

31-07-2026

LIBRARY POLICY

The library is the central knowledge resource centre of the institution, supporting teaching, learning, research, and lifelong learning activities. It provides access to books, journals, digital resources, and information services to meet the academic and informational needs of users. This policy is framed to ensure the effective management and proper utilization of library resources, services, and digital learning initiatives, including activities conducted through the National Digital Library of India Club.

VISION & MISSION

The vision of the library is to support academic and research activities, promote reading habits, encourage information and digital literacy, and provide equal access to quality information resources. The library also aims to create a learner-friendly environment that supports innovation, skill development, and lifelong learning.

LIBRARY MEMBERSHIP AND SERVICES

Library membership is provided to students, faculty members, researchers, and staff of the institution. Members are entitled to access print and digital resources (e-books, e-journals, etc.), borrowing facilities, reference services, internet access, and other library services subject to the library's rules and regulations. The library continuously develops its collections and services to meet the changing educational and research needs of users.

LIBRARY RULES AND REGULATIONS

All library users are expected to maintain silence, discipline, and proper behaviour inside the library premises. Library materials should be handled carefully, and members are responsible for the timely return of borrowed items. The use of mobile phones,

unauthorized removal of library materials, and activities that disturb the study environment are strictly prohibited. Users must follow ethical practices while using digital resources and e-resources provided by the library. Library rules may be altered, amended, or supplemented with new rules by the management from time to time.

CIRCULATION POLICIES

The library circulation policy is framed to ensure the proper use, management, and accessibility of library resources for all users. The number of books issued and the loan period may vary depending on the category of membership, such as students, faculty members, researchers, and staff.

Borrowed materials should be returned or renewed on or before the due date. A fine of Rs. 1/- per day required to pay for overdue materials as per library regulations. Members are responsible for the safe handling of borrowed items and required to replace lost or damaged items or pay the prescribed compensation amount.

Reference books, rare documents, journals, dissertations, and certain special collections may be restricted for in-library use only and shall not be issued for home lending. The library reserves the right to recall issued materials when necessary for academic or administrative purposes. All users are expected to follow the circulation rules to ensure fair and effective access to library resources for the entire academic community.

DIGITAL LIBRARY AND E-RESOURCES

The library provides access to various e-resources, digital databases, institutional repositories, and online learning platforms to support academic and research activities. Users are encouraged to make effective use of digital resources while adhering to copyright regulations and ethical information usage practices. Training and orientation programmes may be conducted to improve digital literacy and awareness of e-resources.

NDLI CLUB ACTIVITIES AND FUNCTIONS

The National Digital Library of India Club functions under the library to promote awareness and effective utilization of NDLI resources among students, teachers, and researchers. The club organizes orientation programmes, workshops, webinars, digital

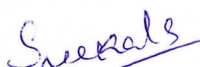
literacy sessions, reading promotion activities, quizzes, competitions, and awareness campaigns related to digital learning and e-resources. The NDLI Club also supports users in accessing educational materials for teaching, learning, skill development, and research purposes, thereby strengthening the role of the library in the digital learning environment.

LIBRARY COMMITTEE AND ADMINISTRATION

The library functions under the guidance of the Library Advisory Committee and other institutional authorities. The committee assists in policy implementation, resource development, service improvement, and the organization of library and NDLI Club activities. The librarian and staff are responsible for the efficient administration and smooth functioning of the library.

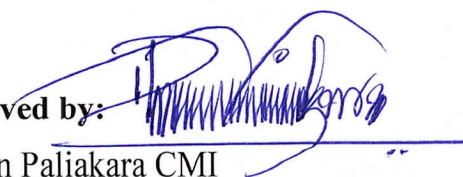
POLICY REVIEW

The library policy shall be reviewed periodically to ensure its relevance, effectiveness, and alignment with the evolving academic, technological, and user requirements of the institution. Necessary amendments or updates may be made based on feedback from library users, recommendations of the Library Advisory Committee, and developments in library and information services. The revised policy shall be approved by the competent authority prior to implementation.

Prepared by : 

MS. Sreekala T

Librarian

Approved by: 

Fr. John Paliakara CMI

Executive Director