

## **LIBRARY RULES**

- The Library and Reading Room will remain open on all days from 8.30 am to 5.00 pm except on Sundays and public holidays.
- Books can be borrowed or returned from 9.00 am to 4 .30 pm on all working days.
- It is required of all the members to produce their Membership card at the time of issuing books. This Membership Card is Non- transferable.
- Student membership of the library is not necessary to renew the ID card every year.
- Books will be renewed only once if there is no reservation for it.
- If a book is not returned on or before the due date, an overdue charge of Rs 1/- per book , per day shall be collected
- Borrowers will be responsible for any damage found while returning the books. All marking, underlining, tearing of pages in any book is absolutely forbidden.
- Reference books, periodicals and publications will not be issued.
- Readers are not allowed to bring personal books or any printed material and other personal belongings like bags, umbrellas, etc., inside the library. They are to be kept at the entrance counter at their own risk.
- Students should access the Library only through the Gate Register. This is to be done through their admission number.