



MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

20, Ramkanta Bose Street, Kolkata-700 003

Ph. : (Off) 2543-5687/2555-6325 (PL) 2530-2008
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Ref. No.....

Date

NOTICE

As per recommendation from the Library Committee, the Librarians are hereby informing the set of new rules in the following and the rules are effective from 15/05/2018-

1. Book Issue from the library -

Full time teachers can issue 25 books at a time from the library. Guest and Part Time Teachers can issue 5 books from the library in his/her name and this must be permitted by the HOD. Experience certificate can be issued to them on the condition of submission of Library Clearance Certificate from the librarians.

Guests and Part-time teachers have to give Rs. 500/- as a security deposit to avail of the library services. This amount is refundable. Non-Teaching staffs can take at most 2 books at a time from the library.

2. Lending Period for books issued to all teachers

Every full-time teacher must renew all issued books from the library in every six months from the date of issue. Every Guest and Part-time teacher must renew all issued books in every 3 months from date of issue.

3. Rules for Book lost for all teachers -

- Either the teacher can buy the latest edition of the book and give to the library. Or
- If the book is out of print, then the teacher has to pay current valuation as 2 times in every 8 years from the date of publication of the book.

4. Book Bank Services to the Outgoing Students

Book bank services will be exclusively for those students who have received Admit Card for the examination and want to keep books till the exam end. They have to return the books within mentioned date. Otherwise, mark-sheet and certificate won't be issued.

Miscellaneous

- Every teacher is requested to continue giving attendance in library
- It is suggested to create an id for students to access NLIST services from the library.
- Any interested ex-student of our college can avail of reading facility of the library provided she is allowed by the Principal, forwarded by HoD of the concerned department.

S. K. Saha

10.05.18

Principal
Maharani Kasiswari College
20, Ramkanta Bose Street
Kolkata-700 003