



Ref.No.SBCS/

Date:

Library Rules & Regulations

➤ **General Rules:**

- a. Library and reading room are open to all students and members of staff of the college.
- b. Students must produce their valid library membership card when the borrowing the books.
- c. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- d. Students are allowed to library only on production of their authorized/valid Identity Cards.
- e. Strict discipline must be maintained in the Library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
- f. Reference material should not be taken outside the Library.
- g. Newspapers and Periodicals are issued against Library cards for Reading in the library. Journals will be issued for current reading in the library only.
- h. Students are required to handle books and reading material very carefully.
- i. Library materials borrowed must be returned on or before the due date.
- j. All borrowers must settle any overdue loans before they are permitted to borrow again.
- k. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged.
- l. Mobile phones and other devices likely to cause disturbance shall always be in silent mode.
- m. All members associated with Institute should obtain *Clearance Certificate* from the Library before they leave the Institute, otherwise their certificate, stipends/fellowships, and/or other dues etc. may be withheld.

➤ **Library Hours:**

The library is open all working day of college from 9.00 Am to 6.00 PM on Tuesday to Saturday & 9.00 Am to 4.30 PM on Sunday. The library will remain closed on all public holidays notified by Government of Karnataka/India.

➤ **Issue System:**

Books will be issued on presentation of 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.



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Phone: 08472-221941, Fax: 08472- 241492, email: sbcscg@rediffmail.com

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➤ **Reference section:**

This section has Encyclopaedia, dictionaries, Text books reference books etc. which are only available for reference. User can make use of these resources.

➤ **Use of material within the Library:**

- Library materials on open access shelves may be removed for use within the Library without reference to Library staff. After use they should be left on the re-shelving tables.
- Library materials not on open access in the rare book collection may be consulted.
- Readers are not permitted to bring their own books, floppy disks, CDs into the Library but no responsibility is accepted for their safety.

➤ **Overdue books:**

Books must be returned by the due date or earlier if recalled by the Librarian. Failure to return a book by the date specified will be treated as a serious offence. The fine will be charged @ Re.1 per day per book from the due date till the book is returned to library

➤ **Lost or Damage Books:**

- The Borrower (Staff/Students) must report the lost/damaged of library Books immediately to the Librarian and they must pay the compensation of books.
- Borrower is obliged (Staff/Students) to compensate lost or damage books either by substituting the same edition book/ latest edition or pay three times the cost of the current price of the book after getting permission from the librarian.

➤ **Loss of cards:**

Loss of Identity card should be reported to the librarian, The new Identity card will be issued on a payment of Rs.100/- .

Note:

The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible. Failure to observe the rules can lead to disqualification.

Sd/-

Principal