

G.G.J.GOV.T. COLLEGE, HISAR

RULES OF THE LIBRARY

GENERAL RULES-

1. Conduct not conducive to the proper use of the library is forbidden.
2. Noise, disturbance or unruly behavior is forbidden in any part of the library.
3. Smoking, food and drinks are not allowed in the library.
4. Silence shall be observed in the public areas of the library. Mobile phones, pagers and watch alarms should be switched off before entering the library.
5. Users of the library should be decently dressed.
6. Loitering or roaming in the library is prohibited.
7. Library materials must not be taken out of the library unless a Library staff has properly issued them.
8. All books and personal belongings must be shown to the staff at the library exits whenever required to do so.
9. No bag, case, umbrella, personal book, pen-drive, CD-ROM, or floppy disk should be brought into the Library. They should be deposited at the property counter at one's own risk.
10. Library membership cards are not transferable and must be produced whenever requested by Library staff.
11. Library membership cards, when lost, must be reported immediately in person or by telephone to the Circulation Section. A lost library card may be replaced by a fee of Rs. 50/- along with an undertaking that the member concerned will be responsible for any book taken on the library card.
12. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.
13. Library books and documents must be treated with honor, so that it is prohibited to underline, write notes or pull-out pages there from.
14. All dues to the library must be paid timely.
15. The library will not be held responsible for the loss of any personal belongings of users.
16. The members should inform the library their new designations, official addresses and addresses of communication as and when they move to new assignments or locations.
17. Following consultation, books should be left on the tables for the library staff to re-shelve them.
18. The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.
19. The library staff has the right to ask a non-member to leave the library.

OPENING HOURS:

- 9.00 A.M. to 4.00 P.M. Monday to Friday Lending service is available till 4.00 P.M.
- 9.00 A.M to 4.00 P.M. on Saturday for consultation only.

The library will remain closed on all public holidays notified by the Government of Haryana. All users must prepare to leave the Library ten minutes before closing time and to be out of the building by closing time. Items available for loan may be borrowed until ten minutes before closing time.

GENERAL LENDING RULES-

Loan privileges and its associated conditions:

1. 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.
2. Members are held responsible for all materials charged to their cards.
3. 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.
4. Members must report the loss of library materials immediately to the Circulation Section of the Library and they must pay the compensation for the lost book.
5. Any book not returned in response to a final overdue notice would be considered as lost and the member would be asked to pay compensation for the lost book.
6. Fines will be calculated, according to the Rates of Fines, from the due date and the amount should be paid at the library.
7. Members must ensure that the books issued to them are returned or renewed on or before the date due. Notices sent by the Library serve only as a reminder and non-receipt of the notices does not absolve any member from paying fines or other penalties as stated in these Rules.
8. Each borrowing member will be issued library tickets as per their entitlement
9. Documents can be borrowed as per the following –
 - a) The time limit and maximum number of books to be issued:

Sr. No.	Category	Maximum number of Books to be issued	Maximum Period for which a book can be retained
1	Principal	15 books	One month for each book
2	Teaching staff	15 books	One month for each book
3	Non-teaching staff	5 books	One month for each book
4	P.G. Students	5 books	14 days for each book
5	U.G. Students	3 books	14 days for each book

b) Schedule of Issuance of books for U.G. classes-

1	Monday	B. Com I, II, III/ B. Com Hons II, III
2	Tuesday	B.A. I, II, III
3	Wednesday	All B.Sc I.& B.Sc.Hons I
4	Thursday	B.Sc. II & B.Sc. Maths Hons I
5	Friday	B.Sc. III & B.Sc. Maths Hons I
6	Saturday	Consultation only

Note- One month from the date of issue, Overdue Charge Rs. 2/- per day per book will be charged, if the book is not returned on or before the due date. If there is a delay of two months from the due date for the return of books the membership will become invalid. Renewal of membership is possible with a deposit of a fee of Rs. 50/-.

c) Schedule of Issuance of books for P.G. classes-

1	Monday	M. Sc. Geo I, II/, GIS P.G.Diploma/ B. A. Geo Hons II, III & B.A. I Major Geo.
---	--------	--

2	Tuesday	M.A. Pol Science I, II/ M.Sc. Psychology I, II, M.Sc. Maths I, II
3	Wednesday	M.SC. Comp Science I, II, M. A. Eco. I, II & B.A. I major in Eco, B.A. Eco. Hons II, III
4	Thursday	M. A. Eng. I, II & B.A. Eng. Hons II, III & B.A. I Major in Eng
5	Friday	M. A. SKT.I, II,M.A. Hindi I, II & M.Com I, II
6	Saturday	Consultation only

10. In case the members fail to return the borrowed document on or within the due date, they shall be liable to pay overdue charges at the rate of Rs. 2.00 per day on the spot. The privileges given to the member shall be suspended if overdue materials are not returned.

11. The borrowing members who repeatedly fail to return documents on due date consecutively on five occasions may lose the privilege of the membership of the library. They will also not be allowed to borrow the books.

12. The documents on loan with the members can be recalled by the Library at any time.

Lost or Damaged Books-

1. The borrower is obliged to compensate for lost or damaged items either by substituting the material or paying for it. Fines will be calculated, according to the Rates of Fine, from the date due to the date when the material was reported lost.

2.If the payment for the lost book is not done as demanded, the controlling authority of the central government employee will have to recover the amount from the salary and send it to the Central Secretariat Library.

3.In the case of Retired Employees/Special Members the amount due for the lost book will be intimated in writing and in case the same is not paid then, it will be recovered from the security deposit made by the user and the membership will also be forfeited.

Convener, Library Advisory Committee