



PITHAPUR RAJA'H GOVT. COLLEGE (A),

NAAC Accredited at B++ Grade Initiation,

KAKINADA-533001

LIBRARY RULES & REGULATIONS

- ❖ 24/7 CCTV Surveillance in Central Library
- ❖ Strict and absolute silence shall be observed in the library.
- ❖ Mobile Phones are strictly prohibited inside the library.
- ❖ Student Bags, Handbags, Raincoat and Jerkin are strictly prohibited inside the library.
- ❖ Users are requested to keep their belongings in the space provided for their belongings at the entrance of the library.
- ❖ Books will be issued to the members only on producing the Identity card. Identity Cards are not transferable.
- ❖ If any book is lost or damaged beyond repair, the person must be responsible to replace it, with a new copy or pay cost of the recent price and handling charges or as may be decided by the competent authority.
- ❖ Any kind of marking, underlining, clipping of books is absolutely forbidden.
- ❖ Reference books, Magazines, Journals are not for issue. They are for library reading only.
- ❖ New arrivals list will be displayed on Library OPAC.
- ❖ Eatables and drinks are not allowed in the library.
- ❖ Sleeping is strictly prohibited in the library.
- ❖ The library may accept the donation of manuscripts, books, periodicals etc. from the donors. Such donations once accepted will become the absolute property of the College.



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DIGITAL LIBRARY RULES & REGULATIONS

- ❖ Digital Library is to be used for academic purpose only.
- ❖ Browsing of social networking sites and Online Chatting is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- ❖ Changing the settings and display of the computers kept in the library is not permitted.
- ❖ Playing games on computers is strictly prohibited in the entire Library premises.
- ❖ Pen drives, CD/DVD ROMs, Cell Phones are not allowed to be used in the Digital Library.