

ICFIA LIBRARY

INTERNATIONAL COLLEGE FOR GIRLS

General Rules

1. Students are required to maintain silence and decorum of the library.
2. Entry to the library is allowed only to the bonafide members on the production of a valid identity card.
3. Students are required to deposit their bags, water bottles and personal books at the deposit counter of the library and only carry their notebooks inside the library.
4. Only books from the General collection will be issued to the library members.
5. Reference books, bound volumes of journals, loose issues of current journals will be issued only with the permission of the Principal.
6. CDs/Video-cassettes will not be lent out of the library.
7. The readers should check the book thoroughly for missing pages, chapters, pictures, etc. while borrowing books.
8. No book in damaged condition will be accepted from the reader.
9. Loss of books must be reported immediately.
10. Books should be deposited on the due date, else a fine of Rs.2/- per day will be charged. After one week, the fine will increase to Rs.5/- per day.
11. If the pages of a book are found missing, then twice the cost of the books will be recovered from the last borrower of the book.
12. If the pages of the books are found missing, and it is not possible to trace the student guilty of the same, then twice the cost of the book will be recovered from all the students of the concerned Department.
13. Students are requested not to place the books back in the shelves after use, and keep them in the trolley designated for the same.
14. Students may directly recommend a book in the "Suggest a Book" register.
15. Circulation will be closed at 4.30 p.m. and students should leave their seats 10 minutes before closing time.
16. Any infringement of the library rules will render a member's privilege of admission to, and of borrowing books from the library, liable to cancellation.

**Please helps us to serve you better
We welcome your suggestions**