

LIBRARY RULES

1. Generally registered student, faculty and staff member may become library member to utilize College library.
2. The Library Card may be issued to all library members subject to the rules and regulation of the library.
3. The bar coded library should be preserved carefully Loss of the Card Should be reported immediately in writing to the Library issue of a duplicate card may be considered in case of loss on payment of Rs. 25/- for student but cannot be claimant as right. The student will be responsible for books found. Outstanding in the original Card even after a duplicate has been issued.
4. Renewal of Books facility may be extended to faculty members only.
5. Reference Books (i.e. Dictionary/ Handbook/ encyclopedia) and journals will not be issued.
6. The borrowers will inspect the books and bring it the notice of the counter Assistant if they are damaged before getting them issued otherwise he/she will be, held responsible for any other damage detected at time of return.
7. Loss of books/documents should be reported in writing to the Librarian immediately.
8. The Librarian has the discretion to recall any book even before the due date.
9. The books/documents borrowed on the card are not transferable.
10. Only writing materials will be allowed inside the Library. Personal belongings such as loose garments, shawls, umbrellas brief cases, bags, file cavers, etc are to be left behind at the appropriate place near the entrance of the Library.
11. Students have to observe strict discipline and maintain silence in the library.
12. Students disobeying the library rules and regulations will be subjected to disciplinary action by the Library I/C.
13. Students will present the Library Card with books at the Issue Counter for Issue/Return.
14. Students will consult the OPAC to locate the books on the shelves arranged according to the Call numbers in the Catalogue in case of any difficulty, Library Staff may be consulted.
15. No dues certificate will be issued only when books are returned to the Library During. Summer/winter vacation, usual library rules will be followed.

LIBRARIAN

J. K. S. COLLEGE JSR