

RULES & REGULATIONS – AMC LIBRARY

- Strict decorum and discipline must be maintained in the library.
- All the students must display a valid college card while entering the library.
- All students must follow the dress code of the college in the library.
- Complete silence within the library must be observed at all times.
- Eating, drinking, smoking, sleeping, discussion and loud talking etc are strictly prohibited.
- The Library will be closed on gazetted holidays.
- Entry of any outsider including HOs, MOs, and TMOs of ATH is strictly banned.
- Books shall not be issued without library card.
- Please do not leave your valuable e.g. Laptops, mobile phones, purse, personal books etc at any place in the library.
- Bringing of personal chairs or tables in the library is not allowed.
- Leave your personal belongings e.g. handbags, bags, briefcases etc. at the entrance of the library at designated place.
- To write, underline, mark, highlight, dog ear or tear pages of the library books is not allowed.
- No member is allowed without the biometric fingerprint and college ID card.
- No seat is reserved for members if a seat remains vacant for one hour it can be occupied by any other.
- Mobile phone must be on silent mode.
- Placing of feet on Chairs and sitting on tables is not allowed

OPENING HOURS

MONDAY TO FRIDAY

8:00AM to 12:00midnight.

Friday

Break from 1:00PM to 2:00PM for Jummah Prayer

SATURDAY & SUNDAY

9:00AM to 12:00 midnight.



THE BORROWING PRIVILEGES OF THE USERS.

S.NO	CATEGORY	BOOK LIMIT	LOAN PERIOD FOR TEXT BOOK	LOAN PERIOD FOR GENERAL BOOK
1.	Faculty	06	One Academic Year	14 days
2.	Students (Final Year)	04	6 months	
3.	Students (other than final year)	03	6 months	

- The borrowed textbooks shall be renewed for further 6 months also and overdue books shall not be renewed.
- Mutilation of library book is a crime, However accidently damaged should be reported promptly.
- Reference books shall not be issued but may be consulted in the library during working hours.
- Books may not be transferred from one member to another without being returned to the library for re-issue.

FINES FOR OVERDUE BOOKS .

- From students Rs 10 per book, per day shall be charged for late returns.
- From Faculty Rs. 15 per book, per day shall be charged after placing three consecutive reminders.
- The lost, damaged or defaced books must be replaced with the same or double current cost or tripple original cost shall be charged.
- The imposed fines shall be deposited by the borrowers in the College Accounts and only receipts of the deposited amount be handed over to the library clerk.
- Any one who violates the library rules & regulations would be liable to lose the privilege of Library membership and debarred from availing the library facilities.