

GOVT. HNAHTHIAL COLLEGE LIBRARY RULES

1. MEMBERS :

The followings can be enrolled as a members of Govt. Hnahthial College Library:-

- (i) All Regular Teaching and Non- Teaching Staff.
- (ii) All Regular Students of Govt. Hnahthial College.

2. GENERAL :

- (i) Books/Documents are the property of Govt. Hnahthial College.
- (ii) Members should not sub-lend books issued from the College Library.
- (iii) References Books, Rare Books and unbound periodicals, News papers are not allowed to be borrowed without the permission of the Librarian.
- (iv) In case of loss or damage of books the borrower should replace the same in kind or in cash of the present value.
- (v) If the books are not returned on due date, an overdue charge of Rs 1/- per day will be charged.
- (vi) The Librarian may collect any book borrowed by any member at any time if need.
- (vii) Circulation counter will be closed at 3 pm.
- (viii) Readers should keep silence inside the Library.
- (ix) Phone call is strictly prohibited inside the Library.
- (x) Library attendant is authorized to search any users if suspicious thing happened inside the Library.
- (xi) To avoid loss, overdue charge etc No card is allowed to be sub-lend.
- (xii) No Library members are not allowed to borrow any Library books without the permission of the Librarian.

3. STUDENTS :

- (i) All personal belongings except Mobile Phone , wallet,/purse, documents must be kept at the property counter.
- (ii) Pets, Food and Drinks should not be brought inside the Library.
- (iii) Library Card should be brought at the time of Borrowing.
- (iv) Four books can be issued for 15 days.
- (v) **Library Card and All the books/ documents of Library must be returned on or before the end of the Academic Session failing which Mark Sheets, TC?PC will not be issued.**
- (vi) In case of loss of Library Card a duplicate may be issued on payment of Rs 5


4. TEACHING FACULTY :

- (i) **The College Teaching Faculty are allowed to borrow/keep 10 books at a time for 6 months.** Overdue charge is Rs 1/- per day. To avoid over due charge reminder may be send to the concern borrowers.
- (ii) Since some faculty need materials for paper evaluation, those faculties are relaxed till two weeks after due time.


5. NON-TEACHING STAFF AND OTHERS:-

- (i) **Non-Teaching Staff** are allowed to borrow 3(three) books for 30 days. Overdue Charge is Rs 1/- per day.
- (ii) Any Outsider or Temporary Staff who is willing to borrow Library book should deposit Rs 500/- for security.

The above Rules may be altered or amended any times if deemed necessary. In case of violation of Rules, Strict action will be taken by the authority.


(CL LALCHHINGPUII)
Librarian/Secretary
Govt. Hnahthial College Library
Hnahthial : Mizoram




(LALSAMTHANGA)
Principal/Chairman
Govt. Hnahthial College
Hnahthial : Mizoram

