

MNR EDUCATIONAL TRUST

MNR LIBRARY&RESOURCE CENTRE

(CENTRAL LIBRARY)

LIBRARY RULES AND REGULATIONS

ADMISSION TO THE LIBRARY:

A Person who is not a member of the Central library should not be admitted in to the Library. However non-members should be admitted only by special permit to be issued from the Principal and Chief Librarian or his deputy during his absence. The decision of the Chief Librarian or his deputy should be final. Membership / Identity card should be shown at the counter when requested and every member should enter his / her name and member ship number (Branch / Admin Number) in the gate register.

The Library prohibits Boxes, Bags, Umbrellas, Sticks, Personal Books and such other items, so they should be left at the property counter. Silence should be strictly observed in the Library. Spitting and smoking are strictly prohibited. Misbehaving in the Library is strictly prohibited.

OPENING HOURS

Monday – Saturday	8:00AM to 10:00PM
2 nd Saturday	9:00Am to 08:00PM
Exams Time	8:00AM to 12.30AM
Sunday's and Public Holidays	9.00AM to 02.00PM

GENERAL RULES

- ❖ All users must observe total silence in the library and its environs at all times
- ❖ All users are required to show their college IDs to the security officer upon entrance to the library
- ❖ Use of mobile phones is strictly prohibited in the library
- ❖ All bags, cases, folders etc. must be left in the luggage area outside the library.
- ❖ Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user

- ❖ Users are not allowed to log in using their personal passwords at the search computers or to access the internet from there. Do not shut down the Resoursemate program after you are through with your search.
- ❖ All users are required to show all items to the security officer before leaving the library
- ❖ No student is allowed to enter the circulation area without the consent of the library staff
- ❖ Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- ❖ Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed
- ❖ Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library
- ❖ Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs
- ❖ Seats in the library may not be reserved
- ❖ Users are not allowed to resshelf books after removing them from the shelf. Leave the books on the table or on the trolley near the door
- ❖ No library equipment may be moved, modified or tampered with without permission from the librarian

BORROWING PROCEDURE

- ❖ Borrowing period is strictly between 8:00am and 9:00pm on weekdays and 9:00am and 5:00pm on Saturdays
- ❖ A user must be a registered student in the current term to be able to use the library services
- ❖ All students must present their college ID before borrowing any library materials

EXCLUSION FROM THE USE OF THE LIBRARY

- ❖ **The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations**
- ❖ **The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users**

Admission: The following people are allowed to use the library:

- **All registered students of the MNR Colleges**
- **Faculty and other staff in the MNR College**
- **Spouses and children of staff and students occasionally**
- **Known members of the community and those with a genuine need have limited access to the library**

Borrowing: All registered students, faculty and staff have borrowing privileges in the library. Other people may use the library but do not have borrowing privileges.

- **Loan periods: The length of time that books may be borrowed is as follows:**
- **Students: Two books for One week; renewable once**
- **Faculty: Three books for Two weeks**
- **Other staff: One book for One week only**

Library fines: Fines of Rs. 5 per volume per day are charged for the late return of books with a regular one week loan period. For reserve materials the fine is Rs.5 per hour per volume. There is a Rs. 500 per item fine for books returned after the end of the term.

Damage and loss of library materials: Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs.

Marking of books and other library materials will be regarded as damage.

Procedure of Weeding Out

The library periodically verifies the condition of the book in the cupboards and removes damaged books. The list of books is prepared and submitted to the library committee for weeding out of the documents. The weeding out process is done as and when needed on the recommendations of a library committee constituted for this purpose.

Process:

The library staff deputed for this work should scan the publications, section by section, and identify publications that may be considered for weeding out. These publications may be kept separately until the final decision. Subject-wise list of such publications be prepared and should be circulated to all Departments/ Centers of the Institute.

WEEDING CHECKLIST

Outdated Information:-Copyright should be considered but do not make the decision solely based on copyright.

Multiple Copies:-College Libraries can only have 5 copies of title. If 2 copies are visibly damaged, then remove.

Older Copies:-Old editions like 1985 to 2002

Visibly Damaged:-Dirty, broken spine, missing pages

Lack of Use (3-5 years):-Fiction series and topics come and go.

NOTE:-These rules and regulations are subject to review by the library committee from time to time