



HKDET's

**RAJARAJESHWARI AYURVEDIC MEDICAL COLLEGE AND HOSPITAL,
HUMNABAD- 585330.**

-:Library and information center:-

Rules & Regulations:-

General Rules:-

- Identity Card is compulsory for getting access to the library
- Silence to be maintained.
- No discussion permitted inside the library.
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library.
- Textbooks, printed materials and issued books are not allowed to be taken inside 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
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- 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.
- Refreshment of any kind shall not be taken anywhere in the library premises.

Working Hours of the Library:-

Monday to Friday 10am to 5.30pm

Saturday 10am to 5.00pm

Sunday Holiday

Lunch Timing:- 1.30pm to 2.30pm.

Overdue Charges:

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period **Slab for Fine Collection :**

Days	Amount
From 15 days to 30 days	Rs. 2/- per day
After 30 day onwards	Rs. 5/- per day

Sl. No	Member's Category	#of Books	Issuing Period
1.	Faculty/ Staff	5	30
2.	Teaching Staff	5	30
3.	Students	3	15

Book Lost:

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.

Loss of Library 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 cards are valid for the entire duration of the course to access library facilities at the end of the course borrower cards shall be returned to the library.

No due Certificate:

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

Librarian.