

**SREE SANKARA COLLEGE, KILIMANOOR**

**LIBRARY RULES**

- Silence must be maintained in the Library.
- It is required of all the members to produce their membership card at the time of issuing books. This membership card is non – transferable.
- Students are not allowed to borrow books from the reference and journal section.
- A member may not be entitled for borrowing if he/she holds an overdue book.
- Mobile phones and other devices likely to cause disturbance are not allowed in the library.
- Personal belongings should be kept in the property counter of the library.
- No discussion permitted inside the library.
- Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Refreshment of any kind shall not be taken anywhere in the library premise.
- Overdue Charges: Books will be issued to the students for 14 days only. In the page slip is pasted and stamped mentioning the due date and the fine will be charged @ Rs 1/ per day per book from the due date till the book is returned to library
- Book Lost: If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book.