

M G M PUBLIC SCHOOL

SHANTI NAGAR BHILAI



LIBRARY

(RULES AND REGULATION)

STANDARD OPERATING PROCEDURE. (SOP)



- Every student admitted in this school will be a member of this Library.
- Every teacher appointed in this school will be a member of this Library.
- Parent of any student studying in this school can be a member of this Library.
- Parents, teachers and students can donate books to this Library.
- Students Identity Card is compulsory for getting access to the library.
- Silence should be maintained inside the library.
- No discussion on any matters is permitted inside the library.
- Every member should be registered to become a library member prior to using the library resources.
- Personal belongings are not allowed inside the library.
- Textbooks, printed materials or reference books are not allowed to be taken outside the library.
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.

Working Hours of the Library: Monday to Friday 9 AM to 1:30 PM

Saturday 9 AM to 11 AM

Circulation Issue System:

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Loss of Book:

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

Care of library borrower cards:

Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, Members are responsible for the entire set of library borrower card issued to them.

Loss of borrower card:

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.

Validity of cards:

Library borrower card are valid for one year only.

No due Certificate:

Each student shall obtain No dues certificate before the Annual Exam from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books:

Students are require to handle the books carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue. If found responsible the student will have to pay the cost of the books or replace it with the same book.

Reference section:

This section has Encyclopedia, dictionaries, Textbooks, Reference books etc. which are available only for reference. User can make use of these resources.

Happy Reading!!!

Librarian

Ms. Vidya Thakur

Principal

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