

USER'S CO-OPERATION IS SOLICITED IN THE FOLLOWING MATTERS:

- Silence must be maintained at all times.
- At the entrance, readers must sign the Visitor Register.
- When visiting the library, members should always bring their ID cards with them. When borrowing books, a student ID is required
- Group discussions and group study are strictly prohibited inside the reading room. Please don't bother the other readers. Individual study is the sole purpose of the reading hall.
- Users are asked to leave their things outside the library such as handbags. Only study material like books, printed scripture and a single note book is allowed in the library.
- The position of the furniture will not be altered.
- Turn off or set your electronic devices to silent mode. The use of cell phones is absolutely prohibited in the library.
- A maximum of two books can be issued at a time; students can keep their borrowed books for up to 14 days, after which a fine of Rs 2 per day will be imposed. Users should not rest their feet on tables, chairs, or other surfaces.
- Don't leave the books open on the table, and don't make notes or scribble or underlines in them.
- Defects discovered when borrowing books should be reported to the library staff promptly.
- Reference books, periodicals, and magazines will not be issued outside the library.
- Issued books should be protected from rain, dust, insects, and other elements.
- You are responsible for returning library books safely and on time. If a student loses borrowed books, he or she must either pay 10% more than the book's MRP or replace the book and pay a fine as determined by the Principal.
- Make proper use of the digital library when accessing e-resources
- If the need arises, the librarian can contact the student to ask them to return the borrowed books at any time.
- The library offers a book bank service at the MRP of the books. When the books are returned, a 20% fee will be taken, and the remainder will be repaid to the student. Receipt of deposited funds is required when returning the books.
- Students breaking the regulations will be prevented from accessing the library and their identities will be forwarded to higher authorities.



DIRECTOR PRINCIPAL
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DO's

1. When borrowing books for use, show your College Student ID.
2. Obey the rules and regulations of the library.
3. Make full use of the library's resources.
4. Always whisper while speaking.
5. Always walk on your tiptoes.
6. Make use of all of the library's sections.
7. Only use library computers for research/academic purposes.
8. Pay library fees.
9. When entering the library, wear formal attire.

DONTs:

1. Make no noise in the library (or its surroundings).
2. Cell phones are not permitted inside the Library.
3. Don't TAKE BOOKS FROM THE LIBRARY.
4. Avoid listening to music in the library.
5. Do not sleep in the library premises.
6. Inside the Library, do not talk or walk loudly.
7. Do not take/move any items out of the Library (chairs, tables, books, etc.) without permission.
8. No bags or caps are allowed inside the library.
9. Don't take dictionaries out of the pulpits.
10. No software should be installed or uninstalled.
11. Do not plug in any of your own devices, or unplug any preinstalled library property.


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