



# CHRIST COLLEGE, BHOPAL

(A CMI Institution)

Recognized by NCTE & Higher Education  
Affiliated to Barkatullah University  
Raisen Road, Bhopal -462022 (M.P.), India

Mob. No. : 9425691997  
Email : christbhopal@gmail.com  
Website : www.christcollegebhopal.com



## LIBRARY RULES

### General Library Rules

#### Timings: Service Hours

- Monday to Saturday: 09:00 am to 04:00 pm
- On working days, the services of the following sections of the library will remain open, as below:
- Reading Room 09:00 am to 04:00 pm
- Lending Section 10:00 am to 2:00 pm
- Internet section 10 am to 2 pm

PS : Under urgent, abnormal or unforeseen circumstances, the Library or any of its sections may be opened later or closed earlier than the scheduled hours at the discretion of Librarian or Principal or Director, after proper intimation to all concerned.

- Strict discipline and silence must be maintained in the library.
- Every member must sign the register available at the entrance.
- Students have to bear the Identity Card for entering the library.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged the cost of that particular material.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- Members are free to browse the books in the library and the books taken out of the shelves should be left on the reading tables.
- Journals (unbound issues)/Reference Books/ Reports will not be issued from the library. No circulation will take place from the Reference Library.
- Use of mobile phones is strictly prohibited in the library premises.

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Principal  
Christ College, Bhopal  
Ahand Nagar, Bhopal-462021 (M.P.)



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- Photocopy of Articles or Book chapters up to 30 pages from single Book is allowed in the library on payment basis (Rs. 1.00 per copy).

## FACULTY/RESEARCH SCHOLARS/RESEARCH ASSOCIATE.

- A maximum of 10 (Ten) books will be issued to a faculty member for a period of Six month from the date of issue.
- A maximum of 06 (Six) books will be issued to a Research Scholar/Research Associate for a period of Three month from the date of issue.
- A fine of Rs 1/- per day/ per book will be levied/ charged for delay of books.
- Loss/damage/disfiguring/tearing of pages of Library books, the prevailing cost of the book (as replacement cost) will be charged.

## STUDENTS

- A maximum of 02 (two) books will be issued to a student for a month from the date of issue.
- A fine of Rs. 1/- per day/ per book will be charged for delay of books.
- In case of loss/damage/disfiguring/tearing of pages of Library books, student will be charged twice the prevailing cost of the book.
- The Librarian is empowered to recall any book at any time if necessity arises.

PS :- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership. The Librarian, with the approval of the Principal (or Management ) reserves the right to add, delete, alter or modify any of the above rules as and when required.

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Christ College, Bhopal  
Anand Nagar, Bhopal-462021 (M.P.)