

MANNAR THIRUMALAI NAICKER COLLEGE

(Founded by the Tamilnadu Naidu Mahajana Sangam)

An Autonomous Institution, Affiliated to Madurai Kamaraj University

A Linguistic Minority Co-educational Institution/ Re-accredited with 'A'
Grade by NAAC

PASUMALAI, MADURAI – 625 004



LIBRARY POLICY

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Rules and Regulations:

- Library Working Hours:

The College Library shall remain open to the students and the staff members.

Timings:

Monday to Friday : 8:00 a.m. to 4:30 p.m.

Saturdays : 9:30 a.m. to 1:30 p.m.

Vacation : 9:30 a.m. to 4:30 p.m.

- Entry is permitted with ID card only
- Silence should be observed in the library.
- Members are requested not to bring their belongings inside the library.
- Membership is open to all the staff members and the students
- Maximum Number of books borrowable from the Library:

Sl. No	Category	Number
1.	UG Students	02
2.	PG Students	03
3.	Staff Members	30

- The transactions (borrowing and returning of the books) must be carried out only by the student member concerned
- Issue and Return of books have been computerized.
- Before leaving the counter members must satisfy themselves as to whether the book(s) which they intend to borrow is/are in good

condition and damage if any must be immediately reported to the librarian.

- Encyclopedias, Dictionaries, Periodicals, Student Project Reports, Dissertations, Theses are available for reference only.
- One renewal is permitted for renewal of books on presenting the book physically at the Library.
- Use of cell phones inside the library is prohibited.
- Any marking or writing inside the books by members is strictly prohibited.
- A Student or staff member leaving the college in the middle of the term for any reason should return all the books before they leave the College.
- Library premises are under CCTV Surveillance.
- Reprography service available.
- Previous year University/Autonomous Semester Question papers available Discipline- wise.
- Previous year PhD theses/UG & PG Project Reports available Discipline-wise.
- Braille materials/software available in library Netcafe
- Free internet facility/Wi-Fi access for all the staff members & students
- Students will be permitted to write the university examinations only after the returning of the books

Over Due Charges

- Members are advised to return/renew the books on or before the due dates marked on the book.

- A borrowed book should be returned on the due date failing which a penalty of Rs.0.50ps will be collected as overdue charge per day.

Loss of Books

- Loss of any book(s) any should be reported to the Librarian immediately and should be replaced with new one(s) along with overdue charges
- In case the borrowed is irreplaceable, the member will pay the penalty thrice times the cost of the book as penalty.



PRINCIPAL
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(AUTONOMOUS)
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