

Syed Ammal Arts and Science College


Dr. E.M.Abdullah Nagar,
Devipattinam Road, Pullankudi(Po),
Ramanathapuram-623513,

Library

❖ About the Library:

- Established in June 2010

❖ Library Staff:

Sr. No.	Name of the Faculty	Designation	Qualification	Email id	Photo
1.	Mrs. G. Marimuthu	Librarian	M.A, MLIS,DPTT, PGDCA	saascinflibnet@gmail.com	

❖ Library Committee:

Sr. No.	Name of the Teacher	Designation
1	Prin. Dr.S. V.S.Amanulla Hameed	Chairperson
2	Dr. R. Kasinathadurai	Member
3	Dr. R. Malathi	Member
4	Mrs. S. Mahima	Member
5	Mr. A. Xavier	Member
6	Mr.K.Raja Mahendran	Member
7	Mr.S.Kamarudeen	Member
8	Dr.A.Ahamed Ansari	Member
9	Dr.K.S.Venkatesh	Member
10	Mr.G.Karl Marx	Member
11	Mr.R.Vinoth Kumar	Member
12	Dr.R.Pakkiaraj	Member
13	Mr. V.Gowrirajan	Member
14	Dr.M.Thayalan	Member
15	Dr.M.Selvam	Member
16	Mrs.Chitra Devi	Member
17	Mrs. G. Marimuthu	Secretary

❖ Special Features:

- Fully computerize.
- Total Library Building Area 1800 Sq.ft.
- Reading Room capacity for 50 students.
- Special Services to Competitive and NET/SET Examinations.
- Internet Facility.
- List of Added books to the Library are circulated to concern of Department of College.
- Departmental Library facilities.
- Newspaper cutting of the College and parent Institution and special accusations.

❖ **Collection: As on March 2020**

Sr. No.	Particular	Number of Copies
1	Books	7,686
2	Periodicals & Journals	94
3	Cassettes/C.D's/Floppies	96
4	Bound Volume	01
5	News Papers	07
6	Non Print Document	130
7	Encyclopedia's	34

❖ **Infrastructure:**

Sr. No.	Particular	Area
1	Total Library Area	1800 sq.ft.
2	Library Stack Room	1200 sq.ft.
3	Librarian Room	300 sq.ft
4	E-Library	300 sq.ft

❖ **Book Issue Days for Students:**

Sr. No.	Faculty	Day
1	Arts	Monday – Saturday
2	Science	Monday – Saturday
3	Commerce, BBA	Monday - Saturday

❖ **Library Fine Chart:**

Particular	Overdue by	Fine Per Day
Circulation	8 th Day Onwards	Rs.1/Day

- Collect the fine receipt from the library staff.
- The membership cards will be suspended if student overdue a book for more than 15 days.

❖ **Library Timings:**

Monday to Saturday: 08.30 am – 05.40 pm
Library is closed on Sunday & Public Holidays

❖ **Library Services:** Library provides following services-

- Book lending
- Extended reading room availability
- Internet searching and printing
- Reference Services
- Identity Card Services
- Reprography Services

❖ **Rules:**

1) Library Membership:

Library membership is allowed to the following members:

- All Students Admitted in College
- All faculties.
- Management Authorities of Parent Institute.
- General Reader as per rule.

2) Library Hours

- Monday to Saturday from 08.30 a.m. to 05.40 p.m.
- Sunday and National Holiday closed.

3) Identity Card

- Every student member has necessary ID Card.
- Without ID Card Library Reading Material are not issued.
- Each member should show ID Card to the Library authority at the entrance in the Library or circulation counter.
- ID card valid for the per year only.
- In the event of ID Card lost, the holder of this card must bring the notice to the Principal or Librarian

4) In the Stack Room:

- In the Stack room, no member will be allowed to take the bags or other similar material.
- Inside the Library and Reading Room, no member will be allows break the silence by talking or by action of any kind, eating food, sleep on the table etc.
- Do not damage to any fitting, furniture, books or other kind of reading material of the Library.
- Replace on the self any book or other reading material taken for use.

5) Book Circulation:

- A book will be issued to a student only in exchange for one of his/her member account.
- The book is return to the Library on or before due date. If not return in due date he/she pay due charge.
- Journals publication, Dictionaries, bound volumes and such other documents cannot be issued on Library account or ID card except with the permission of the Library authority.
- For reading Room purpose book will be issued on ID card and this book will be return on the same day.
- Before leaving the counter a member shall satisfy himself as to whether the book lent to him is in sound condition and if not, he shall immediately bring the matter to the notice of the circular assistant. Otherwise at the time of the returning of the book, he/she is liable to be asked to pay the cost for purchase of new copy of the book.

6) General Rules: Students using the College Library are required to observe the following rules:

- Strict Silence must be observed.
- Eatables and water bottles not allowed.
- Cell phones must be switched off or fine will be charged.
- Listening to music with earphones is not allowed.
- Cleanliness and neatness must be maintained.
- No scribbling on tables/ chairs. Fine will be levied.
- Seats cannot be reserved by depositing belongings.
- A vacated seat can be retained for a maximum period of ten minutes only.
- No responsibility will be taken for any item left behind.

N.B. Non-Observance of the above will result in debarment from the Library