



P.G.D.A.V. College (Evening)

University of Delhi

Nehru Nagar – 110065

Library Rules and Regulations

1. Every student of the college will be issued an Identity Card and Reader's Tickets. Books will be lent to borrowers only in exchange of these tickets. These tickets are non-transferable.
2. The books returned on any day will become available for issue only on the next day. Also the books issued on any day will not be taken back in the Library on the same day.
3. An over-due charge (**Fine**) of **Re. 1.00** will be levied for each day the book is kept over time from the date last stamped.
4. The books will not be reissued except in urgent cases and that too at the discretion of the Librarian.
5. Dictionaries, Encyclopaedia, Year Books, Periodicals (Magazines), News Papers and other Reference books are not issued for home.
6. In case the book etc. is lost/misplaced by the user, he/she has to replace the same with a new one.
7. The Librarian, in the interest of Library and Institution, has the discretion to recall any book issued to the user.
8. In the event of **the loss of identity cards and library tickets**, the Librarian must be informed immediately in writing. The student, however, will be responsible for any loss which the library may suffer due to loss or misuse of his identity card and library card.
9. Duplicate I-Card will be issued after a written request along with FIR and a fee of Rs.250/- (Penalty Fees **Rs.150/-** plus I- Card Fees **Rs.100/-**). Duplicate Reader's Ticket will be issued on payment of **Rs.50/-** for each ticket.
10. Students are expected to maintain a dignified and disciplined environment in the library observing the high values and ethics of a library. Any kind of noisy conversation, consultation, use of Mobile phones or demonstrative greetings inside the library are not permissible and may be punishable at the discretion of librarian.
11. Eatables and soft drinks are not allowed in the library.
12. Carrying any book, published material, or any property of the library outside the library without proper issue or authorization shall be deemed as gross indiscipline and strict disciplinary action will be taken in these cases.

(P. K. Maithani)
Librarian (Offg.)