



**MATER DEI  
CMI COLLEGE  
OF ARTS & SCIENCE  
ENATHU**

## Library **Rules and Regulations**

### **General Rules:**

- **Identity Card is compulsory for getting access to the library**
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- **Personal belongings except note book and pen are not allowed inside the library**
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using **Mobile phones** and audio instruments with or without speaker or headphone is strictly prohibited in the library premises unless get written permission from the Principal
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the Librarian at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the library premises

### **Admission to Library:**

Students are allowed to library only on production of their authorized/valid Identity Cards

### **Working Hours of the Library:**

- Monday to Friday 9 am to 4 pm
- Saturday 9 am to 12 pm

### **Circulation Issue System :**

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

**Overdue Charges :**

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

**Book Lost :**

If the books are lost, Then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

**Loss of cards:**

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.

**Validity of cards:**

Library borrower cards are valid for the entire duration of the course to access library facilities At the end of the course borrower cards shall be returned to the library.

**No due Certificate :**

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

**Care of Library Books :**

Students are require to handle the books/ Journal very carefully; marking with pencil , writing or highlighting , tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

**PRINCIPAL**