

# **ANURAG GROUP OF INSTITUTIONS**

**(Formerly CVSR COLLEGE OF ENGINEERING)**

## **Instructions to Students**

- **The working hours of our college library are from 8.00AM to 6.30 PM.**
- **You are under electronic surveillance (C.C.Cameras)**
- **The issue / return of books are from 10.00 AM to 4.00PM.**
- **Every student is issued three library cards and can borrow maximum three books. Rupees100/- will be charged for the loss of this card.**
- **Borrowers have to produce their library cards when borrowing library material.**
- **The books /CDs should be returned within due date.**
- **A book is issued for a maximum period of 15 days. Defaulters shall have to pay a fine of Rupee 1/- per day in the first week, Rs.2/- per day in the second week, Rs.3/- per day in the third week and so on**
- **Books are required to be presented physically at the counter for renewal.**
- **All the borrowers are advised to return books in time and avoid payment of fines and inconvenience to others.**
- **The borrower should check the physical status of a book while receiving from the issue counter.(oil & water markings)**
- **It is the responsibility of the borrower to return the book in good condition. Tearing pages, dog-earings of the pages, marking lines and writing comments in library books are prohibited. Any such injury to a book is a serious offence.**
- **No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.**
- **In case of loss of books by the borrower, the borrower must replace the book with latest edition along with overdue charges. Otherwise, the borrower will have to pay twice the market price of the book.**
- **Reference books, journals / Magazines are not issued.**
- **The library cards are not transferable.**
- **The student must return the library cards at the end of the course for taking their original certificates from the college.**

**Librarian**

**Principal**