

# Rules for using the library

- 1) All student and staff of the college are members of the library.
- 2) A student can borrow only two books at a time for a period of two weeks.
- 3) Books will be issued to student, during the library periods. No book will be issued or returned during teaching hours.
- 4) Making, underling or writing on library book, periodicals, and newspapers is strictly forbidden.
- 5) Reference books, current periodicals and newspapers will not be issued. These can be consulted read only in the library.
- 6) After reading make sure that the reference books, periodicals and newspapers are kept back in their respective places.
- 7) If the books are not returned within the specified time it will be viewed seriously and a fine Rs.1/- per day will be charged as per rules.
- 8) The Librarian may call for a book at any time, even if the normal period of issue has not expired.
- 9) In case a book is misused, wrongly handled or lost the person concerned will have to replace the book or pay the current market price of the book.
- 10) The members should take good care of library furnishing and equipment. Make sure the library looks as good when you leave as it did when you came in.
- 11) Eatables are not allowed in library.
- 12) Library computer are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines.
- 13) A 'No Dues Certificate' by each student is to be obtained from the librarian for his / her transfer/ withdrawal from the college.
- 14) Strict decorum and silence shall be maintained in the library, always.
- 15) If any dispute regarding books arises, the decisions of the Dean shall be final.