

▪ **LIBRARY RULES FOR TEACHING / NON- TEACHING STAFF AND STUDENTS**

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 daybook 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.

For 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.
- ❖ 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 title.
- ❖ Secondary section students can get the books reissued after **1 MONTH** only after presenting the book on the counter and making an entry of reissue in the book issue register.
- ❖ Primary section (STD V.) students can get the books reissued after **15 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.