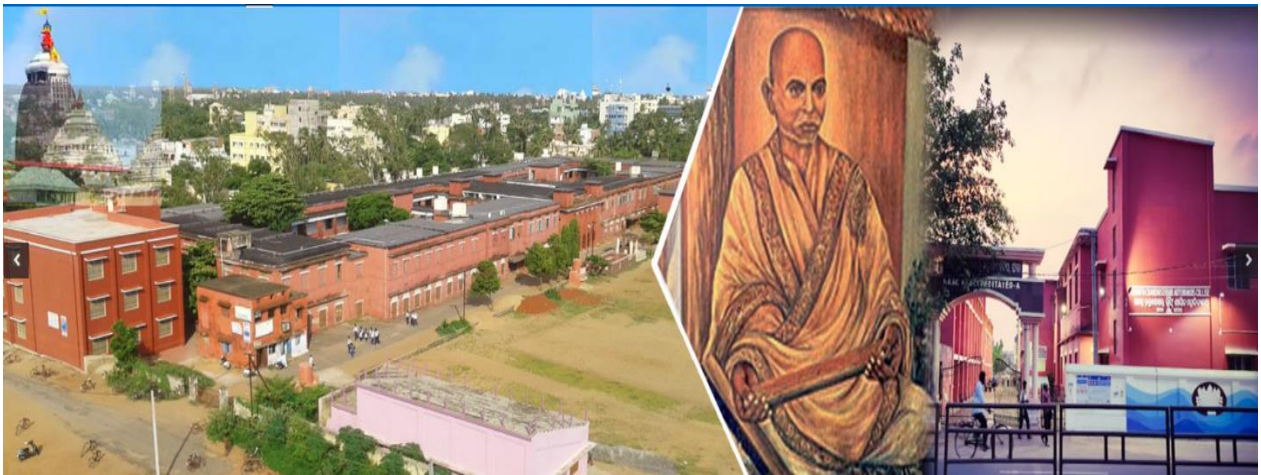


# LIBRARY RULES AND REGULATIONS



SAMANTA CHANDRASEKHAR AUTONOMOUS COLLEGE, PURI  
ESTD. 1944

**S. C. S. (AUTONOMOUS) COLLEGE, PURI**

**Estd-1944**

**NAAC Accredited Grade-A**

# COLLEGE LIBRARY

## General Information:

Samanta Chandrasekhar (Autonomous) College, Puri committed to the cause of Arts, Commerce & Science education has traversed a long journey with its own glory since 1944. The College is named after Mahamahopadhyaya Chandrasekhar Singh Samant Harichandan Mohapatra popularly Samanta Chandra Sekhar a great astronomer of the state of Odisha. The College is located in the heart of the city in a peaceful locality of cultured city Puri. The College provides adequate infrastructure facilities to share and experience the excitement of Arts, com & Science. Imparts the Basic Science and Need Based Quality Education from last 75 years. The aims and objectives that the college has set for itself have been pursued relentlessly is keen about quality education and all round development of students enhancing their employment potentials. Developing scientific temper, research culture and nation building are objectives to train the students' to become civilized citizens of the country. The college has established MoUs, Collaborations and linkages with research institutions, Government organisations and Non-Government organisations for research and academic purpose.

The College General Library of S.C.S.(Autonomous) College, Puri is one of the oldest Library in the state, which was started in the year 1944. The library contains about 85,500 books arranged in sections and sub-sections. The members of the staff and Students of this College and other persons specially permitted by the principal may use the library. The college library has three components viz

- 1. General Library**
- 2. Lending Library (Book Bank)**
- 3. Reading Room Facility.**

#### 4. Departmental Library.

### General Rules:

1. The library opens at 10.30 A.M. and closes at 4.30 P.M. All transactions of the library with students will be done between 11.00 A.M. to 3.00 P.M. on every working day.
2. The library remains closed on Sundays and authorised holidays.
3. On working days office works of the library are attended to after 2.30 P.M. During this period issue and return of books will not be attended to.
4. Arrangements are made to keep the library open during the vacations.
5. Every borrower is supposed to have read the rules governing the library as furnished below and is required to abide by them.

## RULES REGARDING GENERAL LIBRARY

1. Books will be issued on the presentation of the-borrower's card along with identity Card. Only one book will be issued at the time of surrender of one borrower's card. The card will be issued by Library to all the borrowers at the beginning of the session on production of the first receipt and the identity card along with one Passport size photograph for preparation of library Identity Cards.
2. Students are required to renew their borrower's cards at the beginning of each session. Books will be issued only after the borrower cards are renewed.
3. Loss of these cards will deprive the borrower of his/her right to borrow books.
4. Loss of cards must be immediately reported to the Librarian.

5. A duplicate card may be issued against the lost card on payment of Rs. 21- towards the cost of card and a fine of Rs 3/
6. Borrower's cards are not transferable. Books will be issued against the borrower's card on personal presentation only.
7. Every borrower must examine the condition of the book or books before he/she leaves the counter. In case of mutilation discovered later, the presumption will be against the borrower and the cost of the books with fine will be realised from him/ her.
8. Books should be returned within the period allowed to a borrower, failing which further issue shall be stopped.
9. When the date for return of a book falls on an authorised holiday, it should be returned to the library as the College reopens after the holiday.
10. If the borrower is representing the college in some games or sports or conferences on the due date of return of the book, he/she has to return the book on the date of joining the college.
11. Books in possession of the borrower should be returned to the library before the college closes for the long vacation on or before the date notified for the purpose.
12. Whoever might have a library book or a journal in his/her possession should return it to the library in response to a requisition notice for the return of the same from the Librarian, failing which fresh issue shall be stopped.
13. No marginal or other note or markings shall be made in the library books nor shall any pictures or pages be removed, torn or otherwise disfigured. In such cases the borrower shall be asked to replace the book damaged by him/her.
14. Although, ordinarily, there will be no restriction on the use of books in the library, the principal has the right to stop the issue of certain books in the interest of the institution to all or some intending borrowers.

15. A borrower against whom any book or charge is outstanding shall not be allowed to borrow books from the library.
16. All those who may happen to be inside the library or in its neighbourhood are expected to maintain strict silence. The Librarian has orders to see that the rule of silence is strictly observed and to report any wilful breach of the rule. Teachers are also expected to use their influence to promote the observance of the rule whenever they are in the library and to report to the principal cases of deliberate disobedience and misbehaviour.
17. The library premises should not be used for any purpose other than reading or consulting books and periodicals of the library.
18. Spitting and smoking inside the library are strictly forbidden.
19. Cases of incivility on the part of the intending borrowers should at once be reported to the principal by the Library staff, or any authorised person who might happen to be inside the Library.
20. An unauthorised person who tries to force his/her way into the library may be turned out of the Library by the Library Staff.
21. None but members of the staff may go beyond the Library counter. Persons who are given special permission by the Principal may work inside the Library.
22. The following is the list showing maximum number of books that may be issued to the various categories of borrowers.

<b>Sl #</b>	<b>Faculty</b>	<b>Categories of Borrowers</b>	<b>No of Books to Borrow</b>	<b>Days of Submission of Requisition</b>	<b>Days of Issue &amp; Return</b>
1	Arts	BA/B.Ed/MA	UG-2 PG-3	Monday	Monday
2	Science	B.Sc/B.Ed/M.Sc	UG-2	Wednesday	Wednesday

			PG-3		
3	Commerce	B.Com/M.Com	UG-2 PG-3	Friday	Friday
4	Staffs	Teaching	10	All Days	All Days
5	Staffs	Non-Teaching	03	All Days	All Days
6	Research Scholar	-	-	All Days	All Days

23. Textbooks of other disciplines shall not ordinarily be issued to the members of the staff. These may be issued for one month only on the recommendation of the Departmental Head and with the permission of the principal

24. A book once issued to a borrower may be re-issued to him/her with the permission of the Prof-in-charge of Library for necessary official entries.

25. Books of reference section, current issue of periodicals, Courses of studies and rare books shall not be issued to use at home.

26. The time allowed to the borrowers for reading the library books is as follows:

- (a) Members of the teaching staff 1 month
- (b) Other members of the staff 1 month
- (c) Students 15 days

27. The teaching staff of S.C.S. (Jr.) College who take P.G. classes may be allowed to borrow 5 (five) books from the S.C.S.(A) College Library provided their application for the same is routed through their college and finally approved by the principal. However, such borrowers may be asked to produce no-due certificate from the S.C.S.(A) College library at the time of relief from their college

28. In view of the growing number of defaulters the present fine rate be increased in the following manner.
- (a) If the student retains a book beyond the normal 15 days of stipulated time, a fine of 10 (ten) paise per day be imposed on the first 15 days of defaulting.
  - (b) If the book is retained beyond one month from the date of Issue a fine of 50 (fifty) paise per day be charged for the next 15 (fifteen) days.
  - (c) If the same is not returned within one and half month from the date of issue the fine be raised to Re. 1/- (Rupee one) per day onwards.
29. Any book lost, damaged or defaced by a borrower must be replaced by him/her. If a book is one or a set or a series and the volumes cannot be obtained singly, the whole set or series must be replaced at the reader's cost. Should the book be rare or irreplaceable, the borrower would pay an amount ten times the catalogue price or the price ascertained from authentic sources of the book. In no case shall this be relaxed.
30. In case where the price of the lost books cannot be ascertained the borrower should pay as compensation an amount fixed by the principal.
31. Textbooks will be issued to the students from the General section.
32. Reference books will be issued on call slips for consultation in the library.
33. Magazines will not be issued to any members of staff or students. However, they may be issued to them on 'daily issue slip' and to be returned positively by 3.00 p.m. of the day of issue in the reading room.
34. No student should enter the library rooms without the permission of the Librarian.
35. No one should enter the library rooms with personal books, bags or umbrellas etc. These are to be kept at the place notified.

36. Any grievance of the students regarding Library affairs should be brought to the notice of the Professor-in-Charge, Library.
37. In all dealings with the library the identity card must be produced at the counter on demand, failing which the students concerned will not be attended to.
38. Any complaint regarding Library fine and mutilation of Library books should be submitted to the Librarian who will pass it on to the higher authority after his remarks for final deposit.
39. Students are required to submit their Library identity card along with the Borrowers' Cards one day before to obtain clearance from the library.
40. Violation of the library rules shall strictly be dealt with.
41. Students have to deposit a Sum of Rs. 5/- towards duplicate Library Identity card

## **RULES REGARDING BOOK BANK**

Our college has a Lending Library called Book Bank. The object of the 'Book Bank' is to make prescribed textbook available to the poor and deserving students on long term basis. The textbook library contains about 15,000 no's of books. This library shall be attached to the General Library of the College, and the Librarian shall remain in-charge of the books.

1. At the beginning of each session the principal shall invite applications in the prescribed forms for the purpose from the poor and deserving students of the college intending to borrow books from this Library.
2. The students shall submit separate application to borrow books on different subjects.
3. The application thus received shall be passed on to the Heads of the respective Departments who after necessary scrutiny, shall submit their recommendations to the principal.



4. The book borrowed shall have to be returned by the borrowers one week before filling in their form for the End-Term / Semester Examination or else disciplinary action shall be taken against them by the principal.
5. The borrowers shall have to give an undertaking to the effect that they shall be responsible for keeping the books in good condition. Disfiguring the books by underlining marks, marginal notes or causing damage in any other way to the books shall have to be compensated for. In extreme cases the books must be replaced.
6. The Librarian will report to the principal the names of the borrowers responsible for the improper use of library books.
7. Borrowers leaving the College before their End-Term/ Semester Examination or discontinuing their studies at any time shall have to return the books before they are allowed to leave.
8. Students borrowing books from the Book Bank shall have to pay a fee of 1/10<sup>th</sup> of the cost of the book, subject to minimum Rs. 1.00.
9. There shall be an issue register for the books to be lent to the students in which the borrower shall put his/her signature on receipt of the books.
10. 12. Money received on any day by the Librarian will have to be deposited with the College Office and receipts for such deposits will be obtained by him/her and maintained in the Book Bank file.
11. Students borrowing books from the Book Bank shall be allowed to keep them till their respective End Term / Semester Examination but they shall have to return them at the time of filling up of forms failing which they will not be allowed to fill up the same.
12. Books should be returned in good condition. Books lost or damaged shall have to be replaced or ten times cost thereof be deposited in the college counter and a clearance certificate is obtained from the library.

# **RULES REGARDING DEPARTMENTAL LIBRARY**

Besides the college central library every department has also a departmental library. every year out of the seminar grants given to the departments a particular % i.e 40% of the grant is used for purchasing the library books. The department is maintained the issue and return register for the students. particular dates preferable last day of the week is fixed for issue of books and in the 1st day of the week is fixed for return of books. the departmental library is exclusively maintained for the staffs and students of the particular department.

## **RULES FOR THE READING ROOM**

1. With effect from the session 1985-86, Students' Reading facility has been provided to the students to utilise their hours for acquiring more information and knowledge from newspapers and periodicals. It also provides space for serious reading during the College hours.
2. The reading room opens at 12 noon and closes at 3 p.m. on every working day.
3. Students are provided with Books, Journals and Newspapers for their use within the stipulated period, on presentation of their College Identity cards.
4. Students should maintain silence inside the reading room.

**(Plea of ignorance of any rule will not be considered as an excuse in any case)**

**(Rules are common to all borrowers of books)**