POLICY FOR MAINTENANCE OF LIBRARY

I N T R O D U C T I O N

The Library at Loyola academy was established in the year 1978, which stands tall in serving as learning aids for students and staff as well. The rules and regulations laid down assist in a smooth functioning of the college library, and also to aid in optimal utilization of services.

The main objective of Library is to collect, consolidate and circulate information and knowledge to students and Faculty members.

The Library collections is made up of over 58000 print and non-print resources and offering online access to more than 6000 e-journals along with many other collections as the following:

BOOKS :

The total collection of books in the Library is over 60000 books (on display at the Stack Section) which includes Text Books and Reference Books. The collection includes books from the various branches of knowledge such as Social Sciences, Natural Sciences and Humanities. The Text Books may be consulted within the Library or may get issued as per formalities laid down in the Library Act. These books are issued to the authorized Library Members for a certain period as per status of the Member. The Reference Books are for only consultation in the Library premises and are not allowed for issue. If a Member fails to return a book within the stipulated time, an overdue charge is levied against each book per day at the rate prefixed against each category of Member.

JOURNALS/SERIALS/PERIODICALS COLLECTION:

Journals / Periodicals / Serials / Publications produced on a continuing basis following certain regularity of periodicity in its publications. For instance Weekly, Monthly, Quarterly, Annually, etc.

125 current periodicals (scholarly journals and popular magazines)

22,685 Bound Journals

7 Regional and National Newspapers

10,000+ E- Journals

Books sponsored by NBHM (National Board for Higher Mathematics)

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RULES AND REGULATIONS FOR LIBRARY:

- ❖ Silence must be observed in the Library.

- ❖ Personal belongings are not allowed inside the Library.

- ❖ Every staff / student of the college is eligible for membership of the Library,

- ❖ The Library can be utilized by the students and staff from 9 A.M. to 4 P.M. on working days.

- ❖ All students should sign the entry register of the Library, before entering.

- ❖ Books borrowing limit: Faculty – 5, Non Teaching Staff – 2, Student – 2.

- ❖ Principal is empowered to increase additional issue of books to whomever he feels necessary.

- ❖ Borrower's tickets are not transferable.

- ❖ Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.

- ❖ Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately. Reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.

- ❖ Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

- ❖ The borrowed book should be returned on or before due date, If not, overdue charge of Rs.5/- per day for students will be collected.

- ❖ If the due date falls on holidays, return can be done on the following working day without fine.

- ❖ Misbehaviour in the library will lead to cancellation of membership and serious disciplinary action.

- ❖ A member who has lost borrower's token shall make a written report to the Librarian, then original or duplicate Library token will be issued on payment of Rs. 50/-

- ❖ The members will be responsible for any loss or non return of books issued against their original or duplicate borrower's ticket.

- ❖ All final year students should return their Library token and Library book based on Library circular and obtain "NO DUE CERTIFICATE" from the Library for getting Hall ticket.

- ❖ Similarly the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the Library.