



SPACES DEGREE COLLEGE

(Affiliated to Andhra University)

(Under the Management of SRI PRAKASH EDUCATIONAL SOCIETY)

LIBRARY

Library Rules:

1. All the library members should enter the library with identity card.
2. All library members must sign in/out register available with the attendant at the main gate of the library
3. While entering the library, the user should leave his or her personal belongings, such as bags, personal books, etc. at the property counter reserved for this purpose. Loose papers, and notebooks may, however be taken into the library. Members leaving the library should allow the library staff to examine their personal belongings (if asked). The members are advised not to leave any valuable or expensive items at the property counter.
4. The library will not be responsible for member personal property or belongings lost in the library.
5. The library members shall maintain perfect order and silence in the library and should switch off their mobile phones or keep them in vibration mode.
6. Making noise, spitting, smoking, eating, drinking, sleeping, talking loudly and to intoxication is strictly prohibited in the library.
7. Library members will be responsible for any damage caused to the library's property or reading material. The member has to replace the damaged material or property and also has to pay the penalty imposed in such cases.
8. Students or members should vacate their seats ten minutes before the library closes.
9. The librarian reserves the right to suspend or cancel the membership of any member found misbehaving with the library staff or for any other indecent behavior.
10. If any library member is found indulging in book hiding, stealing, or mutilating, disciplined action will be taken against him or her.



PRINCIPAL
SPACES DEGREE COLLEGE,

PAYAKARAOPETA

Sri Prakash Vidya Soudham, P.L.Puram, Payakaraopeta-531 126, Visakhapatnam Dist

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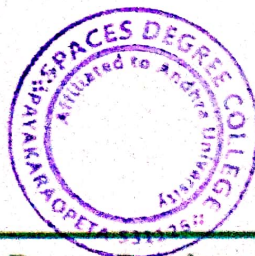


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11. Violation of library rules or misconduct by a member may invite discontinuation of the library privileges.
12. Books and or documents taken off the shelves must be left on the table. Replacing the documents on the shelves by members is not encouraged as the documents may get misplaced.
13. Library members should not mark, underline, write, or tear pages or otherwise damage the library documents including books or magazines or journals etc.
14. Reference books and magazines are strictly prohibited outside the library.
15. The library, with the approval of the competent authority, reserves the right to add, delete, or modify any of these rules as and when required
16. No photograph of the library shall be taken without the prior permission of the librarian.
17. Keep the library premises tidy.
18. The library will be closed on gazetted holidays declared by the institute.
19. Food and beverage items are not allowed in the library.
20. Short dresses are not allowed in the library.
21. Suggestions on all aspects of library services are welcome.



by
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