

Samriddhi College

Library User Guidelines

1. Background

The library user guidelines describe a general overview of using the college library. Library users in Samriddhi College should follow the rules and regulations as mentioned in the guidelines. In case of failure or negligence to follow the library guidelines, the users are not allowed to use the library and might be suspended from the college in a critical situation.

2. Library Policies and Procedures

- Every library user should make a valid library ID card with full name, faculties and level, address and contact number. The ID card holds validity for a certain period of time. Without a Valid ID card, users are not allowed to use the library.
- The users should renew the card with a certain charge for the addition of the validity date.
- The users are responsible for any kind of loss or damage of library books. In such, certain fines are charged to the users.
- The users should inform the library department of the college in the case of lost or stolen of user's library card as soon as possible.
- The users can borrow maximum 2/3 books at once by showing the library ID card and should return them before the given deadline, otherwise certain fines will be charged.
- Individuals with the library ID card can sit and study inside the library at any preferred time.
- The library in charge will give warnings to the students 15 minutes before the library is closed.
- Users are expected to maintain the peaceful and calm environment.

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- Mobile phones should be kept in silent mode and calls should be received outside of the library.
- The activities like eating, drinking, smoking and noise making are not allowed inside the library.
- Fighting, threatening, harassing, or assaulting library personnel or users with bad words or actions will be punished and suspended from the college.
- Theft, mishandling of library materials, marking, underlining, doodling or defacing any books, newspapers, magazines, etc. of the library is strictly prohibited.

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