

# **LIBRARY RULES**

## **GENERAL RULE**

1. Identity card is compulsory to all the students enrolled .
2. Every student should possess identity card in the college campus.  
On demand he/she should produce the same.
3. Duplicate identity card / borrower's ticket will be issued if necessary @ Rs. 10/5.
4. Senior (Degree) college students are given only one borrowers ticket.
5. Students appearing for competitive examinations will be issued an additional borrowers ticket.
6. Student should take care of books issued to them. They should inform about missing pages to the library (Counter) staff the very moment of its issue.
7. Missing page @ Rs. 1 per page and a binding charge of Rs.5 per book will be charged.
8. The lost/torn book will have to be replaced with latest edition.
9. Issue section is kept open during Depavali Vacation. books not returned in time will be charged fine, even during vacation.
- 10 Misbehavior will be a sufficient reason for the cancellation of the admission.
- 11 Constructive suggestions/ complaints are welcome.
- 12 In case of any grievances, contact the librarian.

## ISSUE SECTION

### **LIBRARY RULE :-**

- 1] Book issued on borrowers ticket can be retained only for Seven days.
- 2] Reference/ Rare books are not Issued out. However, they can be made available in the reading room.

### **READING HALL :-**

- 1] Each student should have his own identity card while entering in the library or reading hall.
- 2] After entering in reading hall students have to enter their names into the register and sign.
- 3] Silence must be kept in the library and Reading hall.
- 4] When the practical and classes are running students should not sit in the reading hall.
- 5] On submitting identity Card student get one book to read in the library. If said book is taken at home, without permission they will be fined Rs. 1- per day.
- 6] Encyclopedia, Dictionaries, reference books, University Question Papers will not be allowed to take at home.