

LIBRARY RULES AND REGULATIONS

1. All the users entering the Library must keep their bags and other belongings at the entrance and sign in the Register at the checkpoint. **Do not leave any valuables at the Check Point.**
2. **Bags, Umbrella, Personal Books and other items, Wearing Aprons or Coats are not allowed inside the library.**
3. Identity Card is compulsory for getting access to the library.
4. Students should produce their identity card while borrowing books.
5. Students on receiving the books should check their physical condition, as they are held responsible for any damage found later.
6. **Silence should be strictly maintained in the library.**
7. Mobile phones and other devices likely to cause disturbance are not used in the library premises.
8. **Misbehavior in the library is strictly prohibited.**
9. Users are requested to co-operate in maintaining conducive atmosphere to study, many of the reading materials possessed by this library are very precious, rare and also irreplaceable. Please handle them with utmost care.
10. The library books/Journals are not to be spoilt with an underlining, or scribbling on pages. Defaulters will be fined heavily equal to the cost of replacing of the books.
11. Show the book at the checkpoint before taking out the issued books.
12. **All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names**
13. Students are advised **not to give books to others on their names.**
14. Beverages and Eatables are not allowed inside the library.
15. Library reserves the right to call back any issued book/item at any time.
16. All students are advised to come to the Library in decent dress as they are in the classrooms.
17. Periodicals, Dictionary, Encyclopedia, Project Reports, Reference sources are to be referred in the library.
18. Loss of books, if any, should be reported to the librarian immediately and it should be replaced with a new copy.
19. When a member leaves the college he/she shall return all the books without fail.
20. For further help consult Librarian.