

**Public College of Commerce  
Dimapur : Nagaland**

**Rules & Regulations of the College Library**

- A student on the Roll of the College must obtain the Library Card in the First Semester.
- Each student will be issued three “Library Cards”. A student will be allowed to borrow one book against one card and the card must be delivered to the Librarian at the time of issuing the book.
- The three cards must be kept by the student under his/her custody and in case of loss of any of the three cards, the student should at once report to the Librarian in writing.
- A student will be issued a book for a period of seven days from the date of issue.
- A student must return the books borrowed, on or before the date stamped on the Due Date Slip.
- A fine of Rs. 1/- will have to be paid by the borrower for each day of delay in returning the book.
- Reference books and current journals are not for borrowing.
- The book can be re-issued once it is returned, provided there is no reservation of the same book by another person.
- Dog-Earing the pages of a book, marking or writing therein with ink or pencil, tearing off & taking out its pages or otherwise damaging it will constitute an injury to a book.
- Any injury to a book is a serious offence, unless the borrower points out the injury at the time of borrowing the book, he /she will be required to replace the book or pay its price.
- A book will be issued only to the student concerned and not to anyone else.
- The student must return all the books and obtain “No Due Certificate” from the Library so as to enable him/her to collect the Hall-Ticket/Admit Card for the Semester Examinations.
- Strict Silence, decorum and discipline must be maintained in the library.
- **Every member must sign the register available at the entrance.**

Sd/-  
Ms. Sneha Gogoi  
Asst. Librarian