



LIBRARY SERVICES

Membership

Every staff / student of the college is eligible for membership in the Library. Membership is granted on understanding that all library rules bind themselves and to return all book materials issued to them on their own and obtain a No dues certificate at the time of end of their membership.

Working Hours:

Working Hours - 09.00 AM to 04.30 PM on working days

Issue / Return - 09.00 AM to 04.00 PM on working days

Sections:

- Circulation Section
- Reference Section
- Reprographic Section
- E-Resources Section
- Current Awareness Service (CAS)
- Users' Assistance
- Book Bank Section

Circulation

Circulation Section is a gateway between users and Documents. It plays a major role in the Library circulation section. Kings Central Library Circulation performs Issues, Returns and Renewals of Books and other related material using the Software. In addition, other works like Membership registration, No dues clearance, Book Reservation, Overdue fine collection etc. are also carried out.

Reference

The Reference section of the Library houses the Library's reference books; those that are meant to provide quick and accessible information on any particular topic. Reference books include topics that are intended to guide researchers in their studies. Reference books include materials such as dictionaries, encyclopedias, bibliographies, among others. Reference books are meant to be accessible to as many people as possible, and as such, are not permitted to leave the library. The Reference section in the Central Library can be found on the Library's ground floor. Reference items are shelved in a reference collection located separately from circulation Items.

Borrowing

A new student has to collect the membership cards available at the circulation counter. After collecting the membership cards, they can borrow books from the Library. All students, faculty, and staff members are issued with the membership cards and the terms are as follows:

S.No	Borrowers	No. of Library card entitled	No. of Books / Card	Loan Period	Remarks
1	Students UG	3	1	10 days	5 days Renewal at the 10 th day
2	Students PG	3	1	10 days	
3	Academic Staff Teaching	5	1	One semester	For subject books only other books are one month
4	Non – Academic Staff	3	1	30 Days	For subject books –One Semester

Principal is empowered to increase additional issue of books to whomsoever she/he feels necessary.

Photocopy Services

Based on requisition, photocopies of the library documents are made available mainly for academic purpose, subject to the following conditions:

- Documents protected under the Copyright Act will not be reproduced entirely for personal use.
- The copying charges are Rs.2/- per copy.

Current Awareness Service

In order to keep library users informed about the latest additions, the following are displayed on regular basis:

- ❖ Recent additions of Books
- ❖ List of journals received
- ❖ Announcement of information on national / international Conferences etc..
- ❖ Newspaper Clippings, (news - items of interest)

Users Assistance

All members of the library are available for any assistance the users may need in using the library resources, facilities and services. Suggestions about the services are also welcomed.