

- 5.12 If a member is transferred from one Section/Division to another, the member should inform the library of the change.

## **6. OVERDUE DOCUMENTS**

- 6.1 Borrower who fails to return the documents on or before the due date shall be fined @ Re.1 per day per document.
- 6.2 Overdue documents will not be renewed unless overdue charges paid at the Counter. All overdue charges are payable at the Counter and the Borrower is expected to bring the exact amount. Overdue documents will not be renewed over the phone.
- 6.3 If the document is not returned within ten weeks after the due date and no reason thereof reported, thrice the value (current cost) of the document will be recovered from the Borrower, assuming that the document is lost.
- 6.4 The library will stop lending documents to the defaulters and the matter will be intimated to the Library Committee and the authority concerned.

## **7 REMINDERS**

- 7.1 Normally only one reminder will be sent for overdue documents. If the overdue documents are not returned within 10 weeks after the due date, the Borrower will once again be issued a letter asking him/ her to return the document. If he/she fails to do so in spite of this the cost of the document will be recovered from him/her as per rule.
- 7.2 While every effort is made by the library to send reminder punctually, non-receipt of reminder is no reason for not returning documents in time.

## **8 DISCIPLINE**

- 8.1 All members are requested to maintain absolute silence inside the library.
- 8.2 In view of the fire hazards and the inconvenience likely to be caused to the non-smokers, smoking inside the library may please be avoided.
- 8.3 Personal books and properties should not be taken into the library. Library reserves the right to check any document taken out of the library.

# **SCERT LIBRARY**

## **SCERT, Vidyabhavan**

### **Poojappura, Thiruvananthapuram.**

## **LIBRARY RULES**

### **1. WORKING HOURS**

- 1.1 Library will be kept open on all working days during the normal working hours of the SCERT.
- 1.2 Library will remain closed on all public holidays.

### **2. MEMBERSHIP**

- 2.1 Use of the library is for the benefit of the SCERT staff and personnel visiting the establishment on duty, teachers of Govt. & Aided Schools, Colleges & Universities, Research Fellows (RFs), PG students, State or Central Govt. Employees, Institutions & Departments. Others can make use of the library only with special permission.
- 2.2 Users of library are expected to take utmost care in handling books, journals, etc. They shall not make notes on, underline, scribe, tear off or in any way mutilate the publications.
- 2.3 Members should not replace documents after consultation; they should leave them on the table.
- 2.4 Members are requested to show their identity cards when demanded at the counter/inside the library.
- 2.5 Any person responsible for damage or loss to any of the library documents will be required to replace the same within the period set by library or to pay thrice the value (current cost) thereof. In case of loss, it should be communicated in writing to Circulation Section and overdue charges upto the date cleared. Photocopy will not be accepted as a replacement for print version.

### **3. BORROWER'S CARDS**

- 3.1 For availing the membership privileges, any one belonging to the categories mentioned in 2.1 shall register as a member of library by filling

up an application form available at the Circulation Counter, and collect the Borrower's cards. Library documents will be lent only against these cards.

3.2 The members can borrow books as shown below:

Teachers	3 Books
Employees	2 Books
RFs & PG Students	2 Books
SCERT Staff	
Academic	8 Books
Ministerial	3 Books

3.3 No Due Certificate will be issued only after the return of all the Documents/ Cards issued to a borrower. If any of the card is not surrendered, an identity bond for compensating for the loss that may arise by the misuse of lost ticket has to be given. A token fine of Re. 1/- (Rupee one only) will be charged per card.

3.4 Cards are not transferable.

3.5 Only one document can be borrowed against each card.

3.6 Loss of cards should be reported to the library immediately and a new card will be issued on payment of Rs.1 /-(Rupee One only) subject to the condition that in the event of the old card being used by others, the borrower is responsible for the document to borrowed on it. However, every effort will be made by the library to see that books are not issued against cards reported lost.

3.7 In case of damage, the card will be replaced on production of the damaged card without penalty.

#### **4. INSTITUTIONAL CARDS**

4.1 Each Institutional Member is allotted 10 cards. Documents are loaned only against the Institutional cards.

4.2 If the Institutional Cards are lost new cards will be issued on payment of Rs. 5/- (Rupees Five only) per card by the Division concerned. If the Division informs the library the name of the person who lost the card the amount will be collected from him.

4.3 The Institutional Cards are issued in the name of Institutional Head / Director. Changes should be intimated to the library.

4.4 If any member of the Institution leaves the organisation it is the

responsibility of the Institutional Head concerned to ascertain whether any document is outstanding against the Institutional Cards used by the member.

#### **5. CONDITIONS OF LOAN**

5.1 **DURATION OF LOAN:** Books are issued on loan for a period of three weeks. If a book has more than four claimants the duration of loan will be reduced to 7 days. Journals are issued for 7 days.

5.2 New books will be issued to the indentors first.

5.3 Period of loan remains the same for Institutional and personal cards.

5.4 **GRACE PERIOD:**No grace period is allowed. However, if the due date falls on holiday, the next working day will be treated as due date. But if the documents are not returned on the next working day, the holidays also will be taken into account for calculating overdue charges.

5.5 Duration of loan may be reduced, if circumstances so demand. The library may recall any document on loan, without assigning any reason thereof, and the retention beyond the due date thus set will attract overdue charges.

5.6 **RENEWAL:**Loans may be renewed for a further period provided no other reader has reserved the same. Two renewals are permitted either in person or over the phone. For the third renewal, the document is to be brought to the library for physical verification. Renewal must be done on or before the due date.

5.7 **REFERENCE COLLECTIONS:**Books marked NOT TO BE ISSUED will not be available on loan.

5.8 Indentors of new reference books are allowed to borrow the same for a period of seven days. These books should be claimed immediately after removal from display. No renewal is allowed for these books.

5.9 Periodicals on display are not lent out

5.10 Before getting the documents on loan the members are expected to satisfy themselves that the documents are in sound condition. If they are found mutilated or damaged on return, the borrower will be held responsible for replacing them.

5.11 All documents borrowed from the library are to be returned when the borrower is proceeding on tour, leave of any kind, deputation etc. and for stock verification.

