



GOVERNMENT DEGREE COLLEGE, TEKKALI

Library Rules & Regulations:

GDC Tekkali Library & Information Center

The Rules and Regulation to be followed in the Library are given below.

- The Library is primarily meant for bonafide students & the staff of the Government Degree College Tekkali.

1. ADMISSIONS TO THE LIBRARY:

1.1 Eligibility for Membership:

All the staff members and students of GDC Tekkali are eligible to become members of the GDC Tekkali Library & Information Centre. They have to produce their respective Fee Paid Receipts / Identity Badges issued by the Institution to the Library, enabling issue Membership Ticket. There is no need to Enrolment / submit Membership application forms. Without submission of Fee Paid Receipts / Identity Badges, neither the Membership Tickets nor Books are issued.

LIBRARY cards will be issued only after approval from the PRINCIPAL for faculty members to get enrolled as a member she/he shall fill up and sign in the Enrollment Register/Application form, which is there in the library counter and library cards can be obtained by submitting two stamp

size Photo's for faculties and for students all fee receipts, college ID /No due card/Bonafide Certificate and three stamp size Photo's

2. Entry of Visitors:

Visitors who wants to use the Library are allowed with due permission of the Principal/ Librarian. For this purpose, Visitors Pass is the best solution

2.1 Security Check:

The main entrance of the Library is guarded by Security person/s continuously. He will be responsible for safety of Books while the users are going out from the Library.

Both Library staff and Security personnel are authorized to check the users physically, without assigning any reason, if felt necessary.

All the Readers/Users should enter his/her name legibly in the Gate-register kept for the Purpose & it is compulsory and such entry shall be taken for reader statistics.

Discipline in the Library is must and any kind of disturbance will be seriously considered.

Strict and absolute silenceshall be observed in the Library and Cell Phone/IPODES to be switched off inside the Library otherwise confiscated.

LIBRARY is the HEART OF THE INSTITUTION. All of us should take care & maintain cleanliness, silence and maintained well. All the Readers/Users

should keep in mind that the library Resources /Property is their own Property and try to safeguard the same.

All personal belongings should be kept in the property counter and personal gadgets, Books, Bags, Big/ handbags, Blazer, Raincoat; Jerkin & Apronis strictly prohibited inside the library, except note books. Use the property counter for safe keeping of the belongings.

3. CIRCULATION RULES:

Issue and return of books are restricted to 10.15 AM- to 4.00 PM on all working days.

3.1 Borrowers' Ticket / ID CARD/Smart Card:

A Bar Coded Library Card / Library User Card Number / Smart Card are used for transaction of Books and other purposes of the Library. All the members should present his / her own library Card / Smart Card before any book is issued or returned. Without the library card / Smart Card, transactions are not entertained. However, Digital Signature from the users is must during transactions in future. The library Card/ Smart Card of a member will be valid for twelve months or till the end of academic year which one is earlier. This is applicable to both students and staff members. It has to be renewed every year. No readers can take two books of the same Author, Title and Edition etc. If found may lead to the withdrawal of membership

3.2 Type of Books to Borrow:

Books which are available in the regular stack area are issued.

If there are single copies of Reference Books, they will not be issued out.

If additional copies of Reference books are available, they may be issued over-night.

Journals, Projects, Thesis, Dissertations, CD-ROMs, DVDs, etc., are not issued out.

3.3 Number of Books Eligible to Borrow:

Total number of Books as shown below, are issued to the staff and students of different disciplines are indicated below.

Member Category	Books
Faculties	6
UG Students	4
Weaker Section	5
Supporting Staff	3

Note: additional privileges are given for the following categories.

Additional 2 Books are issued for regular and meritorious students his/her from each of the departments/class. However, names of students shall come from the respective class teacher/HODs/Principal.

In the same way, additional 2 Books are issued to the faculty pursuing Ph.D. In this regard, a letter shall be submitted through HOD/Principal.

3.4 Preference for Issue of Books:

Students are our main patrons and staff members are supporting the patrons. Hence following procedure is followed while issuing books.

Preference is given to students over staff members while issuing books.

Books which are in demand by the students are not issued to staff members.

Books which are in circulation with staff members, if required by the students, are called back to Library and issued to students.

While renewing Books, preference is given to students

3.5 Book Bank Scheme:

Apart from the main library books the Book Bank Scheme is there for students under this

Scheme students have to borrow up to 5-6 books, these Book bank books can be kept up to their Academic year and return without any damage after the theory exam.

3.6 Regular Books:

Due-dates for return of regular Books issued to the staff members and students of different

Disciplines are indicated below.

Member Category	Duration
Faculties	30 days
UG Students	15 days
Supporting Staff	15 days

3.7 Reference Books:

Reference Books may be issued over night against ID Card. They are issued one hour before closing hours of the Institutes. They should be return Reference, books/ /Journals issues/CD's taken for reference, Should be registered in the Reference Register and Journals, Thesis meant only for Reference. Reference Books/ Journals/CD'S etc may be issued for overnight and suchThings should be returned before 11.00 AM next day otherwise penalty of Rs.20/- per day will be charged. Rare and costly books will not be issued.

3.8 Non-Return of Books:

If borrowed Books are not returned to the Library on time, following actions are initiated.

Telephonic intimation / E-Mail are given directly, wherever possible.

List of users who are holding Books without returning is sent to the respective class Teacher/Proctor/HODs to intimate the concerned to return the Books immediately.

Not allowed inside the Library even for reference.

Three written reminders are sent in a span of 3 weeks.

In the fourth week, names are displayed in the appropriate Notice Boards under “List of Defaulters”.

In the fifth week, recommends to the competent authority for recovering appropriate amount as per the Library rules.

If any student discontinues the course abruptly and not returned the borrowed Books, the matter is intimated in writing to the competent authority for necessary action.

At no circumstances, the authority shall return the submitted certificates till return of borrowed Books.

3.9 No-Due Certificate:

Both staff members and students of GDC Tekkali are issued with No-due certificates based on the following conditions

The students should return all the borrowed Books before start of semester or annual examination and receive No-due certificates.

Only on production of No-due certificates, hall tickets are to be issued and allowed to write exams.

If students want to issue Books after getting No-Due certificate, they can deposit double the cost of the Book/s (to be got from the Library) in library. Based on this, the Library issues the specified Book/s till completion of the annual exams. Borrowed Books should be returned immediately after the exams without fail. Otherwise, they have to forfeit the amount deposited in the library. Additionally, they have to pay over-due charges.

If Books are lost by the borrower, cost of the Books as per the rules and regulations of the Library is to be paid in the Library.

3.10 Conditions for the use of Internet/inflibnet for e-journals:

The readers will have the facility of accessing on-line journals only. Internet browsing can be done by making entry his/her name legibly in the ledger/register kept for that, after the use, system should be promptly put off. No other facility, like e-mail, surfing, chatting etc... Accessing e-Journals can be done by registering names in the INFLIBNET consortia you will Get your own ID and Password.

The Online Public Access Catalogue (OPAC) is available without restriction. Only current members of the library may use the electronic information resources available via the library's PCs.

Digital Library/Institutional repository is under process that also can be access by Users shortly.

4.1 User's Co-operation is solicited in the following matters;

Ø Don't keep important documents, money, laptops, charger and costly items the in bags.

Ø All personal belongings should be kept in the property counter and personal books, Bags, Big/ handbags, Blazer, Raincoat; Jerkin & Apronis strictly prohibited inside the library, except note books. Belongings should be kept outside the library.

Ø Silence is to be strictly observed.

Ø Smoking and eating is prohibited.

Ø Users are requested to avoid talking or discussion that will disturb other readers. Reading halls are meant for individual study only.

Ø Care must be taken to see that the library walls, furniture and reading materials are not spoiled/damaged/soiled in any way.

Ø Chairs and tables should not be disturbed from their position.

Ø Readers are requested to switch off their Mobile phones.

Ø Users should avoid resting their feet on tables, chairs, shelves window sills.

Ø Books and bound volumes should be handled with great care. Please avoid keeping the books/volumes open on the table. Or putting with their faces

down. Or inserting note books or pencils in between the pages and closing them. Pages must not fold to serve as book marks.

Ø Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.

Ø Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.

Ø Books loaned should be protected from RAIN, DUST, INSECTS, etc.

4.2 GENERAL INSTRUCTIONS

ü Conduct within the library like spitting ,smoking ,sleeping ,eating , mobile chatting etc are strictly prohibited and the readers shall keep silence within the library Premises .

ü Library staffs are for your not responsible books, bags, laptops, charger, mobiles etc.

ü Please handle documents with great care as they are costly and valuable, particularly loose issue of periodicals. Please do not mutilate documents.

ü All books and if required, the content of all briefcases, etc which are being taken out of the library, are subject to inspection at the Check Point. Please co-operate.

ü Personal papers and Non-Library materials should not be left unattended on tables.

ü On Violation of Library Rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual

4.3 Please Do:

ü Sign the register kept at the Library Counter. While incoming & going out of the library.

ü Show the documents which are being taken out of the library, to the staff at the library counter.

ü Switch off the Fans, lights, and systems when you are leaving.

ü Contact the staff/librarian on duty for any queries.

ü Keep the Library premises tidy.

4.4 Please do not:

ü Waste more than half an hour to locate the documents. If you experience any difficulty in locating the required material. Please contact the library staff/librarian.

ü Move books/Journals/ Newspapers from its specific area to another area

ü Replace the material: the library staff will do it for you. (Please remember the document misplaced is document lost).

ü Write in a book/Journal/Newspaper/ marking /underlining & writing on the table

unless it is your cheque book.

ü Give Library cards/ID card/library materials to others

Note: Violation of these Rules will call for punitive action against the erring student.



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