

**MAHATMA GANDHI
UNIVERSITY LIBRARY**

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GENERAL INFORMATION

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LIBRARY RULES

University Library is a central facility to support the teaching and research needs of the University. This Library has been functioning since 1989. Being an active member of the INFLIBNET program of UGC the Library is fully automated its all library operations. The library provides computer based Online Public Access Catalogue (OPAC) for searching documents available in the library. The library is also equipped with CD networking for accessing CD databases.

Collection

The Library book collection includes 36,000 volumes (as on Mar. 2006). Library subscribes to about 200 journals of which 80 are foreign journals. Library also subscribes over 50 popular magazines and 12 newspapers. Library has a bound volume journal collection of 2500 volumes and about 300 Ph. D theses.

Working days and Working hours

The library is kept open from 08.00 am to 07.00 p.m. on all working days from Monday to Saturday every week and 10.00 am to 02.00 p.m. on second Saturdays and Sundays. The library will remain closed on public holidays. The loan counter will be closed half an hour before the closing of the library and there will be no loan transactions thereafter.

Admission to the library

Admission to the library is restricted to members only. Members should keep the library informed of any change of address during the period of membership.

Membership

Library Membership is open to the teachers, students, research scholars and the non-teaching staff of this university and teachers, research scholars and postgraduate students of the affiliated colleges. Membership to any other category of users can be given only with the approval of the Library Advisory Committee. Accredited journalists are also admitted as special members and allowed to borrow books from the Library against a caution deposit of Rs.200/- and annual subscription of Rs.50/-.

Application for membership is to be made on the prescribed application form duly recommended by the concerned Head of the Institution. Application with prescribed fee and a copy of their photograph should be submitted at the Circulation Counter. Application of research scholar should be recommended both by the respective research guide and the head of the research centre. Provisional registration will not be considered for library membership. Non-teaching staff of the University should get their application for membership recommended by the concerned Assistant Registrar.

Membership fee: A caution deposit of Rs. 100/- will be collected from all categories of members at the time of admission. In case of special categories of membership in addition to the caution deposit, annual subscription also will be collected.

Temporary membership

Library provides temporary membership for those who are not eligible for regular membership. The fee for temporary membership is Rs.25/-. Temporary membership is valid for seven consecutive working days. Temporary Member will not be eligible for borrowing books.

Loan Privileges

Members are eligible for borrowing books from the library as follows:

- 1.Students of the University Departments : 2
- 2.Students of the self-financing schools
of the University & Affiliated colleges
(PG students only) : 1
3. Research scholars and
M.Phil students :3
- 4.Teachers :3
- 5.Teachers (Temporary) :2
- 6.Non-Teaching staff of the University :1
- 7.Engineering students :1
- 8.Medical students :2
- 9.Special category (Journalists, etc.) :2

RULES

LOAN OF BOOKS

The borrowing facility is restricted to the members only. Member must borrow books personally from the Library.

Period of loan for all categories of members will be 15 days. Books on loan can be renewed twice for the period of loan specified. The request for renewal should be received in the library before the due date of return. Renewal will not be done if the book is under reservation.

A book will be issued to the borrower against production of Reader's ticket along with the ID card issued by the University Library, failing which the library can refuse to issue books to him/ her.

The Librarian reserves the right to allow more books on special request if any.

An overdue charge of paise 10 per day per volume shall be collected for the first 10 days and thereafter paise 50 per volume per day shall be levied if the book is kept beyond the period of loan specified (15 days) or fixed by the librarian.

Loose issues and bound volumes of periodicals will not be issued out.

The Librarian reserves the right to recall any book from any member at any time.

The librarian may shorten the loan period if the books are on special demand.

A member can reserve a book that is on loan and on display (recent additions) by filling a prescribed form available at the circulation counter.

Members should return books borrowed from the Library before they proceed on a long period of leave and obtain a "No due certificate" from the library.

All members shall obtain a "No due certificate" for refund of caution money or for other purpose after surrendering the library reader's ticket and ID card and also paying any dues outstanding against them.

LOSS OF READER'S TICKETS AND IDENTITY CARD

The members are responsible for the library borrower card issued to them. Loss of tickets should be reported to the circulation section immediately. Duplicate reader's tickets and ID card (laminated) will be issued on payment of Rs.25/- and Rs.50/-respectively.

Members shall be responsible for any loss which library may suffer through the loss or misuse of their borrower card. Members found using the borrower card they have declared as lost will be charged a sum of Rs. 50/- as penalty.

In case of loss of book, the borrower shall either replace the book or bear its cost. If the replacement is not done within 15 days, the defaulter will be charged three times of the cost of the book if the book is in print or four times if the book is out of print. However, the Librarian has the discretionary power to take the final decision. The minimum fine for the loss of book is Rs. 100/- only. If a multi-volume set is damaged or lost the member concerned shall be liable to replace the whole set or pay the cost of the entire set on the above lines.

SPECIAL SERVICES

In addition to the usual services, library provides the following specialised services.

Reprographic services

Photocopy facility is restricted to the library documents only. Library charges Ps.0.70 per copy. Library provides other specialised reprographic services like printing, scanning, CD writing etc. at a lower cost with high quality.

Internet service: The library provides various types of Internet based services. The Internet facility is open to all members of the library free of charge. 20 computer terminals have been provided for this purpose. The library maintains a 64 kpbs ISDN account of BSNL and TCP/IP Dialup account with BSNL, VSNL, and Satyam in order to provide uninterrupted service to users. Library has also 1 mbps leased line connectivity of Asianet Data line.

CD-ROM based services: The library has a good collection of CD-ROM databases covering most of the disciplines. CD-ROM networking facility enables many user at the same time to search databases in CD- ROM. Services of INFLIBNET and National Centre for Science Information (NCSI) is also used.

Document delivery services: Reprints and photocopies of journal articles, which are cited in the current contents and other journals are collected from the authors / institutions directly on request. Library obtains photocopies of articles from DELNET, Document

Delivery centers of INFLIBNET, National Information centres and other leading libraries. The actual cost for procuring the photocopies will be collected from the concerned user.

Selective Dissemination of Information (SDI)

The Library subscribes to 5 editions of Current contents with abstracts. These are loaded and updated in the computer constitutes a document profile. The Research scholars and Teachers of the University system can register to this service by providing their areas of interest as user profile. As and when any user of this service asks for literature of his/her interest matching of the document profile and the respective user profile made by the computer and the resultant print out is provided. The full text of the required article will also be provided to the users on demand.

On- line services: Library has access to about 200 on-line databases of Science and Technology Networks, International, USA. Library has subscription and access to the on-line journals of portal, J-Gate.

Inter-library loan service: Service is provided.

UGC- Infonet and E-journal consortium

Under this consortia Library has 1 Mbps Leased line Internet connectivity exclusively for the access to e- journals and databases. Through this consortium now library is getting about 3300 e- journals.

USE OF THE LIBRARY

As the library is a place of individual study and research, the members should so conduct themselves inside the library as to maintain an atmosphere conducive to it. Members have the privilege of direct access to the shelves in the stack room and the reading halls and the freedom to browse among the books. It is important that the classified arrangement of books according to their numbers is maintained in the shelves for the convenience of the members themselves. Books can be freely taken out of the shelves, but on no account they could be re-shelved by the members because of the danger of misplacement. Such books may be left on the nearest table. Readers can consult with the card catalogue or computerised catalogue (OPAC) available in the library for knowing the required book of his/ her is available or not. For better use of the library, members can seek the help of library staff.

GENERAL RULES

- The privilege of borrowing books from the Library is restricted to the members only.
- Library reader's ticket is not transferable.
- Members shall observe silence in the reading halls.

- Members shall not engage in conversation in any part of the Library so as to cause annoyance to any other reader.
- Members shall not smoke, or spit in any part of the Library.
- Members shall not write upon, damage or mark any book belonging to the Library.
- Members are responsible for any damage caused by them to the books or any other property belonging to the Library and shall be required to pay the penalty imposed upon them by the Librarian.
- Members shall not bring personal belongings and Library books issued to them inside the Library.
- Members leaving the Library should stop at the exit so that the materials borrowed or taken out of the Library by them may be checked.
- Upon any infringement of the library rules members shall forfeit the privileges of admission and membership of the library.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- The members caught tearing pages/ stealing of books will be suspended forthwith from using the library facilities and the University will initiate further disciplinary action against them.

(Sd/-)
UNIVERSITY LIBRARIAN