**BES COLLEGE**

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

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**Library Rules and Regulations for Staff**

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. Six borrowers ticket will be issued to the faculties and one borrower ticket will be issued to the other staff on production of membership form and photos.
3. Faculties can borrow six books at a time and books are issued for staff till semester end.
4. 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.
5. Library cards are not transferable: The borrower card holders should come personally to borrow the books and the authorization is not allowed.
6. 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.
7. 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.
8. 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.
9. 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.
10. If the lost book is not available for replacement the value of the book lost will be realized at the following rates.
11. Ten times of the face value of the books which are published on or prior to 15th August 1947.
12. Six times of face value of the books which are published after 15th August 1947 to 15th August 1970.
13. Three times of face value of the books will be charges in all other cases.
14. Staff should take library No-Dues Certificate (NOC) while Transfer/Deputation/ Superannuation/leaving the college, after returning all the books issued, surrendering the borrower’s cards and after paying outstanding dues if any.
15. Staffs are required to enter their details in the register kept at the entrance before entering the library.
16. The members are requested to co-operate with Library staff.

**PRINCIPAL**