

## Library Rules

- The library is open from 8.30 am to 6.30 pm on all working days and 8.30 am to 12.30 pm on all Saturdays except second Saturday.
- Identity card is a must for all library transactions. ID cards are non-transferable.
- Users should login in 'library user log entry in the computer at the entrance before entering the library and logout while leaving the library.
- Users should keep their belongings in the property counter before entering the library.
- Personal books /printed reading materials, issued books (except return/re-issue purpose) are not allowed inside the library.
- Time of book circulation will be from 9.00 am to 5.00 pm.
- Seven books are issued to postgraduate students and five books to degree third year students and three books to degree first and second year students.
- Books are issued to the members for 14 days and can renew it for one time.
- A fine of rupee 1 per day per volume will be charged, if books are not returned or renewed in time.
- Users cannot borrow copies of the same book.
- A particular title once issued cannot be issued for a second consecutive borrowing period, unless there are sufficient numbers of copies of the same title are available.
- If the due date of a book falls on a holiday for the library, the next working day will be taken as the due date.
- No member will be allowed to borrow books until the dues, if any, are cleared.
- Absence from the college will not be allowed as an excuse for delay in the return of books.
- Any sort of marking or underlying on pages and removing pages of books are absolutely forbidden.
- Under special circumstance, the librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
- Users should ensure that when browsing through books they replace the item from where it was taken, according to the shelf Management.
- Books taken for reading/consultation in the library need not be put back on the shelves by the reader themselves but may be placed on the table in the stack room.
- Books lost, torn, defaced, marked or damaged in any way shall have to be replaced by the borrower or shall have to be paid three times of present market cost of the book.
- Students are to submit soft copies of their final project report to the library in a single word/pdf file at the submission of their project in the respective departments.
- An atmosphere of perfect silence and studious seriousness should be maintained in the library throughout the working hours.
- The use of mobile phones in the library is forbidden.
- Users are not permitted to chew or consume food in the library.
- Every user must return the books /journals in its original place after its use has been served.
- Library furniture, fittings or equipments must not be misused or their arrangement altered.
- Users are required to follow the dress code of the college in the library; dothi, t-shirts and three fourth pants will not be permitted in the library.
- Rude or threatening behavior to the library staff and other library users are subjected to disciplinary action.
- The persistent defaulters of various library rules will have their library services suspended including cancellation of library membership.
- Members of the library are to get a clearance certificate from the librarian to the effect that they have returned all the books and cleared all the dues before they are admitted to final university examination or issue a transfer certificate/relieving order whichever is earlier.
- Entry to the library is restricted to Don Bosco Arts and Science College students and staff only.