

Bye-Laws of the E.M.S. Co-operative Library

- 1) **Name and Address** E.M.S. Co-operative Library, Mavelipuram, Kakkanad, Kochi - 30, Ernakulam - District.
- 2) **Area of Operation** Area of operation of the library is limited to the Ernakulam Revenue District. Membership is open to the residents and people working in the Ernakulam Revenue District. District limitation is not applicable to people for research and study.
- 3) **Membership**
 - a) Membership eligibility is as per clause 2 of the Byelaws. Application in the prescribed form has to be submitted for membership.
 - b) Membership fee of Rs. 100/- and Admission fee of Rs.50/- has to be remitted for availing membership.
 - c) Period of membership is one year only.
 - d) Membership can be renewed on remitting Rs.100/-
 - e) For Life Membership, membership fee is Rs.1,000/- and Admission fee is Rs.50/- (Period of membership is subject subclause G-1)
 - f) Membership is not transferable
 - g) Members can have books for reading - valuing the membership fee at a time. Books valuing excess amount can be taken after remitting security as follows.

Membership Fees	Admission Fees	Periods			Security	Value of books lent at a time	No. of books lent at a time
		Individual	Family	Institution			
100	50	1 year	100	1
100	50	1 year	100	200	2
100	50	1 year	200	300	3
100	50	1 year	500	600	4
100	50	1 year	1000	1100	6
1000	50	20 years	10 Years	1000	6
1500	50	40 years	1500	7
2000	50	50 years	20 years	2000	8
3000	50	40 years	3000	9
4000	50	50 years	4000	10
5000	50	50 years	5000	10

- g) (2) Yearly members security amount shall be refunded after six months. No interest will be paid for the security amount.
 - h) Life Members can avail books valuing above Rs. 1,000/- by remitting security in multiples of Rs.100/- Security amount may be withdrawn on returning the books.
 - i) Books shall be returned before 14 days. (30 days for life members) Rs.1/- per book shall be charged for every defaulted day as penalty.
 - j) Members can avail all books for reading except Reference collection and closed reference subject to subclause g.
 - k) All members can use the facilities of the library during working house for Research and Study.
 - l) Compensation will be charged for the damage of books
 - m) Separate fees will be charged for Internet, Computer games, Theater, Park etc.
 - n) Membership is issued to children below the age of 18 on the recommendation of their parent/guardian
 - o) Admission to the library hall is restricted to the members only. They shall produce their membership card when ever is asked for verification
 - p) Librarian is authorised to issue membership. Appeal/Complaint on his decision shall be submitted to Administrative officer or Library sub-committee. Decision of the sub committee shall be final.
 - q) Life membership is subject to sub clauses : e and g.
 - r) Institutional membership fee is Rs. 5,000/- and admission fee Rs.50/- Holder of the membership card is eligible for taking books subject to institutional membership.
 - s) 6 months time is allowed to the newly admitted members for changing ordinary membership to Life Membership.
 - t) Member outside Ernakulam District should pay 50% additional fee in security and membership amount.
 - u) Identity proof is compulsory for membership
4. **Termination of membership**
 - a) Membership will be terminated if not renewed.
 - b) Security amount shall be refunded at the counter to those who are terminating the membership before the due date. Membership fee will not be refunded.
 - c) Library sub-committee reserves the right to terminate/disqualify any member who acts against byelaws and interest of the library.
 5. **Working Hours**
 - a) Working hours of the library is 1 p.m. to 7 p.m. on all working days and 10 a.m. to 5 p.m. on Sundays
 - b) All public holidays will be holiday for the library.

(Bank reserve the right to add or alter any clause of this byelaw)

Chairman

E.M.S Co-operative Library