

**SWAMI VIVEKANANDA SCHOOL & COLEGE OF
NURSING
A. JETTIHALLI, DHARMAPURI.**

Library Rules And Regulations

The students/users can borrow library books from the library according to the following rules:

1. Library will function from 9.00 am to 6.00 pm.
2. User should maintain absolute silence in the library
3. User should bring their School Identity card and Borrower's card without which books will not be issued
4. User's are entitled to borrow two books at a time for a period of 7 days only. Books will be issued under signature of the student in the register
5. They have to return the books on or before the due date specified
6. If they fail to return the books before the due date they have to pay a fine of Rs. 5/- per day
7. Without informing the Librarian, If the users keeps the book for more than 15 days, they will loose the privilege of membership
8. Books are to be returned to the library whenever called for even at short notice

9. The borrowers should not detach any page or figures from the books. The student who has borrowed the book last will be held responsible for any such damages which necessitate the replacement of new book. Therefore the borrowers are requested to check whether the book is in proper condition before borrowing and while returning also.
10. If the borrower loses any book, She has to replace new book or pay double cost of the book (according to the present market rate) at the end of the academic year they have to return all the books and get clearance and no due certificate from the librarian
11. Users are requested to return the book in good/proper condition
12. If the user loses her library card, she will be responsible for the books borrowed on that card. Duplicate card will be issued only on payment of prescribed fee.
13. Books will be issued and returned only during the issue timings of the library
14. For reference purpose, all users are allowed to use the library between prescribed hours