



# SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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## CODE OF CONDUCT

For the College Library

## CODE OF CONDUCT FOR THE COLLEGE LIBRARY

1. The library of the college functions from 8.30am to 4pm in all the working days. The library remains closed in all public holidays and certain weekend days as per the prescription of the college authorities. On working days, the timing for issue/return of the books is from 9am to 3pm.
2. Library is a place for serious academic works so, while the students are in the library, they should maintain pin drop silence.
3. The students should show their identity cards to the concerned authorities of the library to get an entry into the library and for being there.
4. All articles in the possession of the students should be kept at the designated spots of the library, before the students make an entry into the main part of the library.
5. The academic journals and publications of the library should not be taken away by the students without the permission of the librarian.
6. The mobile phones are banned inside the library and the students should switch off their mobile phones and keep them in their bags before entering the library.
7. The books of reference nature cannot be taken out of the library but if they are essential for the students, they can be used with the special sanction of the librarian.
8. The books issued from the library should be returned as per the date of prescription given in the borrower cards.
9. Once the course of a student is finished, library card should be returned to the librarian.
10. The books of the library will be issued to the students only through the procedure unique in terms of the college library.
11. If the books are in a damaged condition while borrowing, it must be brought to the notice of the librarian.
12. When the issued, library books are returned by the students, they should be closely examined by the librarian for any damage before being taken back.
13. A book of the library can be issued for a stipulated period, but if the librarian so desires, it should be returned, before the date of return.
14. The book that is issued is not given an extension date. If the issued book is not returned at the stipulated date, a fine of 1 rupee per day can be collected from the students for each day's delay.
15. Once, a book is issued, it is the sole responsibility of the borrower to return the book in a flawless manner. If any damage is done to the book in any manner, it should be considered as a serious offence.
16. If a book issued from the college library is check by the borrower. A new copy of the concerned book should be purchased and given to the librarian forthwith.
17. The librarian can take a decision regarding whether a student needs to buy a new book in the place of the damaged one or to pay the price equivalent to the damaged book.

18. After going through the magazines, newspapers and journals of the library, they must be put in proper order and at right place by the students.
19. The library dues should be cleared by the students before they take the T.C or leave the college after the completion of the course.