

LIBRARY

RULES AND REGULATIONS

LIBRARY HOURS

WEEK DAYS:-9:00 a.m. to 4:00 p.m.

LIBRARY

The college has a prestigious computerized library in all fields, i.e., Acquisition, Cataloguing, Circulation, Reference Services, Serial Control, Binding and OPAC, etc. With capacity to expand, it should be, in the Era of knowledge explosion.

TIMINGS

Library/Reading Room will remain open from 9.00 A.M to 4.00 P.M. on all working days. The time for issue and return of books is 15 days.

LUNCH TIME

1.00 p.m. to 1.30 p.m.

ISSUE OF BOOKS

Time limit and maximum number of books to be issued-

| S.No. | Category | Max No. of books to be issued | Max period for which a book can be issued |
|-------|----------------------------|-------------------------------|---|
| 1 | Principal | 5 | For One Year |
| 2 | Staff Teaching (Permanent) | 5 | For One Semester |
| 3 | Staff Teaching (Adhoc) | 3 | For One Semester |
| 4 | Non-Teaching | 2 | For One Week |
| 5 | Students (PG) | 4 | For 15 days |
| 6 | Students (UG) | 2 | For 15 days |

MEMBERSHIP

All bonafide students are enrolled as member of the library. The student must bring the college barcoded identity card in the library. The college ID card will be used as library member card also.

BOOK BANK

The library provides the books to the needy students on long-term basis. Please contact at the library for further details.

CONDITIONS FOR ISSUE OF BOOKS

A student has to show her identity card at the circulation desk each time whether to borrow or return the book.

1. Multi volume/Rare books - Encyclopedia and Dictionaries are kept in “**REFERENCE SECTIONS**” and stamped “**NOT TO BE ISSUED**”. These books are for reference only and strictly not to be issued.
2. Issued books may be recalled by the library at any time.
3. The loan period may be on other hand be extended.If the book is not otherwise in demand.
4. A member shall assume that the books lent to her in good condition before leaving the issue counter. She must ensure that the pages are intact. If the pages are missing, she must bring it to notice of the person on duty. Marking on the book is prohibited.
5. Student will have to replace the damaged/torn books or to pay penal compensation if the book is not available in the market.

FINE

All issued books should be returned on the due date. A fine of Rs. 1/- per day per book will be charged from the students for late return of book. In case a student does not return the book even one week after the due date, the library facility may be withdrawn. If the damaged/lost book is part of multivolume set the whole set has to be replaced.

POINTS TO REMEMBER

- 1.** Loss/mutilation of Bar Coded ID Card is to be reported immediately to the Librarian. Duplicate bar coded Identity Card will be issued on payment of Rs. 200/- per card within a month time from the date of report.
- 2.** Bar Coded Identity Cards are NOT TRANSFERABLE. As they are token of a privilege which only the member to whom they are issued are entitled to. The member however continues to be responsible for any loss which the library may suffer through the loss or misuse of her lost card.
- 3.** Talking on the Mobile Phone is prohibited in the library.
- 4.** Members are requested to maintain norms of discipline, keep library properly and furniture in good condition. And maintain SILENCE and cleanliness.
- 5.** Any suggestion for improving the library services will be appreciated.

The library seeks Co-operation in the observance of the rules and trust that you will Co-operate fully.