

LIBRARY RULES

- Students can issue 2 library books on a library card for a week.
- Library Membership card is non-transferable.
- Before entering the library, books (not belonging to the Library), all sorts of bags, umbrellas, packets etc. are to be deposited in the luggage corner.
- The renewal must be made on or before the due date.
- A book can be renewed for Two times in a row, after which it must be returned to the library.
- A member will have to show the Membership Card/ Identity Card at the entrance whenever he/she wants to enter the Library.
- Books treated as 'Reference' are not issued on loan. Current issues of Periodicals will not be issued.
- An overdue charge of Rs. 5.00 for a Text Book/general book per day shall be levied on a member, if a book is kept beyond the period of loan. The period of loan can be extended by the Librarian, on individual cases. The overdue fines may be reduced or waived by the Librarian on very special cases only.
- If a borrower fails to return a book borrowed by him/her or if the book is found to be damaged or mutilated he/she will be required to either (a) replace the book with a new copy or (b) pay 10 times on the publisher's price of the book. Overdue charges will not be levied in such cases from the date of report until the same is replaced (must be resolved within a month).
- If a Membership Card gets lost or mutilated because of use or otherwise, it should be reported to the Librarian immediately. A duplicate Reader's Ticket/ Membership Card will on prayer be issued on payment of Rs. 10.00. The member however will continue to be responsible for any loss which the Library may suffer through the loss or misuse of the Card.
- Students are to return books within two weeks' time immediately after their final examination is over, failing which they will be declared library defaulter.