



NARAJOLE RAJ COLLEGE

(NAAC Accredited B grade Govt. Aided College)

NARAJOLE: PASCHIM MEDINIPUR: PIN-721211

LIBRARY RULES



Narajole Raj College



LIBRARY RULES & REGULATIONS

**Approved by Governing Body & Recommended
by Dr. Ranajit Kumar Khalua, Vice-Principal.**

Created by Prof. Barun Rout, Jt. Convenor, Technology Sub-Committee, Narajole Raj College



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LIBRARY RULES

1. Working hours:

The library shall be kept open from 10 a.m. to 5 p.m. from Monday to Friday every week except gazette holidays. On Saturday the library shall be kept open upto 4. p.m. The issue counter shall be closed One hour before the closing of the library.

2. Procedure for enrolment and privilege of the members:-

i) All students of the college will have to deposit a library caution money at the time of admission (UG & PG) in the college and on production of the college Money receipts and passport size photo to the librarian, all B.Sc. and B.A Pass and all 5th semester students will receive One borrower's card and B.Sc. and B.A. (H) 1st and 3rd Semester students will receive two cards (1) Borrower's (2) Reference.

ii) The staff members will be issued the maximum number of the books they are entitled to borrow against their own membership card only.

iii) All members will come to the library personally to take books on loan.

iv) If any book is required by any department for consultation, the head of the particular department can borrow it through departmental requisition.

v) Both Borrower's and Reference cards are returnable at the end of the session, they are strictly non-transferable and will be renewed when he/she gets admitted to the next class. However all the reading materials must be returned by a student before taking clearance certificate from the library.

vi) At the time of borrowing a book, every member is expected to examine it carefully and immediately bring to the notice of the In-charge of the circulation section in case of any mutilation, defacement or damage, found in the document, otherwise the person to whom the book was last issued will be held responsible for any damage, defacement or mutilation, detected at the time of return.

vii) Students held responsible for the loss, damage, defacement or mutilation of books shall be liable to be punished in such way as may be determined by the library committee.

viii) The books fully processed and shown in the catalogue cabinets may only be issued for home use. Rare and valuable books and reference tools shall not be issued for home use.

ix) The books not yet processed will not generally be lent out.



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3. Loan of Books.

i) Demand slips for books will be deposited to the library and books will be issued to the users in the following manners :---

Demand slips deposited and returned

Books issued

11 a.m. to 1.30 p.m.

1-30 p.m. to 4-00 p.m.

ii) Before leaving the Library or Reading room, students will be required to return the text books / Reference books borrowed by them for consultation in the library or Reading room.

4. Renewal of Books:---

i) The loan of a book may be renewed (maximum twice) on return, provided the book in question is not in demand by other student members.

A book which is in great demand shall not be reissued to the same person consecutively.

ii) The Librarian may at any time recall any book of necessary before the expiry of its renewal period.

5. Restricted Categories of Reading materials:-

i) Reference books, periodicals (loose & bound volumes), rare books etc. should not ordinarily be lent out.

ii) Textbooks with the stamp "READING ROOM ONLY" are ment for reading only in the READING ROOM

6. Loss/Damage of Library Books: -

In case of loss or damage of a book or any other reading materials, the members responsible for the loss / damage shall be required to replace the current edition of that document along with a charge of Rs. 150/- towards processing cost. If the books is out of print and not available in the market, the member will have to deposit 5 times of the latest available price of that book along with a charge of Rs. 150/- towards processing cost and all kinds of borrowing facilities for the members concerned will remain suspended till finalization of the matter. Special case may be decision by GB.



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7. Loss of Library Cards: ---

The loss of library card(s) should be reported immediately in writing to the Librarian, to enable such members to continue the membership, duplicate library cards may be issued on payment of Rs. 100/- (for each card). This payment has to be made at cash counter of the college.

8. Termination of membership:-

i) To have his/her membership terminated, a member shall return to the library all the books borrowed as well as his/her Reader's card and apply to the librarian for termination of membership.

ii) The caution money will be returned by the cashier on the production of a clearance certificate from the Librarian to the effect that the books and cards have been returned to him.

iii) In case of staff members, the college office shall be settle his/her accounts with the college only on production of a certificate from the Librarian that his/her books and Reader's card(s) have been returned to the library.

iv) Students will not be permitted to fill up the form of final examination until they furnish to the college office a clearance certificate from the Librarian.

9. Overdue charges:-

For late return of books borrowed against library card the card would be sized for equal no of days default upto a maximum of 15 days. Beyond that period, a fine of Rs.1 per day will be charged.

9. General Rules:-

i) While in the library, all persons shall observe basic and elementary principles of library ethics, obey the rules and procedures of the library and submit to discipline enforced by the Librarian.

ii) Every member of the library must be prepared to establish his/her identity when requested to do so.

iii) Readers shall maintain perfect order and silence in the library.

iv) Making noise, smoking, sleeping and doing anything else which may disturb other readers or go against the discipline of the library are strictly prohibited.

v) Use of library cards expect by the bonafide person is strictly prohibited.

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- vi) No mechanical reproduction of any book or other material shall be made without the prior permission of the Librarian.
- vii) Readers shall vacate their seats in the Reading room thirty minutes before the closing time if the In-charge if that section so desires.
- viii) When the readers have any complaint about the services provided by the library, they should not enter into argument with the library staff. Instead, they are advised to bring it to the notice of the Librarian.
- ix) No reader entitled or permitted to use the library shall mutilate, disfigure, deface by writing in the margins, by under lining sentences, by marking passages or by damaging in any other way a book, periodical, map or chart or any other property of the Library.
- x) An admission may be refused to anyone who has violated the library Rules and Regulations
- xi) The Library Rules framed above may be altered or amended and new rules may be added to the existing ones by the Library Committee and all these rules be affective and binding in all concerned.
- xii) A Dept. wise orientation programme on Library rules for the students should be organized in collaboration with the concerned departments at the beginning of the session.

II. Eligibility of membership:-

[A] COLLEGE STUDENTS: For Home issue (All B.Sc. & B.A. pass and all 5th Semester students) - 1 Book at a time against lending card.

B.Sc. and B.A. (Hons.) 1st, 2nd, 3rd & 4th Semester students - 1 book at a time against each Lending and Reference card.

Period of Loan-15 days.

For late return of books after the due date of overdue charge will be imposed as per rules (vide item (9) of the rules).

[B] TEACHING MEMBERS-

5 books of the subject against membership cards. Period of loan 15 days.

(Borrowed books to be returned or renewed within the due date)

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[C] NON-TEACHING MEMBERS:-

2 books against membership cards.

Period of loan-15 days.

(Borrowed books to be returned or renewed within the due date),

This Library Rules approved by the Library Sub-Committee and Finance Committee.

Librarian

Vice-Principal