

## Library Rules and Instructions

- Library will be open from 9.30 AM to 5.00 PM.
- Reading Room will be open from 9.30 AM to 5.00 PM.
- Library books issued only on his/her self-Library card.
- Only one book per week will be renewed.
- Eatables are not allowed inside the library & reading hall.
- Users should maintain peace in the library & should not disturb other readers in the Library otherwise library facility will be withdrawn.
- Unauthorized removal of books or damaging the property of library or misbehavior with Library staff shall be considered as an act of indiscipline, which will call for strict action Or fine.
- Books must be return on or before the due date otherwise the fine of Rs. 2 will be charged per day/book.
- At the time of deposition of late fine you must collect receipt for the payment from the Library.
- Absence & illness are not acceptable excuses for exemption from paying overdue charges.
- If the Due Date falls on holiday declare by collage, then students may return their books in next week on scheduled day.
- Books will be accepted and issued only during specified schedule of the class.
- While entering the library, users have to keep all the belongings outside the reading room and the authority will not be responsible for any loss.
- Students should take care of cleanliness of the library.
- Students will only read the newspapers on the newspaper reading stand.
- Students should not disturb the arrangements of the library furniture.
- Outsiders are not allowed in the library without the permission of the authority concerned.
- Mobile use is strictly prohibited in Library.
- In case loss of books double price of the book lost will be recovered as penalty.
- It is mandatory for all members who are using facilities to follow the library rules & Instructions. For any dispute or problem, Librarian may be contacted.

All members of the library team are available for any assistance you may need in using the library resources, facilities & services. Library will welcome any suggestion for better use of library facilities.