



LIBRARY POLICY

Libraries have a responsibility to meet the information needs of everyone in their communities. To do so, they must promote and protect users' intellectual freedom and ensure that the delivery of library services to the community is fair, equitable, and non-discriminatory.

LIBRARY TIMINGS:

- The library will be opened from 9:00 a.m. to 5.30 Pm on all working days with a 30 minute break between 12.45 p.m. and 1.15 p.m.

RULES AND REGULATIONS

GENERAL:

- Library is a learning resource so it must be treated with a sense of worship
- A Borrower/user is the one who is on rolls in the institution
- The user is instructed to sign the visitors' register every time he/she enters the library.
- Types of belongings except a notebook are not allowed into the library
- Institutional Identity card is required to enter the library. Checking or verification of Id card can be done at any time during the users' stay hours in the library either by the Librarian or the ministerial staff.
- Strict discipline and silence are to be maintained in the Library.
- Eating, sleeping, loud yawning, talking or laughing loudly etc. are strictly banned
- Mobile phones are not allowed inside
- Users are requested to handle the books with proper care and avoid Damage.

LOANING FACILITY

- Books borrowed by all borrowers shall not be retained for more than 14 days from the date of issue. If the due date falls on a holiday the book must be returned on the next working day.
- Books borrowed before commencement of vacation must be returned not later than the third working day after the re-opening of the college.
- The transfer or sub-lending of books is strictly prohibited.
- Any book may be recalled at any time even if the period of loan has not expired.
- Failure to return the book on the due date entails a fine of Re.1 per day of delay of each book.
- Failure to pay Library fine due or failure to return books within the due date by a student entails loss of privilege to borrow more books from the library till the overdue books are returned and dues cleared.
- The marking on books with ink or pencil, ear marking, spoiling or damaging, underlining of passages, writing or remarks etc. on the leaves of books or on illustration, tearing of pages, pictures, removal of accompanying CD etc. are punishable offenses.
- If any book is lost, damaged or mutilated, the borrower will be required to replace the book with fine or pay such compensation as may be fixed by the principal.
- If a book belonging to a set or series is lost/damaged and a new volume is not available, the borrower shall be required to replace the whole set or series.
- Before leaving the counter, borrower shall examine the books taken by them and point out any mutilation or deflection any books, to the concerned ministerial staff and these defects etc. have to be noted in the Register provided for the purpose and initialed by him/her.

Otherwise the borrower will be held responsible for any damage or mutilation observed.

- **It shall be the duty of the librarian and his ministerial staff to examine the books returned by the borrowers and take immediate action in all cases of mutilation or damage.**
- **Books will be reissued for not more than two times**
- **Reference books, journals, periodicals, magazines, CD-ROM databases are not meant for borrowing.**