

LIBRARY RULES

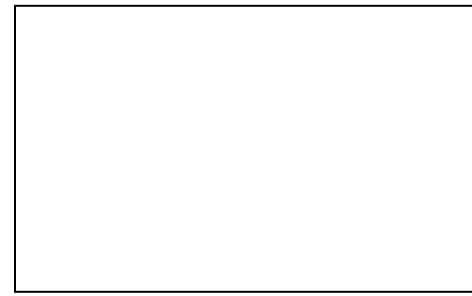
1. Keep Silence.
2. The Library is under the direct supervision of the Principal.
3. The use of the Library is open to all the members of the college and to the outsiders.
4. The Library is open on every working day from 9.00 a.m. to 4.00 p.m.
5. Hand Bags are not allowed in the library
6. Periodicals placed on the magazine stand.
7. Students using the library are prohibited from engaging in conversation or conducting themselves in any manner calculated to disturb or distract the attention of readers. Failures to observe the rule will lead to severe disciplinary action.
8. Date labels should not be tampered with, serious notice will be taken in case of any violation of this rule.
9. Non-transferable borrower's card will be issued to all the students and books will be issued on these cards only. Loss of borrower's card should be immediately reported to the Librarian who issue a duplicate card on payment of Rs. 100/-
10. The holder of this card must promptly produce it when desired to do so by the Librarian or members of the teaching staff.
11. The borrower is responsible for the books borrowed on this card.
12. M.Ed & B.Ed students are allowed to borrow three books respectively at a time.
13. Books issued to a student must be returned within seven days from the date of issue. Delay in return will pay a fine of Rs. 2/- per day, per book.
14. Re-issue of the same book to the same borrower will be permitted only if it is not demanded by other students.
15. The Librarian may recall any book at any time even if the normal period of the loan has not expired.
16. A person losing, defacing, underlining or damaging a book shall be required to pay the cost of replacement. If the book belonging to the set or series is lost, she shall be requires to pay the entire cost of the complete set or series, unless she can replace a particular volume damaged.
17. Books issued from the library must on no account be passed on to others.

18. Books of the following description shall not be lent to the students.
 - (a) Books of references
 - (b) Unbound periodicals
19. The Library shall have stock checking once a year as notified by the Principal. After stock checking a report shall be sent to the Principal.
20. Books issued for the long vacation must be returned within a day after reporting in the college.
21. The Library staff will be pleased to assist the readers in the selection of materials for their study.
22. **BOOKS ISSUED:** Books can be issued for 7 days.
23. The text book will not be issued.
24. **BOOK BANK:** 12 students can avail the opportunity to get the set of books for session.

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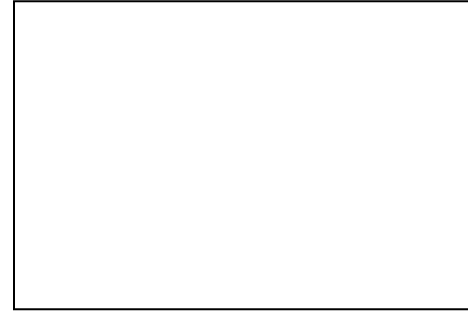
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- 2) **Hand Bags are not allowed in the library.**
- 3) The library is under the direct supervision of the Principal.
- 4) The use of the library is open to all the members of the college and to the outsiders.
- 5) The library is open on every working day from 9.00 a.m. to 4.00 p.m.
- 6) M.Ed & B.Ed students are allowed to borrow three books respectively at a time.
- 7) The Librarian may recall any book at any time even if the normal period of the loan has not expired
- 8) Books issued to a student must be returned within seven days from the date of issue. Delay in return will pay a fine of Rs. 2/- per day, per book.
- 9) A person losing, defacing, underlining or damaging a book shall be required to pay the cost of replacement.
- 10) The text books, reference books and periodicals will not be issued.

**Best Visitor in the month of
October
Teacher**

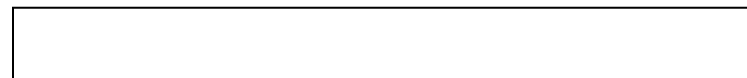


**Best Visitor in the month of
October**

Student

An empty rectangular box with a thin black border, positioned below the word 'Student'.

**Best Visitor in the month of
October
Teacher**

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**“The only thing
That you
Absolutely
Have to know
Is the location
of the
Library”**

