

# **M.V.R DEGREE COLLEGE**

## **(U.G & P.G COURSES)**

## **Library Rules & Regulations**

- 1. Before entering the library the borrowers should leave all their personal belongings (bags, issued books & printed materials) in the property rack near the entrance door of the library. Only one note book is allowed into the library.**
- 2. Before entering in the library, every borrower should sign in the entry register.**
- 3. The number of borrower's books provided to the UG students-3 and PG students -5 Books.**
- 4. Arrangement of Books: The books are arranged as per subject / department wise. The library follows an open access system, where in the borrowers are allowed to go directly to the books racks and select the books of their choice and submit the same at the librarian desk for issue of the books. Reference books and special materials are not issued on the borrower's card.**
- 5. The librarian has a right to recall any book from any borrowers at any time and the borrowers should strictly obey this.**
- 6. UG Students may keep books for one week & PG students may keep fifteen days from the date of issue If the book is not returned on or before the due date, a fine of ₹1.00 per day (including holidays) will be collected. Books due on holidays must be returned (to avoid fine) on the following working day.**
- 7. Loss of Library Cards shall be reported by the borrowers to the Librarian immediately in writing so that the Librarian can issue Duplicate Card on payment of Rs.50/- and the member only will be solely responsible for the misuse of the lost cards.**
- 8. All the borrowers should return all the books at the end of academic year. The library using SOUL SOFTWARE(INFLIBNET) Library software for the circulation of books (issue and return of the books) through borrower's CARDS.**
- 9. Lost books / damaged books by borrowers: If the books are lost / damaged, then the borrower shall replace the books of the same edition or latest edition or pay the compensation decided by the librarian based on the cost of latest edition of the book plus additional charges. If the book is not available in the market, the borrower/member has to abide to the final decision taken by the principal / librarian. If the book of a multi volume set is damaged or lost the member concerned shall be liable to replace the whole set or as may be decided by the principal / librarian.**