



# INTERNAL QUALITY ASSURANCE CELL

GOVT. COLLEGE JAITHARI, ANUPPUR (M.P.)

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## LIBRARY RULES

### **SECTION 1: GENERAL LIBRARY RULES**

#### **Subsection 1.1: Library Hours**

- 1.1.1 Strict silence, decorum, and discipline must be maintained in the library.
- 1.1.2 Usage of mobile phones is strictly prohibited within the library premises.
- 1.1.3 Every member must sign the register available at the entrance.
- 1.1.4 Students must carry their Identity Cards for entry into the library.

#### **Subsection 1.2: Book Borrowing Rules**

- 1.2.1 Books will only be issued to individuals and not to groups or areas.
- 1.2.2 Once books are issued, they should not be brought inside the library unless they are being returned.
- 1.2.3 Users should not deface, cut, mutilate, or damage library materials, including documents. If found guilty, the user will be charged double the cost of the damaged material.
- 1.2.4 Newspapers and magazines must be read only in designated areas within the library and should not be taken to other reading areas.
- 1.2.5 Eatables, bags, personal books or journals are not allowed in the library.
- 1.2.6 The library card is non-transferable, and any loss of the card must be immediately reported to the library. The user will be held responsible for any misuse of their library card.
- 1.2.7 Any change of address should be communicated to the library in writing.
- 1.2.8 For misplaced, unpriced, or gratis publications, the rates approved by the Library Committee will be applicable.
- 1.2.9 Members are free to browse books in the library, and books taken off the shelves should be left on the reading tables.
- 1.2.10 Journals (unbound issues), reference books, and reports will not be issued for circulation from the library.
- 1.2.11 Photocopying of articles or book chapters up to 10 pages from a single book is allowed in the library for a fee of Rs. 2.00 per copy.

- 1.2.12 Defaulters who exceed the permissible loan period will not be issued any publications until they clear their overdue accounts with the library.

## **SECTION 2: FACULTY/RESEARCH SCHOLARS/RESEARCH ASSOCIATES**

### **Subsection 2.1: Book Borrowing Rules**

- 2.1.1 Faculty members can borrow a maximum of 10 books for a period of six months from the date of issue.
- 2.1.2 Research scholars and research associates can borrow a maximum of 6 books for a period of three months from the date of issue.

### **Subsection 2.2: Fines and Penalties**

- 2.2.1 A fine of Re 1/- per day per book will be charged for any delay in returning books.
- 2.2.2 In case of loss, damage, disfiguring, or tearing of pages of library books, the person responsible will be charged twice the prevailing cost of the book as a replacement cost, until the book is replaced or the replacement cost is submitted.
- 2.3.3 Librarian, HODs, and fines till the reporting date (in writing) will be applicable upon discontinuity or cessation of services.

## **SECTION 3: COLLEGE STAFF**

### **Subsection 3.1: Book Borrowing Rules**

- 3.1.1 Staff members can borrow a maximum of 4 books for a period of one month from the date of issue.
- 3.1.2 Staff members with a rank equivalent to that of the Principal can borrow a maximum of 10 books for a period of six months from the date of issue.

### **Subsection 3.2: Fines and Penalties**

- 3.2.1 A fine of Re 1/- per day per book will be charged for any delay in returning books.
- 3.2.2 In case of loss, damage, disfiguring, or tearing of pages of library books, the person responsible will be charged twice the prevailing cost of the book as a replacement cost, until the book is replaced or the replacement cost is submitted.
- 3.2.3 Upon discontinuity or cessation of services, college staff members must obtain a 'No Dues Certificate' from the library.

## **SECTION 4: STUDENTS**

### **Subsection 4.1: Book Borrowing Rules**

- 4.1.1 Undergraduate students can borrow a maximum of 2 books, and postgraduate students can borrow a maximum of 4 books for a period of one month from the date of issue.

## **Subsection 4.2: Fines and Penalties**

- 4.2.1 A fine of Re 1/- per day per book will be charged for any delay in returning books.
- 4.2.2 In case of loss, damage, disfiguring, or tearing of pages of library books, the student responsible will be charged twice the prevailing cost of the book. It is important to report any such issues to the library staff.
- 4.2.3 In case of loss or damage to the Library Membership ID Card or Book Bank Card, a fine of Rs. 50/- will be charged, and a duplicate card will be issued upon the recommendation of the HOD or Principal.
- 4.2.4 Loss of card twice will result in the non-availability of library facilities for a month.
- 4.2.5 On completion of the course, students must deposit their library cards with the library to obtain a 'No Dues Certificate'.
- 4.2.6 Individuals who are not employees of the college but are associated with a project must provide an undertaking from their Project Investigator and the HOD or Principal.

## **SECTION 5: GENERAL GUIDELINES**

- 5.1 The Librarian is empowered to recall any book at any time if necessary.
- 5.2 Anyone who violates the rules and regulations of the library may lose their library membership privileges.
- 5.3 The Librarian, with the approval of the Hon'ble Principal, reserves the right to add, delete, alter, or modify any of the above rules as and when required.



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