



# THIAGARAJAR SCHOOL OF MANAGEMENT MADURAI

## LIBRARY RULES AND REGULATIONS

1. Library is open on all week days (Monday Friday) from 9.30 a.m to 9.00 p.m. Library is open on weekends (Saturday & Sunday) from 9.30 a.m to 5.30 p.m.
2. Library books circulation counter will function from 9.30 a.m to 8.30. p.m on all week days / from 9.30 a.m to 5.00. p.m on weekends.
3. Students must sign in the gate register before entering the Library.
4. TSM follows an open access system. Hence books taken out of the racks need not be replaced. They can be left on the table.
5. Students are issued five borrower's tickets for regular books. Subject books are issued for 10 days only. Additional borrower's ticket is issued to student to borrow one reference **book/journal** for one-day reference.
6. Books reservation facility is available in our Library
7. Students can make one renewal after 10 days for regular ticket.
8. If a student needs the same book that is already borrowed in special case i.e. competitive exam and placement purpose etc., He/She will be allowed to have for next renewal.
9. Second renewal will not be permitted as books are already issued for a period of 20 days. The student must return the book, if the book has not been issued after one day, they may borrow the same.
10. Loss of borrower's tickets should be reported to the Librarian immediately on the prescribed form.
11. Duplicate tickets will be issued on payment of Rs.25/- (only on request).
12. Loss of Books issued, if any should be reported to the Librarian immediately in the prescribed form.
13. If the borrower is unable to replace the lost book by another good copy, recovery of the cost of the book lost will be made on the following basis.
  - A). Current price of the book if any, in double plus overdue charges from the student, if the student has not reported about the loss of book before the due date.
14. CD'S will be issued for use within the campus only. It is only for reference.
15. CD'S received along with journal/books are entered in a register. Students can borrow CD's and use CD'S within the campus only.
16. Use of Mobile phones inside the Library is strictly prohibited.
17. Strict silence should be maintained inside the library. Discussions are not allowed inside the library
18. All students who return books after the due date have to pay overdue charges will be liable to pay fine RS.2/- per day for first seven days and Rs.5/- per day thereafter. At the end of the term before they go for examination, this fine will be collected and given to Accounts Department with receipt
19. Membership Cards are not transferable. Books will not be issued to students on the Membership Card of staff members.
20. Newspapers, current Magazines/Journals should not be taken out of the library.

### 21. Borrowing Privileges

CATEGORY	TYPE	NO. OF BOOKS	PERIOD
FACULTY	REFERENCE BOOKS	5 TEACHING MORE THAN ONE COURSES PER TRIMESTER	3 MONTHS
FACULTY	OTHER BOOKS	10 +10 FOR EACH SEPARATE COURSE IN THE TERM	4 MONTHS
FACULTY	JOUR/MAG/CD/PROJECT/OTHERS	10	14 DAYS
NON-TEACHING STAFF	BOOKS/MAGAZINES/OTHERS	2	1 MONTHS

DIRECTOR