



## Central Library

### Rules and Regulations

- All the students and employees of the college are members of the library.
- Strict discipline and silence is to be observed in the library.
- Library timing: 8:30 a.m. to 6:00 p.m.
- Library membership registration is compulsory to utilize book issue- return facility.
- Library membership card is valid for FE to BE, renewal is compulsory per year.
- Library member card is not transferable.
- Loss of card should be reported immediately in writing to the library, issue of duplicate card maybe considered in case of loss on fine of Rs. 25.
- Users will consult OPAC, guide charts to locate books; in case any difficulties library staffs maybe consult.
- Reference books are to be read in the library only.

- Defaming (marking, underline and highlighting, tearing pages) strictly prohibited.
- Book Renewal facility is available, demanded books can be renewed for two times only.
- Digital library will be used only for study purposes.
- Mobiles are not allowed for talking in the library premises.
- No dues will be issued only after books are returned and fines are paid.
- Users who disobey the library rules and regulations will be subjected to disciplinary action by the librarian.