

Annexure 1

General Information & Library Rules

Mahatma Gandhi University Library started functioning in 1989 as a central facility to support the teaching, information, and research needs of the academic community of the University. Since its inception, the library has made a concerted effort to expand along contemporary lines, including the use of ICT in its operations and services. The Library is a member of the INFLIBNET Centre, an inter-university centre of the University Grants Commission, and an institutional member of the Developing Library Network, New Delhi. MGU Open Access Digital Library of PhD Theses provides access to the full text of all the theses awarded by the university. The library is fully automated using the open-source software KOHA for in-house management.

Resources & Services provided

The Library is enriched with 71,106 books, 96 print journals, 28 popular magazines, 13 newspapers, 8950 bound volumes of journals and periodicals, 4135 Doctoral Theses awarded by the University, e-journals, online databases, electronic books, online journal archives, an institutional repository, an in-house database for Kerala studies, CD-ROMs and DVDs, etc. (as of March 2023). Information about the resources is available on the website <http://library.mgu.ac.in>. The online catalogue can be found at <http://mgucat.mgu.ac.in>, and theses can be viewed for free at www.mgutheses.in.

Services to patrons include Online Public Access Catalogue, Document Delivery Service, Grammarly software service, information alerts, institutional repository, inter-library loan through DELNET, plagiarism check, remote access facility, training on reference management software, user orientation etc.

Working hours

The library is kept open from **8.00 am to 8.00 p.m.** on all working days and from **10.00 a.m. to 02.00 p.m** on all second Saturdays and Sundays. The library will remain closed on public holidays. The loan counter will be closed half an hour before the library's closing, and there will be no loan transactions after that. Internet services will be closed at 7.45 p.m.

Library Reading Room

Our Students and research scholars have access to the reading room 24 hours a day on all days of the week.

Admission to the library

Admission to the library is restricted to members. Before entering the library, members must sign the gate register and leave their bags or belongings at the property counter at the entrance. Printed materials, private books, files, library books that have already been checked out are not allowed inside the library. Laptops can be taken inside only after registering at the circulation desk. Members are required to bring their ID cards to the library and produce the same to the security/staff upon demand.

Membership

Membership in the library is open to the following categories:

1. Teachers, Students, Research Scholars, post-doctoral fellows of the university and non-teaching staff of the university.
2. Teachers, Research Scholars and postgraduate students of M G University affiliated and aided colleges.
3. Graduate membership for the degree holders.
- 4.. Membership to any other user category can be given only with the approval of the Library Advisory Committee.

Applications for membership are available on the website <http://library.mgu.ac.in>. To join, one must submit the required application form duly approved by the relevant Head of the institution, along with a caution deposit and mail a soft copy of their photo to the library e-mail id.

The application of a research scholar should be recommended both by the respective research guide and the head of the research centre **duly signed with seal** and the applicant should submit a copy of the registration order. Provisional registration will not be considered for library membership.

Non-teaching staff of the university should have their membership applications recommended by the concerned Assistant Registrar and above. Members must notify the library of any address changes during their membership tenure.

Membership fee

At the time of admission, students, research scholars, postdoctoral fellows, and non-teaching staff of the university will have to pay Rs 200/- as a caution deposit, whereas teachers will have to pay Rs 500/-.

Graduate Membership

Any Graduates who resides in Kerala in from a recognised university can apply for this membership. A caution deposit of Rs. 1000/- and an annual subscription of Rs. 250/- will be collected from them. At the time of membership, the applicant should bring the original degree certificate for verification. A gazetted officer with at least three years of service remaining should attest to the application form, photo, and copy of the degree certificate. The membership is valid for one year and must be renewed annually.

Temporary membership

Non-members who are desirous of using library resources will be provided with temporary membership upon submission of the application in the prescribed format for a fee of Rs. 25/-. Temporary membership is valid for seven consecutive working days, and all library services, excluding the lending of books, can be availed of. Research scholars who have submitted their synopses and are awaiting registration orders, principal investigators, people working on UGC/CSIR research projects, guest lecturers and students doing project work in university departments will have temporary membership for three months for a fee of Rs 100/- .They have to submit a copy of project approval letter and a written submission for the same from the Principal/HOD.

Institutional membership

The library issues institutional membership to affiliated colleges against a caution deposit of Rs. 5000/- and an annual subscription of Rs.2000/-. The member institutes are eligible for taking 10 library books as per library rules. Books will be issued to Principal/Librarian only. The membership has to be renewed annually.

Loan Privileges

Members can borrow books from the library except for reference books, journals and periodicals. The permitted number of books and loan duration are listed below.

Category	No. of books	Loan period
Students of the university departments / PG students of affiliated colleges	4	25 days
Research scholars	6	25 days
Teachers	6	25 days
Non-teaching staff of the University	4	25 days
Graduate members	4	25 days
Institutional Membership	10	25 days

Loan of books

Members will only be able to receive books upon showing their reader's ticket and the University Library-issued ID card; otherwise, the library staff reserves the right to refuse the request. Tickets issued to readers are not transferable. All member categories will have a 25-day borrowing period that can be renewed once for the designated period.

Loose issues/bound volumes of journals and periodicals will not be issued. The Librarian reserves the right to recall any book from any member at any time. The Librarian may shorten the loan period for books in high demand.

The member must ensure that the book issued to him is in good condition before leaving the counter ; if not, he must immediately alert the staff member on duty, or else he will be responsible for any harm later detected.

Renewal

A book can be renewed only if there is no reservation for it. Only one renewal is permitted. The book must be returned and reissued before being used further. Before the due date, members can renew their books over the phone, in person, or online at <http://mgucat.mgu.ac.in> by logging in with their library-provided username (membership number) and password.

Reservation

A member may reserve a book that is currently on loan or on display in the recent additions, and when it is ready for issuance, he/she will be notified by phone or email. If he fails to pick up the book within the allotted time of 7 days, the reservation will be cancelled.

Overdue charges

If the book is held longer than the designated loan time, a late fee of Rs. 1/- per day per volume will be charged.

Non-Liability

Members should return books they have checked out from the library before proceeding on long leave and obtain a "No Due Certificate" from the library. Members will receive a "**No Due Certificate**" at the time of course completion/leaving the institution or retirement only after surrendering the library reader's ticket and ID card and paying any outstanding dues against them. A duplicate "No Due Certificate" can be obtained for a fee of Rs. 10/-.

Loss of Reader's Ticket and Identity Card

Members are responsible for the ID card and book tickets issued to them. Tickets lost should be reported immediately to the circulation department. Duplicate reader's tickets and ID cards can be obtained for Rs. 50/- and Rs. 100/- respectively.

Loss of book

If a book is lost, the borrower must either replace the same or the latest edition of the book or pay three times the price of the book if it is out of print. The Librarian, however, has the discretion to make the final decision. The minimum cost needed to be paid for the lost book is Rs.100/. If a

multi-volume set is damaged or lost, the offending member is responsible for replacing the entire set or covering the cost of the entire set in accordance with the aforementioned terms.

General Rules

- The library is a place of individual study and research; members should conduct themselves to maintain an atmosphere conducive to it.
- Members are required to bring their library ID cards while entering the library.
- Patrons are restricted from carrying bags, files, folders, laptop sleeves, big pouches, personal copies of books, books once issued from the library etc., inside the library.
- Members are not allowed to carry books from one floor to another.
- The security staff at the exit shall check the materials borrowed or taken out of the library by the members.
- Food, drinks and smoking are strictly forbidden inside the library.
- Users should maintain decency and decorum and observe silence inside the library.
- Users are requested to keep their mobile phones switched off or in silent mode in the library.
- Reader's tickets are not transferable.
- Books removed from the shelves for reference may be left on the nearest table. Users should not reshelve them due to the possibility of misplacing them.
- Users should not tamper with, mutilate or damage library resources. They are responsible for any damage caused by them to the resources and shall be required to pay the penalty imposed upon them by the librarian.
- Any member found to be misbehaving, assaulting library personnel, or acting indecently may have their membership suspended by the librarian.
- Members who are caught tearing pages/ stealing books shall be suspended forthwith from using the library facilities and the university will initiate further disciplinary action against them.
- Any violation of the above may lead to strict disciplinary action.

Sd/-

UNIVERSITY LIBRARIAN