



St. Thomas College of Engineering & Technology

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LIBRARY MANUAL



An institution of St. Thomas Educational Society

Library Manual

2025-2026



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

Our Vision

To be an Institute of repute recognized for excellence in education, innovation, and social contribution.

Our Mission

- Infrastructural Relevance - Develop, maintain and manage our campus for our stakeholders.
- Life-Long Learning - Encourage our stakeholders to participate in lifelong learning through industry and academic interactions.
- Social Connect - Organize socially relevant outreach programs for the benefit of humanity

APPROVAL OF LIBRARY MANUAL

The library advisory committee comprising the following members, hereby states that the library manual of the St. Thomas college of Engineering and Technology , Mattannur is a comprehensive document consisting of the necessary procedures ,rules and regulations to be followed in the functioning of the library and information Centre.

The committee has reviewed the manual in detail and affirms that the objectives of the center is alignment with the academic framework of the institutions.

The committee advices on issues related to hostic development of the library collage. It also plays an important role between library members and its users. It recoments, actions on library policies innovative services, infrastructure and collections in the STM.

Library Committee Members:

S. No	Name	Position	Department
1	Dr. Shinu Mathew John	Chairman	Principal
2	Ms.Neethu.T	Secretary	Librarian
3	Mr.Jithin.S	Member	Faculty of CSE Department
4	Ms.Athira.V	Member	Faculty of ECE Department
5	Mr.Adithyaraj.C	Member	Faculty of ME Department
6	Ms.Deepthi.K	Member	Faculty of CE Department
7	Ms.Sneha.T	Member	Faculty of CD Department
8	Ms.Yashika Prasanth	Student Member	Student
9	Mr.Souganth.N	Student Member	Student

Mr. Rijo Thomas Jose

CEO

DECLARATION

I am happy to learn that the staff of Library and Information Centre, St. Thomas College of Engineering & Technology, Mattannur has spelled out the functional procedure in the form of “Library Manual”. I congratulate the staff headed by the librarian in this regard.

I Dr. Shinu Mathew John hereby state that, by the approval of the Library Advisory Committee, I declare that the Library Manual is right in all aspects and deemed fit for actual practice in the functioning of the Library and Information Centre.

Dr. Shinu Mathew John

Principal

PREFACE

The library and information centre of St. Thomas College of Engineering and Technology, Mattannur is an integral part of the institution's academic framework.

The library staffs, under the leadership of the librarian, Mrs. Neethu.T, carry out their responsibilities with professionalism and dedication, consistently working to uphold the vision of the institute while creating a positive impact on its users.

The centre houses a considerable collection of print and digital resources across the field of science, engineering and management. However to further enhance efficiency, consistency and quality of services there has been a recognized need to establish clear and uniform procedures. To address this, a library manual has been drafted by the librarian in collaboration with the faculty.

This manual outlines the policies and guidelines for all major library functions, including acquisitions, Technical processing resource organization, transactions and user services. It serves as a practical guide for both staff and users, ensuring smooth and systematic operations.

To remain effective and relevant, the manual is intended to be reviewed and updated periodically in line with emerging needs and development.

Mrs. Neethu.T

Librarian

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1. LIBRARY & INFORMATION CENTRE

The primary purpose of the library is to support the academic needs of students, faculty, and staff by building a relevant and valuable collection of resources. It offers a variety of services such as Book Bank, Lending, Digital Library, Multimedia, and Periodicals to meet users' learning and information needs. With its open access system, the library encourages users to freely explore and make the most of the knowledge center. The library carefully identifies, evaluates, acquires, and organizes learning resources, making them accessible for teaching, learning, and research. As Dr. S. R. Ranganathan, the father of library science in India, emphasized, a library truly thrives as a trinity of learning resources, faculty and students, and library staff.

1.1 Objectives :

The College library considers the achievement of the following its objectives.

- To be student-centric, user friendly and to essentially bring people and information together
- To provide well equipped and functional physical spaces where students can pursue learning independently beyond the classroom
- To provide comprehensive resources and services in support of teaching and learning needs of the academic community
- To facilitate access to right Information at the right time in the right manner
- To be an inspirational environment for collaborative learning.

1.2 Working Hours

Library will function as per the institute timing.

Circulation Time: 8:30 AM to 6:30 PM

Reading Time: 8:30 AM to 6:30 PM

2. LIBRARY ADVISORY COMMITTEE

The Library Advisory Committee is established to enhance library services, review and amend policies, and ensure the best possible support for users. This committee is responsible for suggesting improvements in library resources, services, and staff-related matters.

Its role is to monitor the overall effectiveness of library operations and to support development plans by advocating for library growth and improvement with the management. The committee also serves as a vital link between the library and its users, fostering communication and collaboration. Its primary objective is to strengthen the connection between the library and the academic community.

As the institute functions in line with the academic calendar, the library advisory committee is constituted once every two years for the academic period. Meetings are held periodically, whenever required, to address relevant issues and plan for continuous development.

2.1 Formation of Library Advisory Committee (LAC)

The committee represents the entire stake holders of the library. The Principal has the discretionary powers in nominating the members for the committee and following members will be nominated by Principal as members of the Library Advisory Committee separately and independently for a period of two years with the size of nine members.

The Principal is empowered to nominate the members to the committee. In case of any member is discontinued from his/her service, due to various reasons, the Principal can nominate other suitable members to the committee

2.2 Library Advisory Committee Members

S. No	Name	Position	Department
1	Dr. Shinu Mathew John	Chairman	Principal
2	Ms.Neethu.T	Secretary	Librarian
3	Mr.Jithin.S	Member	Faculty of CSE Department
4	Ms.Athira.V	Member	Faculty of ECE Department
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7	Ms.Sneha.T	Member	Faculty of CD Department
8	Ms.Yashika Prasanth	Student Member	Student
9	Mr.Souganth.N	Student Member	Student

2.3 Functions of the Library Advisory Committee

- To formulate the policies and procedures for the library operations and development such as Collection Development policy, Lending Service policy Etc.
- To approve recommendations of the librarian
- To validate general rules and regulations which govern the functioning of the library
- To device ways of improvising the library services via modern tools and techniques.
- To assess the requirements in the library from time to time and recommend procurement.

3. LIBRARY SERVICES

3.1 Lending:

Stack books will be issued to the students for a **period of 14 days**. Books so lent shall be returned on due date. The same book can be reissued for another 14 days if it is **not in demand**. ‘E-Borrowers Tickets’ are issued to students for borrowing books from the library. The 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 founded in it. Otherwise, he/she shall be held responsible for any damage found later.

3.2 Reference:

Reference books like Dictionaries, Handbooks, Yearbooks etc. and one copy of all the books in the general stack are kept for the students, staff and other users to refer within the library.

3.3 Digital Library:

An E-library wing is being dunned in our library containing the facilities such as DELNET,IEEE,NDLI,NPTEL,&KNIMBUS. Digital library or an electronic library is a focused collection of digital objects that can include text, visual materials, audio material, Video material etc.stored as electronic media formats along with the means for organizing ,storing and retriving the files and media contained in the library collection.

3.4 Multimedia:

Library has the facility to search CD-ROM s. There is a good collection of CD- ROM s other reference CDs.

3.5 Periodicals

The library subscribes to more than 42 periodicals of which 31 are journals and around 11 are related academic magazines. Back volumes of most of the journals are also available for use. They can be consulted within the library. A number of business magazines, career magazines and dailies are also available for casual reading.

3.6 OPAC (Online Public Access Catalogue):

We have special facilities called web OPAC and KOHA open-source library management. Software that requires various apps for different functions, such as web-based interface for patrons and staff to interact with the system. Patron often use a mobile applications to access the koha catalog, check book status and manage their accounts. A user can access the bibliographic details of books from the web OPAC. Web site link : <http://192.168.1.225:8001/>

3.7 Reference Services:

Assistance in locating a specific piece of information is generally called Reference Service. We provide this service in our library. The Librarian also provides personal assistance to users in locating the documents.

3.8 Referral Services

Referral Service is some sort of an ‘information desk’ for the user community which does not provide users directly with the information they need, but suggests sources (other libraries or individuals) likely to them. This is also offered to users to the extent possible.

3.9 Question Paper:

KTU university Question papers of all subjects are collected during the examination and kept for the benefit of users.

3.10 Internet – Email Services:

With the introduction of Internet facilities there is no limit to the resource- sharing possibilities and online e-resources access. INTERNET and E-mail services and web browsing can be made use of by students and staff through the library e-learning center

3.11 Access:

Open access system is practiced. The users can go directly to the shelves and browse which helps in their search to a great extent and also to come across related books useful for them.

3.12 Current Awareness Services (CAS):

Under CAS System following Services can be used:

Displaying new arrivals – Books – on the New Arrivals rack.

Displaying list of new arrivals and content pages of Journals and Periodicals on the notice-board

3.13 Information Literacy Program:

Information literacy is knowing when, and why you need information, where to find it and how to evaluate, use and communicate it in an ethical manner. As part of information literacy program we are conducting Library orientation and User education program for our students. Library orientation is to introduce users to facilities and resources in the library, to develop library skills, to develop students into independent users and learners in the library.

User education is one of the important services of the library each year for new entrants into the college library, which includes:

- How to use the library?
- How to use OPAC and WEB OPAC?
- How to locate a particular book?
- Preparation of library notes,
- Shelf arrangements
- Classification, Cataloging etc.

3.14 Reprographic (Photostat) Service:

The library has one repro graphic unit. We provide this facility to all users at nominal cost.

3.15 Website:

The library has its own website and the address of the site is **<https://stthomaskannur.ac.in/stm2/home>**It provides Information about the library such as library resources, previousuniversity question papers, DELNET, NPTEL,KNIMBUS,NDLI,E-journals ,E-books ,WEB OPACUseful links, about us, library staff etc.

3.16 DELNET:

The e-library section in the college library is a beneficiary of DELNET New Delhi (**Developing Library Network**). Through DELNET staff and students can access more than 1157 e-journals, the database of other member libraries and procure books from those libraries through inter library loan facility. DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network library. It aims to collect, store and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible. Website Link: <http://164.100.247.26/>

ID: krstcet

3.17 NDLI:

National digital Library of India(NDLI) is an all digital library that stores information (meta data) about different types of digital contents including books,articles,videos,audios,thesis and other educational materials relevant for users from varying educational levels and capabilities. It provides a single wiindow search facility to access digital contents currently existing in india as well as other digital sources under single umbrella. More than 7laks items hosted in NDL india.Wesite link:<https://club.ndl.iitkgp.ac.in/club-home>

3.18 NPTEL:

Online Lectures NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IITs) for creating course contents in engineering and science. Libraries also provide recorded videos of NPTEL course contents, which are useful for teaching training and help improve the quality of students learning. For this purpose 30 systems are provided with 300 Mbps bandwidth. Website link- <https://onlinecourses.nptel.ac.in/>

3.19 KNIMBUS:

Knimbus is the leading digital library platform used by 700+ reputed institutions. Institutions are transformed their library for a digital future with the knimbus mlibrary platform. Knimbus mlibrary is a one-stop solution with rich features to build a powerful and user friendly digital library through which users can seamlessly access the digital resources anytime, anywhere and on any device. Website link- <https://www.knimbus.com/librarian#/elibrarySetup/dashboard>

4.USERS AND BORROWING PRIVILEGES /LOSS OF BOOK

4.1 Borrowing Privileges and Conditions

1. Borrowing Limits and Loan Periods

Stack books will be issued to the students for a **period of 14 days**. Books so lent shall be returned on due date. The same book can be reissued for another 14 days if it is **not in demand**. ‘E-Borrowers Tickets’ are issued to students for borrowing books from the library. 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.

- Borrowers are to produce their ID card when borrowing resource materials.
- ID cards are not transferable. Use of ID card is restricted to user to whom the card is issued.
- Members must satisfy themselves about physical conditions of the library material being issued. They shall be held responsible for any damage/mutilation noticed at the time of return.

4.2 Library Fine, Renewals and Reservation

The fine will be charged @ Rs.1.00 per day per book for first 10 days and thereafter the fine will be Rs. 2.00 per day. If the due falls on a holiday the next working day shall be the due date. The students can renew the books twice on or before the due date, if they wish. However, return of books on the date of issue itself is not possible.

4.3 Loss of Books

When an item is lost or damaged, the borrower will be charged for the item as follows.

- The member has to procure a new edition copy of the same with processing fee of Rs.50/- per book and overdue fines if any **or**
- A sum of three times the estimated cost of an item will be charged for an item.

4.4 Documents that can and cannot be borrowed

Reference books, print version of journals, CDs, magazines and newspapers willnot be issued.

5. ISSUE OF NO DUE CERTIFICATE

Library No-Due certificate will be issued to the users after the return of borrowed library materials.

5.1 Students:

Course completed students have to produce their ID-card at the time of getting No-Due from the library. Those students who don't have the ID card required to submit the '*ID card application for No due Certificate*' by paying the fee of Rs.50/-.

No-dues certificate will be issued at the time of leaving the institute only on return of all the materials borrowed and payment overdue charges made,if any.

5.2 Staff Members/Research scholars:

Staff members have to surrender their ID-Card and pay fine if any, to get the No-Due from the library.

6. ACQUISITION OF LEARNING RESOURCES

Procurement of learning resource constitutes the primary responsibility of library. Library follow a systematic procedure in building up the collection - development such as book, journal or any learning resource by identifying,evaluating,selecting, processing and making it available to the users.

6.1 Procurement Process of Books

- Faculty can recommend the books to be procured for their courses and research.
- All faculty indents will be routed through Head of the Department for the approval of Principal for making financial arrangement.
- The ordering can be done by print, online, e-mail, phone etc., depending upon the convenience of the library with standard terms and conditions.
- Purchase Orders will be issued by the Librarian.
- Appoint a Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc.

6.2 Terms and conditions for vendors

- Supply of publications at current catalogue prices.
- Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC).
- 25 to 30% discount to be fixed for all.
- Certificates on bills by Library (a) only latest editions have been supplied
(b) prices have been
- Correctly charged in accordance with the publisher's latest catalogue.

- Unless otherwise mentioned on the books, all bills to carry the price proof (like photocopy of publishers Catalogue, print out from publishers online catalogue, distributors invoice the vendor).
- The Purchase Order issued will be valid for only 30 days unless otherwise mentioned.

6.3 Process and Approvals

- From the approved titles, the principal, in consultation with the librarian, selects titles according to respective allotment.
- The Principal places orders in conformity with existing government rules and AICTE directions.
- The principal invites quotations from vendors and places orders to those who offer maximum
- Discount according to the availability of titles required.

7. STOCK VERIFICATION & PROCEDURE TO WRITE OFF BOOKS

7.1 Stock Verification

Library stock verification is the process of checking physical library holdings against their catalogue records to identify missing ,damaged or lost items.. Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that needs repair, or to weed out from the library collection with best interest of effectiveness of the library. It is being done every 3 years.

7.2 Purpose and advantages of Stock verification.

- To evaluate total number of books present in the library
- To identify loss of books and possible rate of loss
- To Restore misplaced items in the stock
- To Determine mutilated and worm-out items in the stock
- To Evaluate the adequacy of current arrangements for stock protection
- To Extend new opportunities for cleaning and sprucing up stack area
- To maintain the library catalogue up to date
- To revise the preventive measures
- To identify and avoid mistakes in the stock records
- To identify the used, less used and unused books
- To deliver the opportunities to weed-out documents

7.3 Norms of Stock Verification

Stock verification schedule should be established and implemented as per the norms mentioned in the General Financial Rules (GFR). Libraries of Govt. of India and its other organizations have to do mandatory physical verification of all their holdings as per the following guidelines of **Rule 215** of the **General Financial Rules 2017**.

7.4 Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.1000.00 books published in India and Rs.10,000.00 books published abroad and books of special nature and rarity shall invariably be investigated and consequential action will be taken.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter the only action to be taken is to write off the respective publications by competent authority.
- If the loss of the book is more than the permissible extent, the cause of such loss may be investigated by the competent authority and the remedial measures are taken.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/ damages are considered as loss for write-off.

7.5 Procedure for write-off

- List the documents not found during stock verification
- Library staff should take all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of those common entries to the Principal along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Get approval from the Principal.
- Issue Official Memo (OM)
- Make necessary entries in the accession register, write-off register, assets register, etc
- Remove records from databases and close the file.
- Improve the system with additional precautionary measures

7.6 Preventive measures

The theft or abuse of Library resources will be examined to ascertain its genuineness and the matter will be reported to the Library Advisory Committee/ Principal for further action.

Some preventive measures which will lower the theft or abuse of library resources are listed below

- Follow closed access to the rare books and specialized collections.
- The exit/entry to the library to be monitored
- Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.

8. COLLECTION DEVELOPMENT

All academic and research libraries have a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

8.1 Stack room/Display area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked /displayed in the following categories:

- General Stack Area (Spread across two wings i.e. lending section and reference section for books).
- Reference Section (Consisting of Encyclopedias, Dictionaries, etc).
- News paper/Magazine Display Area.
- Journal Display Racks.

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. The stacks should be properly labeled with subject guides and Class Number Guides.

9. PHYSICAL AMBIENCES

Library is a central resource department that is the backbone of all academic program mes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms. Electricity and Ventilation Library will ensure that these essential things are working at all times and users would not be put to any inconvenience. Floor Plan and Direction/Guideposts Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

10. RULES & 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 there 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:

8.30am to 6:30pm in all working days.

Saturday: 8:30am to 4:30pm.

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, Textbooks, 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 draw.

11. Code of Conduct

The STM Library endeavors to provide a friendly space and environment for information and knowledge exchange. The *Library Code of Conduct* is established to ensure that this environment is maintained.

1) **Users:** Code of Conduct applies to all areas of the STM Library, including Stack Area, Reference & Periodical Section, Study Spaces, General Reading Room and Digital Library. Library users must nurture the following guidelines below.

- Personal belongings including bag and personal text books will not be allowed inside the stack and reference area except loose sheets and notebook.
- Reading materials including notebooks, personal textbooks will be allowed inside the general reading room only.
- Bags, cases, folders etc. must be left in the property counter.
- Users are advised not to leave their valuable items such as wallet, laptops debit/credit card etc., at the property counter. Library is not responsible for any loss of individual's aforesaid properties.
- Wearing of coats, jackets, sweaters, caps, hats are not allowed inside the stack and reference area. The Library staff reserve the right to inspect any person who appears suspicious.
- Students' Institute Identity Card is necessary for access to the library and information centre.
- Enter your name and sign in the register kept at the entrance counter before entering library.
- The users shall maintain silence within the library premises. Conversations, gossip are strictly forbidden. No reader is allowed to sleep in the premises.
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.

- Anyone caught marking, defacing or mutilating books or any other library material is accountable to replace the same.
- The membership of the library is not transferable.
- Users are not allowed to re shelf books or journals after removing them from the shelf. Leave them on the table.
- Beverages and eatables are not allowed inside the Library.
- If the mentioned codes of conduct/rules are not honored the user, then the Library has the right to expel a user from the premise.
- No visitor or guest is permitted in library without prior permission of librarian or principal

Abiding by the standards of the library code of conduct will help us maintain our mission to provide the best in information services.

2) Library Staff:

The ethical conduct of staff has to be in order and within the scope of the manner of professionalism. The key notes to be adhered by the staff are as follows.

- The staff members must discharge their allotted duties as per the schedule declared by the authority.
- The staffs are to avail rescheduling of the allotted duties only upon approval from the authority in the hierarchy.
- The staff shall arrive /report to the job as per the institute set down timing, unless permitted from the authority.
- Only prior intimated leaves shall be approved. Telephonic application for leaves shall not be approved unless in genuine and exceptional cases.

- Absenteeism in the form of Casual leave must not affect the routine / assigned duties and hence the staff on leave must suitably alter their assigned tasks to qualified personnel.
- The assigned tasks/ allotted routine work shall be effectively completed

by the agreed time and the status of the same shall be reported to the librarian.

- Any difficulty/discrepancy in executing the assigned duties must be brought to the notice of the authority as when such instance occurs.
- Staffs are expected to maintain suitable attire, and it is mandatory for staff to always be in possession of ID card when they are on campus.
- The staffs are expected to maintain professional behavior and not exhibit abusive behavior, passing comments or argue with superiors, so on and so forth.
- Extensive usage of cell phones in the library and its negative effect on the effectiveness of duties shall be kept to a minimum.
- Cell phones belonging to all staffs shall compulsorily be kept in silent mode within the library premises.
- The staff members should not involve in loud conversation with anyone in the library and educate the users to keep the silence.
- Use appropriate language and behave with students, parents and colleagues in a professional manner.
- To be available for the users in break hours to assist them.
- To provide users a detailed information about the library resource and services towards the utilization.

- To treat students/staff members with respect.
- To handle gently, any misbehavior of students and remove the reason.
- The staff members are required to follow the rules & regulations brought in force from time to time.

The staff members shall adhere to the department and institution policies. Disobedience to the rules, regulations & responsibilities will be treated as failure of duties and disciplinary action will be taken against such staff members.