

MARIAN COLLEGE OF ARCHITECTURE AND PLANNING

LIBRARY RULES AND REGULATIONS w.e.f. 03.04.2023

GENERAL RULES

1. Personal belongings such as text books, printed materials, files, briefcases, bags, umbrellas, etc. should be kept in the property counter. However, calculators, plain papers and notebooks can be brought inside the library.
2. Food items, snacks, water bottles etc. are not permitted inside the library.
3. Electronic gadgets are strictly prohibited in the library premises but can be used for academic purposes with the permission from the librarian.
4. In the absence of library staff, entry into the library is strictly restricted.
5. All library users are requested to enter the name, class/designation, sign and time in the gate register before entering the library.
6. The books taken from the shelves must be kept on the table. Rearranging the books on the shelves is strictly prohibited. Please remember 'A misplaced book is like a lost book'.
7. No library material can be taken out of the library without permission. Unauthorised removal of anything belonging to the library will be treated as theft and dealt accordingly. Users are required to show the librarian any materials they have in their hands when they leave the library.
8. The librarian may recall any book from any member at any time and the member shall return the same immediately.
9. The members must wear his/her identity card and college uniform when they enter the library.
10. All users are requested to avoid loud discussions in the library and thereby maintain the decorum of the library.

WORKING HOURS

Days	Reference	Transactions
Monday to Friday	10 AM - 6 PM	10.30 AM - 5.30 PM
Saturday (If there is regular class)	10 AM - 6 PM	10.30 AM - 5.30 PM
Saturday (Otherwise)	9 AM - 4 PM	9.30 AM - 3.30 PM
Lunch break - 1.15 PM - 2.15 PM		

MEMBERSHIP

1. Admission to the library is open to all members of the institution.
2. Interested applicants can collect the application form available at the library.

3. The duly filled application form along with the following documents has to be submitted to the Librarian during the library hours i.e. from 9.00 AM to 4.00 PM on all working days.
 - One stamp size photograph.
 - One soft copy of the photograph (jpeg format) shall be mailed to email address - mcaplibrary@gmail.com
 - Applications of students and teachers of the college shall be recommended by the Principal.
4. The activation of the library membership will be communicated to the members via email.

CIRCULATION SYSTEM

1. Library members are responsible for the books borrowed upon their card.
2. The books will not be issued on the admission number/cards of other students.
3. Before bringing the document to the circulation section, the member should satisfy himself / herself that the publication is in good condition, and if not, he / she must immediately bring the matter to the notice of the librarian. Otherwise he /she is liable to be held for the damage of the publication.
4. No books shall be issued, which in the opinion of the librarian is not sufficiently in good condition for safe handling.
5. Students' works such as Internship portfolios, dissertations, theses, or any other miscellaneous documents can be taken out with a prior written permission from the authority and must be returned within 15 days.
6. The members are not supposed to sub lend the books borrowed from the library.
7. The number of books that can be borrowed is limited to the borrowing privilege of each member.

LOAN PERIOD & BORROWING PRIVILEGE

Category of the user	Loan Period	Borrowing privilege
Staff	15 days including the date of issue	5 books at a time
Student	15 days including the date of issue	2 books at a time

TEMPORARY LENDING

1. A book which is temporarily in special demand may be lent for a shorter period (1 day i.e. 10.30 AM - 5.30 PM).
2. The library may at any time terminate loans of such books.

RENEWAL OF LOAN

1. The book/s can be renewed if no reservations are made by other members and if the book doesn't have any overdue fine; otherwise, the fine must be paid first.

2. In order to renew the book/s, send the accession number (the five digit number pastes on the book cover) to the library's email address (mcaplibrary@gmail.com), mentioning the purpose of the email and you will be notified of the renewal status and the revised due date.
3. All library documents should be returned to the library prior to a member leaving on long leave or tour exceeding 2 weeks.

OVERDUE CHARGES

1. Timely reminders will be sent from the library for books which are overdue.
2. Books not returned on or before the due date stamped on the book will be charged a fine of Rs 1/- per day, per book.
3. If a student is absent on medical grounds the payment of fine will be waived if recommended by the concerned Head of the Department. No further issue of the book will be made till all the dues are cleared.

REFERENCE SECTION

1. Books in the reference section are not open for borrowing.

JOURNAL/PERIODICAL SECTION

1. In this section, national and international journals, magazines, conference proceedings and news letters are arranged alphabetically. The latest issues are displayed on the display rack and other previous issues are kept in the drawer.
2. Users can access the back volumes stored in bundles with the permission from the librarian.

CARE OF LIBRARY BOOKS

1. Users are required to handle the books/ journals etc very carefully
2. Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
3. In such cases readers shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
4. Photocopy may be taken with the permission of the authority. Wholesale copying of the book / journal is not permitted.

LOSS OF BOOKS

1. Loss of books should be reported immediately to the librarian in writing.
2. The person whose name is on the circulation register will be responsible for the care of that book.

3. The borrower will have to replace the publication within 30 days of reporting, failing which an amount of triple the current cost of the publication will be recovered from the individual.
 - a) *For a foreign book:* The cost of the book converted as per current conversion rate of the foreign currency.
 - b) *For an Indian book:* Printed price of the book.

NON LIABILITY CERTIFICATE

1. A student leaving the institution, before or after completing the course has to produce a "Non Liability Certificate" from the Librarian for getting any certificate from the college.
2. Each student shall obtain 'Non Liability certificate' from the library after returning all the books issued, and after paying outstanding dues, if any.

PRINCIPAL