

GENERAL LIBRARY RULES

1. Library Card is not transferable.
2. Library books will not issued without presentation of Library Card.
3. Mark sheet/Certificate of final examination will not be given if library books are not returned.
4. Lost of Library Card should be reported forthwith, a fresh one will be supplied on payment of Rs. 20.00 (Rupees Twenty only).
5. Only one book is issued & returned to one user per day.
6. Book should be returned within 30 days; otherwise a fine of Rs. 5.00 (Rupees Five only) will be levied per day. The fine/cost of books shall be deposited in the cash counter of the college.
7. Users must be bound to compensate for lost of book or any deface of book.
8. After the completion of final examination all books must be returned within 7 days otherwise equitable fine will be levied.
9. Do not write anything on the book otherwise a fine will be levied.

READING ROOM RULES

1. Entry to the Reading Room facility is restricted to the bona fide students on production of Library Card.
2. No materials may be removed from this room without proper authorization.
3. Umbrellas, Bags or similar items should be deposit at the property counter. No such items may be taken into the Reading Room.
4. Tracing, writing & drawing in the documents is completely forbidden.
5. Put the documents back where they came from.
6. Cell Phones must be set on silent or vibrate mode.
7. Foods and drinks are prohibited.

Readers found violating any of these rules or misbehaving in any way, or disturbing other readers, shall not be allowed to remain in the Reading Room.

RULES FOR BOOK BANK

1. Book Bank is entirely for the benefits of the SC/ST/OBC/PH & Minority students of Kandi Raj College.
2. A student can become the member of the Book Bank on showing the Cast/ PH Certificate in original.
3. Books will be issued strictly on showing the valid Book Bank Card.
4. Books are issued every Wednesday and Saturday in this scheme.
5. Mark Sheet of final examination will not be given if book(s) is not returned.
6. Book should be returned within 60 days, otherwise a fine of Rs. 5.00 (Rupees Five only) will be levied per day. The fine/cost of books shall be deposited in the cash counter of the college.
7. Where the books have been marked, defaced, spoiled or damaged, the library authority shall at his/her discretion either impose a fine as per library rules or charge the cost of books. In later case the student is liable to replace the book at his/her own cost.
8. The responsibility for the proper custody of the book(s) is of the member concerned.