

S.R.R & C.V.R GOVERNMENT

DEGREE COLLEGE (A),

VIJAYAWADA, A.P

Rules & Procedures

Working Hours

Monday to Saturday	8:00 AM to 8:00 PM
Public Holidays	10:00 AM to 1:00 PM
Sunday	Holiday
Circulation	11:00 AM to 4:00 PM

Membership

- Library membership shall be free to all Staff and Students of the SRR & CVR Government Degree College (A), Vijayawada, Andhra Pradesh.
- Students and faculty from the other Government institutions shall be allowed to use the library for reference purpose only on free of charge.
- For optimum utilization of library resources, the membership shall also be extended to College Alumni and retired faculty.
- Without any membership fee, all neighbourhood public shall be given free access to newspapers, magazines, journals, reference books and other learning resources in the Reading Room, particularly to those preparing for Competitive Examinations.

Book Loans

- All students, faculty and staff of the College have the privilege of taking book-loans from library
- User must be a registered student/staff in the current term to be able to use library services
- All users must produce their ID Cards while taking book-loan from library
- Only text books having more than three copies shall be loaned.
- Reference books and Competitive books shall be issued overnight/during holidays, which must be deposited at 10:00 AM sharp on the next working day/at reopening of College after holidays.
 - Timings in Working Days: 11:00 AM to 4:00 PM
 - Overnight Issues of Reference Books: Only after 7:00 PM on all Working days/Weekends

- An overview of the entitlement of various categories of users, number of the books they can borrow and the period of loan

<u>Category</u> <u>Period</u>	<u>No. of loan-books</u>	<u>Loan</u>
UG- I & II Year Students days	3 Books	15
UG-III Year Students days	5 Books	15
PG Students days	8 Books	15
All SC/ST Students Semester	10 Books	One
Teaching Staff Semester	10 Books	One
Non-Teaching staff Semester	3 Books	One

Circulation

- Books shall be issued for a fortnight except Reference & Competitive Examination books, which shall be issued for overnight use only.
- Single copy textbooks shall not be issued.
- Students shall be allowed to reserve already issued books at the Circulation Counter.
- Books in demand shall not be renewed.
- Readers shall be fully responsible for books issued against their names.
- Library reserves the right to recall any issued book at any time, even much before the due date.
- The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued.
- Borrowers must satisfy about the physical condition of the books before borrowing, otherwise they will be held responsible for any damage later or at the time of return.

Use of Computers/Laptops etc.

- Computer/Laptop in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers/laptops is strictly prohibited in the entire Library premises.
- Only users producing their ID cards shall be allowed to use Computers/laptops in library.
- Users shall not pass their credentials to anyone inside/outside the College campus. Any discrepancy in this regard shall attract suspension of membership.
- Changing the settings and display of the computers/laptops kept in the Library is not permitted.

- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- Personal keyboard, mouse, etc., are not allowed inside the Library.
- Students shall take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc., lose or damage of which shall not attract any responsibility of library staff.

General rules

- Visitors shall respect the sanctity of Library and observe all rules & regulations in true letter and spirit.
- Personal belongings like bags, umbrellas, etc. should be deposited at the luggage area. These are not allowed inside the Library. Visitors are advised not to leave their valuable items like money, passport, credit/debit card etc. at the luggage area.
- All visitors should scan their ID Cards, sign the gate register while entering the library or reading room.
- Library reading areas are meant strictly for individual study and research only. Strict silence, decorum and discipline must be maintained in the Library.
- Using Mobile phones for Calls/Chatting is not permissible inside the Library premises.
- Eating, drinking, sleeping and talking loudly in the Library is strictly prohibited.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- While taking books from reference racks, the users should enter the book details in the Reference Books Usage Register.
- Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- Readers should not carry books outside the library unless they are issued.
- Books taken out of the shelves or racks must be left on the table. Users shall not replace the book on shelves for they may be misplaced.
- Users should switch-off the lights and fans before leaving the area they sit.
- The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.