

GOVT. J. THANKIMA COLLEGE
LIBRARY MANAGEMENT RULES : 2017

1. MEMBERSHIP:

The following shall be eligible for the members of Library, Govt. J. Thankima College.

- a) Teachers of Govt. J. Thankima College
- b) Students of Govt. J. Thankima College
- c) Alumni members of Govt. J. Thankima College
- d) Other employees of Govt. J. Thankima College

2. GENERAL :

- a) For entering in Library, personal belongings such as, bags, umbrella, books etc. should be left at the place provided for.
- b) Any damaged or lost of book(s) borrowed, the borrower(s) shall have to replaced it or shall have to pay a fine double price of that book(s) lost or damaged.
- c) Magazines, Newspaper and other reading materials are not allowed to be taken outside library.
- d) No one is allowed to borrow book(s) for others.

3. CHECK OUT SYSTEM:

a) TEACHING:

- i) The teacher are allowed to borrow 4 books at a time for two months, subject to renewable for another 1 month.
- ii) All books borrowed must be returned at the end of academic session.
- iii) The Librarian shall be held responsible to ensure the books from the teachers who failed to return within the stipulated period.
- iv) Those who failed to return the borrowed even after intimation by the Librarian, they shall be charged a fine at a rate of Rs. 10/- per day from the date of such intimation is given.

b) STUDENTS :

- i) Student is allowed to borrow 2 books at a time for 7 days, which can be renewed once for another 7 days.
- ii) Late submission or renew after due date is liable a fine of Rs. 5/- per book per day.
- iii) No student is allowed to borrow books without Reader's Card or Library Card.
- iv) All books borrowed must be returned before the end of academic session.
- v) Student(s) failing to return the books shall be issued Library Clearance Certificate without which they shall not be issued Mark sheet & Certificate from the Principal's Office.

4. ALUMNI AND NON-TEACHING STAFF:

- i) Alumni and Non-Teaching Staff are allowed to borrow 2 books at a time for 7 days which can be renewed once for another 7 days.
- ii) The Librarian shall be held responsible to ensure the books borrowed from the borrowers failed to return within the stipulated period.
- iii) Those who failed to return the borrowed even after intimation by the Librarian, they shall be charged a fine at a rate of Rs. 10/- per day from the date of such intimation is given.

5. REPOGRAPHY :

Members of the College Library are provided the facility to avail photocopy with the help of Photocopier at the rate mentioned below:

- i) A4 & Legal Size (One sided) - Rs. 2/- per sheet
- ii) A4 & Legal Size (Double sided) - Rs. 3 /- per sheet
- iii) A3 Size (One sided) - Rs. 3 /- per sheet
- iv) A3 Size (Double sided) - Rs. 4 /- per sheet

6. STOCK VERIFICATION:

Stock verification of Books and other reading materials should be done at least once in academic session by Library Staff or Library Management Committee.

XXXXXXXXXXXXXXXXXX