

# **LIBRARY RULES**

1. The Library will be kept open on all working days between 9.00 a.m. to 4.45 p.m.
2. Silence should be maintained strictly in and around the library premises.
3. Members while entering the library shall leave their personal belongings in the property counter and should sign in the gate register.
4. Membership token will be issued to the student after getting request letter along with two stamp size photos.
5. Students without producing their library tokens are not permitted to the library stock section for book reference/lending purpose.
6. More than 16,000 volume of books are available in our library.
7. Books and journals, in the reference section will not be lent under any circumstances.
8. Anyone who damages the books or property belonging to the library has to replace the same.
9. Open Access system (Le. a borrower is permitted to select books in the stock section) is being followed.
10. Each member is eligible to borrow two books at a time for a period of two weeks.
11. Books will be lent only after the presentation of library tokens. Only one book will be issued against each token.
12. The Library tokens and borrowed books are not transferable.
13. The books may be renewed for a further period of two weeks provided, no other member has applied for the book. A book will not be renewed for more than one time.
14. If a book is not returned on the due date, an overdue charge of Rs.1/= per day will be collected from the borrower.
15. If a book is due for over a month, a notice for its return with overdue charge will be put up in the notice board. If the book is not returned within seven days after the date of notice, the borrower shall pay Triple the cost of the book plus overdue charge.
16. If a member loses his/her token, he/she shall make a written report of the same immediately to the librarian. A duplicate token will be issued after 15 days on payment of Rs.25/=

17. If a book is lost or damaged by a member, he/she is required to replace it or pay thrice the cost of the book within 30 days. Any member violating the above rules and conditions shall forfeit the privilege of admission to the library.