

# **Rules & Regulations**

## **LIBRARY**

"A book is a garden, an orchard, a store house, a party,  
a companion and the best counsellor."

### **LIBRARY RULES**

The library is the soul of institution. It provides material to supplement and enrich knowledge and guidance given in the classroom. In order to get the best out of it, the students should keep in mind the following points :

1. The readers should keep perfect silence in the Library.
2. The readers are liable for punishment and fine if they misbehave or damage the books or any other property of the Library.
3. Each member will be provided a borrower's card at the beginning of the new session which is to be produced before the Librarian for getting the books issued. If the card is lost it must be reported immediately to the Librarian to prevent the misuse of the card.
4. The readers will come personally to get the book issued.
5. The readers shall not sub-lend the books issued from the Library.
6. Books are issued for seven days only. If a readers fails to return the books on time an overdue charge of Rs. 5/- per week per book will be charged for the period kept beyond the date.
7. If the book is lost the reader has to pay the cost of the book or the member shall replace the book.
8. Reference books, magazines and periodicals are to be read in the Library only. They cannot be issued.
9. Bags and personal books are not allowed to be taken inside the Library .The attendant at the gate can check any body. Any hindrance in his duty by the students will be liable to punished.
10. Books may be renewed if the same are not in demand. The renewal will be done on the physical presentation of the books.
11. Librarian may refuse to issue a book to any student or may recall any book without assigning any reason.