



LIBRARY GUIDELINES FOR STUDENTS OF THE COLLEGE

The Maulana Abul Kalam Azad Central Library of our college continues to maintain its academic excellence through maintaining a well-stocked library. The College continues to subscribe to new journals, books and e-resources regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can request to get books of different authors for the subjects they are teaching to increase the knowledge database.

GENERAL RULES

- The library functions from 8.00 a.m. to 6.30 p.m. on all working days.
- All the current Students and Staff of the College are members of the Library.
- Bags and similar personal belongings shall be deposited in the property counter located in the Library premises
- Students are asked to get Log-in by showing their College ID Smart Card in the Gate Register Computer QR scanner while entering and Log-out while going out of the library.
- The library works on the Open Access System. Users can inform the library staff while entering the library stack area.
- Library premises are under CCTV Surveillances.
- No group discussions will be permitted inside the library without permission.
- Strict silence, decorum and discipline must be maintained in the library. Use of Smartphones and audio instruments with or without speaker or headphones is strictly prohibited in the library.
- Library properties should not be defaced in any way.
- Own Textbooks, printed materials and issued books are not allowed inside the library.
- Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as it may get misplaced. Misplaced book is like a lost book.
- Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
- Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
- If anybody violates regulations, he/she will be fined and severely dealt with.
- Library will not be held responsible for any kind of Loss / Damage of personal belongings.
- Patrons can utilize Wi Fi facility as required.
- Computers in UGC Network Resource Centre should be used ethically.
- “No-dues certificate” will be issued at the time of leaving the institute only on return of all the materials borrowed and payment of overdue charges made, if any.
- For better use of the Library or clarifications if any, the user can seek the help of the staff.



MAZHARUL ULOOM COLLEGE, AMBUR

All cases of the violation of rules will be reported to the Principal for suitable action. In case of any difficulty readers can approach the Librarian. Co-operation of the students is earnestly sought in observing the rules.

HOME LENDING

- I & II Year students can take 2 books and III year students can take 3 books at a time for a period of 14 days, if required renew it by requesting the library staff.
- Sub-lending of books is strictly prohibited.
- Please check whether the book is in good condition before you borrow it.
- Library materials should be handled with great care, if the book is lost or defaced in any way, it should be replaced by the borrower.
- No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
- Infringement of the library rules will result in the withdrawal of the library facility from the student.
- A book may be re-issued to the same student if no one else has asked for it.
- Any book in demand may be lent for a shorter period.
- Librarian has the authority to call back any book for return, at any time even before the due date.
- The patron can borrow the books using a College ID Smart Card.

BOOKS DAMAGED OR LOST OR TORN PAGES

- Students should immediately report to the Librarian of any damaged to books, when they come across any. Otherwise they will be held responsible for the damage of the books and double the cost of the books will be recovered from them.
- If the book is lost or damaged by the students or if the pages are missing from the book, the value of the book shall have to be paid at the current market price. If the book is rare or out of print & the cost of the book is too low, amount decided by the principal must be paid.
- Enrolled students and the staff can use the library. No ex-student or no outsider will be allowed to use the library except by the permission of Principal/Secretary.


SECRETARY, 13/02/09
MAZHARUL ULOOM COLLEGE
AMBUR - 635 802