

# **St Aloysius College (Autonomous), Mangaluru**

## **Library Policy**

### **Vision**

To provide seamless access to the information in the print as well as digital formats to the users across the disciplines/divisions in the digital environment.

### **Mission**

To foster a diversified and comprehensive learning society, the library acquires and disseminates information to users for teaching and research. It renders quality resources and innovative services to facilitate teaching, learning and research.

### **Introduction**

The College library, from its very inception along with the College, strives to fulfill the information needs of the student and teaching fraternity of the College and also contributes to attain the goals and objectives of the College management in maintaining the great tradition in the field of higher education in this part of the state. Now the college is in its 142nd Year and true to its glorious past, maintains a kind of excellence in imparting education to reach even greater heights. The role of the library in an educational institution is to help to fulfill the broad educational objectives of the parent organization which largely centers around the self-development of individual students in the best interest of Society at large. The Library is fully automated with Koha-integrated library management system along with RFID technology. The library follows the Dewey Decimal Classification Scheme, AACR-II cataloguing code and MARC-21 format for bibliographic data.

### **Library Rules and Regulations**


1. An Identity Card is compulsory for getting access to the library. Books and other library materials will be issued to the students only on production of the valid Identity Card.
2. Books will be given for home reading on all working days. UG Students can borrow 2 books and PG students can borrow 4 books for a period of 10 days, and are allowed 1 renewal. The faculty can borrow 12 books for one semester. A fine of ₹1.00 will be imposed for every additional day's delay thereafter. For further delay, the rate of fines will be progressive.
3. A student who has borrowed the books is held responsible for it and any damage done to it. He/She is expected to examine the book which he/she receives and report immediately to the library staff if any damage is found in it. Otherwise, he/she shall be held responsible for any damage found later. Any kind of


marking, underlining etc, in the books or in the periodicals is absolutely forbidden.

4. Students are not permitted to lend books to others, whether in or out of the Institute. If this rule is violated the student concerned may lose the privileges of the library.
5. Students may borrow magazines, Journals and other reading materials at the periodicals section/library counter. They must return/replace them at the designated place/shelves before leaving the library.
6. No photograph of the Library shall be taken without the prior permission of the Librarian.
7. The Librarian reserves the right to call back any issued book/item at any time.
8. All the readers are advised not to leave their valuables at the checkpoint. Library is not responsible for any loss of their personal belongings.
9. Books borrowed should be protected from rain, dust, insects, etc. Loss of books issued, if any, should be reported to the librarian immediately. The borrower should either replace the lost book with the new book within the stipulated time or pay the cost of the book or the cost at current market price, which will be ascertained and fixed by the Librarian.
10. Electronic resources such as e-journals, e-databases, e-books etc. made available by the College Library are for academic use, non-commercial use of the authorized users. A systematic downloading is strictly prohibited.
11. Users must switch-off their mobile phone or turn it into silent mode.
12. Absolute silence, discipline and decorum should be maintained on the Library premises.
13. Dress code of the Institute must be maintained during the Library visit.
14. Standing at the Library entrance, chatting and discussion disturbs readers.
15. Consumption of eatables and beverages in the Library premises is not allowed. Eating chewing gum is strictly prohibited.
16. No-dues certificate will be issued at the time of leaving the institute only on return of all the materials borrowed and payment of overdue charges made, if any.

### Conclusion

The main aim of the College library is to promote, preserve, disseminate information and make available scholarly resources to all. The library provides qualitative library services and supports teaching, learning and research.

  
**LIBRARIAN**  
ST. ALOYSIUS COLLEGE  
MANGALORE-575 003

  
**Principal**  
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