

LIBRARY RULES

1. User must have the Library Card. No entry without Library Card.
2. Every user will make his/her entry in the register placed at gate counter and also records the particulars of his/her personal laptops/l- pads.
3. Readers are not allowed to borrow books on the card of another reader.
4. Personal Books, Printed Material in spiral binding /book form is not allowed in book section.
5. Deposit your personal belongings at the property counter.
6. Do not keep the valuable items in locker. Library staff is not responsible for any loss.
7. Take out your belongings before Library is closed at 8.00 pm from Monday-Saturday and at 5.00 pm Sundays/Holidays.
8. Use of library is strictly reserved for readers possessing a library membership card.
9. Outgoing reading material shall be checked at the library gate by the person on duty.
10. In case of lost book/library card it should be reported immediately in writing to the librarian.
11. The marking and defacing of any publication is strictly forbidden.
12. Smoking, eatables and drinks are not allowed in the library premises.
13. Switch off your Mobile phones or use the silent mode in the library premises.
14. All readers are required to maintain discipline in the library.
15. Outsiders are not allowed to use the library.

Fine Charges

1. Rs. 500/- will be charged for loss of Library Membership Card.
2. Fine will be charged for overdue books @ Re.1/- per day for 1st month, Rs. 5/- per day for 2nd month and Rs.10/- per day for 3rd month. After three months' borrower has to pay full amount of book along with fine.