



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

An ISO : 9001 - 2015 Certified Educational Institution
Affiliated to M.G. University, Kottayam
Approved by AICTE, New Delhi

LIBRARY POLICY

Kristu Jyoti College of Management and Technology (KJCMT) has a well stacked, computerized library with diverse collection of books, journals, periodicals and newspapers. Support of library in learning, teaching and research is pivotal in academic growth of the college. Library provides a pleasant, cozy environment conducive for work and study. The library staff help students and teachers to locate required books or journals.

1. Membership

- Membership in library is automatically conferred to all members of faculty and students on joining the college and remains so, as long as he/she keeps this status.
- One-time activation of membership at the library counter is a prerequisite to obtain services of the library.

2. Working Time

- The library will remain open from 8.30 am to 5.00 pm on all working days and remain closed on Sundays, second Saturdays and other public holidays.

3. Issue and Return of Books

- Teachers and students can borrow books for academic use.
- The library follows open shelf system and users have access to any section/shelf.
- Issuing of books is limited to 4 books for teachers and 2 books for students at a time.



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- Prior to issuing books, users should examine them and report damage, if any, to the library staff. If not, the borrower will be responsible for the damage found on returning the book.
- Books may be kept for 14 days by the users, but this period can be limited to 7 days in the case of single copy books or books with high demand, at the discretion of the librarian.
- Books can be renewed for a further period of seven days if no one else has reserved the same.
- A user failing to return book/s within the prescribed date will be fined @ Rs. 2 per day (including holidays). Absence in class due to any reason whatsoever will not be accepted as an excuse for not returning the books on time.
- If a book is damaged, lost or spoiled, the user should pay twice the price of latest edition of the book or provide a new copy of the book along with fine accrued, if any.
- Books kept in reference section and journals will not be issued unless recommended by the concerned Head of the Department. These can be used for reference in library during working hours.
- Library catalogue search through internet has been facilitated. Students can use weblink address **www.kcmt.libsoft.org** to search online catalogue to know availability of books.
- Access to e-books can be availed by registered users through the link **<http://library.kristujyoticollege.com>**
- Academicians, research scholars and students outside the college may also avail services of the library with consent of the Principal.
- Annual stock verification is conducted in May each year by the librarian. As per University Grants Commission (UGC) norms, loss of 3 books per thousand books issued is permissible.



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4. Guidelines

- Users of library are not permitted to take personal copies of books or other printed materials inside the library.
- Silence shall be strictly observed inside the library.
- Books, journals, periodicals, newspaper, library equipment/furniture should be handled with care.
- Users are advised not to replace the books on shelves. They may leave the books on tables after use.
- Marking, underlining, writing or defacing the library books will lead to fine.
- In case a required book is issued to somebody, the same can be reserved in writing. This book can be borrowed by the teacher/student on return of the same by the borrower.
- Librarian reserves the right to demand return of any book at any time.
- Library and its premises should be kept absolutely clean and tidy.
- Use of mobile phones within the library is banned. In case of violation, phone will be confiscated.
- No due certificate from the librarian is mandatory prior to obtaining Transfer Certificate (TC).
- Students must return all borrowed books as and when semester ends irrespective of due date of return.
- Members are forbidden to remove any page/content from any document from the library.
- Sleeping, eating food and indecent behavior are prohibited inside the library.
- Users must keep their personal belongings outside the library.
