



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu.

LIBRARY POLICY

- Readers should leave their personal belongings such as Bags, Books, and Parcels while entering the Library
- While leaving the Library, Readers should allow the Library staff to examine their personal belongings
- Readers should not Spoil, Scratch, Cut or Damage Library material in any form. If anyone is found doing so, he will be charged with full replacement cost of the material or to pay the Penalty imposed upon him/her by the Librarian
- Members are required to handle Books, Periodicals in the Library carefully. In case there is any loss due to the negligence of a member, he may be liable to pay the Replacement Cost
- The Library user shall not engage in Audible Conversation in any part of the Library, this may disturbs your Neighbours who want to study
- Spitting, Smoking, Sleeping, Drinking Tea and Eatables are strictly Prohibited inside the Library as it may disturb other Users
- Mobile Phone usage is Prohibited inside the Library
- Taking Photography is not Permitted inside the library
- The Library shall remain closed on all Central/State Government Holidays, Sundays and any other holidays declared by the Central/State Government from time to time
- Books will be issued to the Members (Students and Staff) only. No Nominees are permitted to avail the facility
- Books are Issued for a period of Fourteen days
- Reference Books, Rare Books, Out-of-print Books and Periodicals shall be referred within the Library only. Permission may not be Granted for these categories to Borrow
- Any Loss of Book should be immediately reported to the Librarian for further action. The member shall either Replace the Book or pay an amount as prescribed by the Librarian

- Photocopying Facility can be done only for the Members
- Members may be allowed to Borrow Books during Vacation period and should be returned within three days after the vacation, failing which an Overdue charge shall be levied
- The Librarian may call any Member to Return the Book at any time
- The Renewal of Books may be at the Discretion of the Librarian provided the Books are not in Demand by other members
- Mis-behavior of any member with the Library staff leads Suspension of Membership Privileges
- The Library Budget is allocated based on the requirement of Various Discipline
- Books and other reading Materials not available in the Library may be procured on Inter-Library Loan scheme from other libraries
- The library Rules may be altered or new Rules may be Supplement to the existing ones by the Executive Council from time to time
- The Process of Weeding is carried out to Remove Outdated or Irrelevant material if they are unused
- The loss of Library Pass book-cum-identity card should be reported immediately in writing to the Librarian. Duplicate Library Pass Book-cum-identity card would be issued within the period of Fifteen days from the date of reporting the loss to the Librarian.

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PRINCIPAL
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RASIPURAM-637 408. NAMAKKAL Dist.
TAMILNADU