

LIBRARY POLICY

The objective of Library Policy is to develop the collection of the library by acquiring books and periodicals in print as well as in digital format. It also intends to serve the academic community by promoting the learning and research activities and to develop the habit of self-learning and lifelong learning.

1. The library buys books and other learning materials which are related to MBA syllabus of University of Calicut. Library also acquires reading materials which are useful for competitive examinations.
2. Library will buy textbooks, reference books and handbooks on relevant subjects, mainly in management, economics and business studies.
3. Library will also buy printed periodicals and online database for accessing scholarly content for the students, faculty members and research scholars.
4. Staff and students can recommend the title of books, which have to be approved by the Director. This will further be approved by the Management.
5. A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Director.
6. Important titles of old books will be preserved by binding it and kept in reference books section.

LIBRARY USAGE POLICY - STUDENTS

1. The Library operates between 9:00 am to 4:30 pm on all working days.
2. Identity card is to be produced for entry into the Library & reading room and for the issue of books.
3. All the students / scholars and outsiders entering the Library shall keep their bags and other belongings at the entrance.
4. The newspaper(s) should be folded properly after reading and kept back in the designated place.
5. Students are advised not to issue books to others in their names.
6. All the books issued to the students must be returned once end semester examination is over.

7. Before registering for new semester, all the dues of the Library must be cleared including overdue books, or else their borrowing facilities shall be withheld.
8. Conversation and discussion disturbs Library ambience. Therefore, all are requested to maintain silence.
9. All users are requested to keep their mobile phones switched off or kept in silent mode in the Library.
10. Beverages and eatables are not allowed inside the library.
11. No visitor or guest is permitted to use the Library without the prior permission of the Librarian.
12. Reference books, CD's, syllabus, question papers and periodicals should be borrowed against the identity card and should be used in Library only. Students should inform the library staff if they wish to take photocopy of these materials.
13. If the borrower loses a book, he or she should replace it with a brand new copy of the latest edition of the same book. If the book has ceased publication, then amount equal to twice the price of the book has to be paid.

LIBRARY RULES FOR STAFF

1. Books will be issued for a period of one semester. If the book belongs to the reference section, it will be issued for overnight.
2. Books should be borrowed and returned from the library personally. Transactions should not be carried out through an intermediary.
3. All the borrowed books should be returned at the end of the semester. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title. A processing fee of Rupees One hundred should be paid. If the book has ceased publication amount equal to twice the price of the book should be paid.
4. Reference books like handbooks, encyclopaedia, dictionary, manuals and CDs will not be issued. They should be referred in the library only.
5. Mobile phones should be on the silent mode and talking on the mobile should be avoided.

RULES FOR MEMBERSHIP

1. Users are requested to issue the books from the library as per the rules only.
2. Late fine is charged for Late Return of the books.

RENEWALS AND OVER DUE CHARGES:

1. For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user may renew the book one time only.
2. An over-due charge of Rs. 10 per day shall be charged against each book not returned within the due date.

LOSS/MUTILATION/DAMAGE TO LIBRARY BOOKS BY STUDENTS

1. Borrowers are responsible for the library books issued to them.
2. Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and / or replacement of documents concern.
3. The lost / damaged book shall be replaced by the borrower with latest edition.

E- LIBRARY USAGE POLICY

1. Downloading or printing of the entire book or journal is strictly prohibited.
2. The Library follows the internet usage policy of the college. Use of VPN, Proxy servers, and private firewalls, tunnelling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library. Strict disciplinary action will be taken against those who engage in such activities.

MAKING A DIFFERENCE
