



# THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennaisvazh Thiruthangal Hindu Nadar Urasinmurai Dharma Fund)  
A Self Financing Co-Educational College of Arts & Science  
Affiliated to the University of Madras | 2(f) Status under U.G.C. Act  
Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution  
Selavayal, Chennai 600 051, Tamil Nadu, India

## LIBRARY POLICY

The Central Library of Thiruthangal Nadar College serves as a primary academic resource for faculty and students across Undergraduate, Postgraduate and Ph.D. programs. By utilizing **Embase**, an integrated library management system, the institution ensures seamless daily operations, resource circulation, and inventory control.

### **Mission:**

To develop and maintain specialized collections that ensure the right information is delivered to our users at the right time.

### **Vision:**

To embrace innovative technologies and evolving services to become a center of excellence for digitized, knowledge-based learning.

### **Working Hours of the Library:**

- **Regular Working Days:** 8:00 A.M. to 4:30 P.M.
- **Pre-Examination Period:** 9:00 A.M. to 4:00 P.M.
- **During Examination Days:** 8:00 A.M. to 4:00 P.M.
- **During Vacations:** 10:00 A.M. to 4:00 P.M.

The Library remains closed on all Government Holidays.

### **Rules and Regulations of the Library:**

- **Identification:** Access is granted only upon presentation of a valid College ID card.
- **Atmosphere:** Absolute silence must be maintained within the library premises at all times.
- **Personal Items:** Members are prohibited from bringing bags or personal belongings inside the library.
- **Security Check:** All users must cooperate with the inspection of books and items by staff when exiting the library.
- **Late Returns:** Overdue charges will be applied to any materials returned after the specified due date.
- **Liability:** In the event of loss or damage, the borrower is responsible for replacing the book according to institutional norms.
- **Clearance:** To receive a "No Due Certificate," students are required to surrender their library membership card.



*V. Devi*  
**Dr.V.DEVI** M.B.A., M.C.A., M.Phil., Ph.D  
**PRINCIPAL**  
THIRUTHANGAL NADAR COLLEGE  
Selavayal Chennai-600 051.  
Affiliated to the University of Madras  
Re-Accredited at 'B++' Grade by NAAC

### Cyber Rules of the Library:

- **Educational Intent:** Digital library workstations are dedicated exclusively to accessing online academic and educational resources.
- **System Security:** Users are prohibited from installing, removing, or modifying any software, programs, or system services on library computers.
- **Printing Policy:** Printing is not permitted within the library; students requiring essential printing services must coordinate with the librarian.
- **Legal Compliance:** All patrons are held personally accountable for adhering to the restrictions set by the Copyright Act.
- **Usage Restrictions:** The use of digital systems for non-academic activities, such as online shopping or instant messaging, is strictly forbidden.
- **Environment Maintenance:** Users must ensure the Digital Library remains a clean, orderly, and silent environment.
- **Disciplinary Measures:** Any infringement of these regulations will result in formal punitive action against the offending student.

### Services Offered by the Library:

- **Circulation Services:** Lending of a wide variety of books and magazines.
- **Digital Access:** High-speed internet browsing and a dedicated Digital Library.
- **Inclusive Support:** Specialized services tailored for students with disabilities.
- **Reference Assistance:** Prompt in-person and digital reference support.
- **Research Guidance:** Direct assistance from library staff in locating resources and providing material support for research programs.
- **Orientation Programs:** Tailored orientation sessions for both individuals and groups.
- **Ancillary Facilities:** Access to reprography (photocopying) services and a Book Bank.

### Borrowing Privileges:

- **Faculty & Staff:** Authorized to borrow up to four books for a duration of four weeks.
- **Postgraduate (PG) Students:** Authorized to borrow two books for a duration of two weeks.
- **Undergraduate (UG) Students:** Authorized to borrow one book for a duration of two weeks.
- **Renewals & Reservations:** Due dates may be extended once for an additional two weeks. Members may reserve items not currently on the shelves and will be alerted when they become available.

### Budgeting Policy and Procedures:

The library budget is established by the Management as a core component of the institution's financial planning.

- **Departmental Allocation:** Each department is assigned a specific fund for acquiring subject-specific literature. This budget encompasses books, periodicals, institutional memberships, e-resource subscriptions, and Annual Maintenance Contracts (AMC).
- **Funding Criteria:** Departmental support levels are determined by factors such as total student enrollment, number of majors, and the requirements for Allied, Elective, and Soft Skill courses.
- **Acquisition Workflow:**



*V. Devi*  
**Dr.V.DEVI** M.B.A., M.C.A., M.Phil., Ph.D  
**PRINCIPAL**  
THIRUTHANGAL NADAR COLLEGE  
Selavayal Chennai-600 051.  
Affiliated to the University of Madras  
Re-Accredited at 'B++' Grade by NAAC  
An ISO 9001:2015 certificate Institution

- ❖ Departments submit prioritized book requirements.
- ❖ The library obtains competitive quotations from two to three publishers.
- ❖ Final procurement decisions are made by the Principal and Management, balancing resource availability with cost-efficiency.

### Administrative and Maintenance Procedures:

#### Bill Processing

Once the library receives the ordered books along with their respective invoices, the following verification and payment cycle is initiated:

- **Validation:** Designated staff members verify the price of each volume and ensure the agreed-upon discount rates have been correctly applied.
- **Accessioning:** Each book is entered into the Accession Register. The unique accession numbers assigned to the items are then recorded on the bills to ensure a clear audit trail.
- **Authorization:** After documentation, the bills are submitted to the Principal for formal approval.
- **Settlement:** Following the Principal's endorsement, the documents are forwarded to the Finance Department for final payment processing.

#### Procedure for Conducting Library Stock Verification:

To ensure the integrity of the collection, the Central Library undergoes a systematic annual inventory audit:

- **Annual Audit:** Stock verification is conducted every year, involving a collaborative team of library staff, students, and Library Committee members from various departments.
- **Inter-Departmental Oversight:** The institution practices an inter-departmental verification model to maintain transparency and objective reporting.
- **Resolution of Discrepancies:** A list of missing or withdrawn books is compiled and brought to the attention of the Principal. The concerned departments are then formally requested to replace the missing items.
- **Certification:** The final verification report is thoroughly reviewed and officially signed by the Principal.

#### Weeding Policy:

The library follows a strategic withdrawal policy to maintain a high-quality, relevant collection. Resources such as books, journals, magazines, and DVDs are evaluated for weeding every five years based on the following criteria:

- **Physical Condition:** Materials that are badly damaged or show significant deterioration.
- **Usage Data:** Resources that show little to no circulation or research utility.
- **Technological Obsolescence:** Materials stored in formats that are no longer accessible or relevant.
- **Capacity Management:** Adjustments made due to library space limitations.
- **Decision Authority:** The Librarian, in consensus with the Library Committee, holds the final authority regarding the disposal of withdrawn materials.



*V. Devi*  
**Dr.V.DEVI** M.B.A., M.C.A., M.Phil., Ph.D  
**PRINCIPAL**  
 THIRUTHANGAL NADAR COLLEGE  
 Selavayal Chennai-600 051.  
 Affiliated to the University of Madras  
 Re Accredited at 'B++' Grade by NAAC