**BES COLLEGE**

**Jayanagar, 4th Block, Bangalore -560011**

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**Library Rules and Regulations for Students**

1. The library is open from 9:00 am to 4:00 pm on all working days and from 9:00 am to 12:30 pm on Saturdays.
2. Identity Card is compulsory for getting access to the library and registration should be done to become a library member prior to using the library resources.
3. Three borrowers ticket will be issued to the students on production of membership form, admission receipt and photos.
4. Students can borrow three books at a time for the period of a fortnight (fifteen days) in the first instance and if required, the same book can be renewed further one more time for a period of a fortnight each.
5. The librarian may recall renewed books at any time if it is required by some other borrower and books so recalled shall immediately be returned to the library.
6. In case of loss of a Borrower’s ticket, immediately report to the Librarian and the duplicate card may be issued against the formal application and fine.
7. Library cards are not transferable: The borrower card holders should come personally to borrow the books and the authorization is not allowed.
8. Reference books, periodicals, newspapers and magazines are not issued out of the library to anybody and those materials can be referred at the library only.
9. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books Borrowed should be protected from rain, fire, dust, insect, etc.
10. If a book is not returned to the Library within the stipulated time, an overdue charge of “one rupee” will be charged per day per book for the delayed period.
11. In case of loss of library documents borrowed from the library, the member should report immediately to the librarian about the loss of library documents. The following fines will be charged for the loss or damaged of library books.
12. If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced with 10% of processing fee.
13. If the lost book is not available for replacement the value of the book lost will be realized at the following rates.
14. Ten times of the face value of the books which are published on or prior to 15th August 1947.
15. Six times of face value of the books which are published after 15th August 1947 to 15th August 1970.
16. Three times of face value of the books will be charges in all other cases.
17. Book bank facility will be provided to general, SC/ST students.
18. Each student shall obtain No-Dues Certificate (NOC) from the library after returning all the books issued, surrendering the borrower’s cards and after paying outstanding dues if any at the end of the even semester.
19. The following general rules must be followed by the students.
20. Students are should enter his/her name, course, semester time-in and time-out in the register kept at the entrance before entering the library.
21. All readers are required to maintain perfect silence and discipline in the library.
22. Beverages and eatables are not allowed inside the library. Mobile phones are strictly prohibited in the library.
23. The members are requested to co-operate with Library staff.

**PRINCIPAL**