



## CENTRAL LIBRARY POLICY

### LIBRARY ACQUISITION:

- ❖ Ensure the comprehensive and dynamic development of the library collection, supporting the diverse academic needs of students and faculty.
- ❖ Collaborate among faculty, librarians, and students to identify relevant and high-quality resources.
- ❖ Prioritize current and authoritative publications, considering both print and electronic formats to accommodate varying preferences.
- ❖ Maintain a balanced and inclusive collection of materials representing diverse perspectives, cultures, and disciplines.
- ❖ More attention is given to emerging fields and interdisciplinary subjects to keep pace with evolving academic trends.

### BOOKS ISSUE AND RETURN:

- ❖ Registered members, including students and faculty, are eligible for borrowing books.
- ❖ Staff members and students must scan their ID card in Gems – E Gate register at the entrance while they enter and exit the library.
- ❖ Staff and students who are the members of the central library can access books between 8.30 am and 5.00 pm on all working days except Saturday. Library will be open from 8.30 am to 3.00pm on Saturday. Sunday is a holiday.
- ❖ Each student can borrow two books and Staff can borrow 10 books for a defined loan period, encouraging responsible use of the library's collection.
- ❖ Overdue fine of Rs.1/day is levied to encourage prompt return of materials, emphasizing shared responsibility.
- ❖ Any damage or loss of books has to be amended by the user either by replacing with the fine or by getting the same copy of the book.

### E-RESOURCE ACCESS:

- ❖ Registered members have access to a diverse range of e-resources like N- List, Delnet, British Council, Grammarly, NDL, Shodhganga, ShodhSindhu, ShodhPrabha, MOOC, SWAYAM, NPTEL courseware materials and Google Scholar.
- ❖ Provide guidelines for faculty, staff, and students regarding the legal and ethical use of electronic resources.
- ❖ Schedule regular training sessions to educate users on how to effectively navigate and use electronic resources.
- ❖ Outline the consequences for violating acceptable use policies, which may include warnings, suspension of access, or other disciplinary actions.

# CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3<sup>rd</sup> Cycle) with 'A' Grade by NAAC



## READING HALL:

- ❖ The library reading hall is open from 9.00 am to 5.00pm. Operating hours vary during holidays and exam periods.
- ❖ Access to the reading hall is granted to registered students and faculty of the college.
- ❖ Designated areas within the reading hall are assigned for quiet and silent study.
- ❖ Disruptive activities, such as talking loudly, playing music, or engaging in loud conversations, are not allowed.
- ❖ Cell phone use is not permitted in designated areas.
- ❖ Snacks and beverages are not allowed in the reading hall.
- ❖ Separate areas are provided for storing bags, coats, and other personal items.
- ❖ Violations of the reading hall policy may result in warnings, temporary suspension of access, or reporting to college authorities.



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