



TELANGANA TRIBAL WELFARE RESIDENTIAL
DEGREE COLLEGE FOR WOMEN OF LIFE SCIENCES,
NIZAMABAD.

COLLEGE CODE 5081

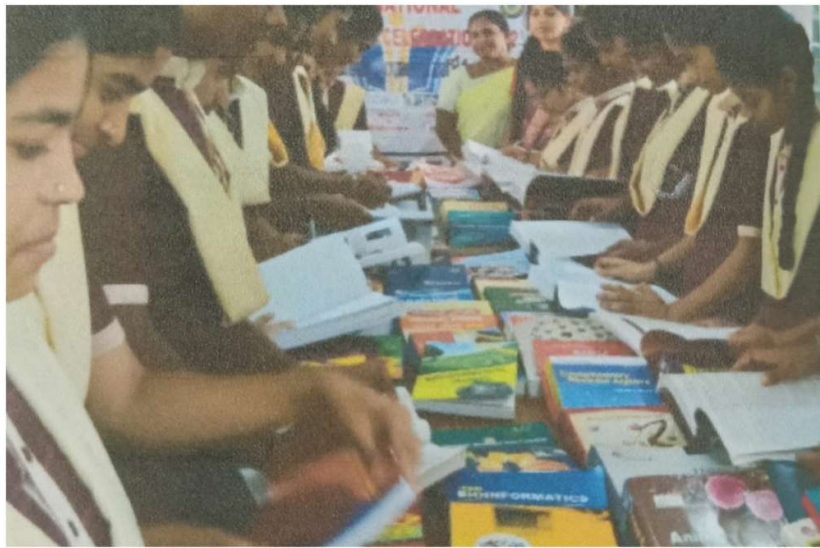
Affiliated to Telangana University, Dichpally, Nizamabad.

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POLICY DOCUMENT
ON
THE LIBRARY



USER SERVICES OF LIBRARY:

WORKING HOURS:

- The library shall function in the following hours unless otherwise specified by the librarian on all working days (except holidays).
- Monday to Sunday 9:00 am to 10:00 pm
- 24X7 study room is also available at the library which is accessible for students during holidays

ISSUE AND RETURN TIMINGS

- Library circulation counter will function as below
Entitlement: 10 days, Long duration: 30 days

LIBRARY TIMINGS ARE AS FOLLOWS

- Monday-Sunday and public holidays: 09:00 am to 10:00 pm

LIBRARY SERVICES

- a. Library council members, Library secretary and Library in charge are available from 3:00 to 5:00 PM every day.
- b. Student community can retrieve their required online information relating to all the academic activities from the dedicated terminals situated in the library under digital library programme.
- c. Online data base e-journals can be accessed without any user id and password through local area network (LAN) to all faculty and students community.

DOCUMENTS THAT CANNOT BE BORROWED

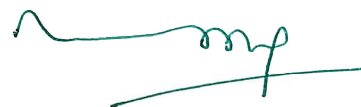
- Journal bound volumes, loose issues of journals and the latest available issues of the magazines are to be referred with in library premises and are not available for issue in out.

COMPENSATORY OFF/ WEEKLY OFF FOR STAFF WHO WORK ON WEEKENDS AND PUBLIC HOLIDAYS

- The library counter has to be kept open on all public holidays and weekends. Staff will be called for during these holiday duties at counter on rotation basis as per library duty roster.

LIBRARY RULES AND REGULATIONS

- Readers are required to deposit their personal belongings in the space provided in their classrooms before coming to the library.
- Librarians shall not entertain any loss or theft of any materials like purse/wallet or any other valuable things.
- Underlying or tearing of pages or any other type of damaging of books/periodicals is strictly prohibited.
- The readers/ students who are observed to be disturbing the atmosphere of the library shall be disqualified from the membership of the library and are liable to take disciplinary action against the person.
- Reference books are not for issue.
- The Librarian has the right to recall all the books back whenever it is required.
- Eatables are not allowed into the library.
- Strict, Silence decorum should be maintained inside the library.



The Principal
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