

# **Vijay Memorial College of Education**

## **LIBRARY RULES**

1. The library shall remain open as per timings fixed by the Principal of the college.
2. Before Entering the Library, all personal belongings shall be kept in property counter. The librarian shall not be responsible for any damage or loss of the same. No cash or valuable articles should be kept at the property counter of the library.
3. Readers shall maintain perfect order and silence in the library. Making noise, spitting, smoking or doing anything else which shall disturb other readers or which shall be against the discipline of the library is strictly prohibited.
4. The Readers shall be authorized to draw three books from library at a time.
5. Reference books, rare books and Periodicals shall not be issued to the readers. The shall be allowed to draw and read them in the library.
6. Each book shall ordinary be issued for 14 days at a time. Book must be returned on or before the due date.
7. Borrowers are advised in their own interest to examine the books properly at the time of borrowing and see that the books are not damaged. If, it is so, either they should not borrow such books or bring it to the notice of the librarian and get his signature. If this is not done, the last borrower shall be held responsible for any damage.
8. In case of lose of a book, new books of the same author and latest edition can be depo-sited or the borrower shall pay double the cost of books and an additional incidental changes of Rs. 50/-. In case of any loss by the staff members, the principal may waive off the incidental charges and double price of the lost book.
9. If library-cum-identity card is lost, the duplicate card can be issued on payment of Rs. 25/-. The original holder of the library card shall however, be responsible for all the books drawn in it by him.
10. Before a student leaves or migrates from the college, he will have to return all the library books. The staff members proceeding on transfer shall also return all the library books.
11. Borrowers shall return all the books to the library at the time of annual stock and stock verification of the library.
12. At the time of borrowing the books, the borrower should see that correct entries are made in the identity card.
13. The teaching/non- teaching staff be authorized to draw four books at a time for a period not exceeding 30 days. However, the period can be extended for teaching staff by the principal not exceeding 3 Months under any circumstances.

14. A fine of Rs. 1/- per day will be charged for each book kept overtime by the borrower of the books.

15. The librarian can recall for return of any book at any time, if necessary. In case, a book is in great demand, the librarian may regulate the use of such books in proper manner as he/she considers fit.

16. The students found tearing pages or picture from books, magazines, newspapers or stealing such items from library will not be allowed any kind of such facility from the library there after and shall pay the damage as per clause to cited above.

17. The principal reserves the right to suspend/cancel the membership privilege of any member found misbehaving with the library staff or for any other indecent behaviour. Such a member shall also be liable to be expelled from the library.

  
Principal  
Vijay Memorial College of Education  
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Distt. Mandi (H.P.)-175021