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LAW (LIBRARY) DEPARTMENT

Composition: 1 Section Officer (Librarian), 1 Legal Assistant (Assistant Librarian), 1 Computer Assistant, 1 Clerical Assistant, 1 Binder, 1 Office Attendant.

The Kerala Secretariat Law Department Library is a general reference library for all officers of the Law Department. The Library attached to the Law Department is under the immediate control of the Secretary, Law Department. The Librarian is responsible for the proper performance of all work connected with the Library.

Working Hours of the Library

The working hours of the Library is from 9 a.m. to 6 p.m. on all working days.

Issue of Books

Issue of books in the Library is through software namely INFOLIB (Law Library Management and Information System) which was developed and installed in the Library by KELTRON. The INFOLIB software contains the full database of the Library. The Law Library has a large collection of about 35,000 books including 17 Law Journals. The Gazette of India and Gazette of Kerala are available for reference by the members.

Books will be issued to the officers on production of identity cards issued for the purpose or on a written request. Books taken by the members should be returned immediately after use. The members shall be responsible for any damage done to the books and shall be required to replace the books or to pay the cost thereof. Before leaving the Library the borrower should see that the books received are in good condition and if damaged should bring the fact to the notice of the Librarian or the Assistant. Otherwise if the book is found to be damaged on return he will be liable to be held responsible and will be required to replace the book by a fresh copy. In the case of loss of a rare or costly book, the compensation fixed by

the Law Secretary for the book must be paid. Members are not allowed to sublet the books of the Library.

Clearance Certificate and Termination of Membership

Members who cease to hold the position by retirement, transfer, suspension or due to any other reasons, shall return all books in their possession. They shall be required to produce a Clearance Certificate from the Librarian before their last pay is disbursed.

Restriction in using the Library

- (1) Books should be handled with great care. Ask for your books. Members are not allowed to alter the arrangements of books. Leave the books after reference on the nearest table. Do not replace them.
- (2) Strict silence shall be observed in the Library.
- (3) No personal belongings like private books, umbrellas, hand bags etc. shall be brought to the Library.
- (4) Dining and smoking within the Library are strictly prohibited.
- (5) No leaf should be removed from gazettes, magazines, periodicals, books etc.
- (6) No stranger or unauthorised person will be admitted into the Library.
- (7) The Gazettes are not allowed to be taken out of the Library.

Any infringement of the Library Rules will render a member liable to forfeiture of membership or admission to the Library.