

# LIBRARY 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 members 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 (6 books at a time)– 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

Teachers, Head of non-teaching departments of the University, Research Students, with a membership deposit of Rs.100/-. 30 days  
Students studying in colleges outside Thiruvananthapuram Corporation area (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), Post doctoral Research Scholars and Any other member permitted by the Library Advisory Committee

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 30 days  
Corporation limits

- 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 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

reshelved 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