

**K.L.N. Arts & Sciences College,**  
**Pottapalayam, Sivagangai District – 630 612.**

**Central Library Rules and Regulations**

- ⇒ All the Teaching, Supporting, Non-Teaching staff and students are the members of the Central Library.
- ⇒ While entering into the Library the members must show their ID card in the e-Gate entry system computer kept in front of the Library.
- ⇒ All the members must produce their “Barcode” pasted ID cards while borrowing the books and return of books.
- ⇒ All the Students are eligible to borrow 5 Books and Teaching Staff 10 books.
- ⇒ The staff and students to borrow one time or per day maximum 2 books allowed.
- ⇒ All the members must return the Library borrowed books within 30 days time.
- ⇒ Books borrowed must be returned & renewed on or before the due date. Otherwise, a penalty of fifty paise (0.50) will be charged per day per book.
- ⇒ If any book is lost or damaged by the members, he/she will be responsible to it or pay two times the original price of the book or present market price or whichever is higher.
- ⇒ Underlining, Scribbling and Tearing of pages or any other type of Damaging of Books / Journals is liable for penalty.
- ⇒ Membership Identity Cards are not transferable and ID holders would be responsible for the Books issued against the ID.
- ⇒ Using of Cell Phone is Strictly Prohibited in Library.

⇒ Readers should not to replace the Book / Journals on the racks after use.

⇒ Strict Silence, Decorum and Cleanliness should be maintained in the Library.

⇒ Prior Permission is required for using Laptop to access e-Resources.

⇒ Do not keep valuable things / important documents in property counter; the Library is not responsible for loss of such articles kept inside the bags.

⇒ No Outside / Personal Books are allowed in the Library for reading purpose.

⇒ The Librarian has all rights to recall the issued Books / Journals if required.

⇒ During the Library hours for students, one / two faculty members should accompany the students to monitor the students and keep them silent.

⇒ Non-teaching staff are permitted to borrow only one book at a time from the Library with prior written approval from the Principal.

⇒ Transfer / Conduct Certificate will be issued only after the production of No Dues Certificate from the Central Library.

⇒ Books will be reserved if there are no reservations.

⇒ Books are to be presented physically at the counter for renewal.

⇒ Footwear should be kept in the shoe rack placed at entrance of the Library.

⇒ Personal belongings such as bags, books, and other materials should be kept in the place provided at the entrance of the Library.

⇒ Members are required to bring their Bar-Coded ID to enter/exit the Library and also to produce the same to staff as and when asked for.

⇒ Books will not be issued based on any requisition in any form.

⇒ Books will be issued to new faculty members only after obtaining their Bar-Coded ID Card.

⇒ The Library is kept open from 9.30am to 3.30pm on all working days.

The above mentioned rules are subject to periodical reviews and revision.