

Library Rules and Regulation

1. The library will be kept open on all working days.
2. Perfect silence and decorum should be maintained, in the library.
3. A bowers card will be distributed to each student to exchange books from the library.
4. Every student is entitled to keep a book for 7 days from the date of issue
5. It will be reissued only once to the same person for a further period of one week, if it has not been applied for in the meantime.
6. Student can borrow not more than two books at a time from the library
7. Every book borrowed from the library should be returned on the date marked on the date slip.
8. The book should be shown to the librarian at the time of Renewal.
9. The librarian may recall any book at any time even before the expiry of the normal period
10. If a student fails to return a book on the due date a fine of Rs.1/- per day will be levied, Sundays and holidays being excluded.
11. Journals will not be lent out.
12. Students are required to use all Library books with care. Marking or underlining or annotating books is forbidden. Disciplinary action will be taken against students damaging books in any manner.
13. A student who has lost his ticket should at once report the matter to the librarian.
14. Duplicate tickets will be issued on payment of a penalty of Rs.50/- per ticket
15. A Student failing to return the book or to pay the fine imposed on him and other charges to the library will not be allowed to borrow books, till the books, already on due from him is returned and fine paid. Cases of such failures will be reported to the principal for disciplinary action.
16. No transfer certificate or conduct certificate shall be issued to a student until the books have been returned and dues outstanding against the student discharged.





Principal,
Sou.M.R.Jagtap Mahila Mahavidyalaya,
Umbraj