

4.3.2. Total number of textbooks, reference volumes, journals, collection of rare books, manuscripts, Digitalized traditional manuscripts, Discipline-specific learning resources from ancient Indian languages, special reports or any other knowledge resource for library enrichment

Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

LIBRARY POLICY

LIBRARY WORKING HOURS: - 8.00 am to 8.00 pm

PERMIBLE: - The ICON Library Policy provides insight into the vision, mission, of library services and usage rules for the staff that facilitates to use library resources methodologically.

VISION: -To provide knowledge and recent advanced information to staff and students through various learning resources that helps in overall development of community we serve.

MISSION: -Our mission is to provide easy access to books and periodicals to staff and students of ICON in order to facilitate teaching and learning with recent advances and state of art information.

OBJECTIVES: -

- To collect physical books, electronic books and journals that develops the library collection.
- To be in service of students and staff of ICON.
- To inculcate the habit of learning among students and academic personnel of ICON.


LIBRARY COLLECTION DEVELOPMENT: -

1. All the textbooks, reference books and other learning materials (periodicals, handbooks etc) will be bought related to the syllabus of The Tamil Nadu Dr MGR Medical University, Indian Nursing Council and also those recommended by heads of department.
2. Library will also procure credentials for accessing online database related to journals.

WEEDING POLICY: -

Weeding outdated books will be carried out by a committee after approval by principal of the institution.




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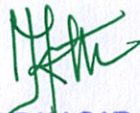
26.12.2020

LIBRARY USAGE POLICY

GENERAL LIBRARY RULES:

1. It is mandatory for students and staff to produce identity cards at the library entrance to use the library.
2. All members should mark in and out the timing in the library register.
3. All members should refrain from using mobile phones in the library and mobile phones should be switched off or in silent mode, as the library is one of the “mobile phone free zones in the campus”.
4. All members should maintain silence in the library and no discussion are allowed with colleagues or other members in the library.
5. No edibles are allowed inside the library and consuming edibles inside the library is strictly prohibited.
6. All members should deposit their belongings at the depository near reception as no bags, or folders are allowed inside the library.
7. All reading materials should be returned without any damage or markings.
8. No student member will be allowed inside the library during lecture hours without permission from the teaching faculty.




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LIBRARY POLICY

BOOK ISSUING RULES (FOR STUDENTS):

- ❖ All student members should produce library membership card for library materials to be issued.
- ❖ No reference books, magazines, counter copy books are issued as they are allowed for reference in library.
- ❖ Student member is responsible for lost or damage of issued materials in which case payment of material cost or replacement of material (last edition with bill) along with fine will be demanded. (based on librarian's discretion)
- ❖ Issued reading materials should be returned in prescribed time mentioned below, failing which, will attract fine of Rs.2/day.

Category	No of Books Allowed	Return Window	Fine Applicable
UG Students	2	10 Days	Rs.2/-
PG Students	3	15 Days	Rs.2/-

- ❖ All the student member should return issued books, replace the damaged or lost books and clear all pending dues at the end of academic year and get no dues certificate for obtaining hall ticket.
- ❖ Loss of library membership card should be reported to library staff in written format immediately.
- ❖ Any misuse of library membership card will result in strict disciplinary action.

BOOK ISSUING RULES (FOR TEACHING FACULTY):

- ❖ Reference books, only for consultation within the library.
- ❖ Marking, writings on issued books are prohibited.
- ❖ The books will not be issued to the person who is having someone else membership card.
- ❖ All staff members should return, issued books personally in its original condition.
- ❖ Issued materials should be returned in the below mentioned time.

Category	No of Books Allowed	Return Window	Fine Applicable
Teaching Faculty	1 Text Book	Academic Year	Nil
	2 Back Issue Journals	10 Days	Nil



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LIBRARY POLICY

LIBRARY INTERNET/ e-RESOURCES USAGE POLICY:

No books or journal will be allowed to download using VPN, proxy servers, private fire walls, and usage of tunnelling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in library, including in such activities will lead to strict disciplinary action.


LIBRARY BUDGET:

At the beginning of every academic year, the library committee will convene to allocate budget for library, with the allocated budget, purchase of journals, e-journals, renew memberships, new edition books, computer, furniture, electrical fittings, copier, scanner, CDs, DVDs, External HDD etc., will be made.

REPROGRAPHIC SERVICES:

Photocopying and printing of books and journals is subjected to copyrights of books/journals. Concerned staff and academic personnel are responsible for any violation/infringement of copyrights. Photocopying and printing for academic purpose can be done in compliance with guidelines of library.




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