



VIVEKANANDA COLLEGE

Tiruvadakam West

PG AND RESEARCH DEPARTMENT OF ZOOLOGY

LIBRARY USAGE POLICIES

- ❖ The Library remains open from 09.00 AM to 05.00 PM (Monday to Saturday) on working days.
- ❖ Reading Room of the library remains open for the students from 08.30 to 09.30 am in the morning and from 04.00 pm to 05.00 pm at evening of all working days.
- ❖ All library books will be having accession number allotted by central library of Vivekananda College. The books without accession number will not be allowed in the departmental library.
- ❖ The term and condition for usage of library will be determined based on the College policy on library and by the department of Zoology (change then and there will be incorporated periodically).
- ❖ Staff and students of Vivekananda College and authorized persons are only allowed to use the departmental library.
- ❖ Members can access the library for all transactions on working day (In case of any emergency special permission has to be obtained for usages of library from proper authority).
- ❖ Every person who enters the library must sign the entry log book.
- ❖ Book issued to the students must be return in a fortnight time (In case of extension of usage required it must be renewed).
- ❖ The library reserves the right to recall any issued book even before its due date.
- ❖ Any loss of book by the user should be reported immediately in writing to the departmental library In-charge.
- ❖ Marking and defacing of books/journals is strictly forbidden.
- ❖ Users are advised not to issue Books to others on their names and proxy lending is strictly prohibited.
- ❖ All readers are required to maintain decorum and discipline/silence inside the library.

- ❖ Members should adhere rules and regulations of the department library strictly and any deviation will be dealt by the College based on the library policy.
- ❖ Books lost or destroyed shall have to be paid for or replaced by the borrower (same or latest edition or actual cost of the book as per library records) to the existing rules of the Library.
- ❖ For the users who require “No dues” certification will it be cleared from library only after the library dues are fully paid up.
- ❖ The theft or abuse of Library resources like books, journal issues, and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further necessary disciplinary action.