

Library Rules for Faculty Member

- 1. The newly appointed teaching staff shall submit prescribed Library membership application with proper recommendation of the Principal.**
- 2. A regular teacher can borrow Maximum 4books at once however, Librarian may reconsider the case as per the situation and his/her decision shall be final.**
- 3. Visiting faculty can borrow 2 books maximum at once.**
- 4. The borrowers are requested to make sure that the books are properly issued or returned.**
- 5. Members are held responsible for all items issued on their name, until they are returned by the respective members to the Library.**
- 6. Every teaching and non-teaching staff on entering the Library will write his/her name, with other details in the register kept at the counter for the purpose and will sign the register.**
- 7. If a User his/her lost library book he/she has to replace the lost book by new book or pay the present double price of the lost book.**
- 8. An outgoing member should take No dues certificate from the Library and submit it to the administrative section of the college.**
- 9. The rules are framed to facilitate and promote, rather than to constrain, the use of Library collection and services**
- 10. All cases of the violation of rules will be reported to the Principal for suitable action**

Faculty Signature