

Central Library: Rules & Regulations

What are the library timings?

- Library is open all the days of the year (except as stated below) from 9:00 am to 11:30 pm.
- On Ganesh Chaturthi, Vijayadashami & Deepavali (dates as notified in University Holiday list) the library is open from 9:00 am to 5:00 pm.

How to become a member?

- All staff and students working/studying in various constituent colleges of Mangalore campus are automatically enrolled as members. However, in case a PG or staff wants to avail of borrowing facility he/she needs to register in the library and take borrower's card (s).
- Outsiders who wish to become "Members" may do so by paying a library fees Rs.500/- per month. However, their membership is subject to approval from the competent authorities.
- Alumni of the various institutes in Mangalore campus can also become members. However, this requires approval from the competent authority. For the alumni the fee is Rs. 250/-per month.
- Spouses and children of staff members can also become members. There are no fees for them.
- Alumni, and spouses and children of staff members are considered as "Outside Members".
- Outside members will **not have** borrowing privileges. They can only sit in the library and read the library materials.

How to borrow books from the library?

- Undergraduate students are allowed to issue two books at a time from the counter for reading in the library on production of Identity Card bearing his/her recent photograph, signed by the Dean/Associate Dean. The student will have to enter his/her name in the book issue card and get the entry

cancelled after returning the book. The ID card will be returned to the student only after the student returns the book/s.

- If more than one student asks for any particular book/s at the same time, the student who makes the first application shall take the book and after he/she finishes reading, the next person can take the book/s.
- No student shall be allowed to take more than two books at a time. Students are strictly prohibited from taking any book from the cupboards themselves.
- Library books are issued to students for reading in the library only. No student is allowed to take away the books out of the library rooms.
- The post-graduate students, Postgraduate-cum-Tutors and non PG Tutors, Speciality Medical Officers may avail facilities of home lending after filling the Application Form and obtaining two borrower tickets from the Librarian. There is no additional payment/deposit required for this facility. With each borrower ticket, ONE book/bound journal can be borrowed.
- Teaching staff including senior residents are also provided with the facility of borrowing books from the library. They will be issued with two borrowers' tickets after showing their Identity Card or after giving their details such as name, designation and department.
- Only books and bound journals can be borrowed. The Reference books, Current journals and CDs cannot be borrowed and are for in-house use only.
- Issued books/bound journals have to be returned back to the library by the due date. Any delay in return of the same shall attract a penalty. The charges are as follows: ***after due date up to 5 days it will be Re.1/ day and after five days from 6th day onwards it would be Rs.5/-day per book/bound journal.*** Non-compliance to requests from the library staff for return of the book and chronic defaulters may also have to face stringent disciplinary action (including termination of borrowing facility) as deemed fit by the Library Committee.
- All books/bound journals issued for home reading will be entered in the Computer using the library software by the library staff. When the borrower returns the book/bound journals it is his/her responsibility to get the entry cancelled. If any book/bound journal is either damaged or lost by the

borrower, they will bear the cost of the book/bound journal as per current cost of the book irrespective of the edition.

- Issue of books to Departmental Library will be made on a requisition form duly signed by the Head of the Department.
- Any complaint regarding issue of books, bound journals etc. shall be made by the students concerned to the Chairman of the Library Committee in writing.

How should books be handled?

- All books are to be used with care. The term “Book” also includes Pamphlet, Magazine, Journal, etc.
- If a book while under issue to anyone be damaged or lost, the person in whose name the book is issued, will be held responsible for the cost of repair to the satisfaction of the Library Committee or replacement if the damage cannot be satisfactorily made good or if the book is lost. In the case of irreparable damage to or loss of a book which cannot be replaced, the Dean and the Chairman, Library Committee will decide the amount of compensation to be paid.

How to behave in the library?

- Readers inside the library are prohibited from engaging in conversation or conducting discussions among themselves in any manner. Absolute SILENCE is to be observed inside the library.
- For discussions the “outside’ reading area shall be utilized. Even in the “outside” area the member shall conduct themselves in such a manner that they do not disturb fellow members.
- The furniture shall be used in an appropriate manner keeping in mind as to what the furniture is meant for. Any disfigurement of furniture in any manner is banned and shall be considered as an offence.
- Readers in the library are not allowed to stretch their legs by keeping them on the table or other chairs. In case, the reader wants to stretch his/her legs he/she shall do so by going out of the library.

- **Smoking is prohibited.**
- The library is meant to be a place to read and gain knowledge. Hence, sleeping inside the library is also strictly prohibited.
- Persons making use of the library shall observe the regulations and general rules of good behaviour as set forth by the college and/or university. **Public display of affection in any form is banned in the library premises.**
- The students are not allowed to take their bag (s), inside the library. It shall be kept in the property counter provided near the entrance of the library.

Kindly note that the entire library especially the reading areas are under constant CCTV surveillance.

What are the other facilities available in the library?

- The library has the below mentioned facilities. Members are encouraged to make use of the facilities.

Sl. No.	Name of the facility	Timing	Charges
1.	Internet Access	9.00 a.m. to 11.00 p.m.	For students- Rs.10/hour For staff-Free
2.	Computer Based Service (CD Writing, Scanning and Laser Printing)	9.00 a.m. to 5.00 p.m.	Rs.15/CD Writing Re.1/page Re.1/page
3.	Photo copying	9.00 a.m. - 11.00 p.m.	Re. 1/page
4.	Book Bank Facility	9.00 a.m. to 5.00 p.m.	Nil
5.	Inter Library loan/ Document delivery	9.00 a.m. to 5.00 p.m.	Nil
6.	Plagiarism check	9.30 a.m. to 12.30 p.m. & 2.30 p.m. to 4.30 p.m.	Nil
7.	MU digital repository (E-print service)	9.00 a.m. to 4.30 p.m.	Nil

Whom to approach in case of suggestion/grievance?

- In case a member has any suggestion, he/she is requested to document the same and drop it in the suggestion box.
- In case of any grievance against the library staff the same shall be informed in writing to the senior librarian (names displayed inside the library).
- In case of any grievance against the senior librarians the same shall be informed in writing to the Chairman of the Library Committee (name is displayed inside the library).
- No anonymous complaint/grievance shall be entertained.