

LIBRARY RULES

A. **MEMBERSHIP**

1. All the Students of JECRC are members of the library.
2. The students will get LIBRARY CARDS to enable them to get books issued.
3. Books will be issued only on presentation of the IDENTITY CARD. The library cards are not TRANSFERABLE.

B. **WORKING HOURS**

1. The library will remain open from 8.00 AM to 8.00 PM. till further notice.
2. Issue and return services will be available between 8.30 AM and 5.00 PM.

C. **PROCEDURE**

1. Always bring your "IDENTITY CARD" while you are in the library.
2. Keep your bags, files, books and other materials outside the library in the space provided.
3. Silence should be maintained while you are in the library. Please don't disturb the arrangement at your will.
4. Books will be issued for 14 days. The book should be returned to the library by the DUE DATE otherwise a sum of Rs. 1/- (Rupee One) per day per book will be charged as DUE OVER CHARGE.
5. Once issued the book will not be re-issued on the same day. If there is a demand from any other student, the same book will be retained and will be issued to that student.
6. Members can ask for a title not available in the library but required for academic work.
7. To recall any book before the due date.
8. REFERENCE BOOK'S, DICTIONARIES, DIRECTORIES, PERIODICALS are not issuable. Members are expected to refer to the same in the Library only.
9. Any damage done to the BOOK AND PERIODICAL replacement, the double cost will be charged along with a fine. Any kind of MARKING, WRITING OF NAME, FOLDING OF PAGES" will be treated as CAUSING DAMAGE"
10. The "RESERVE TEXT BOOK, REFERENCE BOOK" will be issued for reading room only on your identity card. If there is no reserve book please contact Librarian/Asstt. Librarian for help.
11. At the end of the session, every student should return the library cards before proceeding, failing which no new cards will be issued and a fine will be charged.
12. Students have to put their signature in the register available at the entrance of the library and show identity card. Without identity card, no entry will be allowed in the library.
13. Any student found not obeying the library rules and disturbing the library will be deprived of the library facility.
14. Reader should observe strict silence inside the library.
15. Uses of mobile phone are not permitted in the library block.

LIBRARIAN