

## COLLEGE LIBRARY RULES

College Library is an integral part of the institution in spreading of knowledge and acting as a centre for information and acquisition of knowledge. The College Library contains **7963** Nos of books, Journals, Newspapers and Magazines arranged in section and sub-sections. The Staff and students of the College and other persons specially permitted by the Principal may use the Library. The college has one well furnished study room for the teachers and another for students. Information on various career opportunities and teaching learning materials for skill development is available in the study room.

### Guidelines for the use of Library

- ✓ The College Library opens from 10.00 A.M to 05.00 P.M in all working days of the College. It remains closed on Sundays and on authorized holidays.
- ✓ The students desiring to borrow books from the Library should submit requisition slips writing the names of books, No. of book on the previous day or by the end of first period of the issue day to the person in-charge.
- ✓ No person of unsound mind and non-clean in dress be allowed to enter the library.
- ✓ No books shall be taken out of the library without the knowledge of the Librarian if it has not been entered in the Library Card and issue-register and the entry attested by the borrower.
- ✓ Every borrower must examine the condition of the books before they are issued otherwise incase of mutilation or disfiguring, found later will be heavily penalized against the borrower.

The Following table shows the maximum no's of book that can be issued to various classes and period of return:

Sl. No.	Class of Borrowers	No. of Books	Time permitted
1	<b>Teaching Staff</b>	<b>25</b>	<b>1 month</b>
2	<b>Lab. Demonstrator and PET and Assistants</b>	<b>15</b>	<b>1 month</b>
3	<b>Class-IV Employee</b>	<b>05</b>	<b>1 month</b>
4	<b>+2 Students</b>	<b>02</b>	<b>15 days</b>
5	<b>+3 Student(Pass)</b>	<b>02</b>	<b>15 days</b>
6	<b>+3 Honours student</b>	<b>04</b>	<b>15 days</b>

- ✓ The Librarian is expected to see that the rule of silence is strictly observed and to take necessary steps to check willful breach of rules.
- ✓ Books borrowed from Library must be returned to the Librarian in time.
- ✓ Books shall be returned within a period of 15 days from the date of issue, failing which the borrower has to pay a fine of 50paise per day and if it exceeds one month, a fine of Rs 15.00 per book will be charged.
- ✓ A borrower against whom any overdue or other charge is outstanding shall not be allowed to borrow from library.
- ✓ All the library articles should be returned by the borrower before the summer vacation or by the end of the Academic Year.
- ✓ Any book lost, damaged or defaced by the borrower must be replaced by them if the book is one or a set or a series and the volume can't be obtained single, the sole set, series must be replaced at the borrower cost or they shall deposit thrice the cost of the book.
- ✓ Spitting, smoking or sleeping in the library is forbidden. The Librarian will report to the Principal about all cases of such activities or improper use of the Library on the part either of the student or Staff.
- ✓ Those who use the library must observe strict silence. When speaking to the Librarian, they must speak in a low voice.
- ✓ A person who takes books from the Library, he/she is supposed to have read the library rules and have agreed to abide by the rules. Ignorance of Library rules will be no excuse for break of rules.

**The following table shows the date of issue of books in every month:**

<b>Dates of the Month</b>	<b>Class</b>
01 & 15	<b>+2 1<sup>st</sup> yr Science and +2 2<sup>nd</sup> Yr Science, Voc. (C.T)</b>
03 & 17	<b>+2 1<sup>st</sup> yr Arts and +2 1<sup>st</sup> Yr Commerce Voc. (EDA)</b>
05 & 19	<b>+2 2<sup>nd</sup> Yr Arts and +2 2<sup>nd</sup> Yr Commerce</b>
07 & 21	<b>+3 1<sup>st</sup> Yr Arts and +3 1<sup>st</sup> Yr Commerce</b>
09 & 23	<b>+3 2<sup>nd</sup> Yr Arts and +3 2<sup>nd</sup> Yr Commerce</b>
11 & 25	<b>+3 3<sup>rd</sup> Yr Arts and +3 3<sup>rd</sup> Yr Commerce</b>

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