



KANNUR UNIVERSITY

കണ്ണൂർ സർവകലാശാല

Re-accredited by NAAC with 'B++' Grade



Policies of Kannur University

**Internal Quality Assurance Cell (IQAC)
Kannur University**

Library Policy

The Kannur University Library System consists of a Central Library at University Headquarters at Thavakkara and six Campus libraries. The library system serves the information needs of the university academic community as well as the general public. The libraries ensure access to its collection for those who are in need for information and also preserve the library materials and resources.

The library will focus on increasing its electronic resources.

Online resources will be made available to all campuses of the University. This could be extended to other libraries in future.

Acquisition Policy

The head of the departments recommend the books and other materials to be purchased for the Central Library and Campus libraries. The requirements of students, teachers and research scholars are also collected and listed. The library staff prepares the list of general reference books and also books in other subject areas which are not covered by the departments. Various resources such as publishers' catalogues, databases, book reviews and online sources are used for the preparation of the lists.

Then, the library staff checks the library catalogue for duplication and then the final list is prepared. The approved list is send to the book vendors, publishers or distributors who are ready to supply books within the terms and conditions set apart by the university from time to time.

The print journals are subscribed or renewed directly from the publishers or institutions.

E- Resources are procured through different consortia or directly from the publishers after negotiation.

Weeding Out Policy

Old news papers are usually weeded out from the stock after 2 or 3 years. Print journals are bound and kept in Bound Volumes section.

Books which are mutilated by users due to constant use can be weeded out. Books gifted by others which are not in good condition and unused are to be weeded out. Reference books like year books, annuals etc which are periodically published and out dated have to be replaced with their new editions.

Stock Verification Policy

Complete verification of books should be done as per the General Financial Rules, Govt. of India (*Chapter 7, Rule no. 215*).

General Use Policy

Working Hours: The Library will remain open from 10 AM to 5 PM on all working days. The circulation counter will be closed half an hour before closing the library.

Admission to the Library: Admission to the library is restricted to the members only. Membership of the library is open to students, teachers, research scholars and research guides of this University and affiliated colleges, members of Senate, Syndicate, Academic Council, Faculties and members of Board of Studies of Kannur University, Non-teaching staff of University and Departments, Students studying in the institutions situated in the jurisdiction of this University, but affiliated to other Universities, Professionals, Scholars, and Scientists working in recognised institutions within the jurisdiction of Kannur University and graduates of recognised Universities.

Procedure for Membership: Application for membership is to be made in the prescribed form obtainable from the library. The applications of students, research scholars, teachers, professionals, scientists and staff shall be recommended by their Head/Principal and those of Statutory bodies by the Registrar with the undertaking that they will be relieved of duties only after getting the clearance certificate from the University Librarian. The application of others should be recommended by a Gazetted officer.

Duration of Membership: The validity of membership for teachers, staff, students and research scholars of University is 3 years (or the period of course for students) and 1 year for other members.

Membership Fee: A caution deposit of Rs. 500/- is payable at the time of admission. Regular teachers of the University Departments and Non-teaching staff of the University are exempted from this. The members have to pay the annual subscription fee Rs.100/- at the time of enrolment. The research scholars registered at HGCL, regular teachers and students of the University Departments and Non-teaching staff of the University are exempted from this fee. The borrower's tickets and the membership identity cards are not transferable.

Renewal of Membership: The membership can be renewed by submitting a fresh application and remittance of annual subscription fee.

Cancellation of Membership: Membership can be cancelled at any time and for that all dues should be cleared and the Identity card and borrower's tickets issued have to be surrendered. Unclaimed caution deposit will be forfeited to University 6 months after expiry/cancellation.

Loan Privileges: Teachers and Research scholars are eligible to borrow six books and other categories of members can borrow 3 books from the library at a time.

Period of Loan: A book shall be issued for a period of one month. The Librarian has the right to call back any book which is issued, at any time.

Renewal of Books: The issued books can be renewed for a further period through phone call before the due date, only if no other member has reserved for the book. Not more than two consecutive renewals are permitted without physically presenting the book in the library.

Overdue Charges: Books should be returned or renewed on or before the due date. An overdue charge of Rs2/- per day is charged per book. Overdue books cannot be renewed.

Other Conditions of Loan:

The library books must be handled with due care. The actions such as marking, writing or drawing with pen or pencil; highlighting, tearing the pages or mutilating the same in any other

way will be viewed seriously. Members are instructed to check the books at the time of borrowing. If any type of damage or mutilation is noticed at the time of return, the member will be held responsible and should pay the fine. If any borrowed book is lost, destroyed, or damaged, members are to replace the same with a new one and should pay a fine of four times the published price of the items and 20% of the price as procurement charges.

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine of Rs. 20/-.

Return of issued books: The retention of a book beyond a period of 6 months from the due date without any satisfactory explanation may lead to cancellation of membership. If the books are not returned even after sending reminder, the authorities shall take actions, including legal steps and all the expenses incurred shall be taken either from the member or from the guarantor.

Clearance Certificate: Heads of University Departments and Principals of the affiliated colleges should insist on their students, staff, teachers, etc. to produce a clearance certificate from the University library before they are admitted to final University examinations or issued a transfer certificate/ relieving order whichever is earlier.

Temporary Membership: The Library provides Temporary membership to those who are in need. It can be taken either for a day (fee- Rs.30/-) or for a year (fee-Rs.100/-). They can refer books or other sources in the library, but books cannot be borrowed from the library.