

# BASELIUS COLLEGE KOTTAYAM



*Code of Conduct for  
the Stakeholders*

## Code of Conduct for Librarian

The librarian is expected to

- Uphold the mission and vision of the college and work towards the overall development of the institution.
- Be present in the campus at 8:30 am and remain in the campus till 5:30 pm.
- Conduct himself/herself with absolute dignity in his/ her dealings with superiors, colleagues and students every time.
- Maintain personal contact with students and maintain the attendance of students in the library regularly.
- Inform the principal for availing any leaves of absence.
- Possess an identity card with his / her recent photograph and wear their identity card as they enter the college campus.
- Attend Faculty Development Programmes and organise seminars to enhance knowledge in various subjects.
- Maintain relevant registers in proper order and update them from time to time.
- Take measures to make use of the college library for academic improvement of the institution.
- Abide by the Code or Professional Ethics for librarians framed by UGC, University, State and College statutory bodies from time to time.
- To receive international journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- To maintain the day wise records of visits of staff faculty members in library.
- Refrain from defaming the institution through print, visual and social media.

Librarian should ensure that

- The library facilities are available to the students without interruption from 8.30a m to 5.30pm.
- The reference books are available in the reference section.

- Reminders are issued to the students of returning the books on time.
- Perfect silence is maintained in the library.
- The books are replaced in their respective section each day.
- There is provision to register a complaint if any.
- There are sufficient materials on current affairs.
- There is sufficient light in the library.
- Internet and photocopying services are available.
- There is sufficient computers for accessing E learning resources.
- Measures are taken to promote resources like N List and communicate to the faculty members and students from time to time.
- The library is kept neat, clean and student friendly.

#### **RULES & REGULATIONS OF THE LIBRARY**

- ➔ Time: 8.30 am to 5.30 pm on all working days.
- ➔ Only writing materials can be taken inside the reading room and library.
- ➔ Three Readers' tickets to PG students and 2 Readers' tickets to UG students will be issued against which books can be borrowed from the library.
- ➔ Books must be returned within 14 days of the date of issue, failing which a fine of rs. 1 per day will be charged per book. Mutilation of books & magazines is a serious offence and the borrowers will have to replace the damaged books at their cost.
- ➔ The loss of books should be immediately reported to the librarian and the borrower must either replace the book or compensate for it as decided by the librarian.
- ➔ All books issued from the library shall be returned without fail on / before the last working day of the academic year. Sub-lending of book is strictly forbidden.
- ➔ Books must be carefully examined at the time of issue and borrowers shall point out to the Librarian any damage or mutilation on the books they are taking.
- ➔ The Principal and the Librarian have the right to recall any book with 24 hrs notice.
- ➔ SILENCE shall be strictly observed in all sections of the library.
- ➔ All library arrears should be cleared by the students before they receive their hall tickets for university examinations or before obtaining the T.C if they leave before the completion of the course.