

Library Resources



GOVERNMENT COLLEGE FOR GIRLS SECTOR-14, GURUGRAM



LIBRARY RULES

- All the students, teaching and non-teaching staff are the members of the library.
- It is compulsory for students to carry their Identity Card to access library.
- Library timings are from 9.00 a.m. to 4.00 p.m.
- Books are issued for 14 days. Every book borrowed from the library should be returned on or before the due date marked (on the date slip). A fine of ₹1/- per day will be charged for the first 60 days after the due date. Thereafter, a fine of ₹2/- per day will be charged.
- Students are responsible for the loss or damage of the books issued. The date slip and the number label should not be tampered with.
- Every book will be examined when it is returned and if any book is found to be marked, soiled or damaged, the student will be required to replace the book with a new copy or to pay the cost of the book.
- Books due on a holiday may be returned on the next working day. No fine will be levied in such cases.
- Students are prohibited from taking their private belongings with them inside the reading room.
- After reading, make sure that the books periodicals and newspapers are kept back to their respective places.
- The members should take good care of library furnishing and equipments. Make sure to leave the library books in the same condition as they were when you entered the library.
- A 'No Dues Certificate' is to be obtained by each student from the librarian on her transfer/withdrawal from the college.
- Drinks and food are not allowed inside the library.
- Do not litter inside the library.
- Use of mobile phone is strictly prohibited.
- Strict order and silence shall be maintained in the library.
- The librarian may refuse to issue books to those who violate these rules.

Library Office



Library Hall



Reading Room

