

## **LIBRARY RULES AND REGULATIONS**

- Always maintain silence in the library.
- Students should always carry their identity card with him/them.
- The entry of every staff / student who enters the library should be recorded in the Koha Attendance module.
- Drinks and eatables are not allowed in the library.
- Library should be used for reference and reading purposes only.
- Deposit your bags at the baggage counter at the entrance of the library.  
But keep your money and valuables along with you.
- Ask for help from the library staff if you are unable to find your required books.
- Students / staff should handle the books/magazines carefully. Damage caused will result in strict action being taken.
- If the book is lost, then the student will be charged a prescribed amount as processing fee along with the price of the book.
- Every student will be issued 2 books at a time for seven days.
- A book can be reissued provided the same book is not required by any other student / staff member.
- Non returning of books by the due date (mentioned on the due date slip) will be liable for a penalty (set by the college) per book per day.
- All Readers are required to maintain discipline in the library