

SAO CHANG COLLEGE TUENSANG; NAGALAND

General Rules and Regulations/Instructions

1. **Library working hours:** 9:00 AM to 4:00 PM (Monday to Saturday). The library will remain closed on 2nd and 4th Saturday and also on holidays.

2. **Eligibility:**

College Library is open for the following categories of users:

- Students of Sao Chang College.
- Faculty and Staff of Sao Chang College.
- Visitors (allowed only to read)

3. **Conditions for borrowing books:**

- a. All books issued for reading must be returned or renewed on or before expiry of the due date.
- b. If the books are not returned or renewed, overdue charges will be imposed.

4. **Duration of loan and overdue charges:**

<u>Category</u>	<u>No. of books</u>	<u>Loan periods</u>	<u>Overdue charges</u>
Teaching Staff	5 Books	1 Month	Rs. 10 per day per Book
Non-Teaching Staff	2 Books	15 Days	Rs. 5 per day per Book
Students	3 Books	7 Days	Rs. 5 per day per Book

5. **Loss of Library Card:** If any student loses his/her library card, it should be immediately reported to Librarian for replacement upon making a payment of Rs.150.

6. **Loss Of Books:**

- a. Loss of books issued should be reported to the Librarian immediately.
- b. Loss of library book should be replaced by the borrower (with the same book).
- c. If the borrower is unable to replace the lost book, current price of the particular book shall be paid by the defaulter.

7. **Reference and periodical Section:** Reference books, rare books and unbounded periodical will not be issued. However they shall be made available only for reading in the library.

8. General Library Etiquette:

- a. All users of the library are requested to produce library card, if required.
- b. Library card is not transferable.
- c. Renewal of the same book at a stretch shall be allowed only once.
- d. All users and the library staff are requested to observe complete silence inside the library.
- e. No user shall deface the library books by tearing, marking, scribbling notes etc.
- f. Borrowers are instructed to check the books at the time of borrowing. It shall be the sole responsibility of the borrower if any damages or mutilations are detected and shall be penalized accordingly.
- g. Except for notebooks and writing materials, no other personal belongings will be allowed inside the library.
- h. Edible are not allowed inside the Library.
- i. Mark sheets of the library defaulters will be withheld until they obtain no due certificate from the Librarian.

9. Violation by users:

- a. Users found violating any of the library rules will be reported to the competent authority for necessary action.
- b. Notwithstanding anything contained in these rules, the decision of the competent authority in library matters shall be final and binding on all users.

N.B.

- a. The rules and regulations framed are meant to properly regulate the use of the library resources and will be subject to change as and when required.
- b. The college Librarian shall have the rights for refusal in issuing of books or recall any book at short notice in case of exigencies.

Policies adopted for mutilated books and use of library fines

1. All mutilated books shall be stored separately in designated lockers/racks and shall be made available for teachers and visitors.

2. The fines collected from the library defaulters shall be made use for the purpose of purchasing stationary and such other utilities in the college library. A separate register shall be maintained to keep record of the expenditure incurred.