

General Rules

- (a) All kinds of personal belongings except notebook are supposed to be kept in the property counter at the entrance.
- (b) Silence is must inside the library. Conversation, talking, sleeping, smoking, loitering & tiffin taking are not allowed within the library premises.
- (c) Mobile phone in vibration mode only is permissible.
- (d) Member shall not smoke or spite in any part of the library.
- (e) While browsing books, no book should be replaced by the user on the stack themselves.
- (f) Books once picked out from the stack should be left in the reading table if not issued out.
- (g) The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in-charge. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.
- (h) Underlining, marking, folding of pages, etc. in the book is strictly prohibited.
- (i) Upon any infringement of the library rules, members shall forfeit privileges of admission and membership of the library.
- (j) The Provisional Dealing Clerk of Library reserves the right to suspend or delinquent membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- (k) The reference books, rare books, periodicals, reports, and books of some special collections as well as career guidance books and books marked as "not to be lent out" are not to be issued outside of the library.
- (l) The members caught tearing of pages/stealing books or otherwise mutilating books will be suspended forthwith from using library facilities and further disciplinary action will be initiated against him/her by this college.

The Library Rules framed above are subject to change, may be altered and amended from time to time or new rules may be imposed by the college authority and that will be effective and binding to all concerned.