



SYNOD COLLEGE SHILLONG

MEGHALAYA-INDIA

PIN-793002

Phone : 0364

Email : principal@synodcollege.edu.in

Website : www.synodcollege.edu.in

NAAC Re-Accredited 'A' Grade

Library Rules

I. Working Hours:

1. The college library shall be kept open on all working days as follows
 - a) From 8:00 am to 6:00 pm (Monday to Friday)
 - b) From 10:00 am to 2:00 pm (every Saturday)
2. Stock: Checking, shelving and other allied activities will be done on every fourth Saturday of the month. Hence students are not allowed to use the library on such day.

II. Eligibility:

The college library is eligible for:

1. All the students and staffs of the college
2. Other persons not belonging to the college, but with prior permission from the principal.

III. For students:

1. Students must bring along with them their College Identity Card, College Library Card.
2. Silence shall be strictly observed inside the library.
3. Only writing materials and purse are allowed to be taken inside the library
4. Other personal belongings, such as bags, umbrellas etc, shall be kept the space allotted for and under the custody of the counter assistant.
5. Books taken by the reader for consultation in the library shall be returned to the librarian or Library Assistant before the user leaves the library.
6. Students shall be fully responsible to compensate the loss, damage or injury done to the books or property belonging either by replacing such books or by paying the value thereof.

IV. Conditions for loans:

1. No book will be issued by the Librarian to the students without producing their Identity Card or Library Card.
2. One book only, at a time can be issued to a student of classes XI and XII.
3. Three books only, at the time, can be issued to students of Degree Class and post-Graduate students can avail five books at the time.

4. Students must return the books lent out to them within a period of 14 days, failing he/she will have to pay a fine of Rs. 2/- day.
5. Students will be responsible for the books borrowed, as well as for the return of the books without defect or damage.
6. Students cannot transfer Library books to other students.

V. For Students:

1. Students are to pay the Library fee instantly at the time of admission.
2. Students are to pay the Cautioned money (security deposit) at the time of admission. The amount is refundable after the end of the session.

VI. For Teachers:

1. Five books only at a time, shall be issued for a period of one Month in respect of each Teacher.
2. Books taken are to be returned to the Librarian within a period of 30 days, in order to ease the stock checking process by the library staff.

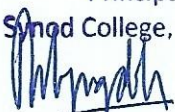
VII. For Non-Teaching Staff:

1. A member of non-teaching staff is also entitled to take out on loan one book only at a time.
2. Books taken by the non-teaching staff shall be returned to the librarian within a period of 14 days.

VIII. For Librarian:

The librarian is authorized to have the power:

1. To recall any book or books when the necessity arises, even before the time stipulated.
2. To extend and renew the lending period of a book.
3. To suspend any student from entering the library on account of misbehavior and indiscipline.
4. To stop issuing book or books to such students as long as he/she is under the period of suspension.
5. To inform the Principal when such situation arise, but depending on the nature and gravity of the situation.

Principal
Synod College, Shillong

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