**Code of Conduct of College Library for the students of the College**

1. Every staff/student of the college is eligible for membership of the Library.

2. Every student must carry a library card while visiting the library.

3. If the library card is misplaced by the student, he/she is liable to pay a fine of rs.**50**/ to get a duplicate library card.

4. Silence must be observed in the library.

5. Personal belongings are not allowed inside the Library.

6. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerned student/s.

7. All students should sign the entry register of the Library, before entering.

8. Students must handle the book/s very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.

9. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non-return of books issued to him/her.

10. members/students are not permitted to underline write in, folding/tearing of pages defaced books in any way whatsoever. The borrowed book should be returned on or before the due date, if not, an overdue charge of rs. **5/-** per day for students will be collected.

11. If the due date falls on holidays, return can be done on the following working day without fine.

12. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of rs.**5**/-

13 All final year students should return their library token and library book based on the library circular and obtain "no due certificate" from the library for getting a hall ticket of university examination.

14. Students can use a well equipped library/study room from **8.am. to 5.00 pm**. with kind permission of the principal/librarian.

15. Students can avail the facility of the study circle provided by the college only with the prior permission of the principal.

16. College/Institution is providing library facilities for the senior citizens from the nearby locality of the institution. A separate table is reserved for the senior citizen/s and teacher/s student/s should refrain himself/herself/themselves from sitting on those reserved tables.

17. Student/s & teacher/s can also avail the library facility of Kamladevi college, Vithalwadi as our College has signed a MOU of library exchange program with Kamladevi College, Vithalwadi

18. Without I- card entry will not be allowed in the Library.