L. J. POLYTECHNIC

LIBRARY

STUDENT`S NOTICE

The students of L. J. Polytechnic are hereby informed that, the rules of "Library" will be implementing. The students are informed to take the note of following rules:

1. Keep silent in library.
2. Do not use mobile in library (strictly prohibited).
3. Fine of Rs 50/- for using mobile in Library.
4. Any student entering the Library will have to sign in the Register.
5. Keep your bag outside, before entering the Library.
6. Student can Issue books after Receive ID Card.
7. Maximum Two (2) Books will be issued at a time.
8. Arrange your chair and turn off switches (Fan, Light) before leaving the library.
9. No reading material will be removed from its place in the reading room without the knowledge of the librarian.
10. A late fee of Rs. Two (2) per day will be charged for late return of the book in the Library.
11. Drop the library properties (Books, Newspaper, Magazine) at proper place after use.
12. Book will be issued for maximum seven (14) days.
13. Books will be lent to the members only against their ID card.
14. Borrows are responsible for the loss or damage of the books borrowed.
15. Library provides (2) books in Book Bank service, which are maintain properly at start and end of semester.

Librarian Director