

GOVIND NATIONAL COLLEGE, NARANGWAL (LUDHIANA)

OFFICE OF THE LIBRARIAN

LIBRARY RULES, POLICIES & ADMINISTRATIVE PROTOCOLS

These rules ensure maximum resource optimization, administrative fairness, and an environment conducive to scholarly learning and research.

1. LIBRARY MEMBERSHIP & ACCESS ELIGIBILITY

1.1 Library membership is extended to all currently enrolled students, research scholars, faculty members, and non-teaching staff of Govind National College.

1.2 A valid Institutional Identity-cum-Library Card is mandatory for entry, consulting resources, or issuing books. Library cards are strictly non-transferable.

1.3 Loss of the Identity-cum-Library Card must be reported to the Librarian immediately in writing. A duplicate card may be issued after verifying student records and paying the prescribed administrative processing fee.

2. BORROWING LIMITS & LOAN PERIOD MATRICES

Resources may be issued to members based on their category according to the following strict allocation parameters:

Borrower Category	Maximum Book Limit	Standard Loan Duration
Undergraduate Students (B.A., B.Sc., B.Com., BCA, B.Voc., BPE)	2 Books	14 Days
Postgraduate Students (M.A., M.Sc., M.P.Ed., PGDCA)	4 Books	14 Days
Academic Faculty Members (Permanent / Ad-hoc)	10 Books	30 Days
Non-Teaching & Support Staff	2 Books	30 Days

3. OVERDUE FINES & RENEWAL CONDITIONS

3.1 If a borrowed book is kept beyond the 14-day limit, an overdue fine of **₹1.00 per day per book** will be charged for the first week, increasing to **₹2.00 per day** thereafter.

3.2 Books may be renewed once for an additional 14 days, provided no other reader has placed a reservation block on that asset.

3.3 The Librarian reserves the right to recall any issued book at any time if required for urgent institutional verification or audit sequences.

4. DAMAGE, LOSS, & REPLACEMENT POLICIES

4.1 Borrowers must inspect books before leaving the circulation counter. If any damage, missing pages, or defacement is discovered, it must be brought to the counter assistant's attention immediately.

4.2 If a book is lost, torn, or badly defaced while on loan, the borrower is legally required to replace the book with a brand-new copy of the same or latest edition.

4.3 If the book belongs to a multi-volume set and is out of print, the borrower must pay the cost of the entire multi-volume set plus an additional 20% handling charge.

5. GENERAL CODE OF CONDUCT

5.1 Complete silence must be maintained inside the general reading halls and digital resource bays at all times. Group discussions are strictly prohibited unless authorized inside specific study zones.

5.2 Personal belongings including bags, umbrellas, and personal textbooks must be kept at the property counter at the library entrance. Only writing pads and notebooks are allowed inside.

5.3 Using mobile phones for calls or playing loud audio inside the library is completely forbidden. Phones must be switched to silent mode before entering.