



**Office of the Principal  
Vijaya Raje Government. Girls Post Graduate College,  
Morar, Gwalior (M.P.)**

**(NAAC Accredited 'B+' Grade, October-2017)**  
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Telephone ☎ No. 0751-2368329

No. ....

Date: .....

**Library Rules, Regulation and Policies**

The following are the rules of Library:

1. It is essential to bring library card for Issue of Books.
2. In case the card is lost, the student should immediately inform the librarian.
3. Two books are issued for 15 days to Undergraduate students.
4. The condition of issued book is to be checked by the bearer, otherwise the bearer of the books will be held responsible.
5. If a book lost the bearer has to pay double cost of the Book.
6. Books can be reissued after 15<sup>th</sup> days

(A) The Student applies for reissue before the due date of return.

(B) Someone else has not demanded the same book.

7. Newspapers, Magazines & reference books are not issued.
8. Use of mobile phones in the library is strictly prohibited.
9. Any students found tearing pages or damaging the books shall be punished
10. Students should maintain discipline in the library.
11. The staff member can get 20 books for one session.
12. Under book-bank scheme ST/SC students get books for ever
13. Library of the Institution is contently encouraging & promoting the use of e-library.
14. E-library is also Connected with the NDLI for the holistic development of

the Student

**CO-ORDINATOR**

Vijaya Raje Govt Girls PG College  
Morar-Gwl

**PRINCIPAL**

Vijaya Raje Govt. Girls P.G. College  
Morar, Gwalior (M.P.)

**LIBRARIAN**