In order to maintain a safe and welcoming environment for reading, learning and other Library activities, the college library require all visitors to comply with the following General Rules and Regulations.

**General Rules and Regulations:**

* Carry your student ID card with you when you enter the library.
* Do not take any book or other library material out of the library without following the borrowing procedures.
* Make sure to return the borrowed items by the due date.
* In case any of the borrowed items being lost, damaged, or destroyed, you are required to replace the lost /damaged/destroyed item with a new one.
* Never write on books or cut pages out of them.
* Return books/materials to their original location on the bookshelf.

**Practice good manners!**

* Use of mobile phones in library is strictly prohibited. Switch your mobile phone off and keep it in your bag, etc. while you are in the library.
* Strict silence and discipline must be maintained in the library. Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
* Refrain from leaving your baggage, etc. on library chairs/sofas, and avoid taking up two seats by sitting on one and putting your baggage, clothes, etc. on the other. Also, please be sure not to leave valuables unattended.

**Working Hours**

|  |  |
| --- | --- |
| **Library Opening Time** | |
| Monday to Saturday | 10:00 AM to 4:00 Pm |

|  |  |
| --- | --- |
| **Book Issue/ Return Timing** | |
| Monday to Saturday | 10:15 AM to 3: 45 PM |
| **Note:** Library remains closed on Public Holidays.  During Examinations and Vacations Library remains open throughout. | |

**Library Membership:**

* All Faculty members, other staff and students of the college are entitled to become library members

**Issue/Return Rules (Loan Period):**

Users are divided into the following categories - their entitlements, maximum number of books and number of days of issue is proposed in the following table:

|  |  |  |
| --- | --- | --- |
| Student | 2 Book | 14 days |
| Faculty | 5 Books | 30 Days |
| Official | 3 Books | 20 days |

**Overdue Charges:**

* For the period of 10 days from the due date of return: INR 1 per day per book.
* For the period beyond 10 days from the due date of return: INR 2 per day per book.

**Fine for the Lost Material:**

(a) In case of books published in India: 3 times the price of the original book.  
(b) Foreign Publication: Price of the original book as per present rates plus 20% of the price.  
**Note:** The library accepts replacement of the actual book(s) as well.