

# Library Rules & Regulations

## General Rules

- At all times, the Library must be kept silent.
- Cell phone use is not permitted within the library.
- Each member is required to sign a register that is available at the front.
- Students must have their identity cards with them when accessing the library.
- No groups or localities will receive books; only individuals will.
- Eat, drink, and smoke are all absolutely forbidden.
- Books should not be taken inside after they have been distributed unless they are being returned.
- Users must not alter any library materials, including papers, in any way, including by cutting, mutilating, or burning them. If found guilty, User will be billed twice as much for that specific material.
- Newspapers and magazines are only permitted to be read on designated tables in the library; they cannot be transported to any other reading places.
- Food, luggage, and private books or notebooks are not permitted in the library.
- The library card is not transferable, so the library must be notified right once if it is lost. The user is accountable for any misuse of their library card.
- Members may browse the library's collection at any time, but they must leave any books they take off the shelf on the reading tables.
- The library will not issue journals (unbound issues), reference books, or reports.
- Users are always expected to act appropriately and exhibit themselves well.
- Any user who violates the aforementioned rules and regulations may be denied access to the library or have their library privileges terminated by the librarian.

## **Rule for Circulation of Library Books**

### **Issue Policy**

#### **1. Students:**

- College Identity cum Library card
- Off online registration
- Max. Book issue limit: Student – 01
- Issued for Max. Students - 1 week

#### **2. Staff:**

- Academic Staff max. books issued: No limit
- Academic Staff: issued for full semester (Six month)

### **Return Policy**

#### **1. Students:**

- Students has to return books within 1 week
- Beyond 1 weeks fined Rs. 10 per book per day. Payment mode in cash and fine receipt issued.
- In case of loss or damage: Students pay double the cost OR has to submit latest edition of the book lost

#### **2. Staff:**

- Academic staff has to return books within six months
- In case of loss or damage: has to bear cost of the book