



Central Library Amar Singh College, Srinagar

email: library.asc1914@gmail.com
library@amarsinghcollege.ac.in



No.: _____

Dated: _____

LIBRARY RULES

General Rules:

1. Noise, disturbance or unruly behaviour is forbidden in any part of the library.
2. Library materials must not be taken out of the library unless a Library staff has properly issued them.
3. Library membership cards are not transferable and must be produced whenever requested by Library staff.
4. Library membership cards, when lost, must be reported immediately in person to the Library. A lost library card may be replaced by a fee of Rs. 100/- along with an affidavit for any misuse of the lost card.
5. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.
6. Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there from.
7. The library will not be held responsible for the loss of any personal belongings of users.
8. The library staff has the right to ask users to leave the library if they are causing a disturbance.
9. The library staff has the right to ask a non-member to leave the library.

Library Hours:

10:00 am to 4:00 pm on all working days

The library will remain closed on all public holidays. All users must prepare to leave the Library ten minutes before closing time and to be out of the building by closing time. Books issued for reading only may be borrowed until ten minutes before closing time.

Lending Rules:

1. Members are only allowed to borrow the books from the Text Section and not from the Reference Section of the Library. Besides, newspapers, magazines and other periodicals are also meant for only reading purposes and not for lending purposes.



Central Library Amar Singh College, Srinagar

email: library.asc1914@gmail.com
library@amarsinghcollege.ac.in



No.: _____

Dated: _____

2. Members must produce their valid library membership card when borrowing the books. Members must check to see that all library materials in their possession have been properly checked out to them before leaving the library.
3. Members are held responsible for all materials charged to their cards.
4. Members will be held responsible for any mutilation including defacement found in library materials when returned. They must check and report any mutilation found at the time of issuing the book.
5. Members must report the loss of library materials immediately to the Circulation Section of the Library and they must follow the procedure for loss of books.
6. Members must ensure that the books issued to them are returned or renewed on or before the date due.
7. Fines will be calculated, according to the Rates of Fines, from the due date and the amount should be paid at the library. Books are issued to the students for 15 days, after that fine amount of Re. 1 per day shall be charged for 30 days and Rs. 2 per day after the completion of first overdue 30 days. For other members (Faculty, other staff, etc.), the books are issued for 30 days after which the fine amount of Re. 1 per day shall be charged for 30 days and Rs. 2 per day after the completion of first overdue 30 days.

Browsing Centre Rules:

1. Computer in the Browsing Centre should be used for academic purposes only.
2. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
3. Playing games on computers is strictly prohibited.
4. Changing the settings and display of the computers is not permitted.
5. Users should not remove/unplug computer cables/connections, network cables and other peripheral/accessories.