



Vidya Academy of Science & Technology

Approved by AICTE | Affiliated to University of Calicut | ISO 9001 : 2008

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LIBRARY

LIBRARY RULES

Working hours

Central library remains open from 8.30 am to 7.00 pm on all weekdays and 9 am to 4.30 pm on Saturdays.

General Rules

1. Students are advised to preserve the books properly and refrain from marking or spoiling them.
2. Any misbehavior or non - return of books in time will lead to loss of library membership.
3. Photocopy facility is available in the campus at a nominal charge.
4. Books will be issued only on the production of the valid user I.D card.
5. Users are requested to verify the physical conditions of the book before borrowing.
6. Users are requested to deposit their bags or belongings on the personal belonging shelves.
7. Users are required to observe silence inside the library.
8. Users are required to switch off the lights and fans when not required or leaving the reading hall.
9. Misuse of library facility is an offence and calls for punishment as decided by the competent authority.
10. Users are required to keep the library neat and tidy.

Borrowing Privileges and rules

STUDENT	NO. OF BOOKS	PERIOD OF LOAN
B. Tech M. Tech MCA	6	15 Days
	CDs & PERIODICALS	PERIOD OF LOAN
	2 each	7 days

- a) A student can retain a borrowed book for a **MAXIMUM PERIOD OF 14 DAYS** from the date of issue without paying Late fee
- b) A borrowed book should be returned on or before the 14th day after the date of issue. However a student can avail the facility of renewal. The book should be **RENEWED** before the due date itself.
- c) After renewal a student can retain the book without late fee for a further **PERIOD OF 10 DAYS**.
- d) If a book is not renewed on the due date the student will have to **PAY THE LATE FEE** as specified below.
- e) Books shall be renewed provided the same book is **NOT RESERVED** by others. Reservation of books shall be done through web catalogue available in the campus

Late fee for over due books:

No	Applicable period	Late fee payable at the rate of
1	1 to 14 days	Nil
2	15th to 21 st (inclusive)	Rs.1 per day per book
3	22 nd to 28 th (inclusive)	Rs.3 per day per book
4	29 th onwards (inclusive)	Rs.5 per day per book

IV. Internet Service.

1. Internet facility is open for all students of this institution.
2. Students are advised to make use of this facility only to support their academic activities.
3. Students should enter their name and details in the register before browsing the internet.
4. Any kind of misuse of the Computer systems should be brought to the notice of the librarian.
5. Principal reserves the right to stop extending the facility to a person found misusing, apart from the initiating action as per the library rules.

V. Borrowing Privileges (staff)

The following categories of members are entitled for borrowing books from the Library as per the details given below:-

DESCRIPTION	GENERAL	PERIOD OF LOAN
H.O.D / PROF / ASSO. PROF	15	60 DAYS
ASST.PROF	12	60 DAYS
NON TEACHING	4	30 DAYS
	CDs & PERIODICALS	PERIOD OF LOAN
TEACHING & NON-TEACHING	2 each	7 Days

VI Reprography and Printing Service

Photocopying Service is available to users @ Rs. 0.50 per page.
Computer printing service @ Rs.1 per per page