

**AMRITA VISHWA VIDYAPETHAM
CENTRAL LIBRARY
COIMBATORE**

2-Jul-2016

Library Rules

In addition to the rules mentioned below, library users are expected to act in accordance with University policies and the Code of Student Conduct.

1. Working Hours

| | |
|--------------------|------------------|
| Working days | : 08 AM to 10 PM |
| Saturdays | : 08 AM to 08 PM |
| Sundays & holidays | : 09 AM to 05 PM |

2. Membership

- 2.1 All registered undergraduate and graduate students, research scholars' academic and non-academic staff are eligible for membership.
- 2.2 Other persons including visiting researchers may be granted Library privileges at the discretion of the Dean- Engineering.

3. Admission to the Library and Registration

- 3.1 Admission to the Library is conditional on observance of its Rules. All members are presumed to know these rules, which may be referred through Library Notice Board.

3.2 Registration

All persons eligible to use the Library must first register by filling up the prescribed registration form. Application of the students, faculty, and non-teaching staff are to be recommended by the Dean-Engineering. Applications for consultation of individuals and institutions outside the

Campus have to be recommended by their head and should be approved by the Dean-Engineering.

4. Membership

- 4.1 The Identity Card issued by the university can also be used as the Library Membership Card for all students, research scholars and members of staff. The Identity card must be presented on request whether to gain access to the Library, or to prove identity, or to borrow books in the Library. **THE IDENTITY CARD MUST NOT BE GIVEN TO, OR USED BY, ANYONE ELSE.**
- 4.2 Members are responsible for the books borrowed against their Membership Cards.
- 4.3 Membership Cards have to be renewed on expiry of the validity period printed on the Card.

4.4 Visitors

Consultation facility is available for Research Scholars of other Universities/Institutions or a short period. The Research Scholars should bring recommendation letter from Supervisor/Guide or letter from the concerned Department/Organization

5 Borrowing

- 5.1 Certain material such as reference books and **special Reference** books can be borrowed only with the permission of the Librarian. Some material like periodicals, micro-form publications, diskettes and CD-ROM's are confined to the Library and may not be borrowed.
- 5.2 The loan period of certain categories of material may be restricted.
- 5.3 New arrivals are kept in display rack near issue counter for 10 days. These books can be borrowed only after the expiry of display period.
- 5.4 The borrower remains responsible for each book borrowed until the loan record is discharged.
- 5.5 Borrowers may not have on loan at any time more books than the borrowing limit for their category. In special cases, permission to borrow additional volumes may be given by the Librarian.
- 5.6 Books will be issued on presentation of the library card (ID card). Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- 5.7 The Librarian may restrict the period of loan of any book upon its demand in the Library.

Category wise borrowing privileges'

| Category | No. of Books | Period of Loan |
|------------------------------|--------------|----------------|
| Professors | 10 | 1 Semester |
| Faculty Members | 8 | 1 Semester |
| Administrative Officers | 5 | 30 days |
| Non-Teaching Staff | 2 | 30 days |
| UG Students | 5 | 15 days |
| PG Students | 6 | 15 days |
| Phd-Research Scholar | 7 | 30 days |
| Research Associate/Assistant | 5 | 30 days |
| Book Bank (B.Tech) | 3 | 180 days |

5.8 Renewal and Overdue Charges

Books will be issued to the students for 15 days only. In the first page, slip is pasted and stamped mentioning the due date and the fine will be charged @ Re.1 per day per book from the due date till the book is returned to library. Books on loan can be renewed two times, provided there is no demand for the same from other members.

5.9 Holds/Reservation

- If all loan copies of an item are unavailable it is possible to place a hold on (reserve) the issued copies using the Library catalogue. Alternatively, the user may ask staff at the issue desk to place the hold for him.
- When a copy is ready to collect, the Library sends a pickup notice by e-mail to the user, if the e-mail address is on his Library record.
- Reserved copy is held at the issue desk for 2 days.

5.10 No due Certificate

Members shall obtain No dues certificate from the library after returning all the books issued, cancelling their membership and after paying outstanding dues, if any.

6 Lost or Damaged Books

- 6.1 Members are responsible for the damage, loss of books issued to them. Marking and underscoring the text, tearing away of pages, soiling of books by water, dust and oil are treated as damage.
- 6.2 Loss of books shall be reported to the Librarian immediately with the prescribed form and it is to be compensated upon evaluation. Cost of books is evaluated by its nature and importance.
- 6.3 In the case of any loss, the member has to replace the book with a new copy failing which he/she has to remit double the cost of the evaluated cost. If the copy belonging to the library is subsequently found, no refund of the cost will be made and both copies will be retained by the library.
- 6.4 Theft and mutilation of Library property are punishable.
- 6.5 Unless loss is reported the member is liable to pay overdue charges till the loss is cleared.

7 Use of Library

- 7.1 Members are requested to sign in and sign out by scanning their ID cards at the entrance. Entry is restricted to ID card holders.
- 7.2 Books are arranged on the shelves by their Call Numbers on the spines written in the oval-shaped paper tags. Call number is a location symbol constitution Decimal Numerical signifying the subject category and the Alphanumerical below assigns the book a unique position on the shelf. A book may be easily located by noting the call number from the catalogue arranged alphabetically by subject, author and title. Matching the call number noted from the catalogue with the same number on the book.
- 7.3 Books can also be located by using Location Number provide in OPAC.
- 7.4 Members are having free access to the stack room and can browse books on the shelves. They are to be careful NOT to disturb the arrangement of books. Any book taken out of the shelf may be kept on the nearest table rather than trying to put it back. Remember: **A BOOK MISPLACED IS A BOOK LOST.**
- 7.5 Users should switch off Lights and Fans when you leave your place / when not in use.

8 Use of Computers and Electronic Sources of Information, Copyright

- 8.1 Access to Library computing facilities is restricted principally to those entitled to ID card and students are allowed to use own laptops inside the library.
- 8.2 When viewing and downloading material in electronic form, users must adhere to the license restrictions indicated on the publisher's web site. The systematic downloading of whole or significant parts of an electronic resource is not permitted under any license. Spider programs or other download programs must not be used to take information from these sites.
- 8.3 Electronic databases should be used in accordance with license terms and Conditions.
- 8.4 Copyright legislation applies to electronic journals in the same way that it applies to print journal.
- 8.5 All use of electronic journals should be in compliance with current copyright legislation, the papers are for non-commercial research or private study only.
- 8.6 Commercial electronic information sources: No part of the materials should be transmitted by any means to any unauthorized user. Copies must not be stored or accessed by an unauthorized user. Collections of the materials must not be made. The materials' content must not be altered, amended, modified or changed.

9 Ancillary services

Photocopying and scanning facility, of only library material, is available for the Library Members at nominal charges. The photocopies will be provided within the limits of the International Copyrights Act.

In addition to the above said instructions, the members are all expected to strictly follow without fail, the guidelines given below:

1. Bags, cases, parcels and other items of personal property brought into the library must be deposited in the property counter at the Library Entrance. The library accepts no liability for the theft of your possessions, and reserves the right to exclude or remove any item which might cause an obstruction.
2. Users in the library are prohibited from engaging in conversation, misusing the furniture or conducting discussions and marking/highlighting in the library materials (books / journals etc) themselves in any manner. Absolute SILENCE is to be observed inside the library.

3. Copyright material, whether part of the Library's stock or not, may only be copied by or on behalf of Library users in accordance with the law.
4. The Library reserves the right to inspect what is brought into the Library by Library users and what is taken out of the Library.
5. Members using their own laptop computers for academic purposes in the Library do so at their own risk. Laptop computers must be used at desks immediately adjacent to power sockets, so as to avoid trailing electrical cables. Laptop users may be asked to move to another location in the Library, or to stop using the laptop computer altogether, if other Library users are inconvenienced.
6. Mobile telephones should not be used in the Library.
7. Illicit removal of Library materials and deliberate damage to or defacing of Library materials are serious disciplinary offense which shall be reported to the Librarian, who may seek compensation for damage incurred and/or initiate disciplinary procedures.
8. Users may not introduce into the Library articles (such as food, drink, bottles of ink) which are likely to damage books or equipment and shall be liable to pay compensation in respect of any damage caused.
9. Eatables are not allowed inside the Library.
10. Users must leave the Library before closing time and may be asked to vacate their seats at any time after the final announcement of closing.
11. All members of the Library staff are empowered to enforce discipline in the Library.
12. The Library will follow classroom dress code.
13. The library reserves its right to amend, add and alter any of the rules mentioned above from time to time.
