

# PSG COLLEGE OF ARTS & SCIENCE, COIMBATORE – 641 014

## LIBRARY

### LIBRARY RULES & REGULATIONS

- Students are eligible to borrow books.
- Borrowing Privileges:

TYPE	NO OF BOOKS	PERIOD
UG COURSE	3	15 Days
PG COURSE	5	15 Days
FACULTY	7	30 Days
STAFF	2	30 Days

- The books should be returned within 15 days from the date of issue.
- Renewal is also allowed if the concerned book is not reserved by others.
- Library follows the open access system. Hence books taken out of the racks shall not be replaced. They should be left on the table.
- Strict Silence should be maintained inside the LRC.
- Users must scan their ID card in e-GATE Register kept at the entrance while entry / exit to record their entry into the Library.
- Books will be issued to the students only on production of the valid ID card.
- Books should be returned within 15 Days from the date of issue.

- Books may be renewed for a further period of 15 days, if the concerned book is not reserved by others.
- Books which are not return on due date, a fine of Rs.1 will be collected as overdue charges.
- Books borrowed from the library are not transferable.
- Loss of books issued, if any should be reported to the Librarian immediately.
- Members must replace the book if lost with latest edition along with overdue charges. If the borrower's is unable to replace the lost book, triple the cost of the book will be collected.
- Journals and Back volumes will not be issued.
- Personal books and files should be left on the rack at the entrance of the library. Plain sheets may be taken instead.
- Use of Mobile Phones inside the library is strictly prohibited.
- Discussions are not allowed inside the library
- Strict silence should be observed in the library.