



**St. Thomas College of Engineering & Technology**  
Vellilode, Sivapuram P.O., Mattanur, Kannur District, Kerala  
Approved by AICTE New Delhi, Govt. of Kerala and Affiliated to APJ Abdul Kalam Technological University

## **LIBRARY**

Library has a growing collection of 12732 volumes & 4305 titles. We provide online journals to the users through DELNET consortia. Library also has a collection of 30 printed journals.

### **Library Rules and Regulations**

#### **General rules**

- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the library

premises

### **Admission to Library:**

Students are allowed to library only on production of their authorized/valid Identity Cards

### **Working Hours of the Library:**

8.50 am to 4.30 pm in all working days

### **Circulation:**

#### **Issue System**

Books will be issued on presentation of the library card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

#### **Overdue Charges**

Books will be issued to the students for 14 days only. In the first page slip is pasted and stamped mentioning the due date and the fine will be charged @ Re.1 per day per book from the due date till the book is returned to library.

#### **Book Lost**

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

#### **Care of library borrower cards**

Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, members are responsible for the entire set of library borrower card issued to them.

#### **Loss of cards**

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.25/- per card.

### **No due Certificate**

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

### **Care of Library Books**

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

### **Reference section**

This section has rare books, Text books, and reference books etc. which are only available for reference. User can make use of these resources.

### **Periodical Section**

In these sections, journals, general magazines and newsletter are available. They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer.