



## **Hindupat Institute of Teacher Training**

(A unit of Vijaya Educational Charitable trust, New Delhi)

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### **GENERAL INSTRUCTIONS TO BE FOLLOWED IN LIBRARY**

**The following rules and regulations have to be followed while using library;**

1. Library shall remain open from 9.20 am to 5.00 pm. on all working days.
2. Library shall remain open regularly throughout the term except on Sundays and holidays.
3. Issuing/ depositing books will be stopped 30 minutes before the closing time of the library.
4. Issuing/ depositing books will start 30 minutes after the opening time of library.
5. The membership shall be valid from the beginning to the end of the session.
6. Keep the atmosphere of the library clean and healthy.
7. A person desirous of using the Library shall enter his/her name and signature in the register.
8. Use of Cell phone is not allowed. If readers wish to keep them while using the Library, they must be switched off.
9. Eating, sleeping and talking loudly are strictly prohibited in the Library.
10. Readers must not bring other books, umbrella, lunch boxes, bags/handbags and other such articles into the Library.
11. Readers should not mark/underline/ write/ tear/ damage pages of the books in the library.
12. Readers are requested to use Library property carefully and also not to disturb other readers/users.
13. Photocopying service is available for members of the library on payment basis. All photocopying must comply with copyright legislation.
14. Suggestions on all aspects of library services are welcome.
15. Any pages torn or damaged have to be brought to the notice of librarian while issuing the book.
16. Any book(s) that are lost due to reader's carelessness will be either asked to replace a new book or reimburse the cost of the book by that person.
17. No dues certificate and TC will not be issued until all the library books on due are returned.
18. Maintain silence in the library.
19. Educational CDs, and DVDs has to be used carefully
20. Don't remove the Newspaper from the newspaper stand.
21. Leave the books on table after using it, and don't place it in the book racks.
22. Fan and lights have to be switched off when the library is not occupied.
23. Reference books and journals will not be issued and should be referred in the library.

#### **Loan Privilege**

1. Two books are issued for two weeks and they must be returned on or before the last date stamped on the date-slip of each document.

2. Any document issued, may be recalled by the Librarian before the due date of return without assigning any reason and the borrower has to abide by the decision.
3. If a book is not returned within the loan period, issue of documents may be stopped.
4. Late fee of Rs 2/- per day for a book will be charged from all the borrowers who retain book(s) beyond the due date.
5. Books will be reissued for not more than two times consecutively.
6. Reference books, journals / periodicals, magazines/newspapers, CD-ROM databases and other documents declared "For Reference" by the Librarian will not be issued
7. The Library membership may be suspended / cancelled at the discretion of the Librarian for any inordinate / unwarranted / unscrupulous act or illegal behavior of a member.

#### **Cyber Library Rules**

1. Cyber Library has to be used for academic purpose only.
2. Online Chatting in the Cyber Library is not allowed.
3. Playing games on computers is strictly prohibited in the entire Library premises.
4. Members must take care of their Pen drives, CD/DVD ROMs, Cell Phones, and Wallets etc.

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