

Rules and Regulations

1. Borrower's tickets are not transferable.
2. Duplicate borrower's ticket / Membership ticket / No Due Certificate will be issued on payment of Rs.10/-
3. Readers are required to deposit their bags/ belongings at the property counter before entering the library.
4. Using mobile phones for oral chatting prohibited.
5. Necessary action will be taken by the Librarian against the users who are found to be misusing the Service facilities, book collections, etc.
6. No outside / Personal books are allowed in the Library.
7. The Librarian may recall any book at any time if required.
8. Silence should be maintained in the reading areas.
9. If a book is lost, the Librarian has the power to decide whether the book has to be replaced or a fine is to be paid by the borrower. The fine will be charged up to six times the cost of the book's current value, in addition to handling charges.
10. Eating sleeping and talking loudly are strictly prohibited in the library.
11. Readers must not bring sticks umbrellas, briefcases, boxes and other such articles into the library. They may be deposited at the library property counter and get a token. The item deposited can be recovered by returning the token. The users are advised not to leave expensive items with the property counter.
12. The library reserves the right to inspect anything brought into the building. Laptops, mobile devices bags, files, folders, coats and any other items allowed into the library shall be subject to examination on exit.
13. Library staff are empowered to stop any activity in the library which they consider prejudicial to the safety, well-being or security of readers or library staff or to the preservation of the collections.