LIBRARY RULES ND REGULATIONS

- Library facilities are open to all students and staff of this college and others with permission from Dean/ Librarian.
- The library borrower Cards and book bank facilities are provided to all students /staff of this college only. . The prescribed textbooks are given in Book Bank to General students on rental basis and free of charge to SC/ST students for complete one semester.
- An open access/shelf system has been adopted for consultation and selection of reading materials. .
- All the students are requested to keep Identity Card and show at main entrance of the library or library staff on demand
- Personal printed reading materials (including Xerox Copy) are not allowed inside the Library.
- Personal belongings (except loose paper) are to be kept at property counter against token.
- Outsider users can consult the library for Research purpose only (after producing letter of introduction from Dean / Director / Supervisor/Heads of Department of the organization to the University Librarian/ college Librarian).
- Be polite with the library staff.
- The **"Book Bank"** is functioning in the Library. Sets of books are made available to all needy students on rental basis. Presently Book Bank has collections of Prescribed Textbooks and the facility is available to all students and staff of this college for selection, issue and reading purpose .An open access system has been adopted for consultation and selection of books. In this scheme all the books are issued for complete one semester. All the bonafied students of the college are eligible to take advantage of the Book Bank as per university rules. A student wants to use this facilities will have to apply on prescribed application form which is available in the library A rent @ 10% of the cost of the books shall be charged for One year from general category of students. Rental charge is applicable for full semester/session even if books are taken for a few days. No rent will be charged from the students of SC/ST on books issued from the Book Bank. In case a student loses any book he should immediately inform in writing to the Librarian/ Assistant. Librarian / In charge library. The decision of the University Librarian / Dean /Director will be final binding in all cases.