



The Shri Ram Universal School

Lodha Lakeshore Greens, Taloja Bypass Road, Palava, Dombivli (East) 421204

TSUSP/GEN/019/19-20

Date: 09-09-2019

LIBRARY RULES TO BE FOLLOWED BY THE STUDENT:

- Strict silence, decorum and discipline must be maintained in the library. Readers should not talk or discuss as they may disturb other readers. Library room is meant for individual study and research only.
- Eating and sleeping are strictly prohibited in the library.
- Users are not allowed to carry eatables/drinks inside the Library premises.
- The library shall not be responsible for any loss or damage of the personal belongings of the users.
- Replacing the books on shelves is not encouraged as it may get misplaced.
- Unauthorized removal of books or damaging the property of library or misbehaviour with library staff shall be considered as an act of indiscipline, which will call for strict action and /or fine.
- No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
- Books must be returned on or before the due date otherwise a fine of Rs. 10 will be levied per day/book.
- Absence or illness are not acceptable excuses for exemption from paying overdue charges.
- If the child is absent due to illness, the book can be sent through schoolmates or relatives with a written note and late return fine, if any, in order to avoid daily accumulating penalty.
- If the due date falls on a public holiday, the book has to be returned on the date which falls immediately before the public holiday to avoid the fine.
- In spite of repeated reminders, if the book is not returned, the borrowing facility may be withdrawn for a period decided by the school.
- Please give the fine amount, if any, in a sealed envelope with your full name, grade, amount and book accession number to the librarian.
- Students should take care of cleanliness of the library.
- Students should not disturb the arrangements of the library furniture.
- It is mandatory for all members who are using facilities to follow the library rules & regulations. For any dispute or problem, Librarian may be contacted.
- Library staff is available for any assistance you may need in using the library resources, facilities & services. Library will welcome any suggestion for better use of library facilities.

CIRCULATION ISSUE SYSTEM:

All the books will be issued and borrowed only during the library period. Exceptionally, the book which has not been returned on the due date can be returned to the librarian at the earliest during lunch hours any days including the fine, if any. Books will be issued on presentation of 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. Only one book will be issued at a time.

OVERDUE CHARGES:

Materials borrowed should be returned on or before the due date stamped, if returned late, overdue fine will be charged Rs.10 for the delayed period.

BOOK LOST:

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

CARE OF LIBRARY BOOKS:

Students are required to handle the books very 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.

REFERENCE SECTION:

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

JOURNAL SECTION:

In these section journals, general magazines and newsletter are available. The latest issues are displayed on display rack and other previous issues are arranged in the Shelves. The latest issues are only for reference within the library.

*"Everything you need for better future and success has already been written. And guess what?
All you have to do is go to the library."*

- Henri Frederic Amiel



Radhika Srinivasan,

Principal