

# **T. B. GIRWALKAR POLYTECHNIC, AMBAJOGAI**

## **LIBRARY DEPARTMENT**

*‘The only thing that you absolutely have to know, is the location of the Library’*

----- **Albert Einstein**

### **Rules & Regulations of Library**

- Every student will get the library membership on the admission in the college.
- Library Identity Card is not transferable.
- Library material should be handled with care, if it is found that the student has tried to tear the pages or damage the book, or lost the book, the concerned student will have to pay 1½ multiple cost of the book.
- Reference books will not be allowed outside the premises of Library.
- Books should be returned within a due date, unless fine Rs. 5(Five) per day will be charged.
- Due date of an issue book, if not in demand, may be renewed at the discretion of the Librarian or the counter assistant.
- Do not mark or fold the pages of the Library books.
- No part of the Library reading material shall be photo copied without prior permission of the principal or the Librarian.

- All Library books should be returned before the start of vacation.
- College Leaving Certificate shall not be given to a student until he has returned all the books and Identity Card and obtain a 'Clearance Certificate' from the Library.
- If I-Card is lost, the student should report to library and apply to the principal for new I-card. Duplicate Identity card shall be issued to a Student on payment of Rs.50/-.
- Library will remain closed on Sunday and holidays.