

Circulation Services

Library Membership

1. Students can become members of the Library after getting their Identity Cards from the College Office/
2. Students are entitled to issue a maximum of four books.
3. All faculty members (Permanent , Ad-hoc Teachers,) College staff are allowed membership and borrowing facilities.

Renewal of Library Membership

All student are required to renew their membership. No books can be issued without following the renewal procedure.

Books Lending (Issue) Service

1. Library Books from the Stack Room are issued to the Students for 14 days only. They have to show their membership card/ I Card at the Circulation Counter.
2. Before getting any book issued Library users/students should satisfy themselves that its pages are intact, if any page is missing, the Counter/Library staff should be informed and asked to sign to confirm the missing pages, failing which the students/Library users will be held responsible for the missing pages and asked to replace the book. Books are required to be presented physically at the Counter for renewal. Members must replace the book if lost with the latest edition or cost of the book should be deposited.
3. Journal will not be issued however if someone wants they may be issued for few hours to get the Xeroxing or any consultative.
4. Cell phones and other electronic communication devices must be turned off or placed in mute or vibrate mode upon entering the SLC library.
5. Academic work in the libraries is the priority. Mutilation and theft of library materials are serious offences. Offenders will be penalized and payment must be made to cover all damages, marking in books, journals strictly prohibited.
6. Chairs and tables and other library equipment, fittings and furniture may not be marked, defaced, disarranged. Users should not place their feet on chairs or tables.

Books Return Service

Students must return the issued books on or before the date last stamped (or within 14 days of the date of issue of the books).

Fine Collection on late returning of Library Books

Students will have to pay fine if they fail to return the Library Books on time. Rupee one per book will be charged from the student for late return of books.

Issue of No-Due/Clearance Certificate

1. All the students have to obtain a Clearance Certificate from the Library before taking their University Roll Numbers/Admit Card or leaving the College.

The above mentioned rules and regulations are subject to periodical reviews and revisions. Users who violate these policies will be asked to show their SLC library ID cards to library staff member. The library will keep a record of the violation.

Repeat violators will be reported to the Office of The Principal. Library privileges may also be suspended.

For any other query kindly contact the library.