

Rules of the Thiruvalluvar University Library

1. Library Users

The users of the Thiruvalluvar University Library (TUL) are classified under the following categories:

- (i) University Faculty/Research Scholars/Students/ Staff
- (ii) Affiliated College Faculty/Research Scholars/Students
- (iii) Institutional Membership
- (iv) Industrial Associate Membership
- (v) Users from other Universities/Foreigners

2.1 Consultation

Books(s) may be consulted within the library premises by users from all categories mentioned above by production of their proper identity – bonafide certificate, HOD letter, letter from higher authorities in case of government, letter from Supervisor/Research Guide, letter from a member of any of the authorities of the University or the University Librarian. As for foreigners their embassy should recommended them.

2.2 Loan/ Fee

User categories (i) – (iv) are allowed to borrow book(s) on loan. The loan period is 28 days for all categories of users. The details of the number of library borrower tickets fees etc., are given below;

(i) University Faculty / Research Scholar/ Students/ Staff

Faculty	10 Tickets	Free of Charges
Staff(Non-Teaching)	2 Tickets	Free of Charges
Ph.D(Research Scholars)	5 Tickets	Charge
M.Phil. Student	3 Tickets	Charge

Student	3 Tickets	Charge
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N.B: Ph.D., M.Phil., Scholars and Students have to pay a refundable deposit of Rs.250/-

(ii) Affiliated College Faculty/ Research Scholar/ Students

The affiliated College will be issued 10 library tickets along with 10 ID cards against payment of Rs.2000/- (no-refundable) as annual library service charges.

(iii) Institutional Membership

Institutional /organizations will be issued up to 5 library tickets along with 5 ID cards against payment of Rs.2000/- (refundable deposit) with Rs.200/- as annual service charges per card. The cards should be renewed annually.

(iv) Industrial Associate Membership

Industries will be issued upto 5 library tickets along 5 ID cards against payment of Rs,5000/- (Refundable deposit) with Rs.1000/- as annual service charges per card. The cards should be renewed annually.

N.B: to become a borrowing member of the Library, an intending person/ party shall fill up a form of application and shall make a cash deposit/cash payment, if any according to the category of membership, subject to satisfying the other conditions of eligibility.

2.3 Renewal

Books may be renewed for a further period of 28 days provided the book (s) is/are under reservation. Renewal can be executed by

production of the book(s) of the issue counter for the locally placed users. Distantly placed users may renew the book(s) by telephone reply post-card by mentioning the correct information about the book(s).

The renewal application should reach the librarian not later than three but not more than six clear days before the date on which the book(s) are due. If another reader has applied for the book(s), the librarian shall inform the member to that effect and the member shall return the book(s) on the due date.

Not more than two consecutive renewals are allowed for the same book(s) without its production on the issue counter for inspection.

2.4 Reminder

First reminder will be sent immediately after the due date, the second will be sent after 14 days of the first reminder. If the book(s) is/are not returned within 14 days of the second reminder date by production of book(s) on the counter, action will be taken to recover the book(s) as per University rules.

2.5 Overdue Charges

If a book is not returned when due, an overdue charges will be collected as under

For 28 days from the due date	:	Rs.1/- per day/volume
29 th day from the dues date onwards	:	Rs.2/- per day/volume

It will hold for all other user categories except University Faculty and Staff. They are exempted from overdue charges for the total period of 56 days from the due date. After that overdue charges will be levied for them as per general overdue charge collection procedure.

2.6 Loss of Book(s)

If a borrower loses a book the following should be done immediately:

- (a) It Should be intimated in writing to the Librarian stating the reasons for the loss
- (b) A new copy or a latest edition of the lost book(s) may be replaced by the said borrower
- (c) The above two steps should be taken by the said borrower within 3 months time

N.B: During the loss period his/her due will be arrested from the date of his/her written complaint / intimation. If he/she is not able to return the book(s) he/she has to pay the prevailing cost of the book(s) plus 25% of the cost as Library service charge with the overdue charges if any.

2.7 Loss of Library Borrower Tickets

(a) A member who has lost a ticket shall make a written report of the same to the Librarian

(b) Three months time shall lapse after the date of such notice before a duplicate can be issued. During this period, the member shall attempt to trace and recover the ticket, if possible, and send a second report at the end of the period, stating the result of his/her endeavours

(c) If the ticket has not been traced, the member shall give an indemnity Bond in the prescribed form and pay a fee of Rs.20/- for each duplicate ticket required

(d) After the receipt of the Indemnity Bond and the Fee, the duplicate ticket will be issued

(e) If a member, who has lost one or more of his/her tickets, applies for withdrawal of deposit amount no action will be taken on such application will the expiry of six months after the report of loss of tickets. If the tickets are not recovered by the member before the end of the period, the members shall give an indemnity Bond in the prescribed form in respect of the lost ticket (s). After the receipt of the indemnity Bond, the application for withdrawal shall be dealt with in the usual way.

2.8 No Due Certificate

Production of “No Due Certificate” from the University Librarian to the effect that nothing is outstanding against the user shall be considered obligatory by the concerned authorities before accepting / acting on any of the occasions mentioned under.

Authority	User Category	Reason
The Registrar	Faculty / Staff of Thiruvalluvar University	Resignation/Retirement Foreign assignment on leave with loss of pay
H.O.D	Ph.D/M.Phil/ Research Scholars of Thiruvalluvar University	Thesis submission /Discontinuation of Research
H.O.D	Students of Thiruvalluvar University	Issues of Hall – Ticket/Certificates for the final semester of the Programmes

2.9 Refund Claim

(a) One week notice shall be given before a deposit is withdrawn. No deposit will be repaid until all the book(s) outstanding against the member and all his member’s tickets have been duly returned. In case a ticket is lost, the procedure laid down in Rule 2.7 shall be followed.

(b) If a member, who has lost one or more of his/her tickets applies for withdrawal of deposit amount no action will be taken on such application till the expiry of six months after the report of loss of ticket(s). If the holder of the ticket(s) is/are not a member shall give an indemnity Bond in the prescribed form in respect of the lost ticket(s). After the receipt of the indemnity Bond, the application for withdrawal shall be dealt with in the usual way.

(c) If within three years of the death of a member, no claim is made by his/her heir(s) for refund of the deposit amount, the deposit of such members may lapse to the University.

3. General Rules

(a) No person will be admitted in the Library unless the person is properly dressed.

(b) Readers desirous of using the Library shall enter their name and address legibly in a register (Gate –Register) which is kept for the purpose. Such signature shall be taken as an acknowledgement that the person agrees to conform to the rules of the library.

(c) Readers may not write upon, damage or make any mark upon any book, manuscript or map belonging to the Library.

(d) No tracing or mechanical reproduction shall be made without express permission from the librarian

(e) Silence shall be strictly observed in the library

(f) Before leaving the Library, readers shall return to the Assistant at the counter any book(s), manuscript(s) or map(s) which they taken for consultation

(g) Readers shall be responsible for any damage or injury done to the book(s) or any other property belonging to the library and shall be required to replace such book(s) or other property damaged or injured, or pay the value there of; if one book of a set is injured, the whole set shall be replaced

(h) Cases of incivility or other failure in the service should be reported immediately to the Librarian or in his/her absence, to the senior member of the Staff present

(i) Sticks, umbrellas, boxes and other receptacles and such other articles as are prohibited by the counter staff and those things shall be left at the depository counter

(j) Spitting and smoking are strictly prohibited. Pet animals are not allowed entry into the library.

(k) Books which are out of print or not easily procurable shall be available only for reference

(l) Before leaving the counter the member must satisfy/herself as to whether the book lent to him/her is in sound condition, and if not, the member must immediately bring the matter to the notice of the Librarian or in his absence to the senior member of the staff present; otherwise, he is liable to be held responsible for the book. If one book of a set is damaged, the whole set must be replaced, the value being immediately remitted to the library for return after the set is actually replaced.

(m) Members are not allowed to sub-lend the book(s) of the library to any other person

(n) Theses, Periodicals, Dictionaries, Works which might be difficult to replace and such other works as may be from time to time be considered necessary shall not be lent only

(o) Loans may at any time be terminated by order of the Librarian

(p) A member against whom any overdue or other charges is outstanding will not be allowed to borrow book(s) or withdraw the deposit until the member has paid the amount due

(q) The Syndicate may refuse, under special circumstances, any application for membership without assigning any reason thereof.

(r) The Syndicate may grant special loans on such conditions as it may prescribe

(s) Any infringement of the rules will render the privilege of admission to and of borrowing book(s) from the library to forfeiture