



COLLEGE OF ENGINEERING & TECHNOLOGY

(APPROVED BY AICTE AND AFFILIATED TO UNIVERSITY OF CALICUT /
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY)



CODE OF CONDUCT-LIBRARY




PRINCIPAL
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY
AKKIKAVU



CODE OF CONDUCT- LIBRARY

1. All the staff members and students are the members of library. The users are required to maintain silence in the Library and instructed to follow the library rules and regulations.
2. Students should enter in the library with proper uniform and properly displayed ID card.
3. Group discussions, Combined studies, etc are prohibited inside the Library
4. Use mobile phone is strictly prohibited inside the Library
5. Books and other personal belongings (Records, Laptop, Printed material..etc) should not be taken in to the Library. Adequate storage facility is provided at the entrance. Only one notebook is allowed to take inside ,if required for the purpose of taking notes
6. Students should produce their ID card for issuing books. It is not transferable.
7. Stealing or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline.
8. In the case of the loss of ID card, matter should immediately be reported to the authority. New ID card will be issued on paying fine
9. Members can take books for reference after entering in the register which is kept on reference desk .While leaving the library, books taken for reference should be kept on the reference desk
10. Library users are strictly prohibited from taking the borrowed and stamped books again inside the library
11. The Librarian reserves the right to recall any book issued from the borrower even prior to the due date of return if necessary.
12. All the books should be returned on or before the date stamped on the date label. Absence from the college will not be an excuse for not returning the book on time.
13. The book has to be produced in the library for renewal only one time and it will not be allowed five days after the due date.
14. If the book issued to a member is lost ,the member should replace two fresh copies of the same book with fine



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15. If a member damages or disfigures a book or periodical, he/she will have to replace two copies of it with fine
16. Reference books, Journals, Newspapers and Magazines should not be taken out.
17. The Library timing and details of fine structure are displayed on the library notice board.
18. The number of books that can be borrowed for member and loan period is as follows:

Category	No of books	Loan period
1 st Year	5	20 Days
2 nd & 3 rd Year	7	20 Days
4 th Year	8	20 Days
M.Tech	8	20 Days
Faculty	6	180 Days
Technical Staff	2	180 Days
Staff	3	30 Days

19. If due date of return of a book falls on a public holiday/vacation, students can return the book on the next working day without fine .Date of return of the book will be noted in the slip which is sticked in the book
20. **Library staff is here to serve you. so do come forward and do not hesitate to ask for any information/material you need.**

Principal