

GENERAL INSTRUCTIONS

- Identity card should be shown at the checkpoint on demand
- Leave your bags, handbags and personal belongings at the depository
- Show the documents, which are being taken out of the Library, to the staff at the checkpoint
- Books on loan can be recalled at any time irrespective of the period of loan at the discretion of the Librarian
- Library users are strictly prohibited from taking the borrowed and stamped books again inside the library
- Membership Cards are not transferable
- Books will be issued subject to availability only
- Absence from the college will not be allowed as an excuse for the delay in the return of books
- Under special circumstances, the Librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof
- Fine structures are displayed on the Library Notice Boards
- If the due date falls on a holiday for the Library, the next working day will be taken as the due date
- Bound volumes and unbound issues of periodicals, reference books, damaged books and CD-ROMs are not issued on loan
- Before leaving the counter the members must make sure that the books lent to them are in good condition and if not, they must immediately bring the matter to the notice of the staff on duty at the circulation counter. Otherwise they shall be held responsible for any damage discovered afterwards
- Books should be handled with care. Marking on books is most objectionable and may lead to cancellation of membership privileges. Our library is following open access system and hence the members have the privilege of direct access to book shelves including reference. A book could be freely taken out of the shelves, but on no account should it be reshelfed by the members as it leads to misplacement of books. After use, the book may be left on the nearest table and the same will be shelved by the library staff
- Loss of books on loan should be immediately reported to the librarian. Members are liable to replace such books or pay an amount five times equivalent to the cost of the book. If one volume of a set is lost, the whole set will have to be replaced. The members are liable to pay the overdue charges as admissible, in addition to the cost of the book up to the date on which the loss was reported. If the book reported as lost is later found out and returned, then overdue charges will be collected from the due date
- Internet facility can be availed by all category of library members with prior permission from the librarian. During library hour student should refrain from using computer facilities. They can access only the E-Journals subscribed and study materials
- 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 members can make a printout copy of the articles from journals accessed in the central library

- Loss of ID card has to be reported immediately
- As each borrower is responsible for the book issued it is requested not to lend his card to others. Collect your ID cards without fail after returning the books from the circulation counter
- No due clearance will be issued at the end of every semester after clearing all library due
- Use the dustbins provided in the reading area