

## Library Rules

- Loss of Library Card should be immediately reported to the college and new Library Card should be obtained by paying the charges of Rs. 50/-
- Persons other than students can take benefit of the Library Facility by paying external membership fee, and will be issued one book per week.
- Fine of Rs. 1/- per day will be charged if the book is not returned within one week.
- Library deposit will not be refunded unless all the books are returned and the Deposit is to be claimed within six months from the final examination.
- Students securing First Three ranks of merit in their respective class will be given Benefit of Scholar card.
- Student can take benefit of online database software including N-List, SCC online etc. from the library.
- A Student must show his/her Library card when he / She visit the library.
- Library card is not transferable.
- All regular students will be given 2 borrow cards.
- Reference Books will not be issued at home on Library Card. Students can refer them in the Library Reading Room by submitting their I-Cards.
- Two books will be issued on two borrow cards for 7 days, fine of Rs. 1/- per day per book will be charged thereafter, for late return.
- If the book is lost or damaged by the student he / she has to pay the current price of the book and fine.
- Question paper sets, periodicals, reference books and any other Material is not allowed to be carried out of the library. Students can avail of the Xerox facility.