



KALIMPONG COLLEGE

CENTRAL LIBRARY

27.05°N
88.46°E
1248 M 

ACCREDITED BY NAAC WITH GRADE 'B++' (CYCLE 2)

RINKINPONG ROAD, P.O. & DIST. KALIMPONG, WEST BENGAL, PIN-734301

Email: library.kpgc@gmail.com

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Website: WWW.kalimpongcollege.org.in

LIBRARY RULES

- 1 A person desirous of using the Library shall enter his/her name, address and time of entry legibly and put signature in the register kept at the entrance for the purpose
- 2 Strict decorum and discipline must be maintained in the Library. Users must ensure that rights of other users of the Library are not breached in anyway by their own acts of commission or demission.
- 3 Use of Cell phones is not allowed. If readers wish to keep them while using the Library, they must be switched off.
- 4 Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.
- 5 A non-member can use the library materials in the Library premises with the permission of Librarian/Principal/ Vice Principal/Teacher In-Charge.
- 6 Readers must not bring sticks, umbrellas, briefcases, boxes and other such articles into the Library.
- 7 Documents taken for reading purpose must be submitted to the concerned staff before leaving the Library.
- 8 Readers should not mark, underline, write, or tear pages or otherwise damage the library documents.
- 9 Readers are requested to handle all Library property carefully to avoid damage to it and also not to disturb other readers/users.
- 10 No Library material can be taken out of the Library without permission of the Librarian.
- 11 Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restrictions.
- 13 The discretion/decision of the Librarian/Principal/ Vice Principal/Teacher In-Charge on any matter pertaining to Library services will be binding on the Library users.
- 14 Anyone who violates the rules and regulations of the Library may be debarred from using the Library facilities or other punishments due for breach of law or norms.

15 The Librarian, with the approval of the Principal, reserves the right to add, delete, or modify any of these rules as and when required.

16 Suggestions on all aspects of library services are welcome.

Loan Privilege

1 One/Two/Three books are issued for two weeks and they must be returned on or before the last date stamped on the date-slip of each document. Sending reminders to defaulters is not obligatory on the part of the Library.

2 The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the person at the Circulation Counter who will put necessary remarks on the document before issuing. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Librarian/Principal/Vice Principal/Teacher In-Charge.

3 Any document issued may be recalled by the Library before the due date of return without assigning any reason and the borrower has to abide by the decision.

4 If a book is not returned within the loan period, issue of documents may be stopped.

5 Late fee of Rs 1/-/day/book would be charged from all the borrowers who retain book(s) beyond the due date. Librarian/Principal/Vice Principal/Teacher In-Charge may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

6 Where books are not returned by the due date after the 3rd reminder the borrower will be charged cost of the book plus the fine and 10 per cent of cost of the book as processing charges.

7 Borrowers can get the book(s) reissued on or before the due date by intimating the Library through telephone/letter/email. Overdue books will not be reissued.

8 Books will be reissued for not more than two times. After that the borrower must return the book(s).

9 Reference books, journals / periodicals, magazines/newspapers, CD-ROM databases and other documents declared "For Reference" by the Librarian will not be issued.

10 Documents, belonging to 'Reference' category, are not issued.

11 Members can reserve the documents they desire to borrow by filling in the 'Reservation Slip'. Intimation about the availability of the document(s) will be given to the members when they are available for issue. The reservation will be strictly on first-come- first-served basis.

12 The borrowers are advised to return the documents while proceeding on long leave.

13 A borrower is responsible for the safe custody and return of the documents borrowed from the Library.

14 In case of manageable damage/mutilation of the document, the borrower will be liable to pay the amount as assessed by the Librarian/Principal/Vice Principal/Teacher In-Charge.

15 In case of loss of document(s)/ irreparable damage/ mutilation of document, the borrower will be liable to pay the present cost of the book(s) and 10 per cent of the present cost of books as processing charge and late fine, if any in case of foreign publications, current exchange rates of relevant foreign currencies will be applied to calculate the cost of the documents. The member may also replace the lost/damaged book(s) by a new copy with same edition with 10 per cent of the present cost of books as processing charge with late fine, if any. In case of loss/damage/mutilation of a volume of a multi-volume set, the borrower is liable to replace the whole set with the same edition in case the single volume of the set cannot be purchased. In case of rare or out of print or valuable documents, the amount of penalty will be decided, on case-to-case basis, by the Librarian/Principal/Vice Principal/Teacher In-Charge. Replacement by photocopied version will not be accepted.

16 The Library membership may be suspended / cancelled at the discretion of the Librarian/Principal/Vice Principal/Teacher In-Charge for any inordinate / unwarranted / unscrupulous act or illegal behavior of a member.

Sd/-
Principal/TIC
(Smt. Devi Chettri)
Kalimpong College

Sd/-
Librarian
(Dr. Rekh Mani Sharma)
Kalimpong College