

LIBRARY RULES AND REGULATIONS

1.	<u>LIBRARY CARDS</u> WILL HAVE TO BE SHOWN AT THE TIME OF <u>ENTERING THE LIBRARY</u>		9.	THE FACULTY MEMBERS WILL BE ALLOWED <u>TEN (10) BOOKS</u> AT A TIME FOR A PERIOD OF <u>90 (NINETY) DAYS</u> . <u>LATE FEE</u> FOR RETAINING BOOKS BEYOND DUE DATE WILL BE IMPOSED OF <u>RS. 1 (ONE) PER DAY</u>
2.	<u>UNAUTHORIZED / NON-MEMBER</u> OF THE LIBRARY SHALL HAVE <u>NO ACCESS</u> TO THE LIBRARY		10.	PERSONS FOUND GUILTY OF LOSING / DAMAGING OR MUTILATING LIBRARY BOOKS SHALL BE LIABLE TO <u>COMPENSATE</u> THE LIBRARY BY REPLACING A NEW COPY AT THE MARKET RATE
3.	<u>NO BAGS / FOLDERS</u> ARE <u>ALLOWED</u> INSIDE THE LIBRARY		11.	FINAL YEAR STUDENTS ARE DIRECTED TO <u>RETURN THEIR LIBRARY BOOKS</u> BEFORE FORM FILL-UP AND TAKING <u>NO OBJECTION CERTIFICATE</u>
4.	THE LIBRARY CARDS ARE <u>NON TRANSFERABLE</u>		12.	A STUDENT WHO IS ENJOYING THE BOOK-BANK FACILITY IS DIRECTED TO <u>RETURN THEIR LIBRARY BOOKS</u> AT THE END OF HIS/HER SEMESTER AND TAKING <u>NO OBJECTION CERTIFICATE</u>
5.	TALKING, SMOKING, USE OF MOBILE PHONE, TAKING FOOD, ACCESSING FACE BOOK AND PERSONAL MAIL ARE <u>NOT ALLOWED</u> WITHIN THE LIBRARY		13.	IF BOOKS ARE BORROWED BY LIBRARY MEMBERS BUT <u>NOT RETURNED IN SPIKE OF REMINDERS</u> , THE MATTER SHALL BE REPORTED TO THE LIBRARY COMMITTEE FOR NECESSARY ACTION
6.	IN CASE OF LOSS / DAMAGE OF LIBRARY CARD, A <u>DUPLICATE CARD</u> WILL BE ISSUED ON PAYMENT OF <u>RS. 100/-</u>		14.	FACULTY MEMBERS (SUBSTANTIVE / CONTRACTUAL / PART TIME/GUEST) ARE <u>BOUND</u> TO COLLECT HIS/HER <u>LIBRARY CLEARANCE CERTIFICATE</u> FROM THE LIBRARY, AT THE TIME OF RETIREMENT/RESIGNATION/TRANSFER
7.	<u>LATE FEE</u> FOR RETAINING BOOKS BEYOND DUE DATE WILL BE IMPOSED OF RS. 1 (ONE) PER DAY		15.	IT IS MANDATORY FOR EVERY STUDENT TO COLLECT HIS/HER <u>LIBRARY CLEARANCE CERTIFICATE</u> FROM THE LIBRARY AT THE END OF HIS/HER COURSE/SEMESTER
8.	THE STUDENTS WILL BE ALLOWED <u>ONE (1) BOOK</u> AT A TIME FOR A PERIOD OF <u>15 (FIFTEEN) DAYS</u> .			