

Library Rules and Regulations

Alder college library aims to serve the needs of faculty, students and other members of the library by providing an excellent collection of literature such as print document, online journals and electronic books. Library is located on the third floor of the college building with a seating capacity of 60 students. The library is divided into five section – 1. Reading area 2. Stacking area 3. Reference section 4. Circulation section and 5. Internet section

1. Library timing is from 9:00 AM to 2:30 PM everyday.
2. All the teachers, staff and students of Alder College are eligible for membership.
3. A student can borrow three (3) books at a time by producing their library card for seven (7) days, after which they need to renew. They are not allowed to borrow others library card for issue of books.
4. Five (5) books can be issued to a teacher for one (1) month. After which they need to renewed.
5. Users must ensure the condition of the books otherwise he/she will be held responsible for the damage.
6. In case of loss of any book(s) the user will have to replace.
7. Marking with pen/pencil/marker is strictly prohibited.
8. Books or other material taken from the stacks should not be re-shelved by the readers but should be left on the table. Please remember that a book misplaced is a book lost.
9. Members must carry their ID cards to gain entry and use the library and must produce it when required to do so by an authorized person. The card must be used only by the member to whom it is issued.
10. In case of loss of Library Card, the library will make a duplicate one available on filling up of the prescribed form and payment of prescribed fee.
11. The expiry date of the membership is stamped on the library identity card. For renewal, please surrender the old card and pay the requisite membership fee along with an application in prescribed form.
12. Silence is required in study areas. Loud conversations, standing in groups, discussions, etc is forbidden. The use of mobile phones in the library is prohibited.
13. Bags, books or any personal belonging is not allowed in the library except purse and mobile phone, either switched off or in silent mode. The same must be deposited at the luggage counter. The library will not be responsible in case of damage to or theft of personal property.

Principal
Alder College