

### **Rules and Regulations :**

- Strict and absolute silence shall be observed in the Library.
- Bags, Big handbags, Raincoat, Jerkin and Casual wears are strictly prohibited inside the library.
- Cell Phone to be switched off inside the Library.
- Library users are strictly prohibited from taking the borrowed and stamped books again inside the library.
- Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave cell phones, purse, money, credit card and other valuables in the handbag outside the library. These items are liable to be lost.
- Books will be issued to the members only on producing the Membership card.
- If the due date falls on a holiday for the Library, the next working day will be taken as the due date.
- If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the librarian.
- Absence from the college will not be allowed as an excuse for the delay in the return of books.
- No reminders will be issued to individuals but consolidated list of defaulters will be displayed in the library notice board.
- Reference books, Newspapers, Magazines, Journals should not be taken out.
- The Library may accept donation of manuscripts, books, periodicals etc. from the donors. Such donations once accepted will become the absolute property of the college.
- Library timings details of fine structure are displayed on the Library Notice Boards.