



**A J INSTITUTE OF MANAGEMENT**  
A Unit of Laxmi Memorial Education Trust (R)

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Re-Accredited by NAAC at B+

An Advanced Centre for MBA Studies and Research. Affiliated to Mangalore University and Recognised by AICTE

**Library Policy**

**Preamble:** A J Institute of Management recognizes the pivotal role of the library in fostering academic excellence, research, and intellectual growth. The institution is committed to providing a dynamic and enriching library environment that supports learning, innovation, and the pursuit of knowledge.

**Objectives:** The institute's library policy is designed to:

- Foster a culture of reading, research, and lifelong learning.
- Provide easy access to a diverse collection of print and electronic resources.
- Promote information literacy and research skills among students and faculty.
- Ensure the efficient management and organization of library resources.
- Uphold principles of privacy, confidentiality, and accessibility in library services.

**Scope:** This policy applies to all members of the A J Institute of Management community, including students, faculty, staff, and researchers.

**Library Administration:** A designated library committee shall oversee the planning, administration, and continuous enhancement of library services. The committee shall comprise:

- i. Director of the Institute as the Chairman
- ii. Principal as the Secretary
- iii. Dean (Academic Affairs) as the Joint Secretary
- iv. Student Council advisor as a Member
- v. One Faculty Member as a Member
- vi. Librarian as a Member
- vii. Student Council members as a Member



## LIBRARY RULES

1. Students and Faculty of the College are entitled to use library.
2. The Teachers may from time to time retain such books as are necessary for purpose of their reference. Reference books may be lent for a week to members of the Faculty only.
3. Books of reference text books and rare collections shall not be lent out to the students.
4. All books taken on loan should be invariably deposit before long vocations.
5. Identity Card along with lending or reference card for library whichever is necessary must be produced to the librarian while issuing or reissuing any book.
6. Books taken out by the students shall not be retained for more than 10 days, from date of issue. If the due date happens to be a holiday the book must be returned on the next working day.
7. Any book may be recalled at any time even if the period of loan has not expired. The book shall be re-issued to the same borrower if he or she so desires after the purpose for which it was recalled.
8. Failure to return a book on the due date entails the students to pay a fine of Rs 2 per day up to 15 days a fine of Rs 10- will be charged per day of delay including the intervening holidays.
9. All such fines should be paid to the librarian and receipt for the amount should be obtained and preserved.
10. Failures either to pay the library fine due or to return the books within due date the student and teachers are liable for withdrawal of his/her privilege to borrow any books from the library till the overdue books are returned and dues cleared.
11. The making of books with ink or pencil, causing damage to bindings, the underling of pas sages, the writing or remarks or illustrations, tearing of pages, pictures etc. are absolutely forbidden.
12. If any book is lost, damaged, or multitude the borrower shall be required to replace the book with fine or pay such compensation as may be fixed by the principal. If any student does not pay such compensation, he shall not be allowed to appear in the Examination of University or any mark sheet or certificate shall not be issued to him.
13. If a book belonging to a set or series, is lost or damaged and a new volume is not separately available, the borrower shall be required to replace the whole set of series.
14. Before leaving the counter, Borrowers shall examine the books taken by them and point about any mutilation or defect in any book to the librarian and have these effects etc. noted by him otherwise the borrowers will be held responsible for any damage or mutilation observed at the time of return.
15. Strict silence is to be observed in the library.
16. The transfer or sub-lending of books is strictly prohibited.
17. Loss of Identity Cards, reference and lending card must be intimated immediately and Rs.50.00 will be charged for a new card.
18. Five borrowers' tickets and one membership card will be issued to each student member. The members are eligible for relating the books for 10 days and for two subsequent renewals. If the books are demanded by others, the librarian was the right to reject the proposal of renewal.



19. Library Card is Compulsory for all the users. Library Card is strictly non-transferable.
20. Signing the Register Book Before accessing the library is compulsory.
21. Books can be borrowed after production of the Library card along with the requisition book.
22. Issued books along with the gate pass must be shown to the Security before leaving the Library.
23. Books once issued for home will not be allowed to be kept inside the library.
24. Reference books, books marked as library copy (L), current and back volumes of journals cannot be lent out.
25. Internet facility is available in the library.
26. Loss of library card must be reported to the librarian immediately .A sum of Rs .10/- will be charged for the issue of a duplicate card.
27. Library cards are to be returned and dues, if any, paid and a clearance to be obtained before taking a University Examination or terminating connection with the college.
28. Carrying of bags, folders, newspapers, personal books or any printed material, Walkman, palmtop, laptop, food articles etc .are strictly prohibited in the library. Mobile phones are to be kept switched off inside the library.
29. Students will maintain perfect silence and order inside the library. Anybody found sleeping; talking aloud, sitting in an improper manner and violating the general rules of Library conduct shall expose to severe penalties.
30. Group discussion or any kind of class meeting is not allowed in the library.
31. The library shall remain open from 8.30 A.M. to 10.00 P.M. on all working days of the week and on public holidays and Sundays from 10.00 A.M. to 5.00 P.M. The library timings can be changed whenever there is necessity (during the examination days and before the theory examination days).
32. Students are not allowed to take Library Books outside the Library and no student is allowed to bring his/her books into the library at any time.
33. All overdue books and journals not returned within 10 days must be called for by the librarian by sending a reminder through the Professor .If after 2 reminders the books or journals are not returned suitable action will be initiated against the individual.
34. Books which have been taken out are liable to be recalled at any time by the librarian if there is need for it. Books so called for shall be returned within two days from the date of call.
35. Every borrower shall be responsible for the safe custody and return of the books undamaged; and in the event of loss or damage, he shall replace the book or pay such amount as fixed by the Library Committee.
36. The librarian shall examine every book when returned and verify as to its condition.
37. The librarian shall maintain the necessary register showed details of issues and return of books.
38. The Library Committee shall have the power to refuse to issue books to those violating the rules.
39. The books newly received will be listed by the librarian and display the list for a period of 15 days.



40. No single copy titles of common importance will be issued and they will be kept in the library for reference to the staff members.
41. Back numbers of all journals will be issued to the Faculty for a period of 10 days.
42. The Xerox facilities in the library can be availed by paying an amount of half rupee per page. One staff member in the library will be entrusted with this job.

The committee will collaborate to ensure the library remains a vibrant hub of knowledge, catering to the evolving needs of the institute's academic community.



  
PRINCIPAL / DIRECTOR  
A.J. INSTITUTE OF MANAGEMENT (AJIM)  
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