

SRI GURU TEGH BAHADUR KHALSA COLLEGE

ANANDPUR SAHIB

“LIBRARY RULES”

1. MEMBERS/READERS/USERS
 - I. Staff Members
 - II. All the bonafide student of this College.
2. Membership of a student will remain valid till he remains on roll or gets his roll number for appearing in the final examination.
3. Users should carry their library identity card and show it to the library staff on demand.
4. Timings {Issue/Return of books} 9.00 A.M.to 4.00 P.M.
5. The Readers shall keep perfect silence in the library .
6. Making noise, spitting, sleeping, eating or doing anything else which may be against the discipline, is strictly prohibited.
7. The reader shall behave in a civilized manner.
8. The reader is liable for punishment and fine if they misbehave or damage the book or any Other property of the library.
9. The book shall be issued to the borrowers only for a fortnight [except text books which are to be Kept for a two week only] and may be reissued if the same is not in demand but not more than once.
10. A fine Rs.2/-per day will be charged for each volume kept over time.
11. The librarian may recall any book, if necessary even before the expiry of date.
12. In case book is in great demand the librarian may regulate the use of the book in such a manner as he considers proper.
13. Turning down the corners of pages of a document, marking or writing or scribbling there on with ink or pencil, tearing or taking out its pages or otherwise damaging it will constitute an injury to a

book unless the borrower points out the injury at the time of borrowing the book, shall be liable to replace the book or pay its replacement cost.

14. If a volume of set/series is mutilated or lost and new volume is not separately available, the borrower by shall be liable to replace the whole set series.
15. Before leaving, the library, the shall be required to return books/ periodicals, etc, borrowed by them for reference and consultation in the library.
16. A clearance certificate will be issued to only to those readers who return all the books issued to them.
17. Reference Books, rare books, unbound periodicals and books for Fine Arts shall not be issued.
18. Before getting the books issued, any marking or mutilation should be pointed out immediately by the borrower to the issue Counter Assistant and his initial be obtained there, otherwise borrower shall be responsible for mutilation or marking discovered afterwards.
19. The counter Assistant is authorized to search the reader it he suspects that he is carrying an unauthorized reading material or any other item from the library.
20. When the students have any complaint about the service of the library, they are advised to bring it to the notice of the librarian.

ALL THE USERS OF THE LIBRARY ARE REQUESTED TO OBSERVE THE RULES MENTIONED ABOVE.

LIBRARIAN

PRINCIPAL