

CENTRAL LIBRARY GOVT. BRENNEN COLLEGE, THALASSERY

General Rules

1. Silence is to be strictly observed in the library
2. Usage of mobile phones is not permitted inside the library
3. Users are not permitted to bring their bags inside the Library. They may be kept at the Library property counter
4. Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library
5. Documents taken out of the shelves must be left on the table. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced
6. Users shall not damage any book, furniture and other equipment belonging to the Library
7. Use of Library ID cards belonging to other member is not permitted
8. Book(s) are issued to the students & faculty only for a period of 14 days
9. All books must be returned on or before the due date
10. Books returned after the due date will be charged an overdue charge of Rs. 1.00 per day
11. Patrons make sure the conditions of the book they intent to borrow. Damaged and mutilated books will not be accepted and has to be replaced
12. Members must replace the book if lost, with the latest edition, along with overdue charges
13. Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned
14. Books are issued for a period of 14 days and can be renewed 3 times if the book is not in demand.
15. Fine one rupee/day/book. Fine rules will be changed as per the govt. directions.