ST. ALOYSIUS' COLLEGE

AUTONOMOUS

JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-4

INFRASTRUCTURE AND LEARNING RESOURCES

Holistic Development

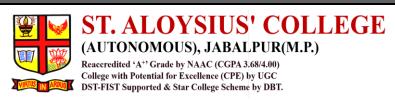**4 QUALITY EDUCATION**

Key Indicator

4.2 Library as a Learning Resource

Metric No.: 4.2.1

Digital Library Facilities and Utility

Document Name

Library Rules and Regulations

LIBRARY: RULES AND REGULATIONS

The library is an essential component of any higher education institution, offering diverse information resources crucial for academic pursuits. St. Aloysius College (Autonomous) Jabalpur acknowledges the significance of its library, recognizing that quality education hinges upon access to quality library services. The college features an extensive library with a reading area for reference and study. There is a good collection of books relating to specific disciplines, periodicals, and publications. Students are encouraged to explore a multidisciplinary, self-learning environment wherein a well-equipped library facilitates in-depth subject exploration and knowledge acquisition.

The college boasts a modern academic library with advanced amenities and a comprehensive collection of printed and electronic resources. The library premises feature Wi-Fi connectivity and substantial I.T. infrastructure. The central library, digital library, and the reading room accommodate approximately 250 users concurrently. The library operates efficiently by leveraging the reputed Library Management Software, eCAS. Moreover, the entire library building has CCTV surveillance utilizing high-resolution IP cameras. The library caters to a significant number of students and faculty members regularly. Thus, the following norms and regulations have been drawn out to ensure the proper usage of the central library, reading room, and digital library.

1. **Code of Conduct**
   - Conduct that is detrimental to the proper use of the library is strictly prohibited.
   - Silence must be maintained in the library's public spaces.
   - Food and beverages are strictly prohibited in the library.
   - Disruption or disruptive conduct is not permitted in any area of the library.
   - Mobile phones are to be kept in silent mode.
   - Students' belongings should be kept at the storage counter at their own risk.
   - The library staff has the right to ask the user to leave the library in case of misconduct.

2. **Issue of Books**
   - To access library services, users must produce a valid college ID card.
   - Students receive books from the College Library on designated days for each class. The library's working hours are from 8:30 am to 5:00 pm.
   - Students ought to report on the assigned days; if there is a holiday on the allotted day for book issues and returns, books will be issued and returned on the following authorized days.
   - Two books are provided for 15 days each. Books may be reissued for an additional 15 days, depending on their availability.

- The books under the Reference Section will not be issued. Students, however, can use it during college hours.
- Overdue materials will incur fees as per the library's fine policy.
- Library books are to be submitted 15 days before the Final Examination.
- The students must get library clearance after submitting all CCEs. Students need to download their admit cards.

3. **Book Bank**
- The Book Bank facility is exclusively available to ST/SC and economically underprivileged pupils.
- Students who use the Book Bank facility must return the books immediately after the exams or face a fine of Rs. 1/- per day.

4. **Lost and Damage to Books**
- Library materials must not be removed unless a library staff member has officially issued them.
- Underlining and writing notes on library books, mutilation, and theft of library resources are prohibited. The library reserves the right to take appropriate disciplinary action against the offenders.
- Users are responsible for replacing any lost or damaged goods.

5. **Use of Library Computers and Digital Library**
- Library computers are exclusively intended for academic and research purposes.
- Login IDs and passwords shall be communicated to the user. The login information is not to be shared with others.
- The users shall not modify any of the computer configurations.
- Downloading or installing any software from any website is strictly prohibited.
- Internet access is restricted to academic purposes, such as access to e-books, e-journals, video lectures, subscribing to online databases, University websites, NPTEL web courses, DELNET/INFLIBNET, and open-source educational domains.
- Users must observe all applicable copyright laws and regulations when accessing and using digital library resources.
- Users cannot evade security measures or get unauthorized access to restricted sections of the digital library.
- In case of an operational computer or access issue, notify the librarian.
- Access to inappropriate or unlawful content is strictly prohibited.

6. **Enforcement of Rules**
   - Library staff can enforce rules and regulations.
   - Violations of library policies may result in temporary or permanent suspension of privileges.
   - Repeat offenders may receive disciplinary action from the college administration.

7. **Amendments to Policy**
   - The library may revise this policy as needed.
   - Changes to the policy will be communicated to users through the library's website and notifications.
   - This policy is intended to provide a safe and conducive for all library users. By following these rules and regulations, users contribute to the smooth functioning of the library, thus fostering a culture of academic excellence.