



LIBRARY RULES

1. For registration :

Details of students, duly filled in & counter signed by the class teacher must be submitted to the librarian. (Forms are available in library)

2. For clearance :

All “ Library Dues” should be clear before getting “ Annual Exam Admit Card”. For Class - XII they can get library books by money deposit from 1st January. They can keep books of competitive exams & it must be returned after 5 days of exam.

3. Issue Section :

a. About syllabus or competitive books :

- i. Books are issued only for 15 days.
- ii. Students can keep the books during vacation of holidays but it must be returned within 2 days of school reopening.
- iii. Science & Biology students can get two books at a time.
(Different subjects)

b. About general books & magazine :

- i. For classes VII to XII students, general books can be issued for 15 days from reference section on reference card & magazines can be issued for 7 days on magazine card.
- ii. Question papers of previous exams are available in reference section. Students can get issued the question papers for a single day on the ‘Reference Card’ issued to them.

c. About lost books :

In case the book is lost, immediately the matter should be reported to the Librarian & their instructions should be followed to cover the loss.

d. About Dead stock :

Books of dead - stock are issued to students as book bank. For this students can select maximum 5 books & get them issued. These books are issued for the whole session. At the time of clearance these books must be returned. In case these books are lost, 1/4th of the cost of the book will be recovered.

- e. Third late submission (Book of issue section) will be followed by no more library service.