**KALA ACADEMY GOA, LIBRARY**

**CAMPAL, PANAJI-GOA.**

**RULES AND REGULATIONS**

The following rules for Kala Academy Library are hereby for general information:

**HOURS OF OPENING**

The working hours of the library except (Holiday Saturday & Sunday).

9.30 a.m. to 1.15 p.m.

2.00 p.m. to 5.45 p.m.

**(Circulation Counter will remain open from 9.45 to 1.00 and 2.00 to 5.30)**

**ENROLMENT OF MEMBERS**

1. Every intending borrower of books from the library shall have his/her name registered in the library by applying in prescribed form, which shall be available in the library.
2. Every intending member shall be required to submit the duly filled form in all respects
3. His/her full name.
4. Permanent address.
5. Date of birth.
6. Name of the faculty.
7. Courses.
8. Details of the library fees paid.
9. Specimen signature.

**USE OF BOOKS**

1. Readers shall return, before leaving the library, to the section in charge (Asstt Librarian), reference books and other materials.
2. No tracing or mechanical reproduction of any book map or manuscript shall be done without permission of the Librarian.
3. Before leaving the counter, the member shall satisfy him self as to whether the book lent to him/her is in good condition and if not shall immediately bring the mater to the notice of the Asstt. Librarian on duty.
4. Kala academy library having closed system has no one can enter without permission of Library Staff’s.

**NON RETURNED, LOSS OR DAMAGED BOOKS/MAGAZINES/JOURNALS**

1. A book lost or damaged in any way be a borrower shall have to be replaced, or otherwise the borrower shall place an amount sufficient enough to purchase the replacement copy (which include cost of book and other including charges).
2. If the book/books borrowed from the library are not returned/replaced/paid for, as in the above clause, within one month, the amount shall be adjusted from his/her deposit of the member/s. For this purpose, the security deposit of Rs. 500/- may be taken from students during the time of admisson.

**BORROWER’S TICKETS**

1. Ordinary every member will get one borrower’s ticket. He/she will be responsible for book borrowed on that ticket.
2. Borrower’s tickets are not transferable.
3. In case the borrower’s ticket/Library card is lost, a duplicate library card will be issued to him/her on receipt of the application in the prescribed form and on payment of Rs. 50/-

**OVERDUE CHARGES**

If a book is not returned to the library when due, an overdue charge of **Rs. 5/ per day** shall be levied, official receipts will be issued at cash counter in the Kala Academy Office.

**GENERAL**

1. Kala Academy Libraryis yours please help us to make it on attractive place to study in.
2. Library is a place for study and hence silence at all time is must. Disturbing element is Nuisance & will be asked to leave the Reading Hall if necessary.
3. Cleanness should be preserved in the Reading hall.
4. The Library is only for Staff’s and Student’s of KalaAcademy.
5. Smoking in the library is strictly prohibited.
6. Switch off the Mobile while entering the library.
7. The counter for issue of books shall be closed 10 minutes before the closing time of the library.
8. Sleeping is strictly prohibited.
9. Dog earring the pages of the books, marking or writing their in with ink or pencil, tearing or taking out its pages or otherwise damaging it will constitute damage to a book any such damage to books is serious offence.
10. Library cards are not transferable.
11. Pets and eatables are not allowed in Library.
12. Eating of Tiffin’s, Chewing Gum etc are strictly prohibited.
13. Shifting of chairs from one place to another place is strictly prohibited. Students should not keep their Bags and belongings on the table and move around.
14. Books are issued for the exclusive personal use of the application. Any one found applying for books for another will be debarred from the use of library.
15. If a student wishes to keep a book more than a week, He/She must apply for renewal for a further week of the book to the Asstt. Librarian who will reissue them at His/Her Discretion.
16. Students are advised to take care of their personal belongings such as books, cash, umbrella etc. which they are in the library. No books belongings are kept on the library Tables/ Seats floor while they are away. Umbrella; Raincoats etc are to be kept out before entering the library. The library shall not be held responsible for the loss of any of their belongings.
17. Readers are requested not to disturb the arrangement of books on the shelves.
18. All Students/Staff’s are expected to observe the Library rules. Students found Guilty of misbehaviors are liable to be refused the use of Library.
19. Strict Discipline should be maintained in the library. Students found misbehaving in and around the library will be debarred from using the library. Students cannot enter the library without their identity card.
20. Students are exception to co-operate with the library staff for smooth running of the library. Hence they should also handle the library books, library material and furniture with care as their own belongings.
21. Every reader/user should enter his/her name & other details in the entry register maintained at the counter.
22. Readers are requested to stand in queue during the rush hours.
23. Only members shall have the right to access to the lending section for the purpose of borrowing books.

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