

## LIBRARY RULES

The College has a well-stocked and up to date library containing thousands of books, newspapers, and many national and international journals. The library is open on all working days. All students admitted to the College are members of the library. The following rules and regulations shall be observed for the library:

- Library cum Identity Card: Library cum Identity Card will be issued to every student, by his/ her respective class in-charges, within 10 days from the start of classes. If a student has lost his/her Library cum Identity Card, he/she will have to get duplicate card issued immediately against a fine of Rs. 150. The duplicate card be issued by the office after submission of fine by the student in the Admin Office.
- Full care for the safety of the Identity Card should be taken. In case any student loses his/her library card or a book, it must be reported to the Librarian immediately giving all details, so that the needful may be done.
- If Identity Card is lost, a duplicate card may be issued, at the discretion of the College authorities after establishing the complete identification and genuineness of the student. Also, a fine of Rs 150/- shall be imposed for issuing a duplicate card or in case the card is found incomplete on regular checking.
- The Library Card should not be handed over to anybody lest it may be misused. The owner is responsible for the consequences thereupon.
- Everyone will be expected to observe absolute **SILENCE** in the library. Nobody will eat, drink, sleep, smoke, or spit in the library.
- Mobile Phones are not allowed in the library. If a student is caught using mobile phone in the library, a fine of Rs. 500 will be imposed.
- Nobody will tear, fold or cut paper from the books. If such an act is discovered, it shall call for punishments. They shall either replace books lost or damaged by them or pay the listed price of the book.
- No one will be allowed to bring personal books, books issued on the earlier days and bags inside the library. All bags will be deposited at the Entrance - Property Counter located near the library door. Such belongings shall be kept at the Property Counter at their own risk.
- Transfer of library cards or books is not allowed.
- No one will be allowed to take any book out of the library without getting it issued.
- Books have been arranged in the library shelves subject wise. Library members may take services of the librarian in case they are not able to locate a particular book.
- Borrowers can draw a maximum of three books at a time.
- In case any student finds a book torn or some of its pages missing, he/she will be required to bring this to the notice of the Librarian immediately before getting the book issued in his/her name. At the time of return, if any book is found disfigured or damaged in any way, the borrower shall be held responsible.
- Library Fines: The students are required to return the books on time. A Library book can be kept for a maximum period of 15 days, beyond which a fine of Rs 2/- per day of default will be levied.
- In case of Loss/damage of book by the students, either the current edition of the same book will have to be submitted by the students along with 20% of current market price

of the book as handling charges, or he/ she can deposit the current market price of the book plus 20% of the same price as handling charges.

- The Librarian may recall a book in an emergency.
- An already issued book will not be re-issued to the same student, if any other member of the library needs it.
- In case someone needs a book urgently, he/she may reserve it in his /her name in advance. If reservation of the book has been done, he/she will be issued the book as soon as it is returned to the library.
- No-Dues Certificate: Library cum Identity Cards are the property of the College library, and these are to be surrendered and dues if any must be paid and clearance certificate be obtained before a member discontinues his/her membership or applies for Character Certificate/Marks Sheet/Degree or terminates relation with the College.