LIBRARY RULES AND REGULATIONS

General Rules

1. **Library Membership:** Every student wishing to use the library facilities must register as a library member and obtain a valid Library Card.
2. **Library Card:** The Library Card is compulsory for availing library services and borrowing books.
3. **Permission and Entry:** Students shall enter the library only during the prescribed library hours and shall follow the instructions of the Librarian/library staff.
4. **College Uniform:** Students must be in the prescribed college uniform while using the library facilities.
5. **Library Attendance:** Every student must enter their required details and sign the Library Attendance Register before using the library.
6. **Maintenance of Silence:** Complete silence must be maintained inside the library. Unnecessary conversation, discussion, gossiping or any activity causing disturbance to other readers is strictly prohibited.
7. **Personal Belongings:** Bags and other personal belongings should be kept at the designated place. Students shall not bring unnecessary personal belongings into the reading area.
8. **Books and Study Material:** Books issued to students through the library shall not be brought into the library for unauthorized use. Reference and other library materials must be used only in accordance with the instructions of the Librarian.
9. **Mobile Phones:** Use of mobile phones inside the library is strictly prohibited. Mobile phones must be kept on silent mode and should not be used in a manner that disturbs other readers.
10. **Food and Refreshments:** Eating, drinking and carrying food or refreshments inside the library premises are strictly prohibited.
11. **Care of Library Resources:** Students must handle books, journals, magazines, newspapers and other library resources carefully. Writing, underlining, highlighting, tearing pages, folding pages or otherwise damaging library material is strictly prohibited.
12. **Responsibility for Issued Books:** A student shall be responsible for all books issued against their Library Card. Library Cards are strictly non-transferable.

13. **Loss or Damage of Books:** In case of loss or damage to an issued book, the student shall be required to replace the book with a new copy or pay its prevailing/current cost, as determined by the College.

14. **Duplicate Library Card:** In case of loss of the original Library Card, a duplicate card may be issued subject to the rules and fee prescribed by the College.

15. **Validity of Library Membership:** The Library Card shall remain valid for the period prescribed by the College and must be returned/cleared at the completion of the course or whenever required by the College.

16. **Library Clearance:** Students must obtain Library Clearance/NOC after returning all books and clearing any outstanding fines or dues. Library clearance may be required at the end of the academic session/semester or whenever directed by the College.

17. **Discipline:** Students must maintain proper discipline and decorum in the library. Any act of misconduct, damage to library property or violation of library rules may result in disciplinary action.

18. **Instructions of Librarian:** Students are required to comply with reasonable instructions issued by the Librarian or authorized library staff for the proper functioning of the library.

Circulation Rules

1. **Issue of Books:** A student may borrow books from the library subject to the number of books and borrowing period prescribed by the College.

2. **Borrowing Period:** Books shall be returned on or before the due date mentioned/communicated by the Library.

3. **Renewal of Books:** Books may be renewed subject to availability and demand. A book may not be renewed if it has been reserved by another student or if there is limited availability of that title.

4. **Maximum Renewals:** The number of renewals permitted for a book shall be as prescribed by the Library. After the permissible renewal period, the student must return the book.

5. **Late Return:** Books not returned within the prescribed period may attract a late fine as determined by the College/Library from time to time.

6. **Reserved Books:** Books in high demand may be reserved for other students and may not be renewed until the reservation period has been completed.

7. **Reference Books:** Reference books, Bare Acts, rare books and other materials specifically designated as **Reference Material** shall generally not be issued for home use and shall be consulted only within the library.

8. **Return of Books:** Students must return borrowed books in good condition on or before the due date. The Librarian may require the immediate return of any book whenever necessary for academic or administrative reasons.
9. **Book Damage:** Any damage found in a book at the time of return may be reported by the Library. The student responsible for the damage may be required to pay the prescribed compensation or replace the book.
10. **Book Reservation:** Students may request reservation of a book that is already issued, subject to the facilities and procedure provided by the Library.
11. **No Transfer of Books:** Books issued to one student cannot be transferred or lent to another student. The student whose Library Card was used for issuing the book shall remain responsible for it.
12. **Final Clearance:** Before leaving the College or completing the course, every student must return all library books and obtain the required Library Clearance/NOC.