

SREE JEE BABA GROUP OF EDUCATION
GENERAL RULES AND REGULATIONS OF LIBRARY

- ⌚ Please maintain decorum, peace and silence within the premises of library.
- ⌚ No discussion permitted inside the library.
- ⌚ Library Card is compulsory for getting access to the library.
- ⌚ No personal belongings allowed inside the library.
- ⌚ Every student can get 1 book at one time on behalf of library card for 7 days.
- ⌚ If the books are returned after due date, then student will be fined 2rs. Per day.
- ⌚ No book will be issued during the exam.
- ⌚ The librarian/In-charge may recall any book from any member at any time and the member shall return the same immediately.
- ⌚ Do not mark, underline, tear pages, or write in library books or on furniture.
- ⌚ In case any book is lost or damaged by the member, the member shall replace the book or shall pay the cost of replacement.
- ⌚ In case of loss library card the student should report to the librarian in writing application form and issued a fresh replacement card on payment rs. 50/- per card.
- ⌚ Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- ⌚ Reference books and current periodicals may not be allowed to be taken out of the library.
- ⌚ Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- ⌚ Refreshment of any kind shall not be taken anywhere in the library premises.
- ⌚ Membership privilege if a user can be suspended on account of misbehaviour with the library staff or for indecent manners.

