1. The Institute Library provides text books, reference books and other teaching aids to students. Books are issued to the students individually.

2. A library card issued to each student. In case of loss of a card, a duplicate can be issued on payment of two rupees as fine only once during an academic session.

3. No book shall be taken out of the library without the knowledge of the Library and until it has been properly entered in the issue Register and the entry attested by the borrower.

4. Each borrower should examine the condition of the books when they are issued. Otherwise, in case of mutilation discovered later, the presumption will be against the borrower. No margin or other notes or marking shall be made in the library books, nor shall any picture or pages be removed or torn or otherwise disfigured. The borrower is responsible for the safe return
of the book. If the book is lost or damaged by any borrower it must be replaced by him/her. When it belongs to a set or series, unless he/she can replace it, the value of the whole set must be paid.

5. Books should be returned to the library within fifteen days from the date of issue by the student borrowers and for other staff members it is 30 days. When the date of return a book falls on a holiday, it may be returned on the next working day.

6. A fine of 10 (ten) paise for each day of delay will be charged per book in case of delay in returning the book.

7. All books shall be returned by the students to the library before the issue of admit cards for final examination.

8. The Principal has the right to stop the issue of certain books.

9. If any borrower keeps library books in his/her possession for more than the time allowed for the purpose, no future books will be issued to him/her until the book is restored to the library.
10. A book once issued to a borrower may be reissued to him/her only when nobody else wants to take that book. Books before re-issue shall be presented to the librarian for necessary entries in the records.

11. All those who may happen to be inside the library or in its neighbourhood are expected to observe strict silence. It is the responsibility of the library to ensure adequate silence and any deviation will be brought to the notice of the Principal.

12. Books of reference, rare books and journals, courses of studies, old question papers shall not be issued out of the library. However, the students may refer these during working hours.

13. Members of the staff during their class work may however borrow books from the library for their immediate reference on presentation of slips duly signed by them and return them before the last period of the day.

14. Smoking and sleeping inside the library are strictly forbidden.

15. Maximum number of books that may be issued to various categories of borrowers is:
(a) Members of the teaching staff - 10
(b) Ministerial staff - 2
(c) B.Ed. student - 2 (subject to rule 16)
(d) M.Ed. student - 2 (subject to rule 16)
(e) M.Phil student - 4 (subject to rule 16)

16. (a) No student can borrow books where total value exceeds Rs.33/- on the basis of the caution money deposited by him.

(b) However, a student can borrow books of more cost by depositing thrice the price of the books which is refundable.

(c) The staff members must return all the books borrowed by them from the library within ten days of reopening of the college and get them reissued if necessary.

17. Maps, charts, blackboard clothes and other reaching aids will be issued to the students for use in criticism lessons, but they should be returned immediately after the lesson is over.

18. In no case, students would be allowed to keep the articles unused or to hand over the articles to any of their friends. They should be very careful in respect handling the teaching aids and would be held responsible for the damages caused.
19. Ignorance of the library rules will not be excused for the breach of any such rule.

(B) DR. P. M. IASE., Sambalpur

1. The Institute library remains open on all the working days of the Institute. Books are issued to students only after 2.30 P.M.

2. No books shall be taken out of the library without the knowledge of the librarian and until it has been properly entered in the loan register and the entry attested by the borrower.

3. Each borrower must examine the condition of the book when they are issued; otherwise in case of mutilation discovered later the presumption will be against the borrower.

4. Books shall be returned within the period allowed to a borrower. When the date for the return of a book falls on an authorised holiday, it may be returned to the library on the day the library reopens.

5. Any body in possession of a library book shall return it to the library whenever he receives a notice for return of the books.
6. All library books in the possession of borrowers shall be returned to the library before the Institute closes for a long vacation on or before the date notified for the purpose.

7. The principal can stop issue of certain books to the borrowers.

8. If any borrower keeps a library book in his/her possession for more than time allowed for the purpose no more books shall be issued to him/her until the book concerned is restored to the library.

9. All those who may happen to be inside the library or its neighbourhood are expected to observe strict silence. The librarian has order to see that the rule of silence is strictly observed and to report any wilful breach of the rule.

10. The following is a list showing the minimum number of books that may be issued to various classes of borrowers.

   Principal, Professors, Reader & Lecturers - 15
   Research Assistant, Instructor & Librarian - 5
   Laboratory Asst., Com. Asst., Ministerial staff - 3
   Attendants & Cl.IV staff - 2
   M.Phil students & M.Ed. students - 3
   B.Ed. students - 2
However a student may borrow one more book (novel, story, drama, essay etc.) for general reading in addition to the above books.

11. The time allowed to a student borrower is 15 days from the date of issue and for other staff members it is 50 days.

12. A book once issued to a student borrower may be reissued to him only when nobody else wants to take that book. Books before re-issue shall be presented to the librarian for necessary entries in the register.

13. All the books should be returned within the period allowed for the purpose failing which the matter would be reported to the Principal for taking disciplinary action.

14. A person who borrows books from the library is supposed to have read the Library Rules and he is supposed to have agreed to abide by them. Ignorance of the Library Rules will be no excuse for the breach of any rule.

15. Any borrower losing or seriously damaging a library book must replace it with a similar volume of the same edition or a copy of its later edition. If he fails to replace it he shall have to pay the present cost of the book which ever is
more towards handing charges for the procurement of the book. In case the loss/damaged book is out of print or it is not available in the market, the borrower shall have to pay 3 times of its purchased price. When the book belongs to a set or series unless the borrower can replace it he shall have to pay the value rate and if the set is out of print 3 times of the set will be recovered from the borrower.

RESERVED SECTION OF THE LIBRARY

Books of reference, periodicals and some other rate and selected books shall be entered in the reserved stock register and kept separately. Such book will be issued only to be consulted within the Institute itself and must be returned 30 minutes before the library closes for the day at the latest. These will not be issued for use outside the Institute without special permission of the Principal or teacher incharge of library, if he is so authorised by the principal.

BOOK BANK

The Institute has a BOOK BANK. Text books from the Book Bank will be lent to the poor and under privileged student for the duration of the course after collecting borrowing fee of 10% of the value of the book.
Books will remain as the property of the Book Bank and no writing of student's names or marginal notes etc. is permitted. Book lost or damaged in excess or normal wear and tear shall have to be met by the borrower.

READING ROOM

1. The reading room of the Institute remains open on all working days of the college.

2. The reading room should not be used for any purpose other than reading or consulting the books and periodicals of the Library.

3. Journals, newspapers etc. shall be displayed in the reading room for the use of students.

4. For the use in the reading room ordinarily one book at a time may be issued to every student on a call slip. The research Asst. may issue more than one book if he thinks it necessary.

All such books must be returned to the Research Asst. 30 minutes before the reading room closes for the day. If a student fails to return the book, the matter will be immediately reported to the Principal for necessary action.
Silence is strictly to be maintained in the Reading room.

LIBRARY COMMITTEE

There shall be a Library Committee consisting of 4 members including the Librarian. The Principal shall nominate 3 members in the beginning of the session from the teaching staff. The senior most member will act as the chairman of the Committee and others will act as the members. The Librarian of the Institute will be the member secretary. The Committee will be advisory type. The main function of the Committee is to prepare the list of the books to be purchased for the Institute library besides recommending other improvements in the library administration from time to time.

(C) R.N.IASE., CUTTACK

1. Books, Magazines etc. of the Library will be issued to the students and staff of the R.N.IASE.

2. The Library will remain open on all working days from 10.30 A.M. to 4.30 P.M. Books can be borrowed or returned between 1.00 P.M. and 3.30 P.M.
3. Each borrower must examine the condition of the books when those are issued. Books, magazines etc. should be returned in good condition and if damaged or lost should be replaced immediately failing which 3 times of the cost shall be realized (as per letter No.2 G-29-86C, 2/45546 dt. 18.10.86 from Deputy Director (General), Orissa (Higher Education) Bhubaneswar.

4. Any body in possession of book/books from the library shall return it/them within two days to the Library whenever he receives requisition notice from the Librarian for the return of the book/books.

5. No books shall be taken out of the Library without the knowledge of the Librarian and until it has been properly entered in the Loan Register and entry attested by the borrower.

6. Books shall be returned to the Library before the college closes for long vacation on or before the date notified for the purpose.

7. If any borrower keeps a library book in his or her possession for more than the time allowed for the purpose, no more book will be issued to him/her until the book is restored to the library. In extreme cases, the privileges of using the library may be denied to such borrowers.
8. Reference books, rare books, single books, current issues of magazines etc. shall not be issued by the Librarian without the special permission of the Principal.

9. All those remaining inside the library are expected to observe strict silence. The Librarian has orders to see that the rule of silence is strictly observed and to report any wilful breach of the rule.

10. The following is a list showing the maximum number of books that may be issued to the various class of borrowers at a time. They can keep books for two weeks only.

   (a) Members of the Teaching staff - 10
   (b) Research Assistant - 02
   (c) M.Ed. students - 05
   (d) B.Ed. students - 02
   (e) Members of the Office staff - 02

11. Members of the staff of all the sister institutions of the Institute can borrow books for two weeks only making an application to the Principal.

12. When the date for return of a book falls due on a holiday, it should be returned on the reopening day.
13. A book once issued to a borrower may be re-issued to him only when nobody else wants to take the book. Books for re-issue will be presented to the Librarian for necessary entries in the Register.

14. No original or other notes or marking shall be made in the Library books nor shall any picture or page be removed or torn or otherwise disfigured. In such cases, the borrower may be asked to replace the book failing which 300% of the cost of the book shall be realised.

15. Smoking and gossiping inside the Library is strictly forbidden.

16. All the books shall be returned within the period allowed failing which the matter will be reported to the Principal for taking disciplinary action.

17. Fine at the rate of 25 paise per book per day will be collected from the students who fail to return the books within the specific period.

18. Students should put their requisition slips for books, journals etc. in the Requisition Box placed on a table in the Reading Room before 1.00 P.M. The requisition slips are available in the Library.

19. The Principal reserves the right of refusing issue of books to persons who wilfully violates the rules of the Library.
20. The students are expected to use the Reading Room during their leisure periods or off hours and the library premises should not be used for any purpose other than reading the books and periodicals of the Library.

21. The Book Bank which has been functioning since 1977 renders service to the poor and meritorious students in the form of lending books. It contains both textual and reference books on education and related subjects. The following are the guide-lines concerning the Book Bank.

(i) Text books are lent to the students for one academic session on realisation of 1/10th of the cost of the borrowed books.

(ii) Reference books, under no circumstances, will be lent to the students since these are meant exclusively for ready and daily use in the Institute Library.

(iii) The loanees are required to keep and use the book with utmost care since the books are to be used by the succeeding batches of students of the Institute.

(iv) Tampering or scribbling of books in any form or loss of books will entail the borrower the replacement of the lost/damaged book or payment of 300% of actual price of the book.
(v) The details in connection with rules of the Book Bank can be had from the librarian, the member Secretary.

(D) COLLEGE OF TEACHER EDUCATION, ANGUL

The college has a well-equipped Library. The Principal nominates a lecturer to remain in charge of the library who remains responsible for its smooth management. The librarian is assisted by the attendants attached to the library. The Library provides Text books to students for which they do not pay any fees. Sets of these books are issued to the students in groups. Special Rules of the Library are given below for students' information and guidance.

1. No book should be taken out of the library without the knowledge of the librarian and until it has been properly entered in the loan register and the entry attested by the borrower.

2. Each borrower must examine the condition of the book or books before they are issued. The borrower will be responsible for any mutilation discovered later.

3. Books should be returned to the library within 15 days from the date of issue.
4. Borrowed books should be returned to the Library before the college closes for a long vacation on or before the date notified for the purpose.

5. The following is the list showing the maximum number of books that may be issued to the various classes of borrowers.

   (a) Students - 3 Each
   (b) Class II Staff - 20 Each
   (c) Class III Staff - 5 Each
   (d) Fourth grade employees - 3 Each

Members of the staff may borrow books from the library on signing loan register. Students must take books duly entered in cards which will be issued to them after they are admitted to the college.

6. Any book lost, damaged or defaced by a borrower must be replaced by him/her failing which the cost of the book will be realised from him/her as per the following rules.

   (i) In case of loss of Books three times the cost of the Books which are out of the print and out of market or present price for the Books which are available in the market should be realised. It must be insisted that Books be replaced as far as practicable.
(ii) In case of transfer of the students, the documents like T.C., Mark Sheets should not be issued unless a clearance certificate is received from the Librarian.

BOOK BANK

(i) The Book bank is operated and administered through the lecture-in-charge of the library.

(ii) Books are issued to student groups. The students are required to submit the names of the members of the group to the lecturer-in-charge who allots the Books to the groups.

(iii) 10% of the cost of the Books are paid by the students for borrowing the books from the book Bank for an academic session.

(iv) The librarian collects the money and issues receipts for payment for the purpose.

(v) The money so collected is utilised for improving and maintaining the Book Bank.

(vi) The members of the group are collectively and individually responsible for any loss. Loss or damage is fixed by the lecture-in-charge of the library.
(vii) In such cases of loss or damage, the borrower will be required to make good of the loss or damage.

7. Any irregularity in the administration of the library should be brought to the notice of the lecturer-in-charge who in turn will appraise the Principal if it cannot be settled at his end.

(E) COLLEGE OF TEACHER EDUCATION, BALASORE

The college library provides text books, reference books and other teaching aids to students, the books are issued to the students individually.

A borrower's card is issued to each student, in case of loss of a card, a duplicate card can be issued on payment of rupee one only.

The students should submit requisition slips for taking library books one day before the date of issue.

No book shall be taken out of the Library without the knowledge of the librarian and until it has been properly entered in the issue register and the entry attested by the borrower.
The students are advised to keep their personal books with the library attendant at the gate and enter the library hall.

Each borrower should examine the condition of the books when they are issued. Otherwise in case any mutilation discovered later the presumption will go against the borrower.

Books should be returned to the library within 15 days from the date of issue. When the date for the return of a book falls on a holiday it may be returned on the next working day.

A fine of ten (10) paise for each day of delay will be charged per book.

All books shall have to be returned to the library before the college closes for the long vacation.

The Principal has the right to stop the issue of certain books.

If any borrower keeps a library book in his or her possession for more than the time allowed for the purpose, no book will be issued further until book and fine is restored to the library.

A book once issued to a borrower may be reissued to him/her only when there is no demand
for that book. Books before re-issue shall be presented to the librarian for necessary entries in the records.

A fine of 10 (ten) paise will be charged from the students per book for each day's delay. However, this fine will not be collected from the members.

Principal's decision will be final in case of charging and collection of fines from students.

All those who may happen to be inside the library or reading room or in its neighbourhood are expected to observe strict silence.

Library reading space will be utilised only for reading magazines and reference books. In such case a student can take his/her note book into the library.

Books of reference, rare books, journals, courses of study shall not be issued for use at home.

Members of the staff during their class work may however borrow books from the library for their immediate reference on presentation of slips duly signed by them and return them before the last period of the day.

Smoking, spitting and sleeping inside the library are strictly forbidden.
No marginal or other notes or marking shall be made in the library books nor shall any picture or page be removed or torn or otherwise disfigured. The borrower is responsible for the safe return of the book(s). In case the book(s) is lost or damaged by the borrower, it must be replaced by him/her failing which three times of the amount of original price of the book(s) will be realised from him/her.

Violation of library rules due to ignorance will be no excuse.

The maximum number of books that may be issued to the various categories of borrowers is like this:

(a) Member of the teaching staff – 25
(b) Ministerial Staff – 3 (No text books)
(c) Students – 3 (Two from general and one from method texts)

(F) COLLEGE OF TEACHER EDUCATION, BHANJANAGAR

1. The college Library shall be used by the members of the staff and students and none other than those authorised shall be allowed entrance into library premises.
2. The library shall remain opened during the working hours.

3. The book shall be issued to or returned from students in between 1.00 P.M. to 4.00 P.M. on the working day.

4. No book shall be taken out of the library without knowledge of the Librarian until and unless it has been entered into borrower's register.

5. No borrower of books is allowed to tamper with it in any way or in per with value in which case the authority may require replacement or payment of three times the cost whichever is deemed proper.

6. A student can keep a book only for a maximum period of 15 days failing which the defaulter shall have to pay a fine of 5 paise per day, for each book to be collected unless otherwise exempted by the Principal as a special case.

7. Perfect silence shall be maintained inside the Library violation of which will be viewed seriously.

8. No student shall be allowed to take any reference books reserved for teachers.

9. The following number of books will be issued to the different classes—
(a) Lecturer - 08
(b) Class III employees - 02
(c) Class IV employees - 01
(d) B.Ed. students - 04

10. A book once issued to borrower may be reissued to him if there is no demand from any one else.

11. Borrowers shall have to return all Library books following a notice to the effect either from the Principal or the Lecture I/c of the Library.

12. Library card shall be issued to each student for issue of books from the Library.

(G) COLLEGE OF TEACHER EDUCATION, BOLANGIR

The college has a library. It is well furnished and rich. The stock consists of books managed by a librarian. Books on different sections of wisdom are kept in it. The staff and students enjoy the facilities available here.

LIBRARY RULES

The members of the staff, the students of the college and persons specially permitted by the Principal (who have to deposit security deposit) can utilise the Library of the college.
1. Library will remain open from 10.30 A.M. to 4.30 P.M. every day except on Sunday and holidays. Students are required to return/borrow book in between 1.00 P.M. to 3.00 P.M. on the scheduled day of issue.

2. No book shall be taken out of the library until it has been properly entered in the Loan Register and the entry attested by the borrower.

3. Each borrower must examine the conditions of the book at the time of issue, otherwise in case of mutilation discovered the responsibility will be fixed on the borrower.

4. The maximum number of books and journals that may be issued to the various classes of borrowers is given below:

   (a) Members of teaching staff of the college - 10 books
   (b) Class III employees - 5 books
   (c) Class IV employees - 3 books
   (d) Students - 2 books

5. Single copy book, Rate books, Reference books and Books marked as reserve shall not be issued to any student. They are not to be removed out of the Library Books may not be reissued to the same person for more than one time.
6. Books must be returned by the students to the Library within 15 days of the issue. Members of the staff must return within one month. When the last day for the return of a book falls on a holiday, it may be returned to the Library on the next working day. Books and periodicals must be returned at the Library counter.

7. All books borrowed from the Library must be returned before the Summer vacation.

8. Any book whose return is required by the Librarian for some special reason should be returned within two days.

9. A fine of 50 paise per head per book will be charged on each student for each day of delay in returning a book which will be utilised for the development of the Library.

10. A borrower against whom fine is outstanding will not be allowed to get books from the Library until the book is returned and the fine is paid.

11. Any book lost, damaged or defaced by a borrower be replaced by him. In case the book is not available in the market, three times the price of the book will be realised from the borrower.
12. No marking either on the margin or elsewhere shall be made in the library book not shall any picture or page be removed or torn or otherwise disfigured. In extreme cases the borrower shall be asked to replace the damaged book.

13. All those who may happen to be inside the library are expected to observe strict silence. The librarian is empowered to see that silence is strictly maintained. He is competent to report any willful breach of the rule and suggest appropriate action.

BOOK BANK

The book bank, an organised section of the library is meant to extend library facilities to needy and poor student. In the beginning of every academic session application are invited from poor and meritorious students for text books from this section.

1. Not more than two books can be issued to a particular student on payment of a normal price as per rule.

2. Books will be issued for one academic session and must be returned before the Annual University Examination.
3. The borrower must examine the condition of the book before it is issued to him/her, otherwise in case of mutilation discovered later the presumption will be against the borrower and he/she will make good any damaged done to the book.

4. Each borrower has to pay ten per cent of the printed price of the books, subject to the minimum of Rs.1 per each session at the time of issue and the money so collected shall be utilised for the binding of damaged and old books, payment of honorarium, if any, for purchasing of new books and for meeting any other expenditure connected with the working of the Library.

5. Towards the end of the academic session on the report of the librarian, Principal takes action on the defaulters as he deems fit.

(H) D.A.V., C.T.E., KORAPUT

1. Books means for general issue of the Library will be issued to the pupil-teachers of the college.

2. The Library remains open in all working days of the college from 10.30 A.M. to 4.30 P.M. Books can be issued between 2.30 P.M. to 4.30 P.M. on every working days (except Wed. Sat.).
3. Two books will be issued to each pupil-teacher for two weeks at a time.

4. Retaining a book beyond two weeks would lead to a fine of 50 paise per day per book.

5. Books issued, if demanded by the college, should be returned to the library after two weeks. Disobeying it would amount to gross misconduct and his/her library card will be withdrawn.

6. Each borrower must examine the condition of the books at the time of issue. Books should be handled with proper care and should be returned in good condition.

7. If it is detected that a book is damaged or disfigured or pages torn out or lost, the defaulter will be directed to replace it forthwith; failing which three times of the present cost of the book shall be realised from him/her.

8. A book once issued to the borrower may be reissued to him/her provided there is no demand for it. Books before reissue shall be presented to the librarian for necessary entries in the record.

9. Books should not be taken away without the knowledge of the librarian, unless it is properly entered in the issue Register by the Librarian.
10. In addition to the above rules, the students are required to produce requisition slip one day before the date of issue.

BOOK BANK

1. In the beginning of every academic session application will be invited from poor and meritorious students for text books from book bank.

2. Not more than three books can be issued to a particular student.

3. Books will be issued for one academic session and must be returned before the Annual University Examination.

4. The borrower must examine the condition of the book before it is issued to his/her, otherwise in case of mutilation discovered later, the presumption will be against the borrower and he/she will make good any damage done to the book.

5. Each borrower has to pay 10 per cent of the printed price of the books subject to the minimum of 50 paise per each session at the time of issue.
and the money so collected shall be utilised for the binding or damage and old books, payment of honorarium. If any, for purchasing of new books and for meeting any other expenditure connected with the working of the library.

6. Towards the end of the academic session the Librarian will report to the Principal the names of defaulter and principal will take action as he deems fit.

NOTE:

(i) Pupil-teachers are advised not to loan out the college library books issued to them to outsiders under any circumstances.

(ii) Pupil-teachers should note that they will be issued admit cards for University Examination only after obtaining clearance certificate from the librarian.

(iii) The Principal reserves the right to refuse issue of books to a defaulter who wilfully violates the rules of the library and to withdraw the library card issued to him/her.
The college has a well-equipped Library. The Principal nominates a lecturer(s) to remain in charge of the library who remains responsible for its smooth management. The librarian is assisted by the attendant attached to the library. The Library provides Text Books to students for which they do not pay any fees. Sets of these books are issued to the students in groups. Special Rules of the library are given below for students' information and guidance.

1. No book should be taken out of the library without the knowledge of the librarian & until it has been properly entered in the loan register and the entry attested by the borrower.

2. Each borrower must examine the condition of the book or books before they are issued. The borrower will be responsible for any mutilation discovered later.

3. Books should be returned to the library within 15 days from the date of issue.

4. Borrowed books should be returned to the library before the college closes for a long vacation on or before the date notified for the purpose.
5. The following is the list showing the maximum number of books that may be issued to the various classes of borrowers.

(a) Class II staff - 10 Each  
(b) Class III staff - 02 Each  
(c) Class IV staff - 02 Each  
(d) B.Ed. student - 01 Each  
(e) M.Ed. student - 02 Each

Members of the staff may borrow books from the library on signing loan register. Students must take books duly entered in cards which will be issued to them after they are admitted to the college.

6. Any book lost, damaged or defaced by a borrower must be replaced by him/her, failing which the cost of the book will be realised from him/her as per the following rules.

(i) In case of loss of Books three times the cost of the Books which are out of the print and out of market or present price for the Books which are available in the market should be realised. It must be insisted that Books be replaced as far as practicable.
( ii) In case of transfer of the students the documents like T.C., mark sheet should not be issued unless a clearance certificate is received from the Librarian.

( J ) A.A. TRAINING COLLEGE, FAKIRPUR

The Library is opened during the hours on every working day notified from time to time. No book shall be taken out from the library without the knowledge of the librarian until it has been properly entered in the loan register.

LIBRARY DAYS FOR ISSUE OF BOOKS

A student can take 3 books at a time for 15 days.

Mon - Roll 1 to 15
Wed - Roll 31 to 45
Fri - Roll 61 and above

Tue - Roll 16 to 30
Thu - Roll 46 to 60

Mon to Fri - 8.00 A.M. to 10.30 A.M. and 1.30 P.M. to 5.00 P.M.

Sat - 10.30 A.M. to 4.30 P.M.
1. Books meant for general issue of the Library will be issued to the pupil-teachers of the college.

2. The Library remains open in all working days of the college from 10.30 A.M. to 4.30 P.M. Books can be issued between 10.30 A.M. to 4.00 P.M. on every working days (except Wed. Sat.).

3. Two books will be issued to each pupil-teachers for two week at a time.

4. Retaining a book beyond two weeks would lead to a fine of 50 paise per day per book.

5. Books issued, if demanded by the college, should be returned to the library after two weeks. Disobeying it would amount to gross misconduct and his/her library card will be withdrawn.

6. Each borrower must examine the condition of the books at the time of issue. Books should be handled with proper care and should be returned in good condition.

7. If it is detected that a book is damaged or disfigured or pages torn out or lost, the defaulter will be directed to replace it forthwith; failing which three times of the present cost of the book shall be realised from him/her.
8. A book once issued to the borrower may be reissued to him/her provided there is no demand for it. Books before reissue shall be presented to the librarian for necessary entries in the record.

9. Books should not be taken away without the knowledge of the librarian unless it is properly entered in the issue Register by the librarian.

10. In addition to the above rules, the students are required to produce requisition slip one day before the date of issue.

( L ) R.C.E.T., ROURKELLA

The college has a library and a trained librarian. The Principal nominates a lecturer to remain in charge of the library who remains responsible for the smooth functioning of the library. Special rules for the library are given below:

1. No book should be taken out of the library without the knowledge of the librarian and until it has been properly entered in the issue register and the entry attested by the borrower.
2. Each borrower should examine the condition of the books those are issued to him/her. The borrower will be responsible for any mutilation, damage discovered later.

3. Books should be returned to the library within 15 days from the date of issue.

4. Loaned books should be returned to the library before the college closes for long holidays, summer vacation on or before the date notified for the purpose.

5. The borrower is responsible for the safe return of the books. Any book lost or damaged by a borrower must be realised from her/him as per Govt. rules.

6. All those who may happen to be inside the library or in its neighbourhood are expected to observe strict silence.

7. Maximum number of books may be issued to the various categories of borrowers is as follows:

   Student  - 3 each
   Class I Staff - 20 each
   Class II staff - 10 each
   Class III staff- 5 each
   Fourth Grade Employees- 3 each
1. Books meant for general issue of the library will be issued to the pupil-teachers of the college.

2. No book should be taken out of the library without the knowledge of the librarian or until it has been properly entered in the issue register and the entry attested by the borrower.

3. Each borrower should examine the condition of the books issued to him/her. The borrower will be responsible for any mutilation or damage discovered later.

4. Books should be returned to the library within fifteen days from the date of issue failing which a fine of Rs.1/- per day shall be imposed.

5. The book once issued will not be issued to the same borrower at a stretch or continuously due to shortage of text-books.

6. If it is detected that a book is damaged or disfigured or pages torn out or lost, the borrower will be directed to replace it forthwith failing which three times the present cost of the book shall be realised from him/her.
NOTE

(a) Pupil-teachers are advised not to loan out the college library books issued to them to any outsider under any circumstances.

(b) The Principal reserves the right to refuse the issue of books to those who wilfully violate the rules of the library and take back the library card issued to him/her.