

## **Library Rules & Regulations**

### ➤ **General Rules**

- ❑ Students should observe complete silence and strict discipline in the library.
- ❑ Students entering library should be in their respective college uniform only (i.e. Girls: Half –saree and Boys: Kurta- Dhoti ).
- ❑ Use of Mobile phones is strictly prohibited in the library. Phones should be either switched off or set to silent ring mode failing which strict disciplinary action will be taken.
- ❑ Users are not allowed to carry eatables/drinks inside the Library.
- ❑ Student should carry their library card while entering the library and it should be produced as and when demanded.
- ❑ Personal Belongings such as bags, folders and purses should be deposited near the circulation counter in the library.
- ❑ Students are not allowed to sit in the library while lectures are going on.
- ❑ The Library will be closed everyday (except Saturday) from 12.50 p.m. to 1.20 p.m. (Lunch hour).

### ➤ **Book Circulation Rules:**

- ❑ Students must handle books, periodicals, etc. with great care, any attempt to damage books or Periodicals, by defacing or tearing the pages will be treated as serious misconduct and strictly dealt with.
- ❑ Library Materials such as Reference books, Out of print books, books which are fragile in nature, Magazines, Thesis, Dissertations, Projects and Question papers are not be issued.
- ❑ Student will get one book issued on their library card for one week.
- ❑ In case of loss of a library card Rs.100 will be charged for making a new library card.

- Library Book will be issued to the holder of library card only.
- Re-issue/Renewal will depend upon the demand of the book.
- Library Books should be returned on due date, failing which a fine of Rs.10/- per day will be charged from the student.
- If a book is lost by any member, he or she will be asked to replace the book either by the latest copy or by paying the latest price of the book plus Rs.25/- as processing charge and overdue charges if any.
- Writing or marking by pencil or pen in library books is strictly prohibited and strict action will be taken in such cases.
- Library books/Periodicals/Projects taken for reference should be returned on the same day itself failing which library fine of Rs.10 per day will be charged.

➤ **Photocopying Rules**

- Photocopies of the library materials such as books, Question papers etc can be taken at the cost of Rs. 1/- per page.
- Library Materials such as Bound Volumes, Expensive books, Rare books and books which are very fragile in nature are not allowed for photocopying.
- Only few pages of Projects/Dissertation and Thesis can be photocopied
- Apart from above Library reserves the right to refuse to make any copies of any Works from the Collection.

By Order