



BISHOP BENZIGER COLLEGE

OF NURSING

Accredited by NAAC,

Member of United Nations Academic Impact Program

Approved Research Centre of Kerala University of Health Sciences



4.3.4 - Library Policy

BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

POLICY : LIBRARY

Adopted :03.08.2011

Policy No: 003

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Belief Statement:

Bishop Benziger College of Nursing believes that the college library is a place for quiet study and reading. Members shall take the privilege of all facilities under the guidance of librarian in the utilization of library facilities.

1. Students should maintain strict silence in the library.
2. Students are allowed to take the books outside the library only after submission of the membership card. Students are not permitted to get books issued for others.
3. Eatable are strictly prohibited in the library.
4. Bags, personal books and coats are not allowed inside the library.
5. Students should obtain; no due certificate before the University Exam each year.
6. Put the chairs back in the proper position or keep the chairs arranged in proper position after use.
7. Switch off the fans and lights after use.
8. Do not replace the books used for reference on the rack. Kindly leave it on the table.
9. Mobile phones are not allowed in the library.
10. Students are not allowed to leave the library during the library hours.
11. Books will be issued only on producing library card.
12. No. of books issued per membership card.
 - a. Staff - 3 books
 - b. B.Sc. students – 2 Books
 - c. M.Sc. students – 3 Books
13. General books will be issued for a period of 14 days and the same can be renewed for 2 days
14. Staff can avail the book for a period of 14 days.
15. Books in demand will be issued for one day and returned before 4.00 pm of the next working day.
16. Reference Books will not be issued and it should not be taken out of the library.

17. Journals and CD's will not be issued.
18. Previous Question papers are made available in the library and can be photocopied.
19. Xerox facilities are available in the library which is on payment.
20. The Librarian has the authority to call for the issued books at any time before the due date.
21. Members are requested to see that the issue register is signed by the librarian at the time of return.
22. Book will be issued during 10 AM-5PM.
23. A fine of Rs.1/- per day will be charged for books not returned on due date.
24. Fine will be charged accordingly, for books which are found damaged or marked.
25. Double the cost of a book will be charged if a book is found to be lost. The decision of the library committee in this matter will be final.




Signature of Principal

Dr. ANOOPA. P.B. Ph.D (N)
PRINCIPAL
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