

NETAJI SUBHAS MAHAVIDYALAYA
UDAIPUR, GOMATI ,TRIPURA- 799114
LIBRARY RULES AND REGULATIONS

OPENING HOURS

Monday – Saturday 10.30 AM to 4.30 PM

The library is closed on Sundays and all public holidays

ADMISSION: THE FOLLOWING PEOPLE ARE ALLOWED TO USE THE LIBRARY

- All students who are in the nominal roll of the College
- Faculty and other staff in the College

READING ROOM

- All users must observe silence in the library and its premises
- All Reading room users are required to write their names and other details in the gate register upon entering the library
- Use of mobile phones is strictly prohibited in the library
- All bags, cases, folders etc. must be left in the luggage area outside the library.
- The library shall not take any responsibility for loss of personal property or books already signed out to a user
- No student is allowed to enter the lending / circulation area.
- Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay penal cost for the material with the most current edition of the same
- Discipline must be observed always in the library..
- Users should return all books to their assigned shelves after reading.

BORROWING PROCEDURE

Borrowing rules of books are given below:

- All students , teachers and non-teaching staffs of the institution are entitled to borrow books from the Library as specified below:- (it may be amended time to time as per requirement)

Teachers: 12 (twelve) volumes at a time for each semester.

Guest lecturer: 06 (six) volumes at a time for each semester

Non-teaching staffs:03 (three) volumes at a time for each semester

Honours students: 03(three) volumes at a time for 14 (fourteen) days.

Pass Students: 02 (two) volumes at a time for 14 (fourteen) days.

IMPORTANT DATES FOR RENEWAL OF BOOKS FOR FACULTY & STAFF MEMBERS:

31st July & 31st December

- Library materials cannot be taken outside the library without issuing of the same by the library staff.
- All borrowed materials must be returned on or before the due date positively
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students
- Reference books, Newspapers, Journals and magazines can only be used within the library

DAMAGE/ LOSS OF LIBRARY MATERIALS

- Users must ensure that the books they borrow are in good condition.
- Users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement as per the govt. directives.
- Lost books must be reported to the librarian immediately and replaced or paid for within 30 days
- Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library

EXCLUSION FROM THE USE OF THE LIBRARY

- Any user who disregards the library rules and regulations will not be permitted to use the library anymore.
- The library staff has the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users

NB: These rules and regulations are subject to review by the library committee from time to time