

Library Rules and Regulation

GENERAL RULES

- 1) Identity Card is non transferable.
- 2) Every Student must always carry his/her Identity Card.
- 3) If the Identity card is lost by a member, he/she shall make a written report to The Principal/Librarian and request for a duplicate.
- 4) A duplicate Identity Card will be issued to the member on payment of Rs. 100/-
- 5) College Leaving Certificate will not be given to a pupil until he/she has returned All the books.
- 6) Users should sign. In the Student's/ Reader's Attendance Register kept at the Circulation Counter.
- 7) Spitting and smoking in any part of the Library is strictly prohibited.
- 8) No waste paper shall be thrown on the floor of the Library.
- 9) Any misuse of the Library privilege would be considered a serious breach of Discipline and the Librarian is empowered to take such action as is necessary after Consulting with the Principal.