D.A.V. PUBLIC SCHOOL,
THANE (W)

LIBRARY RULES
FOR
TEACHING & NON-TEACHING STAFF
AND
STUDENTS

❖ **ATTENTION :- TEACHING & NON -TEACHING STAFF**

- Teachers can issue 4 books at a time, which they have to return within 15 days. If books are to be reissued, entry in the issue register is compulsory after 8 days.
- During Library period as librarian would be busy in issuing books to the students concerned teacher should take care of the discipline for the class.
- Teachers are requested to keep books, charts, Globe or any other teaching aid on the table or counter after use instead of arranging in the cupboards.
- If books are to be used only for a day, entry in day book register is compulsory.
- All books should be deposited in the library on last working day of the academic session.
- Arrange chairs & switch off the fans & lights before leaving the Library.
- Arrange newspapers & Periodicals on display board after reading.

❖ ATTENTION :- STUDENTS

- Students should maintain absolute silence in the library during library period.
- Books will be issued in the library period and will be taken back in the library period only.
- Book will not be issued unless previous book is returned. If book is not returned in library period **late fee of Rs.1 per day** will be charged.
- Students are not allowed to rearrange books in the cupboard. They are supposed to deposit book on librarian's counter. Secondary Section students in library period should strictly follow this rule.
- If the book is lost cost of the book is to be deposited in the library or in case of story book student can replace the book with same or any other good title.
- Secondary section students can get the books reissued after **8 days** only after presenting the book on the counter and making an entry of reissue in the book issue register.
- Students should not bring their personal books in the library in library period.
- If student wants to do the reference work after the school hours should bring permission note from parent about the same.