



## Rules and Regulations of the Library

### LIBRARY CARD:

Library provides each and every bonafide and willing students of the college before resumption of their 1st semester classes. Library card provides information about the rules and regulations of the Library. A defaulter student can easily be identified and be contacted as the card/s are sorted accordingly.

Borrowing Privileges of Students:

- Maximum 3 books for Honours/Four Years and 2 books for General/Three Years student will be issued against the Library membership card for 21 days depending on the status of the documents.
- A Student can renew book after consulting with Library staff.
- Reference books, Periodicals, Magazines or rare document will only be consulted in the reading room.

Borrowing privileges of Staff members are as follows:

- Teaching staff including Librarian: 10 books
- NTS: 05 books

### RESPONSIBILITY OF THE BORROWER

- A borrower should examine carefully the book issued to him/her, and inform the staff at the issue counter if any mutilation or defacement is found in the book, otherwise he or she will be held responsible if the mutilation or defacement is detected at the time of return and penalty will be imposed as per Library rule.
- As the Library card is not transferable, thus a member is advised not to lend his/her library card to other member(s), otherwise if it is detected, both the cards of the members will remain suspended as per rule. In case of loss of library card, duplicate library card may be issued after getting permission from the Authority.
- To reduce the misplacement of document by the students, they will be encouraged to keep the documents at the proper place/s.



### **Overdue Charges**

A borrower is advised to return or renew any issued book within the due date of return mentioned in the date slip, otherwise a fine of Rs. 1/- per day per book will be imposed.

### **LOSS/DAMAGE OF THE BOOK**

If a borrower loses a book, they must replace it with a new copy of the current edition. If the book is out of print, the competent authority will make the decision.

### **LOSS/DAMAGE OF THE LIBRARY CARD**

To collect a duplicate card a member have to apply to the authority with proper reason. If approved by the authority then the member will have to pay ₹. 20/- for loss or damage of his/her library card.

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