

# **Diamond Harbour Women's University**

## **Central Library**

### **Rules and Regulations**

1. Library working hours are from Monday to Friday: 10.30 a.m. to 5.00 p.m., Saturday: 10.30 a.m. to 3.15p.m., Sunday and holidays are closed.
2. The Library cards are not transferable.
3. Every student must have their own library cards. Without library card (lending/reading) no one should enter the library.
4. Silence should be strictly maintained within and around the library. Assembling in the front of the Central Library is strictly prohibited.
5. Students should register their name before entering the library room.
6. Personal belongings (bags/personal books/photocopy documents/ property) shall be deposited at the baggage counter .Valuable items (like money bags, ladies purse, mobile etc.) should be kept with the users.
7. Re-issue is allowed only once, depending upon the demand of the book in question.
8. Readers shall not write upon, damage or make any mark upon any books, journals or magazine or other materials belonging to the library.
9. Books issued for the reading room shall not be allowed outside the library premises.
10. Loss of library cards should immediately be reported to the library authority; for getting duplicate card. For this students have to deposit at the rate of Rs. 10/- per card at cash counter and submit the cash receipt to the library as proof.
11. Final Mark Sheet of University Examination (4<sup>th</sup> semester) will be issued to a student only on production of 'Library Clearance Certificate'.
12. Students can borrow one book for 15days. Journal & Reference books are not allowed for home issue.
13. If the books are not returned within the stipulated time period a fine at the rate of Re. 1 /- per day will be charged.

**These rules are subject to revision from time to time without assigning any reason.**