

MAITREYI COLLEGE LIBRARY

Maitreyi College library was established in 1967 since the inception of the college. The present building of the library located at the . centre of the college campus came into existence in 1989.

Working Days

The Library remains open on all working days except (Sunday and other gazetted holidays)

The working hours of the library:

From 9:00 AM to 5:30PM

Issue and return of books

(a) From 9:15 AM TO 2:30 PM

(b) Issue Timings for over night books
From 1:00PM TO 3:00PM

Note: over night issued books must be returned on the next day or the due date (incase intervening holidays) by 10.30 AM

Membership

(A) Membership is granted to all bonafide students of the college for one year only. The students who are promoted to the second/Third year required to get their cards renewed for the new academic session.

(B) Facilities for consultation on premises may be extended to the academicians / teaching staff of any university with the permission of the Librarian/principal.

Library Registration

The following documents are required for registration:
Students: College Identity Card.
Teaching and Non-Teaching Staff: Appointment Letter.

PRIVILEGES OF MEMBERS

The members shall be privileged to borrow the specific number of books/documents volumes from the library as per their stream.

S.No.	COURSES	No. OF BOOKS
1.	B.A.(Prog.)/B.Com.	4 Books
2.	All B.A.(Hons.)/B.Com.(Hons.)	6 Books
3.	B.Sc.(Prog.)/B.Sc.(Hons.)	6 Books

Periodicals are not issued.

LOSS OF CARD

The loss of library card should be immediately reported in the prescribed form available at the library circulation counter. Any loss that the library may incur on account of the loss of a library Reader's card will be the entire responsibility of the owner of the card.

The duplicate card will be issued on 1st & 15th of every month and in case of holidays on the next working day.

LOSS OF BOOKS

(A) The loss of books must immediately be reported in writing to the librarian. The members must replace the lost books within 15 days from the date of loss of books reported. Incase the book(s) is/are of the volumes of the set the entire set has to be replaced.

(B) In case of loss of a book which is out of print the member shall bring the relevant certificate from the distributors /Book Sellers if publisher is local and then from the Publishers about the non availability of the book.

OVERDUE CHARGE

Over due charges of 50 Paise per day shall be charged in case the book(s) are not return on the due date and no receipt is issued for it. Besides the over due charges the library card will also be punched if the library book(s) will not be return on due date as detailed below:

S.No.	No. of days, books retained by the user after the due date	Duration for which will be withheld
1.	One day	7 (Seven days)
2.	Two day	15 (Fifteen days)
3.	Three day	1 (One month)

Reminders

If a member does not return the book after three reminders, the matter may be referred to the Principal. The membership will be cancelled and/or disciplinary action will be taken against that user.

No dues certificate

A no due certificate will be signed by the Librarian, on the prescribed form obtained from the office at the time of leaving the college.

Breach of Library Rules

As the college library is a place of individual study it is necessary to maintain an atmosphere of quiet and dignity inside the library. Talking and smoking are strictly prohibited in the library. Any student whose act is considered undesirable by the librarian she may be refused admission into the library.

Care of Books

Library books are costly and often rare. They should be used and handled with care. Members shall not write upon, damage, tear down the leaves of, or make a mark upon any book.

Before leaving the circulation counter the member must satisfy themselves whether the book lent to her is in the sound condition. If not user shall immediately bring the matter to the notice of the librarian or his deputy in his absence. Otherwise member themselves shall be held responsible for any damage notices/reported later or at the time of returning the books. A member shall be responsible for any loss or damage to the book or other documents belonging to the library while under their use and shall be required to replace such books or documents. Penalty for books lost, damaged, mutilated or defaced by marking shall be fixed by the Librarian.

Change of Address

Any change in residential address of any member may please be intimated in writing to the librarian.

MEMBERSHIP OF THE OTHER LIBRARIES

Students:

1. South Delhi Campus P.O. Students
2. Undergraduate Text Book Library U. G. Students

Note : Membership forms may be obtained from the above library and after completion may be given to the librarian for recommendation.

Library Sections :

1. Reading Room:

(A) **Reference Section:** Books from this section will be available for consultation in the Reading Room itself and will not be issued.

(B) **Overnight Text Books Section:** Books from this section will be issued overnight only.

2. **Text Book and General Book Section:** Books from this section will be issued for seven days only.

3. **Periodical Section:** Periodical/Journals of general interest of specific nature are available in this section for use in the library only.

4. **E-Resource centre:** Library has an e-resource centre equipped with 20 computers supported by internet facility, where users can access resources subscribed by Delhi University library system and UGC INFONET.

OPEN ACCESS:

The members have the privilege of direct access to shelves in the stack halls. It is important, that the arrangements of books must not be disturbed on the shelves for the convenience of the members themselves. While books can be freely taken out on no account should they be reshelf by the members because of the danger of their misplacement.

FACILITIES

(A) The library provides the facility of the curricula/syllabus for all the courses to consult in the Reference section.

(B) The library provides the question papers of previous years of university examinations for consultation, which are kept in the Reference section of the library.

(C) The College library has also the facility of photocopier in the library Reference section.

(D) Library provides the internet access facility for the academic purpose.

(E) To sustain and upgrade the academic research of faculty members and students, the library has subscribed an electronic data base called "N-list". N-list provides access to more than one lakh e-books, journals articles of repute. To access these electronic data base (N-list), the users have to take user id and password from the library and they can access N-list data base at their pace.

GENERAL RULES

- All the members must show their identity cards at the check point while entering in the Library.
- All bags and personal belongings must be left at the property counter and a token will be issued to them. In case the token is lost, a fine Rs. 10/- will be charged.
- Members should not keep their money, ornaments, mobile and any other valuable items at the property counter. In case they do so, it will be entirely at their own risk.
- The members shall carry only essential stationery items inside the Library.
- All the members must put their mobile phones on either vibration or silent mode inside the Library.
- No eatable items are allowed inside the library.
- Library cards are not transferrable, as they are token of privileges for the member to whom they are issued.
- Sub lending of books is a misuse of this privilege and may result in cancellation of Library membership.
- Members should get their **books/documents** checked at the check point while leaving the library.
- Books should not be kept beyond the date marked on the due date slip pasted inside the book.
- Members are urged to use library material and services consciously and with a sense of due consideration for others.
- Books on loan with students can be recalled by the Librarian at any time without assigning any reason thereof.
- Books will not be re-issued on the same day of return.
- Avoid bringing the other library and personal books inside the library or prior information is must.

For any further information please contact

Mr. Pardeep Rai

Librarian

Ph. : 24673815

library@maitreyi.ac.in

MAITREYI COLLEGE



सत्यं ज्ञानमनन्तं ब्रह्मः

LIBRARY RULES