

## **Library Rules and Regulations**

### **General Rules**

1. Library Card is Compulsory for getting access to the Library.
2. Registration should be done to become a Library Member prior to using the Library Resources.
3. Before accessing the Library, students have to take permission from the respective Librarian for using the Library.
4. For accessing all Library services, college uniform is mandatory.
5. Silence to be maintained inside the Library. No gossiping, discussion will be permitted inside the Library.
6. No personal belongings will be allowed inside the Library.
7. Textbooks, Printed Materials and Issued books are not allowed to be taken inside the Library.
8. Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the Library premises.
9. Refreshments of any kind shall not be taken anywhere in the Library Premises.
10. Entering owns personal details and signing in the Library Attendance Register is mandatory before accessing the Library.
11. Library Cards are not transferable. The borrower is responsible for the books borrowed on his /her card. If issued book is lost, it is replaced with new books or current price of the books to be paid.
12. Duplicate Library Card will be issued on payment of Rs 50/-, if the original Library Card is lost.
13. One Library Card is valid for the entire duration of the course i.e. 5 years and it should be returned to the Library at the end of the course.
14. Each student have to collect Library Clearance Receipt from the Library after returning all the books issued and after paying out the fine dues, if any. The students have to take this clearance receipt in each semester, mentioned by the college authorities.
15. Students are required to handle the books/journals very carefully. Marking with pencil, writing or highlighting, tearing the pages will be viewed very seriously and in such cases, action should be taken against the reader and fines should be imposed.

## **Circulation Rules**

1. One student can issue two books at a time for the period of 10 days.
2. After 10 days, they have to reissue the books for the period of another 10 days but it is based on the demand, if the book is on demand and the limited copy of the book is available in the Library, then the book will not be reissued.
3. One student can reissue the books two times in maximum cases, after that he/she has to return the books. If he/she is failing to return the books, then Fine should be imposed Rs 2/- per day per book.
4. If needed, books are reserved for reference collection. Reference books should not be issued to the students; these books will be used only for reading purpose.