan

- i) Period of loan
  - a) Students
    - Students studying in colleges in Thiruvananthapuram Corporation Area 15 days
    - Research Students with a membership deposit of Rs.100/- and students studying in Colleges outside the Thiruvananthapuram Corporation area 30 days
    - The decision of the University Librarian as to the college to be considered as within the Thiruvananthapuram Corporation area for the purpose of this rule, will be final
  - b) Non-students
    - All those entitled to borrow 6 books at a time and those residing outside Thiruvananthapuram Corporation area, but not working within the Corporation limits 30 days
  - c) Institutional Membership 30 days
  - d) Others 15 days

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 therefor.

(ii) An Overdue charge of 50 paise per volume per day shall be levied if the book is kept beyond the period of loan specified above or fixed by the Librarian for the first five days and Re.1/- per day per volume for the whole period from the due date if the book is kept after 5 days. The borrower's tickets will not be returned and books will not be issued until the dues have been cleared.

(iii) 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.

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

(v) Loan can be renewed for a further period of 15 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. The application for renewal of loan which should not be for more than 15 days at a stretch should reach the library on or before the due date of return of the books. Overdue charge shall have to be paid for the number of days between the due date and the date of receipt of the application. Application for renewal of loan will be accepted only after 10 days from the date of issue for 15 days category and 20 days for 30 days category as the case may be. 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. 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. Members can also make renewal requests through Telephone (no. 477844) / E-mail ([kulib@md3.vsnl.net.in](mailto:kulib@md3.vsnl.net.in)) 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. Loan period will not be renewed for books for which reservation for borrowing is received. Due date means the date stamped in the book on which date the books are to be returned. Members are not permitted to get a book on loan continuously for more than 3 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.

(vi) 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

**(vii) 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.**

(viii) 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



Guide Book

to pay overdue charges as per Rule 4(ii) in addition to the cost of the book upto 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.

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

(x) 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.

(xi) 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.

## 5 Inter Library Loan

The Librarian may enter into inter-library loan arrangement on a reciprocal basis with other libraries and Institutions approved by the University on the following conditions:

i) The borrowing Institution or Library shall make their own arrangements for receiving and returning the books from the Library. When books are sent by post or by rail they should meet the transportation charges

ii) All books borrowed should be returned in safe condition within the period fixed by the Librarian

iii) The borrowing Institution should make good any loss or damage to the books borrowed by paying such compensation as the Librarian may fix

iv) When books are obtained on Inter-library loan for the members of the library, the expenditure on postage both ways shall be met by the members concerned.

## 6 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 authorised 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.

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. 10/- 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. 15/- 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.

iv) 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.

## 7 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. Duplicate Clearance Certificates/ Non-Liability Certificates will be issued only on payment of Rs. 20/- as Service Charges.

## 8 Use of Library

### General

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. Use of Mobile Phone inside the Library is not permitted. Photography/ videography inside the library is prohibited normally, but special permission can be obtained.

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

iii) 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 reshelfed by the members because of the danger of misplacement. Such books may be left on the nearest table.

iv) For better use of the Library, members can have help of the staff.

v) 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.

vi) 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.

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

## 9 Loan to Departments of the University and to Principals of Affiliated Colleges and Heads of Government Departments

For special rules please contact the Circulation Section

## Colon Classification Scheme

### Some Important Class Numbers

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

<u>Class Number</u>	<u>Subject</u>
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
NQ	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**

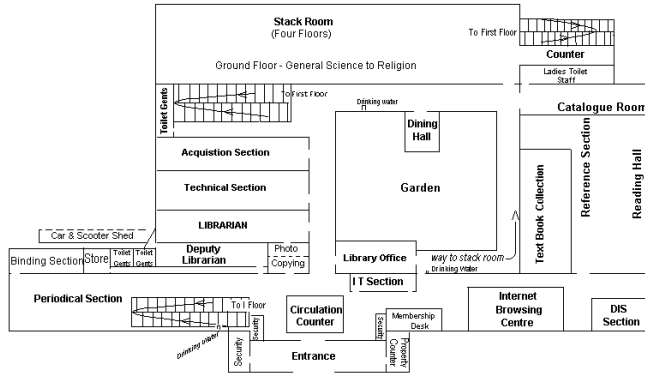
Accounts	X:8F
Advertising	X:513
Aesthetics	R5
Agricultural Economics	X8(J)
Agriculture	J
Air Force	MV48
American History	V73
American Literature	O111
Analytic Chemistry	E:3
Animal Husbandry	KZ
Anthropology	Y7
Archeology, India	V2:71
Architecture	NA
Astrology	△:864
Astronomy	B9
Ayurveda	LB
Behavioristic 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	Q4
Building Engineering	D3
Business Law	X5(Z)
Business Management	X5:8
Business Mathematics	X5:(B)
Chemistry	E
Child Psychology	S1
Christianity	Q6
Cinema	NW
Civil Engineering	D1
Commerce (Business)	X5
Communication	1:3
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

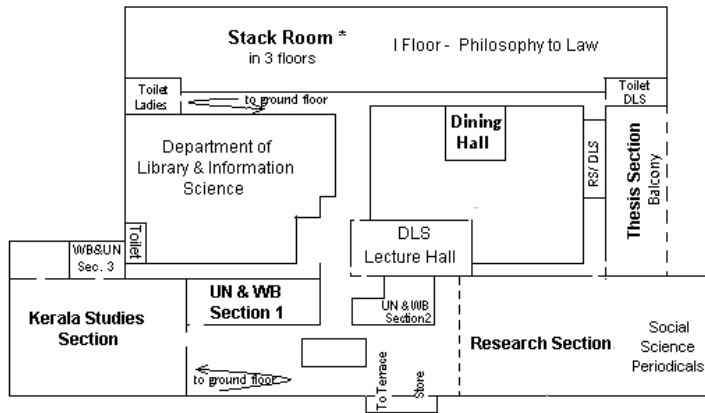
Indian English Literature	O-2
Indian History	V2
Indian Law	Z2
Indian Philosophy	R6
Indiana	z2
Industrial Economics	X8(A)
Information	13
Inorganic Chemistry	E1
International Law	Z1
Invertebrate	K1
Irrigation Engineering	D2
Jainism	Q3
Journalism	M2
Kathakali	NS212
Kerala History	V212
Knowledge	1
Law	Z
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

## KERALA UNIVERSITY LIBRARY Physical Layout - Ground Floor



## Physical Layout - First Floor



\* II Floor - Science Periodicals Back Vols.  
 III Floor - Newspaper Section  
 (Bound volumes)