



LIBRARY RULES

- 1. Access to the library is for its members only.**
- 2. Entry in the library shall be through :**
 - a. proper identity card**
 - b. after entering the name in the Visiter's Register .**
- 3. Every member is eligible to borrow books for maximum 15 days against the Library card issued.**
- 4. The book(s) issued should be returned before the due date, failing which, fine will be collected as per rules.**
- 5. The requisition form for procurement of book(s) in library is available.**
- 6. The availability of books can be checked through library catalogue.**
- 7. Library is not responsible for the loss of any personal belongings in the library.**
- 8. In case of loss or damage of book(s), twice the cost of the book will be charged.**
- 9. Getting personal books/bag/purse/helmet/umbrella , etc. in the library is strictly prohibited.**
- 10. Smoking and eating in the library is strictly prohibited.**
- 11. Mobile phones should be kept on silent mode, on call move out of the library.**
- 12. Maintain silence in the library.**
- 13. Legal action will be taken against the members, found carrying books without proper permission.**
- 14. Non-compliance of library rules will lead to disciplinary action.**
- 15. In case of any discrepancy, the decision of the Head, SOEdu will be final.**

Head, SOEdu



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