

Rules for the Library

1. Library will remain open from 9.00 A.M. to 5.00 P.M.
2. Keep your bags, polybags, personal books or magazines etc. Outside the Library.
3. Keep your hand purse, money etc. With you. **DO NOT LEAVE ANY MONEY OR PRECIOUS THINGS IN THE HANDBAG/POLYBAG.**
4. Enter your name in the library entry register before entering in the library.
5. Issue-Return of books time will be **10:00 A.M. to 4:00 P.M.**
6. Books will be issued for 15 days.
7. Failure to return the book shall be liable to an **overdue charge @ Rs. 05.00 Per day.**
8. Books other than your own Subject will not be issued.
9. Please check the books while borrowing, for any torn or missing pages before issuing them and report to the library staff.
10. In case any pages are found missing or torn at the time of return you shall be penalized.
11. Do not tear the pages of any book or magazine; if caught, Library membership will be cancelled for the whole year.
12. Please return the books on time, without marking them or tearing pages or pictures out of them, else you shall have to pay a fine.
13. If you cannot find a book ask the Library Staff politely to help you find it.
14. Reference books, magazines, Journals, Not-To-Be Issued section Books, and News papers will not be issued.
15. Usage of mobile phones and earplugs are strictly prohibited in the Library.
16. Book-Bank section offers textbooks to the needy students. You can borrow books till the **no due certificates** are given.
17. Photocopier machine has been installed in the library. Timings for Photocopy are 11.00 A.M. to 3.00 P.M. Contact library staff for photocopying.
18. Cyber Room facility for staff & students timing 10.30 A.M. to 4.00 P.M.
19. For E-Books, E-Journals (Sage journals & N-List E-Resource) user can ask the user name and passwords from Library staff.

Principal