

LIBRARY RULES

- The Library and Reading Room will remain open from 8.45 am to 4.30 pm except on Sundays and public holidays.
- Books can be borrowed or returned from 9.00 am to 4.30 pm on all working days.
- All members are required to produce their membership card at the time of issuing books. This Membership Card is non-transferable.
- Student library membership is not necessary to renew the ID card every year.
- Books will be renewed only once if there is no reservation for it.
- If a book is not returned on or before the due date, an overdue charge of Rs 1/- per book, per day shall be collected.
- Borrowers will be responsible for any damage found while returning the books. All marking, underlining, and tearing of pages in any book is forbidden.
- Reference books, periodicals and publications will not be issued.
- Readers cannot bring personal books or any printed material and other personal belongings like bags, umbrellas, etc., inside the library. They are to be kept at the property counter.
- Students should access the library only through the Gate Register. This is to be done through their admission number.