ANVARUL ISLAM ARABIC COLLEGE,

CENTRAL LIBRARY

RULES AND REGULATIONS

GENERAL RULES

1. All teaching , ministerial staff and students of the institute are entitled to become library members
2. Member have to bring the identity card for entering the library and must scan your id card for in/out procedure
3. Absolute silence and cleanliness should be maintained inside the library. Mobile usage is restricted inside the library
4. Personal belongings such as umbrellas, bags, tiffin carriers, etc., are not allowed to be kept in the library.
5. A non-member can use the library material on the premises with the permission of the principal
6. No library material can be taken out of the library without permission.
7. Members should not damage/deface library materials. Borrowers must satisfy the physical condition of the books before borrowing. If found guilty, the user will be held responsible to produce the copy of that particular material.
8. Used books should not be replaced on the shelf without the help of the librarian, but should be kept on the reading table.
9. The librarian may recall a book at any time even when the normal period of loan is not over.
10. Books from the reference section shall not be taken outside the library.

ISSUE AND RETURN RULES

| Sl no | Members category | Number of books at a time | Issue period | Fine per day |
| --- | --- | --- | --- | --- |
| 01 | Teaching staff  | 10 | 14 days | 1 |
| 02 | Administrative staff  | 3 | 14 days | 1 |
| 03 | Research scholar  | 5 | 14 days | 1 |
| 04 | Degree students  | 2 | 14 days | 1 |
| 05 | Post graduate students  | 4 | 14 days | 1 |
| 06 | Preliminary students  | 2 | 14 days | 1 |

1. Books can be kept for the duration of 14 days and can either return or reissue.
2. If the date on which a book is due to be returned falls on a holiday, it should be returned on the next working day.
3. Sub-lending and transferring of books to another person’s name are not allowed.