



**ST. IGNATIUS COLLEGE OF EDUCATION**  
(AUTONOMOUS)  
Accredited with 'A' grade by NAAC (Second Cycle)  
Palayamkottai – 627 002

## **LIBRARY**

### **Principles and Procedures**

- The Library will be open on all working days from 8.30 a.m. - 5.30 p.m.
- Absolute silence should be maintained in and around the library.
- Students should register their entry in the gate entry register whenever they access the library.
- Reference books can be referred inside the library only, if needed reprographic facility can be utilized.
- Students can borrow books from the lending section of the library by using their ID card.
- Each student can borrow two books for a period of one week.
- Students should wrap the books borrowed by them to avoid damage.
- Books must be returned on or before the due date prescribed.
- Loss of any books immediately reported to the Librarian.
- The poor student-teachers avail the facility of book bank to borrow books.
- “Best User Award” is given for encouraging the students to utilize the library resources better.
- Students can access and download e-books and e-journals by using their User ID and Password.

*Sr. G. Vasanthi Medona*

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