

PRATIK COLLEGE OF EDUCATION

THEPAHAN, ZIRADEI, SIWAN

W.e.f. April 25, 2022

Basic library rules

Follow the rules!

- Carry your student ID card (or CHOIS Card) with you when you enter the library.
- Do not take any book or other library material out of the library without following the borrowing procedures.
- Make sure to return the borrowed items by the due date.
- In case any of the borrowed items being lost, damaged, or destroyed, you are required to replace the lost /damaged/destroyed item with a new one.
- Never write in books or cut pages out of them.
- Return books/materials to their original location on the bookshelf.
- Seek permission for filming and taking photographs within the library.

Practice good manners!

- Any food is not allowed to have in the library. Only drink bottles with a cap that could be tightly closed are permitted in the reading room.
- Using of mobile phones is prohibited. Switch your mobile phone off and keep it in your bag, etc. while you are in the library.
- Private conversations are not permitted. Even talking in a whisper or standing and chatting may be disturbing to others. Strictly prohibited from doing the above.
- Refrain from leaving your baggage, etc. on library chairs/sofas, and avoid taking up two seats by sitting on one and putting your baggage, clothes, etc. on the other. Also, please be sure not to leave valuables unattended.

Library Membership!

- All faculty, staff and students of the institute are entitled to become library members.

Issue/Return Rules!

- Users are divided into the following categories - their entitlements, maximum number of books and number of days of issue is proposed in the following table.

Sl.No.	Member's Category	# of Books	Issuing Period	Fine per day
1	Faculty	04 per paper	30days	5.00
2	Students	02	15days	5.00
3	Technical Staff	02	15days	5.00
4	Administrative Staff	02	15days	5.00

Fine for late return books/journals!

A fine of 5 (five) rupees per day per book will be charged from the defaulting members. The collected fine will be deposited in accounts section and proper receipt will be provided to the member. Membership to the newcomers will be given against request and recommendation by the competent authority like office order etc. User(s) has to return all issued books when he/ she is out of station for more than fifteen days.

Renewal of books!

- Users can also renew the books again after the completion of charging period, subject to not being requested from some other user.

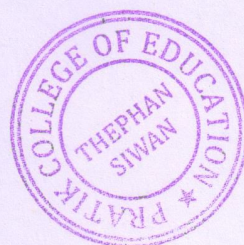
Overnight issue!

- Book/Loose issue journal may be issued for overnight to the members of library. This is only from Reference section after 8.00 pm - 9.00 pm. Next day before 10.00 AM the borrowed materials should be returned in that section only, if there is any delay by the member then the respective member may not be allowed to borrow for overnight further. The number of documents, members can borrow at a time, is only one. There is a fine of Rs.5 for delay of returning a book per day.

N.B.!

- ✓ The library reserves the right to inspect all material leaving the library including books and receptacles.
- ✓ Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
- ✓ Your cooperation is requested in providing a quiet reading environment.
- ✓ Suggestions on all aspects of library services are welcome.

Dtd. 21.04.2022



By order
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