



KABIR IND PRE UNIVERSITY COLLEGE (AN0257)

Recognized by Govt. of Karnataka

#84, 2nd Main Road, Matada Halli, RT Nagar, Bengaluru – 560032

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LIBRARY RULES & REGULATIONS

- Students while entering the library must leave their bags and other items at the entrance or in their respective classroom.
- Do not leave any valuables in the library; else the Management will not be held responsible.
- **Identity Card is compulsory for getting access to the library.**
- Students should enter their details in the register on arrival and departure from the library.
- Students should produce their identity card while borrowing books. **Overdue books are liable to a penalty of Rs. 50 /- per day from the due date.**
- **Beverages and Eatables are strictly prohibited inside the library.**
- Mobile phones and other devices likely to cause disturbance are not allowed in the library premises.
- **Absolute silence is expected in the library.**
- Students should return the book in as is where is condition, else they will be levied a fine for any damage.
- Loss of books, if any, should be reported to the Admin/Librarian immediately and it should be replaced with a new copy or the concerned person will have to pay the original cost.
- The student can get **02 books** at a time for the period of **15 days**. Teaching Staff can get **04 books** at a time for the period of **30 days**, Non-Teaching Staff can get **02 books** for the period of **30 days**.
- In case of requirement of the books for more than the stipulated days, concerned person will have to renew the date. The book will be renewed only if the other student or staff does not demand for the same book.
- Librarian or Admin reserves the right to recall any issued book/item at any time.
- The library books/Journals are not to be spoilt, by underlining or scribbling on pages. **Defaulters will be charged a penalty of Rs. 100/- or replace the book depending on the damage.**
- Students or Staff must use the Electric sources (lights and fans) economically. Switch on only what you need, and switch off at the time you leave, if unused.
- The student & staff must ensure cleanliness all the times in the library premises.
- Students are required to use the library only for the purpose of Reading / Reference work.
- **Students are advised not to give books to others on their names.**
- Periodicals, Dictionary, Encyclopaedia, Journals, Magazines, Project Reports, Reference sources are to be referred in the library.
- Absolute discipline must be maintained. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library resources.
- The Management of Kabir Ind PU College has right to make changes in the rules & regulations as and when necessary.

Drafted by: Sayeeda Arshiya

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