



MAR BASELIOS COLLEGE OF EDUCATION

SULTHAN BATHERY, WAYANAD, KERALA

Library Rules and Regulations

- Students are expected to make the maximum use of the library facilities provided in the college
- Maintain decorum, peace and silence within the library
- Keep your personal belongings at the property counter
- Any kinds of eatables are not allowed
- Use of mobile phone is not permitted in the library
- Library visitors should enter their name and signature in the register kept at the entrance counter before entering library
- Library membership card is must for library transaction
- Borrower's cards are not transferable. The borrower is responsible for the books borrowed in his/her card
- No materials from the library should be taken out without proper issuing/ recording
- Reference materials are not issued out of the library
- Check the book at the time of issuing. In case of any defect or damage please inform the librarian
- Any type of violation may lead to a disciplinary action
- Transfer certificates will be issued and caution deposit refunded only after clearing all the dues to the library
- Working Hours: - 9.00AM to 5.00PM

Loan Period

Students: Books are issued for a period of 7 days, including the day of issue.

Teaching and Non-Teaching Staff: Books are issued for a period of 14 Days.

Overdue Fines

An overdue fine of ₹1 per day will be charged from the library members if a book is kept beyond the due date.

Lost Library Card

Report the loss of your library card to the Librarian immediately.

A duplicate library card will be issued against a payment of ₹50.

Library cards must be returned to the Librarian at the time of leaving the institution.

A fine of ₹50 per card will be levied if the library card is not returned upon leaving the institution.

Lost or Damaged Books

Report any lost or damaged books to the Librarian immediately.

The cardholder must replace the same book or a later edition of the same book within one week.

If a replacement is not possible, the following procedure will be used to recover the cost of the lost or damaged book:

Foreign Books: The cost of the book will be calculated based on the current conversion rate of the foreign currency plus three times the cost of the book.

Indian Books: The cost will be the printed price of the book plus three times the price.