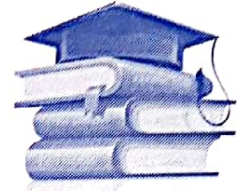




## RULES OF SCHOOL LIBRARY

1. Maintain silence inside the library.
2. Books are our best friends. Use them with love and care. Treat them as your personal property.
3. Periodicals, newspapers and books are indispensable part of the library. Don't take them out of library.
4. Don't tear up pages or deface the book and other belongings of the library.
5. Don't disturb the arrangement of the books in the racks.
6. Don't remove the newspapers from the newspapers stand.
7. A 'No-Dues' certificate must be obtained from librarian if a reader (student or teacher) leaves the school.



## ISSUES AND RETURN OF BOOKS

1. Books will be issued for fifteen days in case of teachers and for maximum seven days in case of students.
2. After the stipulated period, books must be returned. Failing which the person may be fined Rs. 1/- per day.
3. Refer books, periodicals, newspapers and magazine will not be issued.
4. The specimen text books can be issued to the concerned teacher for one academic session, on the completion of which they must be returned to the librarian.
5. In case a book is lost or defaced, the cost of the book may be recovered from the concerned reader.
6. Repeated reminders concerning return of books may lead to barring the reader from further issue of books. Strict action will be taken against such defaulters.

