

## **Membership:**

Library Membership is compulsory for users. Close and open access both facilities are available. Every Arts, Science and Commerce Honours & General student will get 1 card after their admission in the First Year. Cards must be updated each year. In order to obtain/update the Library Card you have to bring their Acknowledgement slip in original and 01 (one) Stamp Size (2.5 c.m. x 2.5 c.m) photograph. Students are to pay overdue charges of 1 rupee per day for late return of the book. In case of loss of card, the user should report immediately to the Librarian in a written form. Duplicate card is issued on payment of Rs.100/- as duplicate card fee. Without proper library card no student will be allowed in the library. Teaching & Non-Teaching staff will automatically become library members.

Categories		Borrowing privileges	Remark
STUDENT	Honours & General	1 book at a time	Library reserves the right to call back issued books whenever needed
TEACHING STAFF	Substantive, SACT & Guest	2 books at a time	
NON-TEACHING STAFF	Substantive & Contractual	2 books at a time	

### **For students:**

Books—15 days; renewable once time

Reserve items from reference section — In-library use only

### **For Faculty members:**

Books—15 days; renewable twice times

Reserve items from reference section — May be loaned out conditionally

### **For staff members:**

Books—15 days; renewable twice times

Reserve items from reference section — In-library use only

NOTE: All materials on loan have to be returned two weeks before the end of the session.