

LIBRARY GUIDELINES/LIBRARY RULES

1. Students should maintain absolute silence and seriousness in the Library.
2. The Library is open from 8 a.m. to 7 p.m. on all working days.
3. The Identity Card is a must for all library transactions. ID cards are non-transferable.
4. Users should keep their belongings in the property counter before entering the library
5. Personal books/printed reading materials, issued books (except return/re-issue purpose) are not allowed inside the library.
6. Five books are issued at a time to postgraduate students, three books to the UG students.
7. Books are issued to members for 15 days and can be renewed only once.
8. A fine of five rupees per day per volume will be charged if books are not returned or renewed on time.
9. A particular title once issued cannot be issued for a second consecutive borrowing period, unless sufficient number of copies of the same title are available.
- 10.If the due date of a book falls on a holiday of the library, the next working day will be taken as the due date.
- 11.No member will be allowed to borrow books until the dues, if any, are cleared.
- 12.Reference books, journals and periodicals are not issued.
- 13.Any sort of marking or underlining on pages and removing pages of books are absolutely forbidden.
- 14.Under special circumstances, the Librarian may not issue books or retrieve the books already issued from any member without assigning any reason thereof.
- 15.Entry to the library will be restricted to St. Anthony's College students and staffs only.
- 16.Any violation of the library rules and regulations will result in disciplinary process including cancellation of library membership.
- 17.The use of cell phones in the library is forbidden. Users are not permitted to chew or consume food items in the library.

18. Every user must return the books/journals in its original place after its use has been served.
19. Library furniture, fittings or equipment should not be tampered with, or their arrangements altered.
20. Rudeness to library staff and damage to library materials are strictly prohibited; users found being rude to staffs and/or damaging materials will have to follow disciplinary procedures. Library users are to report any instances of such actions to library staff.