

GARGI COLLEGE
(University of Delhi)
Siri Fort Road, New Delhi-49

Library Rules and Regulations

Library Hours

Week Days : 9:00 am-5.30 pm

(Issue counter : 9.00 am-4.00 pm)

Saturday, Sunday : Closed

Other University Holidays : Closed

Membership :

Students teachers and other members of the staff of the college are entitled to become member of the library.

(a) M.A. Students	5 books
(b) B.A. (Hons) Students	5 books
(c) B. Sc. (General)	4 books
(d) B.A. and B. Com (Pass)	4 books
(e) Teachers	20 books
(f) Administrative staff	4 books
(g) Class IV Staff	2 books

Condition of loan :

1. Period of Loan :

(a) Students : Text books/General books	10 days
(b) Teachers and other staff	1 Month

2. An overdue charge of Re. 1/- per volume per day.

_____ , if a book is kept beyond the period of loan. Members who repeatedly fail to return books on the due date will lose the privilege of the membership of the library.

3. Books of special kind i.e. reference books, damaged books, books kept in reserve section or marked restricted and bound volumes of periodicals are not ordinarily issued on loan.

4. Books on loan with members can be recalled at any time without assigning any reason there of.

5. Members should satisfy themselves about the physical condition of books they wish to borrow before getting them issued, otherwise they will be held responsible for any damage of mutilation noticed at the time of returning.

Issue System :

The members will get at the time of membership one membership card for the books they are eligible to borrow. On each occasion reader should bring the membership card to get the book issued.

If the membership card is lost, a duplicate membership card may be issued at the discretion of the Librarian on a payment of Rs. 35/-. The member however will continue to be responsible for any loss which the library may suffer through the misuse of the membership card.

Borrowers are personally responsible for the safe return of books. Books lost or damaged shall be replaced or paid for by the borrower at the prevailing replacement cost.

If the damaged/lost book forms part of a multi volumed set, the whole set has to be replaced or paid for.

In case of rare or out of print books, the price to be charged will be decided by the authorities.

A member against whom any over due or other charge is outstanding shall not be allowed to borrow books or withdraw her deposit until she has paid the amount.

Clearance Certificate :

Library membership card to be returned, dues if any paid and a clearance certificate obtained for them before taking university examination or terminating connection with the college. In case of loss of the membership card, clearance certificate may be issued at the discretion of the Librarian.

Points to Remember :

1. Before entering the Library gate, Register is to be signed and college identity card shown.
2. All books and personal belongings except a small money bag and a notbook, should be deposited at the property counter against a token and collected back while leaving the library.

3. While leaving the library, members to show their files and file covers to the staff on duty at the exit gate.
4. The Library membership card is not transferable, Sub-lending of book is a misuse of membership privilege and therefore not permissible. In case this card gets mutilated because of use or otherwise, it must be reported to the library. Under no condition, this should be overwritten.
5. Members should keep the library informed of any change of address, class or subject of study during the period of membership.
6. Loss of membership card is to be reported immediately. Despite every precaution, library does not take the responsibility if they are misused. Therefore be always particular in producing the college identity card as and when asked for by the staff at the issue counter.

For any information the staff of the library may be consulted.

The members have the direct access to the shelves. While books can be freely taken out of the shelves, on no account they should be reshelfed by the members because of danger of misplacement.

Marking of books is most objectionable and may lead to cancellation of membership privilege.

Conversation or consultation among themselves or noisy or demonstrative greeting of friends inside the library is not permissible.

If a student is found to be disturbing other students/teachers thrice, her membership will be suspended for one month. She will not be allowed to visit the library during this period and her name will be put up on the notice Board. If the membership of any student has been suspended thrice then she will be suspended from the membership for that academic year.

*The Library Seeks Your Cooperation in
Observance of its Rules and Trust
That You Will Cooperate Fully*