

Dr. B.B. Hegde First Grade College, Kundapura

LIBRARY RULES & REGULATIONS

1. Bags must be kept in the property counter.
2. Every user is required to sign on the daily register kept near the circulation counter, as soon as he/she enters the library. If he/she uses internet/e-resource centre only, it is enough to sign on the register kept in the internet/e-resource centre.
3. Silence must be maintained by all the users in the library.
4. Each student will be issued two borrower's cards.
5. In case of faculty members 6 cards will be issued and books will be issued against each card.
6. Each Student is allowed to borrow one book per card for a maximum 7 Days.
7. A fine of Rs. 2/- per day will be taken as fine from the students for the book returned after the due date.
8. There will be one renewal, subject to lack or demand for the copy of the book.
9. If a student loses/misses the borrower's card, he/she will be issued new cards only after 21 days from the date of getting a letter from them about the loss of cards. A fine of Rs. 50/- per card will be charged for the lost cards.
10. If the book is lost, the borrower has to
 - i. Replace the same edition of the book or
 - ii. Pay a fine as much as 150% of the price of the book mentioned in accession register plus Rs.20/- as processing cost.
11. Producing two borrower's cards at the time of getting no due certificate is a must.
12. Users must be aware of all the rules and regulations which are displayed on the notice board. Switching off lights and fans after use will help to save energy.
13. The Librarian may be contacted to register any grievance or the same may be dropped at the feedback/suggestion box kept near the entrance.
14. Eatables are not allowed in the library.
15. Institutional property must be taken care of.

PRINCIPAL

Principal