DARJEELING GOVERNMENT COLLEGE
DARJEELING- 734101

Central Library

Library Rules and Policies

Membership
1. Only DGC (Darjeeling Govt. College) Students, Researchers, Faculty and Staff and other registered members are allowed to use the Central Library.
2. Members should produce their DGC ID card at the entrance of the Library.
3. The ex-faculty/staff members may be enrolled as members against a security deposit of Rs. 3000/- (refundable) and registration fee of Rs. 100/- (non-refundable).
4. Some eminent academicians/scholars and other dignitaries who belong to Darjeeling district may be enrolled as Special members on the recommendations of the OIC/Principal, DGC only against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 100/- (non-refundable).

Library Timings

Days	Reading Hall Time	Circulation time
Monday to Friday	10 am to 5 pm (April to September) 10:30 am to 4:30 pm (October to March)	11 am to 1 pm
Saturday	10 am to 1:30 pm	Only return
Sunday and Holidays	Close	Close

Circulation
1. Books are issued for a specific period except reference books which can be issued for overnight use only on demand.
2. The last copy of the books in demand may not be issued.
3. Users are responsible for books issued against their names.
4. In case of loss/damage/disfiguring/tearing of pages of library books, user will be asked to replace with new book (latest edition). So, ensure you are not receiving any such book else report it to the library staff.
5. Library reserves the right to recall any issued book even before the due date.
6. The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation or reference shall not be issued.
7. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.
8. If the due date is on Sunday or Holiday, the books need to be returned on the next working day without fail.

Borrowing Privileges

Sr. No.	Member's Category	No. of Books	Issuing Period
1	Faculty	7	90 days
2	Staff	4	30 days
3	PG Students	4	15 days
4	UG Students	3	15 days
5	Alumni (Staff & Students)	2	20 days
6	Special members	2	20 days

Restrictions due to overdue
If any book gets overdue or not returned on time, the user will face some restrictions as mentioned below.

For Students: Loan Period: 15 days

Overdue: Maximum 10 days (undertaking by the student is required)

Beyond 10 days of overdue or if the previous point occurred 2nd times: suspension* of membership for 90 days.

* Re-allotment of the membership after 90 days: the student has to submit and apology application which will ensure that if this will happen again in future, he/she will lose membership for lifetime. This letter will be signed by the student and the guardian, also forwarder by the HOD. If this incident happened again, the defaulter will be banned from the library user list.

For Staff/Faculty: Loan period: 30 days and 90 days respectively

Overdue: Maximum 15 days

Beyond 15 days of overdue: the matter will be taken to the OIC/Principal's office.

Use of PCs

1. Computer in the library premises should be used for academic purposes only.
2. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
3. Playing games on computers is strictly prohibited in the entire Library premises.
4. Changing the settings and display of the computers kept in the Library is not permitted.
5. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
6. Personal keyboard, mouse, etc are not allowed inside the Library.
7. Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.

General rules

1. The right to use Reference Reading Hall is exclusively reserved for current students of the DGC.
2. Members should produce their DGC ID card at the entrance.
3. Readers should not leave bags/books/copies on the table and cannot claim, capture, and reserve seats for future use.
4. The seats are to be used/occupied on the first come first served basis.
5. Readers should not scribble on table tops or damage them.
6. Readers should not clutter the table with heaps of books and other reading material.
7. Readers should observe strict silence inside the Library.
8. Use of Mobile phones is not permitted inside the Library premises.
9. Users are not allowed to carry eatables/drinks inside the Library premises.
10. Library membership card is non-transferable.
11. Readers are not allowed to bring Seminar Library books inside the Central Library.
12. Personal belongings like bags (laptop bag, shoulder, sling), umbrellas, etc. should be deposited at the Property Counter. These are not allowed inside the Library.
13. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
14. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
15. Users should not rest or keep their feet on tables, chairs, shelves, etc.
16. The library shall not be responsible for any loss or damage of the personal belongings of the users.
17. Library staff shall not transmit telephone calls or other personal messages to the readers.
18. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
19. Library clearance certificate will be issued only after submission of the issued books. Without which student will not be able to appear in any examination.
20. Other than these rules, if any unwanted situation comes which is not listed above, will be decided by the librarian or the Higher Authority of the DGC.

These rules are subject to revision/updation from time to time without assigning any reason.

Librarian
Darjeeling Government College