

**RAMAKRISHNA MISSION VIVEKANANDA COLLEGE (AUTONOMOUS)  
MYLAPORE, CHENNAI – 600 004**

**GENERAL LIBRARY**

**LIBRARY RULES AND REGULATIONS**

**1. General**

1.1 All students and staff of the college are members of the library.

**2. Admission to the Library**

2.1. Students using the library shall leave at the entrance their personal belongings.

2.2. Silence must be maintained in and around the library.

2.3. No person shall write or damage or mark on any book belonging to the library.

2.4. Readers shall be responsible for any damage caused to the books or other property belonging to the library, and shall be required to replace such books or other property damaged or to pay the value thereof. If one book of a set is damaged, the whole set shall be replaced.

2.5. Before leaving, the readers shall return to the assistant at the counter all the books they had taken for consultation.

2.6. Members in the reading room shall vacate their seats 10 minutes before the closing time.

**3. Loan Privilege**

3.1. All the new students can get their Library Borrower's Tickets on application at the Circulation Counter during the month of August by producing the 1<sup>st</sup> Term fee receipt and identity card.

3.2. Every students will be given borrower's tickets each bearing his Department No, Name, Class and Group.

3.3. Each Ticket will entitle the student to borrow one book from the library at a time.

3.4. This issue of borrower's tickets will be as follows:

For B.A., B.Sc., B.Com.      3 Tickets

For M.A., M.Sc., M.Phil.      5 Tickets

P.G. Students can borrow 3 books from the general library, and 2 books from their respective departmental libraries.

- 3.5. A member who has lost his borrowers ticket shall inform the librarian immediately.
- 3.6. An undertaking in writing shall be given to the effect that the member will hold himself responsible for any books borrowed against the ticket lost by him.
- 3.7. On such undertaking being given, a Duplicate Card will be issued on payment of Rs. 10/- per ticket.
- 3.8. Staff Members can borrow up to 10 books from the General Library and up to 10 books from their Departmental Library. They can keep the borrowed books for 4 weeks from the date of issue.

#### **4. Conditions of Loan**

- 4.1. Students can keep borrowed books for two weeks from the date of issue. The date slip will indicate the last date before which the book has to be returned.
- 4.2. Borrowers should examine the books taken on loan from the library at the time of receiving them at the issue counter. Should there be any mutilation in them, it should be brought to the notice of the staff-in-charge of the counter, or to the Librarian, and a record of it made in the volume.
- 4.3. If the volume is found mutilated at the time of its return, the borrow will be held responsible for it.
- 4.4. Reference books, text books, and periodicals shall not be lent out, and are meant for consultation within the library.
- 4.5. Subject Periodicals are available for consultation at the respective departmental libraries.
- 4.6. Students are not allowed to sub-lend either tickets or books taken from the library.
- 4.7. The librarian may recall a book at any time even during the period of the first issue. The book may be reissued to the same borrower after the purpose for which it has been recalled is served.

#### **5. Returns**

- 5.1. All books on loan shall be returned on the due date stamped on the date-slip.

- 5.2. Absence from the college will not be admitted as an excuse for delay in the return of books.
- 5.3. Readers should see that they take back their tickets when they return the books.
- 5.4. Students must return their tickets when leaving the college and should obtain "NO DUES CERTIFICATE".
- 5.5. Final year students should return the library tickets on the dates notified by the librarian, at the end of the academic year.
- 5.6. A penal fee of Rs. 10/- per ticket will be collected from the students who fail to return the tickets on time.

## **6. Renewal**

- 6.1. Renewal for a further period of two weeks is permissible for a book, provided there is no demand for that book from others. But the book has to be produced before the assistant in the counter at the time of renewal, in order that the new date may be stamped on the date slip.
- 6.2. Any book which is temporarily in demand may be lent for a period shorter than a fortnight or declared for a period as a reference book.

## **7. Overdue Charges**

- 7.1. If a book is not returned on time, a fine of Re.1/-per volume per day will be levied. The borrower will forfeit his right to borrow books until such fines are paid in full.
- 7.2. Students who fail to return books within one month after the due dates shall be liable to pay a fine of Rs. 50/- or the cost of the books whichever is higher. While collecting the fines, the intervening holidays will also be taken into account.

## **8. General**

- 8.1. The librarian may refuse, under special circumstances, admission into the library to any reader, or the use of any book without assigning any reason thereof.
- 8.2. Any infringement of the rules will entail forfeiture of the privilege of admission to and of borrowing books from the library.
- 8.3. Suggestions for purchase of books and improvement in service may be made to the librarian in writing.

- 8.4. Any change in the rules or regulations or any information will be notified on the Library Notice Board.

## **9. Departmental Libraries**

- 9.1. Text Books and Reference Books are also maintained in the respective Departmental Libraries. To consult or borrow them, the students may approach the Head of the Department concerned.

## **10. Card Catalogue**

- 10.1 To keep the library up-to-date and useful, the modern card system of catalogue is used in our library. The users should handle the card catalogue carefully and should not tamper with the arrangement of cards and guide cards.

## **11. Journals**

For journals received by the College Library, refer to the list kept in the library.