



## CHAPTER 13

# LIBRARY RULES

Rules and regulation should be kept to the minimum, but certain questions must be decided, such as, the length of the loan to the students/teachers, number of books which may normally be borrowed at one time, hours when the library will be open and like considerations. Regulations concerning these matters should be the joint concern of the Head. Teachers and the Librarian.

Each service institution should have a set of rules to be observed by its members. While framing these rules, one should keep in mind the basic objectives of the rules which safeguard the interest of the members on one hand and avoid embarrassment to employees in the discharge of their duties on the other. The rules should be presented in such a way that they can be easily understood by students and do not daunt them from using the library.

### Suggested Set of Model Rules

- ❖ “Welcome to your school Library! We hope you will enjoy using the Library. Here is some information that will help you to use the Library better”.
- ❖ The books in the Library belong to the school. They were bought with tax money / fee that your parents and other people have had to pay. These people all want you to have the very best books. But they all expect you to take care of them. You are responsible for the care of the books you take from the Library. If they are damaged or lost you will have to pay for them.
- ❖ The reading that you do is a very important part of your education. Make the very best use of Your School Library.
- ❖ Most people want a Library to be quiet and orderly because they want to read when they are there. That means that everyone must be thoughtful of the other person and try to keep the Library a pleasant place for reading and study.
- ❖ You will be taught how to find the books and other materials you require in the Library. It is important that you learn to do all you can for yourself so that you may become more independent. Your teacher and the Librarian will always help you with procedures that you have not been taught to do for yourself.



- ❖ You will need to know the rules about taking books home. They are given here to help you. Please read them and follow.

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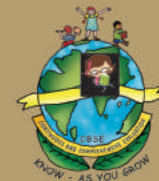
LIBRARY TIMINGS : 9.00 AM TO 5.00 PM  
ISSUING OF BOOKS : 9.00 AM TO 5.00 PM  
LUNCH TIMING : 1.30 PM TO 2.00 PM

## INSTRUCTIONS

- Students can issue 2 library books on 2 library borrow cards for a week.
- Renewal of the books will depend on availability and requirement of the same by others.
- Students can issue one book for overnight on I-card.
- Loss of I-card / borrow cards should be reported to the librarian immediately.
- Issue of duplicate I-card as well as borrow cards will be made against due charges.
- Students can avail the facility of reference books / journals / periodicals within the library premises only against I-card.
- A fine Rs. 1/- day will be charged on late return of books issued on library borrow cards.
- A fine Rs. 5/- day will be charged on late return of books issued on I-card.
- Writing of scribbling on or tearing of pages of library books, news papers, periodicals etc. is prohibited & will be liable for strict action.
- Students should produce their identity cards as & when demanded by the library staff.
- Use of mobile phones is strictly prohibited inside the library.
- Difficulties if any should be discussed with the librarian.
- On loss of library book, user shall replace the same with a brand new copy or to pay the amount decided by library committee.
- Students should enter their names in the entry register, maintained at reference reading hall.
- Borrower's card & I - Card is not transferable.
- Complete silence should be maintained. Group discussions, lectures are not allowed in the library.

*Fig. 17. Example of Library Rules Poster*





### **Who Can Uses The Library**

All students, teachers and other members of staff can become members of the Library. The Principal of the School may allow any non-member to consult the books in the Library when it is open. Contact the School Librarian for any assistance you need.

### **What is Library Timing**

The Library will open at the same times as the School. However, the 'Issue and Return' of books will stop 30 minutes before the closing of the School.

### **How many books can be borrowed at a time**

You will be given Reader Tickets for borrowing library books. The books will be issued to you against your Ticket only, not on anyone else's. You may have two books at a time. One of these may be fiction and non-fiction, or you may have two books of non-fiction, if you do not care to have a book of fiction. You may never have two books of fiction at the same time.

### **For how long can be kept book?**

The date on which these books are to be returned will be stamped on the Date Label. You may keep all these, except the reserve books, for two weeks. You may not renew them unless your teacher signs a request slip asking the Librarian to renew.

### **Conditions of Loan**

A book which is in heavy demand may not be issued/reissued. A book needing repair or binding too may not be issued. You may consult it in the Library itself. Multivolume books, reference books, out-of-print books, magazines are not issued out. Books marked as 'FOR CONSULTATION ONLY' are also not lent out.

If you neglect to return borrowed books on time, you will have to pay a fine of Rs.7/- for each week it is overdue. So try to return your books on time. It is much more fair to others and will save you from paying fines. If you are absent from the school when your book is due, you will not need to pay a fine if you return it the very next day you come back to school and show the Librarian your absence slip signed by your class teacher.



### **Sub-Lending of Borrowed Books**

Sub-lending of books borrowed from the Library is not permissible. They may get spoiled, damaged or lost while in somebody else's possession and may result in their late return and thereby making you pay the late fine.

### **Loss or Damage to Books**

In case the book is lost or damaged while in your possession, you will be required to replace the book by a new copy of the same title and latest edition. In case you are unable to procure the same from the market, you may be allowed to pay the current price of the book as ascertained from the Publisher's Catalogue. In case there has not been any edition of the book, the price as recorded in the Accession Register may be charged and a proper Receipt issued for the same.

### **Reservation of Books**

Members are allowed to make reservation for any book they need. A formal Reservation Slip should be filed in and handed over to the Librarian. Members will be informed of the availability of the book when returned by other member.

### **Recall of Issued Books**

Sometimes there may be such a heavy demand for a book which has been borrowed by you that the Librarian may ask you to return the book. Please cooperate with the Librarian and return the same for the use of others.

### **Renewal of Books Loan**

The loan of a book may be further renewed for a period of two weeks on the production of books if there is no request for the same.

## **SUSPENSION OF PRIVILEGES**

If any member is found removing Library property without formal permission, his/her membership privileges may be suspended for some time.

### **Personal Books/Property**

Personal books or books of other library or other personal belongings such as bags, umbrella etc, are not allowed into the Library. These should be deposited at the Property Counter at member's own risk. While going out of the Library the property so deposited must be taken back.



## Taking Care of your Library

- ❖ Your School Library belongs to you. Ensure its safety and avoid causing damage to its property fittings, furniture, floor or walls.
- ❖ Make sure that
  - No one removes any page or pages from books, newspaper, or magazines.
  - No one puts any mark with a pen or pencil on any book of Library. This spoils the beauty of books and renders them unusable by others.
  - No one deliberately misplaces a book and makes it difficult to locate.
  - No one removes catalogue cards from the catalogue tray.
- ❖ While members are free to browse amongst the stacks and take out the books of their interest, in no case they are to replace the books back on the shelves after use.
- ❖ Finally, when leaving the School please clear all the dues payable to Library, return all the Reader's Tickets, Identity Card, books etc issued to you and obtain a No Due Certificate from the Library.

## Arrangement of Books on Shelves

The Library follows 'Dewey Decimal Classification'. The arrangement of books on shelves is as follows:

000	Generalities
100	Philosophy
200	Religion
300	Social Sciences
400	Language, Linguistics, Philology
500	Natural Sciences and Mathematics
600	Technology (Applied Science)
700	The Arts (Fine and Decorative Arts)
800	Literature and Rhetoric
900	Geography, Biography, and History





## Library Catalogue

The library maintains a catalogue of all the books procured. All the entries in it are arranged in a single sequence, in alphabetical order. You look for the book either under the surname of the author (if available), title of the book, name of the series if you know, or under the subject name.

## Collection Sequences

The special sequence number, if any is superimposed on the Book Number part of the Call Number. The following sequences are being maintained by the School Library:

<b>B</b>	Meaning Biography
<b>BB</b>	Meaning Book Bank
<b>G</b>	Meaning Games and Sports
<b>HB</b>	Meaning Hobby Books
<b>IT</b>	Meaning Information Technology
<b>RR</b>	Reading Room
<b>TB.VI</b>	Meaning textbook of 6th standard
<b>TB.VII</b>	Meaning textbook of 7th standard
<b>TB.VIII</b>	Meaning textbook of 8th standard
<b>TB.IX</b>	Meaning textbook of 9th standard
<b>TB.X</b>	Meaning textbook of 10th standard
<b>TB.XI</b>	Meaning textbook of 11th standard
<b>TB.XII</b>	Meaning textbook of 12th standard