

COMMUNITY LIBRARY – ADMIN RULES & REGULATIONS

1. All members and staff must maintain silence inside the library premises.
2. Library books should be handled carefully. Any damage or loss must be reported immediately.
3. The borrowing period for books is 14 days. Late returns will incur a fine.
4. Members may renew books online if no other user has placed a hold.
5. Reference books, journals, and newspapers are for in-library reading only.
6. Digital resources (eBooks, PDFs, and research papers) are restricted to registered users.
7. Food and drinks are strictly prohibited inside the reading area.
8. Library computers are to be used for academic purposes only.
9. Admins must ensure that user and book records are updated daily.
10. Any form of misconduct will lead to suspension of membership.

— Community Library Administration