

# **Library - Rules & Regulations**

- *Library Hours, Books Issuing Policy and Rules & Regulations*

## **Library Hours**

1. Library will remain open on all working days from Monday to Saturday, 8.00 am to 5.00 pm.
2. If there is any proxy lecture or any teacher is absent, the students have to go to the library room.
3. The library will be closed in case the librarian is absent.

## **Book Issuing Policy**

1. Books can be issued from the library either on library card or on college ID card to the bonafide students only.
2. Novels, Magazines, News Papers will be issued only on the student ID card.
3. Any student can take any Library book irrespective of his/her std./class.
4. The student will NOT be issued same book consecutive times, if waiting of the book will be there.
5. The Passed out or Pvt. students are NOT allowed the use of library.

## **Rules & Regulations**

### • **General Rules**

1. The college Identity Card / Library Card should be compulsory in the library.
2. The user should maintain silence in the library and should not disturb others in any way. Sleeping and talking are strictly not allowed in the library.
3. Eating, drinking or chewing anything NOT allowed.
4. Mishandling or shifting of the any library goods are strictly NOT allowed.
5. Any carry bags / tiffin's / water bottles NOT allowed.
6. Mobile phones / earphones / any electronic gadgets NOT allowed.
7. The users are not allowed to write anything and otherwise defacing table tops, walls or other surfaces.
8. The users must not use any part of the Library for any kind of organized gathering.
9. If any user found guilty of misconduct with library staff will be referred to Principal/Librarian for disciplinary action.

### • **Circulation Desk Rules**

1. If a student has taken a book on the college ID card, he /she not allowed to take it outside the library room. He/She is allowed to read the book in the college library only and return it before leaving the library. If the student fails to do so, the librarian should inform the student via mobile app and should collect fine of Rs.100 per day.
2. The book on Library Card shall be issued max. for 7 working days.  
Return the book on or before the assigned date. If fails, fine of Rs. 25/day will be charged.
3. If the book issued is lost, damaged, its any page has been torned or marked by Pen or Marker, fine of 'Double the Cost Price' of the book will be charged from the student.
4. The student should maintain absolute silence in library & speak softly, if needed.
5. After reading, make sure that the books, magaines, newspapers & any other books are kept back to their respective places.
6. The librarian may call for a book at any time BEFORE the allotted period for the book.
7. The student will NOT be issued multiple books at a time on a card.
8. Rs. 500/- will be charged for a duplicate library card.

### • **Rules for Book Banks Facilities**

1. The Book will be given to the students of all the categories on the basis of the first come first serve.
2. Depending upon the availability of the sets of books the priority will be given to the students whose parent's income is lowest.

3. All students who are availing the facility must ensure retuning the entire set of books provided to them after completion of their final examination in the concerned Semester.
4. If any student availing the facility, loses the book / damages the book / disfigures the books he / she shall replace the Volume(s) with new book (or pay the current cost of the book plus fine, if any, as may be directed by authority).

- **Reference & Periodicals Section Rule**

1. The college Identity Card should be compulsory.
2. The user has to enter his/her name and put his/her signature in the register kept for the purpose at the entrance of the study room.
3. Reference Documents like Dictionary, Encyclopedia, Year Books, Journals (Bound), Project Reports, Handbooks will not be issued out, outside the library i.e. on the college library card.
4. Reference Documents may be issued for classroom use upon the request of a faculty member, but shall be returned on the same day.
5. Periodicals shall be for reference section use only. However, users may borrow a periodical, other than the latest issue for a period of not more than one (1) week.
6. Maintain silence and should not disturb other users in any way.

- **Rules for E-Library Section**

1. The users have to enter his/her name, in & out times and put his/her signature in the register kept for the purpose at the entrance of the E - Library section.
2. The section is meant for its use for RESEARCH work. So, search on the internet must be accompanied with self-discipline & in responsible manner.
3. The users must not be allowed to access the Social networking sites like Facebook, Gmail, chats etc.
4. The computer and network use will be monitored. If user fail to comply with these standards, library staff will terminate his/her session.
5. The user must not knowingly violate the security of the network, introduce or transmit a virus or contravene licensing agreements or copyright law.
6. The users must refrain from using, transmitting or downloading material which is pornographic, obscene, racist, defamatory, illegal or offensive to others.
7. When using Library's equipment and software, you must not interfere with the equipment or software, introduce or download other software, or connect any external devices without seeking permission.
8. Downloading software to the hard drive is not permitted.
9. Due to the public nature of these facilities, users visiting web sites that request that the user save their settings/details/credentials should elect NOT to save such details on library computers. To do so puts your privacy at risk
10. Library makes every effort to ensure that its public computing facilities are safe and free from malware and viruses. However, due to the public nature of these facilities, members of Library computers at their own risk.
11. The users must observe & follow COPYRIGHT regulations and provision in respect of all searches and downloads.
12. Maintain strict silence, decorum and discipline and should not disturb other users in any way.

- **Rules for Study Room**

1. The student should maintain absolute silence in the study room & speak softly, if needed.
2. Eating, drinking or chewing any thing NOT allowed.
3. Mishandling or shifting of chairs NOT allowed.
4. Reservation of seats NOT allowed.
5. Any carry bags / tiffin's / water bottles NOT allowed.
6. Mobile phones / earphones / electronic gadgets NOT allowed.
7. After reading, make sure that the books, magazines, newspapers & any other books are kept back to their respective places.