

## LIBRARY RULES AND REGULATIONS

- 1) Library Hours: The Library will be kept open during the academic terms from 9:00 A.M. to 5:00 P.M. on all the working days.
- 2) Students will be required to show their Identity Cards whenever demanded by the Library staff.
- 3) The issue counter will be closed half an hour before the closing hour of the Library.
- 4) Library membership cards, when lost, must be reported immediately in person or by telephone to the Librarian. A lost library card may be replaced by payment of Rs. 100=00 along with an undertaking that the member concerned will be responsible for any book taken on the library card.
- 5) Other condition for use of Library are as under:
  - a) All bonafide students are allowed admission in to the library Provided that the librarian may at his direction refuse admission if he considers a student either of unsound mind, intoxicated or otherwise shabbily dressed.
  - b) Every student on entering the library shall sign the gate register in token of his willingness to adhere to the rules.
  - c) Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same.
  - d) The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in charge otherwise the borrower himself / herself shall be responsible for mutilation of the book if detected afterwards.
  - e) Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there form.
  - f) The readers shall behave in civilized manner. The librarian may expel any person if the presence of such a person is liable to create nuisance.
  - g) Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs.
  - h) Mobiles are strictly prohibited in the library.

Student who fails to adhere to the above rules shall be punished with fine of Rs. 500/-.

### **RULES FOR ISSUE AND RETURN OF BOOKS**

- 1) Each student has to obtain a borrower's Ticket and Identity Card from the librarian, which will be issued on production of admission receipt.
- 2) Students who have cleared all their library dues are eligible to have a Borrower's Ticket.
- 3) Only one book will be issued at time for Seven Days on Production of Borrower's Ticket. In case of valuable book excess amount over the deposit amount shall have to be paid by the student.
- 4) Books issued for Home reading must be returned on or before the due date.
- 5) If the book is not returned to the Library when due, an over due charge of Rs 2/- per volume per day shall be levied
- 6) Borrower is held responsible for any damage caused to the books and for any disfiguring or tearing of the pages. Such borrowers will be severally dealt with.
- 7) Any previous damage done to the book such as disfiguring or tearing away of the pages or photographs should be checked before taking the book for reading and any such thing noticed should be brought to the notice of the librarian.
- 8) Students who borrow books should not disfigure the books by writing their names or underlining in them or writing in the margins etc.
- 9) Borrowers should not sub lend the books to others.
- 10) Identity Card and Borrower's Tickets are to be used as a token and should be produced at the time of borrowing books from the library.
- 11) Books for reference in the library will be issued on the presentation of Identity Card. The identity card will be returned when the book taken for reference is returned.
- 12) No book taken for reference shall be taken out of the library hall.
- 13) Books issued for reference in the Library must be returned before leaving the library.

- 14) If the book issued for reference is not returned to the issue counter before leaving the library an over due charge of Rs. 10/- per Volume per day shall be levied and further issues to such students will be suspended.
- 15) If any student loses his or her Identity Card, a fee of Twenty Rupees will be charged for the issue of a duplicate Identity Card.
- 16) If any student loses his or her Borrower's ticket, a fee of Fifty Rupees will be charged for the issue of a duplicate ticket.
- 17) If a book is lost by the reader, he or she should replace it by a new book or by paying the cost of the book as per the prevailing market rate.
- 18) News Papers, periodicals and magazines will not be issued for home reading.
- 19) Dictionaries, Reference and rare books should be consulted in the library only they will not be allowed to be taken out side the library.
- 20) At the end of the academic year or after the examinations whichever is earlier, student is required to return all the books and Borrower's Ticket. Otherwise his / her Library deposit is liable for forfeiture.