

# **V.S. DREAM LIBRARY**

## **LIBRARY RULES**

**Library Hours: 09:00 AM to 06:00 P.M.**

- One time Membership fees of the library shall be Rs. 1000/= only.
- Each member has to deposit Rs. 2000/= as security which is refunded after deduction of dues if any.
- Book issue fee is Rs. 20/= per day per book.
- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Every member must sign the register available at the entrance
- Students have to bear the Identity Card for entering the Library.
- Books will be issued to only individuals and not to groups or areas.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged double the cost of that particular material.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- The library card is not transferable and its loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- Any change of address may please be intimated to the Library in written.
- For misplaced, un-priced, gratis publications, rate as approved by Library in charge will be applicable.
- Members are free to browse the books in the Library and the books taken out of the shelves should be left on the reading tables.
- Journals (unbound issues)/Reference Books/ Reports will not be issued from the library.
- Photocopy of Articles or Book chapters up to 30 pages from single Book is allowed in the Library on payment basis (Rs. 1.00 per copy).

- Defaulters, in case of delay after the permissible period, the defaulters' will not be issued any publication till they clear the past account of the Library.

### **FACULTY/RESEARCH SCHOLARS/RESEARCH ASSOCIATE.**

- A maximum of 10 (Ten) books will be issued to a Faculty member for a period of Six month from the date of issue. A maximum of 06 (Six) books will be issued to a Research Scholar/Research Associate for a period of Three month from the date of issue.
- A fine of re 5/- per day/ per book will be levied/ charged for delay in return
- Loss/damage/disfiguring/tearing of pages of Library books, twice the prevailing cost of the book (as replacement cost) will be charged

### **LIBRARY STAFF**

- A maximum of 03 (three) books will be issued to a Staff member for a period of One month from the date of issue. A maximum of 10 (Ten) books will be issued to a Staff member having the rank equivalent to that of Director for a maximum of Six Month from the date of issue.

### **STUDENTS**

- A maximum of 06 (six) books will be issued to a student for a week from the date of issue. A fine of re 10/- per day/ per book will be levied/ charged for delay in return of books.
- In case of loss/damage/disfiguring/tearing of pages of Library books, student will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- In case of loss/damage of either of Library Membership ID Card or Book Bank Card a fine of Rs.100/-will be charged and duplicate card will be issued.
- On completion of course, library cards is to be deposited
- The Librarian is empowered to recall any book at any time if necessity arises.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership.
- The Library founder, will have the right to add, delete, alter or modify any of the above rules as and when required

\*\*\*\*\*

# **PROFORMA**

## **MEMBERSHIP FORM**

Name	
Father's Name	
Address	
Contact Number	
Email	
Present status i.e. Student/ Advocate /Aspirant of Judicial services/ Research scholar	
Purpose of membership.	
Date of Submission of Form	
Undertaking	<p>I have carefully gone through the rules and regulations of the library. I undertake to abide the rules and regulations of the library.</p> <p>I also undertake not to use the study material, made available to me, for business purpose and it will be solely for my personal use. I will not pass on the study materials to others..</p> <p style="text-align: right;">Signature with date</p>