

LIBRARY RULES

Opening Hours:

- Library remains open for the students from 11 A.M. to 5 P.M Mon-Fri and till 2.30 P.M. on Saturdays.

Library Cards:

- Honours students are issued 3 and General Course students are issued 2 lending cards.
- Students of each class are notified about the date/period of issuance of library cards every year. Cards are not transferrable.
- Sincere students of financially weak family background will get an extra 'BOOK BANK CARD' on recommendation of the teacher(s).

Lending Facility:

- Honours students may borrow maximum 3 books for 7 days while General students may borrow 2 books. 1 book is issued against 1 card.
- Guest Lecturers get 3 documents for 1 week. Part-time Teachers and Permanent Teachers are entitled to borrow 5 documents at a time and 30 documents respectively up to 15th May of the running calendar year.

Fines/Charges:

(1) **Overdue**- A delay fine of 1 rupee will be imposed on students for each overdue book.

(2) **Loss of Library Card**- In case of loss of Library Card, students have to make a G.D. at the local P.S. and pay a fine of Rs.20.00 for each duplicate Card.

(3) **Photocopy**-Photocopy service will be provided in accordance with the Copyright Act @ Rs. 1.00 per page.

(4) **Loss of Books**- Either the lost book should be replaced by a new one (same edition) or 4-times the printed price should be paid towards compensation.

Renewal:

Students may get maximum 2 renewals of a book, depending on the stock and demands from other users.

Refund:

Refund for Library deposit should be taken by the students within 1 month of the declaration of final result.

Library Clearance:

Students have to return books, surrender Library Cards and get clearance from the Library before filling up forms for final examinations. Strict action is taken against those skipping the process.

Teachers should also take library clearance before their retirement /resignation from the post/expiry of contract, etc.

Photocopy Service:

This service is provided as per the 'fair use' doctrine of the copyright laws.

Reading Room Rules

- Students are not allowed to take food and beverages inside the Library.
- Students should not smoke in Library premises.

- Students should keep Library clean. Throw useless papers inside the waste paper basket only.
 - Students should keep mobile phone switched off or silent after entering the Library.
 - Students should maintain discipline. They must not disturb other readers.
 - Students should not chat, jostle or make noise.
 - Newspapers, magazines, text and reference books may be read after deposit of College I-Card/Fee-book/Library Card to the Counter.
 - Library resources should be used with utmost care.
 - Anyone found to have damaged library property in any way will be severely punished.
 - It is essential to fill up the columns of the Reading Room Register.
 - Laptops, tablets and mobiles can be used for study only if permitted by the Librarian.
 - Do not mark or fold the pages of books and magazines.
 - If any book is found already torn/damaged, bring it to the notice of the staff immediately.
 - Co-operation with Library staff will be highly appreciated.
-