**LIBRARY RULES**

* Every student entering in the library premises should have an Identity card.
* It should be produce as and when demanded by the library staff.
* Identity card and Reader's ticket are non-transferable.
* Students must handle books or any other reading material with responsibility. Defacing or tearing the pages will be treated as misconduct and the defaulter will be strictly deal with.
* Students must consider the above mentioned condition before borrowing, otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning the book.
* Only one book will be issued on reader's ticket for a period of seven days
* Reference books, periodicals/Journals are not issued on home lending.
* Book should be returned on or before the due date.
* If the book is returned after the due date a fine of Rupees 2/- per day will be charged.
* If the due date falls on a holiday then book should be returned on the next day.
* If the books are not returned immediately after the holiday the fine will be calculated from the due date till it is returned.
* The book will be re-issued if they are not in demand.
* Fine will be charged for loss of books in addition to replacement of the same.
* If the identity card and reader's ticket are lost, duplicate Identity card & reader’s ticket will be issued on payment of Rs.**100/-for I-card & Rs 100/-**for reader's ticket after producing the Police complaint copy.
* For any reference material or information a student should approach the librarian.
* Every student is expected to read and strictly follow the instructions displayed on Library notice Board
* All cases of the student who disregard the rules given above will be reported to the Principal for Appropriate action.
* Any electronic device i.e.mobile phones,i-pods,music players are strictly prohibited in the Library premises.
* If any problem regarding Library services or facilities immediately contact Librarian