



Following rules and regulations are in force in this Library :

1. Admission to the Library :

All Students, Teachers, Employees of Jawaharlal Nehru College, not otherwise debarred are allowed admission to the library.

2. Membership :

The following categories of persons shall become members of the Central Library :

- All the faculty members of Jawaharlal Nehru College.
- All the regular students of the college.
- All other regular employees of the college.
- Person other than the above categories may be allowed to become member of the library as a special case on a request in writing from the person concerned. The decision of the Library authority in this regard shall be final. If a person is allowed to become a member of the library he/she shall pay an annual membership fee and security deposit. All eligible members shall fill up and sign a membership registration form available at the circulation counter of the library.

3. Opening Hours :

Monday – Saturday 10.00 A.M to 4.00 P.M.

The library is closed on Sundays and all public holidays.

4. Rules of Lending Books:

- Each member will have a Reader's Ticket according to the category to which he/she belongs to.
- The Reader's Ticket is not transferable.
- Student members must come to the library personally and tender his/her Reader's. Ticket at the circulation counter at the time of transaction.
- Membership of a student shall remain valid till he/she remains on the roll of the college.
- The librarian may recall any book from any member at any time.

- Borrowed books should be returned within fifteen days. They can be reissued for a further period of fifteen days if no one else has applied for them.
- Loose issues of periodicals are not for issue except for faculty members, for only one day.
- **NO DUE CERTIFICATE:** A Library no due Certificate will be signed by the Librarian, on the prescribed form at the time of leaving the college.

5. Borrowing procedure:

The members shall be privileged to borrow the specific number of books/documents volumes from the library as per their stream.

S.No.	COURSES	No. OF BOOKS
1	H.S. (Arts & Science)	02 Books for 15 Days
2	B.A. & B.Sc. (Hons)	03 Books for 15 Days
3	M.A. & M.Sc.	04 Books for 15 Days
4	PGDCA	03 Books for 15 Days
4	Faculty Members	10 Books for 180 Days
6	Non- teaching Staff	06 Books for 180 Days

- All borrowed materials must be returned on or before the due date.
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.

The following materials can only be used within the library

- Reference books and CDs.
- Newspapers.
- Journals and magazines.

6. Damage/ Loss of library materials:

- Users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement.
- Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books.
- Lost books must be reported to the librarian immediately and replaced within 30 days.
- Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library.

7. Overdue Fine:

Over due charges of .50 Paise per day shall be charged in case the book(s) are not return on the due date.

8. Book Bank Facility:

Under this facility 2(two) books are issued to such students as belonging to :

- Below Poverty line.
- SC/ ST category.

Separate book bank forms are available in the circulation desk. Books under book bank category are issued to students till the end of their examination.

9. General Rules:

- a) All the members must show their identity cards at the check point while entering in the Library and scan their identity card in barcode scanner in SOUL 2.0 ILMS.
- b) All kinds of personal belongings except notebook are to be kept in the property counter at the entrance.
- c) Members should not keep their money, ornaments, mobile and any other valuable items at the property counter. In case they do so, it will be entirely at their own risk.
- d) The members shall carry only essential stationery items inside the Library .
- e) All the members must put their mobile phones on either vibration or silent mode inside the Library.
- f) No eatable items are allowed inside the Library.
- g) Library cards are not transferrable, as they are token of privileges for the member to whom they are issued.
- h) Members should get their books/documents checked at the check point while leaving the library.
- i) Books should not be kept beyond the date marked on the due date slip pasted inside the book.
- j) Library books are costly and often rare. They should be used and handled with care. Members shall not write upon, damage, tear down the leaves of, or make a mark upon any book.
- k) Avoid bringing the other library and personal books inside the library or prior information is must.
- l) Students should enter in the library wearing college uniform.
- m) "Open access system" is followed in the college library.
- n) Silence shall strictly be observed in all parts of the Library.