

# **Library Rules & Regulations**

## **LIBRARY SERVICE HOURS**

### **Monday to Saturday**

Opening Hours	:	10 AM to 5 PM
Books Issue	:	10 AM to 4 PM
Books Return	:	10 AM to 5 PM

## **HOW TO BECOME A MEMBER**

Students(UG,PG & Research Scholars)	After taking their College Identity Card they have to come in library with it and two stamp size photos also(UG & PG students) for taking library membership and get the registration form. But Research Scholars have to come with ID card and four stamp size photos.
Staff(Teaching & Non Teaching)	After taking the permission from the Principal they can get the registration form from the library.

## **LOAN PRIVILEGES**

### **The number of books that may be borrowed by each category of members and the period of the loan is as under**

S.No.	Category of Members	Course	No. of Books Loan			Duration		
			Stack	Book Bank*	Remedial**	Stack	Book Bank	Remedial
1	UG	B.A.	2	4	2	21 Days	6 Months	6 Months
2	PG	M.A.	2			21 Days		
3	Research Scholar	Ph.D.	4			21 Days		
4	Teaching Staff	UTS	20			30 Days		
5		PTS	30			30 Days		
6	Non Teaching Staff	All	10			30 Days		

\*This facility is available to only economically weak students and they have to submit their Income Certificate and pay the 10% cost of the book.

\*\*This facility is available to only those students whom are weak in study and they have to forward their application from the subject teacher.

### **ENTRY TO THE LIBRARY**

- Members/Readers must have their Library Card/College Identity Card on entering the Library.
- In case of loss of Library Card/College Identity Card, immediately inform to the Librarian and apply for a duplicate card.

### **GENERAL RULES**

- College Identity Card/Library membership card is non-transferable.
- Reference Books, Periodicals, Bound Volumes, Theses, Project Reports, Training Reports, CDs/DVDs' and Newspapers are to be referred to within the Library Premises only.
- Reader /Borrower should not mark, Underline or dog-ear mark, write, tear pages or damage the library Books otherwise he/she will be charged/fined as decided by the Librarian.
- No Library material can be taken out without permission.
- Beverage and eatables are not allowed inside the Library.
- Please keep your mobile phone on silent mode in the Reading Room.
- The librarian reserves the right to retrieve any issued book any time.
- No outsider is allowed inside the library without the permission of the Librarian.
- Loaned Books should be protected from rain, water, dust, insect etc.
- Students, Faculty Members and staff members going on out station leave for a long time have to submit the borrowed materials to the library before leaving the station.
- If any student is caught stealing the books or any reading materials, his/her library membership will be cancelled for the whole semester and disciplinary action will be taken by the Principal.
- Violation of rules will lead to strict action against the student.

### **LOSS OF LIBRARY BOOKS**

- In case of Loss of Books, borrower has to report to the librarian in writing immediately. Also, he/she has to take permission from the librarian to stop the fine for the period of submitting the new book or fine.
- In case of Loss of Books, Student/staff has to return new book of the same title with same or updated edition or has to submit 125% of its current cost + overdue charges (if applicable).

### **LOSS OF LIBRARY TICKETS**

- In case of Loss of Library Tickets, students have to pay the fine of 10 rupees per ticket and take a duplicate library ticket.

### **SUGGESTIONS/RECOMMENDATIONS**

- You are welcome to send your suggestions for the improvement of the Library Services and Collections.
- Suggestion box is placed against the wall outside of the library, Suggestions /Recommendations can be sent through e-mail also. The email id is **brijeshlibvkm@gmail.com**
- Your suggestions are valuable to us.
- In case of any difficulty, Users must contact to the Librarian.

### **CIRCULATION RULES**

- Borrowers must check, and fully satisfy themselves about the physical condition of the books before taking them out of the library, any damage found on returning, the penalty would be at the discretion of the Librarian.
- Library Card/College Identity Card is must to get issued the books. Without ID card books will not be issued/return.
- Students are advised to submit the loaned book before the due date. If they do not do so, a fine will be imposed on them as per the rules given below.
  - UG, PG & Research Scholars- Rs 1 per day
  - Teaching & Non Teaching Staff- no fine.

### **READING ROOM RULES**

- Please maintain complete silence, decorum, & discipline when inside the reading room. You may be asked to leave the Reading room if you find disturbing others.
- Students have to enter their details in the register which is placed at the entrance of the Reading Room.