

1. Name Of The Library:

The college library is called – “College of Fine Arts Library”. The library is located in the first floor of the college building.

2. Membership:

All the Teaching members (Regular), Academic Assts/Teaching, Assts and Non- Teaching Admission for outsiders is restricted.

3. Timings:

The library is open from **10:00 AM to 04.30 PM** on all working days of the college.

4. General Rules:

- a. The members shall maintain silence, decency and decorum in the library.
- b. Personal belongings shall be kept at the property counter. Note Books and Drawing Books are permitted into the library.
- c. Cell Phones shall be switched off before entering the library.
- d. Get your belongings checked while leaving the library
- e. Mutilation, underlining, folding of pages, etc, of books, journals and other library material shall be punishable.
- f. The books shall not be misplaced.
- g. Copyright rules shall be followed
- h. Students who have completed the course shall return the library book and obtain “NO DUES CERTIFICATE” within 1 month
- i. Violation of rules is punishable
- j. Rules maybe added from time to time

5. Issue Of Books:

- Faculty members are eligible to borrow 6 (Six) books for a period of a month.
- Students are eligible to borrow 2 (Two) books for a period of two weeks.
- Renewal of books is at the discretion of the librarian.

6. Reference Books:

Books marked “Reference Book- Not For Home Issue” are to be referred only in the library

7. Late Fee/Fine:

For books overdue a late fee of Rs. 5/- will be collected per week or part thereof. Mishandling of books and other material will be fined.

8. Loss of Library Books/Cost Recovery:

Loss of library books shall be brought to the notice of the Librarian immediately. Latest edition of the lost book will be accepted for replacement. In case the book is not available for replacement, cost will be collected as follows:

- Three times the cost of the latest edition of the book lost.
- In case of rare, out of publication books, cost will be charged upto 10 times of the available latest cost.
- In case, cost is not available, estimated cost will be charged

LIST OF BOOKS:

6):

Books marked "Reference Book-Not For Home Issue" are to be referred only in the library