



SRI AKILANDESWARI WOMEN'S COLLEGE, WANDIWASH.

(Re-Accredited with 'A' Grade By NAAC) (Recognised under section 2(f) and 12(B) of UGC Act.)
(Permanent Affiliation Granted by Thiruvalluvar University)

LIBRARY POLICY

The Sri Akilandeswari Women's College library aims to support the academic and creative pursuits of students, faculty, and staff by providing access to a diverse range of resources, promoting information literacy, and fostering a conducive learning environment. The college Library policy includes Collection Management, Access and Circulation, Information literacy, technology, preservation, assessment and evolution, community engagement, confidentiality and privacy, Library hours, Code of conduct, disability support, Borrowing Policy, Library Conduct, Study Rooms, Lost or Damaged Items, Library Services, Amendments.

LIBRARY USAGE POLICY

Library Rules and Regulations

- ❖ Entry permitted with ID card
- ❖ Perfect silence Should be observed in the library.
- ❖ Readers are advised not bring their belongings inside the library.
- ❖ Readers are requested to handle all library property carefully to avoid damages.
- ❖ Readers are advised to keep the place neat and tidy.
- ❖ Readers should not mark, underline, write, or to tear pages, so as to avoid any damage to the library documents.



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- ❖ Books will be issued only on the production of "Library cards".
- ❖ Usage of cell phone is prohibited inside the library.
- ❖ Library materials cannot be taken out of the library without the permission of the Librarian.
- ❖ Reference books, Journals/Periodicals/Newspapers, CD-ROM Databases and other Documents declared "For Reference" by the Librarian will not be issued.
- ❖ The users are advised to return the documents while they go on "LONG LEAVE".
- ❖ Eatables are not allowed inside the library.

Working Hours Of The Library:

On Working Days: 9.00 Am To 4.30 Pm

Library does not function on holidays

Borrowing Privileges

Library Card Details:

UG-Students	-	Two cards 15 Days
PG-Students	-	Three cards 15 Days
Research Scholar	-	Three cards 15 Days
Staff	-	Five cards 1 Month

Issue/Return Details For UG:

Time for Returning the book	-	9.20 A.M to 1-P.M
Time for Issuing the book	-	1.00 P.M to 3.30 P.M



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Days For Issues/Returns:

I st Years –Monday, Thursday

II nd Year- Tuesday, Friday

III rd Year –Wednesday, Saturday

Issue/Return Details For PG:

Time for Returning the book - 9.20 A.M to 1-P.M

Time for Issuing the book - 1.00 P.M to 3.30 P.M

Issue/Returns on all Working days

Faculty:

Issue/Returns on all Working days

Suitable strategies are formulated to maintain and strengthen library activities.

Dr.S. RUKMANI, M.A.,M.Phil.,B.Ed.,Ph.D.,
Principal
Sri Akilandeswari Women's College
Wandiwash - 604 408