




## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

### Swami Vivekanand Library

#### LIBRARY RULES


1. Visiting hours for the library is 8:30 AM to 3:30 PM in summers and 9:00 AM to 4:00 PM in winters.
2. Lunch hours of the library are between 2:00 PM to 2:30 PM.
3. Students are not allowed in library during lunch hours.
4. Entry is prohibited in the library without library card.
5. Book Bank issue timing for B.Com and BJMC is after the 1<sup>st</sup> half of the College.
6. Books of the book bank have to be returned on the next day of the semester examination or as per the date given by the college otherwise the fine of Rs. 10 per day will be charged.
7. In case you are not able to return the books on time due to any emergency then inform this to your class teacher or coordinator of the college.
8. Reference Books will be issued for 10 days only. Only two books will be issued at a time. Books can be re-issued after 10 days.
9. Library books are given for 10 days. After due date fine will be charged daily 10 Rs..
10. Always take the receipt of the fine that you are paying.
11. If the books are tore/mutilated/damaged/pages found missing or any scribbling/marking/drawing/notes etc. are written in the books either with pen or pencil or nay spot of the chai/coffee/shake/pickle/vegetable/oil or anything else is found in the book, then fine will be charged from you which will be equal to the price of the books or you have to get the same book of the same subject, publication & author as replacement.
12. If it is holiday on the day of returning of book then will be returned on immediate next working day without any fine. After that day, the fine will be applicable.
13. Do not argue with the librarian in any case.
14. In case of any issue in the library, contact your class teacher, to take their help to get it resolved.
15. Always put cover on your books of book bank with the brown sheet at the time of issue of books, so that it remains clean and fresh for the whole semester. Keep your cover back with yourself while returning and use it for the next slot of books.

16. Books lost or torn will be compensated by a new book or the cost of the book has to be paid by the concerned person.
17. Books will not be issued with library card.
18. New library card will be issued, if already issued card is lost, only after paying fine as per the college rule.
19. Students are supposed to make entries in the library entry register before entering the library.
20. Students are allowed to access the library only in their free period or allotted period.
21. Boys and Girls are instructed to sit on their respective side of the seats.
22. Use of mobile phones are strictly prohibited in the library, anyone found using the same will be liable for punishment(phone will be retained by the college for at least 48 hours)
23. Bags should be kept at the bag rack in the library. You are not supposed to carry the bag inside the library.
24. Do not carry any valuable items in the college. College is not responsible for loss of any valuable items.
25. Students found talking or disturbing in the library will be debarred from the library for the entire day.
26. If any student is found in the library during the classed will be suspended from the college.
27. Students are not allowed to eat lunch or snacks in the library.
28. Students not abiding by the library rules and regulations will be debarred from the library and suitable disciplinary action will be taken against them.
29. Damage and lost books shall not be given new Accession No.
30. New arrivals in stock is given new identification no.
31. In case of any grievance in the library, students can contact the library committee.  
(Names: Coordinators Mr. Ajay, Dr. Ashish and class Teacher of respective class).

  
Ms. Neelam Kannauya  
(Librarian)

Dr. Anil Singh  
(Principal)



  
Principal  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gumti Nagar - 226