

LIBRARY RULES

- 1) Silence is must inside the library.
- 2) Loudtalking, conversations, use of mobiles are strictly prohibited inside the library & reading room.
- 3) All library members are expected to read the Library Rules & see the Library Notice Board for library related queries.
- 4) Every reader entering the library should keep their belonging outside the library.
- 5) The library normally remains open on all weekdays from 11 am to 5 pm except Saturdays (11 am-2pm), Sundays & Govt. holidays.
- 6) Students should fill-up their book-issue slips from 11:30 am to 1:30 pm every day for borrowing library books. They will get their issued books from 2.30 pm-5 pm. The time of deposition of library book is 11:30am-1:30pm.
- 7) At the time of borrowing a book the borrower shall deposit library card against which the book shall be issued. The card shall be returned to the borrower when the book is returned to the library. The card will be in hold till the library book is returned.
- 8) A student can issue 2 books (1-for General Students) for 10 days only & it may be re-issued for another 10 days if it is not in demand.
Borrowed books should be returned within the due date mentioned, failing which a fine of Rs.1/- per day per book will be charged.
- 9) Book –Bank facility is also available to poor & meritorious Students.
- 10) Every member of the faculty/staff can issue their books for One month after which they will be allowed to renew the books for fifteen days. Otherwise a fine of Rs.1 per book per day will be charged to the defaulters.
- 11) Every library user borrowing library books shall be responsible for the safe custody & return of the same in undamaged manner.

Loss of library books by the user will make her/him liable to restore a new copy. She /he should verify & bring to the notice of the concerned library staff if the book is damaged /mutilated before getting it issued. The readers should not mark the books with pens & pencils.

12) Regarding issue of books to the college staffs, each full time teacher will be allowed to borrow eight (8) books, each part time teacher will be allowed to borrow (4) books & staff members will be allowed to borrow (4) books from library.

13) Books & other reading materials borrowed by any user may be recalled by the librarian any time & should be returned within the period specified in such communication.

14) Reference books/ periodicals are not allowed to issue outside the library but are available for study within the library.

In special cases the librarian at his discretion may issue a reference book for a short period. (may be for overnight).

15) For Book-Bank Books, students must submit their Family Income Certificate to their Head Of the Department.

16) The employees of the college when retire or resign shall have to return all their borrowings & procure 'Library Clearance Certificate' from the library in order to enable the College Authorities to settle their retirement benefit.

17) Librarian in consultation with the Principal, Library Committee & Head of the concerned departments should withdraw the unserviceable/outdated books to maintain the currency of the collection of the library. If the books in the weed-out section are not used continuously for 3 years or more, they will be removed from the library collection with the approval of the Library Committee.

18) Staff members may give suggestions for all round improvement of the library. Complaints, if any, may be submitted to the librarian in written form for proper action.

19) Library rules may be changed & amended on & when necessary.

