

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

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Inquiries: Office of the Principal,
Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram
Tele: 0472 - 3041234 - 2405

Signed by:



Director



Dean Emeritus



Principal



Library Rules Policy

Introduction

The institution encourages the use of Central Library by all the faculty, residents, interns, undergraduate and postgraduate students and the non-teaching staff upon acquiring the membership of the Library. However the members are required to abide by certain rules for the maintenance and smooth functioning of the library.

Statement of Purpose

This policy outlines the rules of the central library.

Policy

All the members of the central library are bound by the following rules of the central library while using the library facilities and while on the library premises.

I. Library Hours:

Monday to Saturday: 8.30 am to 9.00 pm

Second Saturday: 8.30 am to 4.00 pm

Sundays and Holidays: 10.00 am to 4.00 pm (On the days prior to University Examinations as will be informed on the Information Display Board)

External Reading Rooms: 6.00 am to 11.00 pm on all days

II. Library Shifts:

The library staff will work in two shifts on Monday to Saturday.

First Shift: 8.30 am to 4.00 pm

Second Shift: 1.00 pm to 9.00 pm

On second Saturday, Sunday and holidays, there will be only one shift.

III. General Rules:

- a. All the students, faculty and non-teaching staff should have library memberships cards to avail the library facilities.
- b. External faculty and students must take prior permission and have their temporary membership cards issued before they are permitted inside the library.
- c. Strict silence should be observed within the premises.
- d. Handle books and digital resources with proper care.
- e. Every member will sign his / her name in the register provided at the entrance.
- f. No tracing or mechanical reproduction or underlining or marking with marker pens or disfiguring of the books or taking out the pages is permitted. In such cases, the member has to replace the book or pay the current cost.
- g. Personal belongings, like bags, mobiles, overcoats, etc. should not be taken inside the library. They can be stored in the lockers provided in the personal belongings storage area.
- h. Carrying or consuming eatables and alcohol, smoking, using mobile phones, photography (including photography using mobile phones), disturbing fellow members are all considered as objectionable behaviour within the premises of the library.
- i. Librarian is the custodian of the resources and discipline in the library. If anyone's behaviour is objectionable or in violation of the library rules, librarian is empowered to request the person to leave the premises of library and to report the incidence to the Director, Dean and the Principal.
- j. Books defaced or damaged has to be replaced by the user.
- k. No-dues certificate has to be obtained by the member of the library upon completing his/ her course (for UG & PG students) or upon retirement/resignation from his/her job (for faculty & other staff) and has to be produced in the college for the issue of relieving order from the institution.
- l. Do not bring any storage devices like CDs, DVDs, pen drives, hard disks into library and use them on the computers in the library.
- m. Members can use their personal books in the external reading room only.
- n. Do not return the books you have taken for reading back to the shelves. Leave them on the table for the library staff for replacement later.
- o. Never attempt to carry a book or a document that is a property of library from the library without proper permission; it is tantamount to serious social offence of theft and the person will be liable for summary dismissal from the institution.

IV. Issue of Books:

- a. College library is mainly a reference library.
- b. No books will be issued outside the library for the students.
- c. Faculty and residents of Sree Gokulam Medical College may be issued books from the library and the students may be issued books from the book bank on request and filling up the issue-form. Failure to return the books within the stipulated time may invite disciplinary action and / or fine.
- d. Journals and reference books will not be issued.
- e. Books shall be issued for a maximum period of one week. Belated return of books shall attract a fine of 20 rupees per day per book.
- f. No sub-lending of the books issued from the library is permitted.
- g. Books and other material issued from the library are liable to be recalled at any time and have to be returned at once if recalled.
- h. Books borrowed for reading in the Library Reading Room have to be returned on the same day before leaving the library premises, failing which, the book will be considered as lost. It will attract the fine equivalent to the entire charge of the book. Such student can re-use the library facility only after clearing the dues.
- i. If book issued to the faculty is lost: The member has to replace the book within a month after paying the late return dues or pay the entire cost of the book along with clearing the late return dues.

Applies to

All the members of the central library of Sree Gokulam Medical College and Research Foundation.