

Library Visit - Time Schedule	
Week Days(Mon-Sat)	08:00 a.m. - 05:00 p.m. Open During Summer and Winter break
Holidays	Sundays and college Holidays

1. Handling a book with Dirty hands, wet fingers. While turning over its pages, twisting the corners of a page as a mark, marking it or writing thereon with ink or pencil constitute a damage to the book. The borrower should buying to the notice of the librarian any such damage when taking out the book or else he will be deemed responsible for it.
2. Books can be kept for a period of 15 days and may be reissued at the discretion of the librarian for another fortnight, but not exceeding a month in any case.
3. A fine of Rs.One per day per volume will be charged for each book kept beyond the specified date.
4. Book lost, destroyed or disfigured by any user shall have to pay double price or to be replaced by the borrower to the satisfaction of the librarian.
5. Reference books, texts or current periodicals are not to be issued except with an express sanction from the principal or the Librarian.
6. The librarian may recall any book if necessary even before the expiry of the period.
7. If the date of returning falls on a Sunday or a holiday, the same can be deposited the next day or on the next working day.

8. Teachers can borrow a maximum of ten books and non-teaching can borrow five books. They can retain these book upto one month. The librarian may recall any book if necessary even before the expiry of the time period.
9. Teachers will return all the books at the end of each academic session. However, they can get the books reissued.
10. Sticks, umbrellas, boxes, bags and such other articles as are prohibited by the librarian should be left at the entrance.
11. Strict silence shall be observed.
12. Spitting, smoking and striking a light in any part of the library are strictly prohibited.
13. No person shall commit any nuisance and partake of refreshment inside the library.
14. No waste paper shall be thrown on the floor of the library.
15. No tracing or mechanical reproduction of any picture or map in library book or journal shall made without express permission of the principal or the librarian.
16. All books or maps taken by the reader for consultation in the library shall be returned to the librarian or counter assistant before the user leaves the library.
17. The loan of books, if not in demand, may be renewed at the discretion of the librarian.
18. Membership card is non- transferable.
19. If the membership card is lost by a member, he or she shall make a written report to the librarian and wait for a month before a duplicate card is issued. During this period the member shall attempt to recover

the lost card and if he does not succeed he should at the end of the period request for a duplicate.

20. Any misuse of the library privilege would be considered a serious breach of discipline and the librarian is empowered to take such action as it is necessary after consulting the principal.
21. Issue of books may at any time be suspended by order of the principal, for instance, at the time of annual stocktaking.
22. Books may be issued on loan for a longer period than a fortnight when the college close for the summer vacation or winter vacation. The loan in that case will be for the entire vacation period.
23. College leaving or migration certificate shall not be given to a pupil and the pay for the last month shall not be given to a teacher or non-teaching staff until he/ she has returned all the books and the membership card and has paid the dues outstanding against him and obtained a "clearance certificate" from the librarian.
24. The library security will be refundable after one month of the return of books and tickets in possession of the member and payment of overdue, if any. The application is to be addressed to the principal who is empowered to refund the security after getting a clearance certificate from the librarian.