

MLCU LIBRARY RULES & CODE OF CONDUCT FOR THE LIBRARY MEMBERS

Eligibility for Membership

The following are eligible to become members of the Library:

1. Faculties, Students, Officers and other employees of the University
2. Any other person whose name is recommended by the Head of the Department and approved by the Chancellor/Pro Vice-Chancellor/Registrar.

A. GENERAL LIBRARY RULES

1. The Library is primarily for the use of students, research scholars, faculties and non-teaching staff of the University.
2. On special request, Students, Research Scholars and Faculty of other Universities/Institutions can also avail the Library facilities for a shorter period for academic purposes with written permission of the University Chancellor/Vice Chancellor/Registrar. Such temporary membership is for consultation, reference, and photocopying services only.
3. Magazines, periodicals, reference books and thesis are not for issue.
4. No books will be issued one week before the semester ends
5. The library members whilst using the library are advised to be caution with their belongings; the library shall not be held responsible for the loss or damage to their belongings.
6. Stern action will be initiated against Library members found vandalizing or defacing the Library building, furniture or equipment.

B. RESPONSIBILITY OF THE USERS

1. The library maintains a “no mobile/cellphone zone” therefore the members are requested not to carry their mobile/cellphones inside the library.
2. The members must not remove or attempt to take library materials, equipment or property without proper checkout or library official’s authorization. Any member found in violation of this rule will be penalized.
3. The library strictly maintains “No food/drinks” policy therefore the members are requested not to bring in any food or drinks inside the library premises.
4. The members are instructed not to bring casual visitors/friends or outsiders for using the library facilities.
5. Dog-earing the pages of a book, marking or writing therein with ink or pencil, tearing or taking out its pages or otherwise damaging it will constitute an injury to a book.
6. Members must not cause any disturbance or engage in any behaviour which interferes with Library activities. Proscribed behaviour includes verbal abuse, threats of violence, sexual harassment, or use of aggressive words to harass any person.

C. RESPONSIBILITY OF THE BORROWERS

1. A book will only be issued to a member against production of ID Card issued by the University.
2. The book taken from the library is to be returned within within the loan period allotted for the members (*Please refer to Table D below for loan period*). A fine of Rupees 10/- will be charged under the rules of the library for each day the book is kept beyond time.
3. Students are to borrow/return the books in the presence of any library staff or Librarian
4. All books borrowed from the library must be returned one week before the semester ends.
5. Any such injury to a book is a serious offence. Unless the borrower points out the injury at the time of borrowing the book, he/she shall be required to replace the book.
6. In case of loss of a book by the borrower he/she shall either replace the book. If the book is out of print, it may be replaced with a bound photocopy.

D. Loan Period for the Library Members

Members	No. of Books Issued	Loan Period /days	Renewal Time
Students	2	7	1
Faculties	4	30	3
Research Scholars	4	20	3
Staff	3	14	2