

Dr. S. R. Ranganathan Library

Terms and Rules

1. The library will be open daily from 9.00 a.m. to 5.00 p.m. except public and college holidays. But time for Book Issue/ Return/ Exchange will be till 03.30 p.m. only.
2. For registration, Student must bring the fee receipt deposited in the college or the verified identity card received by the student from the college and a passport size photograph.
3. Only One LIBRARY CARD will be issued to each student for all the session.
4. When available in the library, 04 books will be issued to the M.Ed. / B.Ed. / M.Sc. / M.A. students and 03 books to the B.Sc. /B.A. / B.Com. / B.C.A. students.
5. Each book will be issued for 15 days only. After 15 Days, if no other student demands the book, then the validity period of the said book can be extended again for 15 days but only once. After 30 days, Issued Book must be submitted in Library.
6. Before taking the book, check the book thoroughly. If the issued book is torn or has missing pages, it will be the student's sole responsibility to get it repaired and return it.
7. If the books are not deposited after the stipulated period, a fine of Rs. 1/- per day will be charged per book. In case of loss of the book, a new book or double the amount of the book's marked price will have to be deposited in the library.
8. If a student wants to keep the books during the examination period, then he/she should deposit a security deposit equal to the face value of those books before submitting the main examination form to the university college. When the student returns those books at the start of the new session, the entire security deposit for those books will be returned.
8. Reference books / Magazines/ Newspapers & the Last copy of any book are only available to read in Library, after submission of verified identity card and not issued for Home / Class.
9. In case of loss of library card, immediately inform the Librarian in writing so that it is not misused. A new card can be obtained by depositing Rs. 20/- only.
12. It is mandatory for all Users visiting the library for any work, to enter their details in the Daily Arrival Register available on Circulation Counter.
13. Any student without an identity card and college uniform verified by the Principal / Chief Proctor is strictly prohibited from entering the library. Also, use of mobile phones & other electronic gadgets in the library are strictly prohibited.
14. For any library related problems, contact the Librarian/ Asst. Librarian. A Library Suggestion Box is also available for any suggestion regarding Library Works.
15. Library is available for your help. So keep it quiet and clean.