

# **DNYANPRASSARAK MANDAL'S COLLEGE AND RESEARCH CENTER, ASSAGAO.**

## **RULES & REGULATIONS OF THE LIBRARY**

### **WORKING HOURS OF THE LIBRARY**

**08:30AM TO 04:30 PM ON ALL WORKING DAYS**

### **ADMISSION TO THE LIBRARY:**

1. The readers are expected to MAINTAIN SILENCE within the library premises.
2. Every person who enters the library must wear ID card, and shall sign in the Visitors Register.
3. Books are issued subject to the rules & regulations of the library.

### **BORROWER'S PRIVILEGES AND OBLIGATIONS:**

1. In case of loss of a Borrower's Card, the borrower must report immediately to the Librarian, and duplicate card will be issued on payment of nominal charges.
2. Borrowers must satisfy themselves about the physical condition of the books before borrowing. Otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning.
3. In case any book is lost or teared by the member, the member shall replace the book or shall pay the cost of replacement.
4. The books may be renewed if the same are not in demand OR are not reserved by other readers.
5. If a member doesn't pay the library dues, then he/she is not entitled to borrow library books.
6. The Librarian may refuse to issue a book to any member or he may recall any book without assigning any reason thereof.

7. A fine of Rs.1 per book per day will be charged in case of delay in returning the book and fine will be doubled for further delay in returning the books.
8. Members who repeatedly fail to return the books on due date will lose the privilege of library membership.
9. Mobiles and other electronic gadgets should not be used in the library.
10. When the students have any complaint about the service provided by the library staff the same may be brought to the notice of the Librarian for necessary action.
11. Any violation of the library rules will render a member privilege of admission to and borrowing of books from the library.
12. The Library is **YOURS – PLEASE HELP US TO MAKE IT AN ATTRACTIVE PLACE TO STUDY.**
13. Library is a place for study and hence **SILENCE** at all times is must. Disturbing elements are nuisance and will be asked to leave the library if necessary.
14. The library is only for the staff and bonafide students of the college, outsiders and ex-students will **NOT** be allowed in the library without prior permission of the Librarian or Higher Authorities.
15. Chewing of bubble – gum, chocolates etc are strictly prohibited in the library premises.
16. Shifting of chairs from one place to another place is strictly prohibited.
17. If you have any complaints, suggestions, difficulty regarding the library services, please inform to the Librarian.

  
LIBRARIAN

  
PRINCIPAL  
14/02/2014



## RULES FOR WI-FI / INTERNET ACCESS

1. Wi-Fi facility will be provided from 9am to 3pm from Monday to Friday and on Saturday up to 12.30pm.
2. Students are informed that Internet use will be monitored.
3. If student is found visiting inappropriate sites strict action will be taken.
4. Access is available only for academic purposes; as such social networking sites are banned.
5. A student will be allowed to register only one laptop by paying Rs.100/- for one academic year.
6. Students should strictly use their own login details provided to them. If found using other's details then Internet will be disconnected from their systems.
7. If student's laptop is found to contain viruses / spyware then internet will be temporarily disconnected from their system until the viruses are cleaned from their system.
8. Any user found misusing / overloading the system resources will be disconnected from the internet with immediate effect.
9. The Wifi facility is to be used only in designated area (library), use of the facility outside this area is strictly prohibited.
10. No student should provide the Wifi facility to any person who is not a student of this institution.
11. The speed and availability of the internet will depend upon the technical feasibility.
12. Any other matter not covered under the above rules will be decided by the system administrator in consultation with the head of the institution.



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14/06/2014