

## **LIBRARY RULES**

Users are requested to observe the following rules while using the library services. Any violation of these rules will incur appropriate disciplinary action.

### **1. Membership:**

The use of B.A. Malik Library shall be open to the members of the following categories:

- a. Members of the college Faculty, Officers and Staff.
- b. Students on the roll of the college.
- c. Additional members shall have to apply for membership.

### **2. Books Issue Policy:**

- a. Members are issued library card for drawing/ borrowing books.
- b. A student can borrow only two books at a time for a period of two weeks.
- c. A staff member can borrow maximum three books at a time for a period of one month.
- d. Students will not be issued books if they do not produce library borrower's cards.
- e. The Librarian may call for a book at any time, even if the normal period of loan has not expired.
- f. Re-issue of a book is not allowed if another member requests for its issue.
- g. Library materials already issued to the members can be reserved with the library Staff.
- h. Reserved materials will be issued according to first come first serve basis.
- i. Reserved materials may be collected within 2 days from the circulation desk.
- j. Non- circulation materials such as Encyclopedia, Dictionaries, Textbooks, Atlas, Terms Papers, Maps, Rare Books, current Periodicals, and News Papers cannot be borrowed.
- k. Non- circulation materials can only be used within library premises.

- l. If the patrons misplace any library material and is unable to find them, it is recommended to report library staff immediately to avoid overdue fines.
- m. In case of loss of library card, please immediately report to the library staff so that your membership is temporarily blocked to prevent misuse of the library card. New card will be issued immediately, on request.
- n. Library borrower's cards are not transferable. The members are responsible for the books borrowed on his/her card.
- o. Take special care to maintain the library borrower cards and do not fold it.
- p. Library cards are valid for the entire duration of the course/academic session to access library facilities. At the end of the course/academic session or at the time of clearance, cards shall be returned to the library.

### **3. Library Timings:**

The library working hours are:

- a. Monday – Friday : 1000-1700 hrs
- b. Saturday- Sunday: 10:30-1700 hrs
- c. Books will be issued to the students, during the library timings. No book will be issued or returned during the teaching hours.

### **4. Code of Conduct:**

- a. Personal belongings such as school bags, briefcases be left on library entrance. The library staff disclaims any liability for loss or damage.
- b. Textbooks, printed materials and issued books are not allowed to be carried inside the library
- c. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- d. While returning library books or other materials at the Circulation Desk please ensure that the circulation staff has returned the book(s).
- e. Users are required to handle the books/ Journals very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case user shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- f. After reading, leave the library materials on the table or circulation desk. Please do not shelve the materials.

- g. The Library staff members can inspect any book in the possession of students inside the library premises.
- h. The users should take good care of library furnishings and equipment. Ensure the library looks as good when you leave as it was when you came in.
- i. Students must maintain absolute silence inside the library. Group discussions are not allowed in the reading area. The librarian can ask any student, who misbehaves or makes noise inside the library, to leave the library premises.
- j. To make the library environment more conducive for reading and research, gossiping, cell phone calls, sleeping, eating, drinking, Chatting, and disturbing the order of library furniture is strictly prohibited.
- k. Library computers are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines.
- l. Be respectful to library staff, teachers, seniors and visitors.
- m. Ask for help from library staff if you are unable to find your required material.

#### **5. Library Fines:**

- a. To encourage timely return of library materials and to provide optimal sharing of the collection, fines are charged for overdue items. Borrowers are responsible for returning items by the due date. If materials are not returned within the due date, fines will be charge from the first overdue day, at the following rates:
- b. Over Due Books fine will be charge @ Rs 5/- per book per day.
- c. In case a book is misused, wrongly handled or lost, the student concerned will have to replace the book of the same edition or latest edition or pay three times cost of the book according to the current market price of the book.