



*Library*  
*St. Xavier's College Burdwan*

*St. Xavier's Road, P.O - Sripally.*  
*Burdwan – 713103*  
*Contact information of Librarian*  
*Mail id: lib.sxcbwn2019@gmail.com*



# General Rules and Regulations

- ❖ Maintain strict silence in the library. Any type of group discussions or class meeting is not allowed in the Library.
- ❖ Do not enter the Library with your baggage, deposit the same at the students common room.
- ❖ The Library is no-mobile zone, keep your mobile in silent/switched off mode before entering the Library.
- ❖ Students must wear the college Id cards and must carry the Library card before entering the Library.
- ❖ Do not make chaotic crowd in front of any counter, stand systematically in a queue.
- ❖ Do not move chairs and tables to a new position.
- ❖ Library materials must not be taken out of the library unless the Librarian has properly issued them.
- ❖ The books marked as reference and newspapers, periodicals, journals and magazines are meant for consultation within the Library only and strictly not to be lent out.
- ❖ Library books and documents must be treated with honour, it is prohibited to underline, write notes or pull out pages from there .
- ❖ Do not scatter the pages of the book, newspaper or magazine while reading.
- ❖ Do not take photos of the text while reading.

**LIBRARY**  
**ST. XAVIER'S COLLEGE, BURDWAN**



- ❖ **Personal books are strictly not allowed, only exercise books are allowed in the Library/Reading Room/E--Resource Library.**
- ❖ **The laptops are allowed in the reading room, but charging of the same is not allowed, bring your devices in full charge mode.**



## Guidelines for Lending Section

- ❖ Students must produce their Library card when borrowing the books.
- ❖ A student can borrow two books at a time and each book for 7 days.
- ❖ Students are eligible for book renewal up to two consecutive times.
  
- ❖ Issued books should be returned on or before the due date mentioned on date-slip inside the book. Student must check the timely notifications of Item due reminder sent by the Library via e-mail to avoid any overdue.
- ❖ For delay in returning a book on or within the due date students shall be liable to pay an overdue charges of Rs.5 (Rupees five only) per day for each book.
- ❖ Check the condition of the book at the time of issuing. If any mutilation found, report instantly to the Librarian. Otherwise the borrower will be responsible for the damage at the time of returning.
- ❖ Library books must be treated with honour, it is prohibited to underline, write notes or pull out pages from there .
- ❖ The books marked as Reference and Periodicals, Journals and Magazines are meant for consultation within the Reading Room only and strictly not to be lent out.
- ❖ Students should clear all the library dues on time before the Semester Exam.



## Guidelines for Reading Room

- ❖ Maintain strict silence in the Reading room. Any type of group discussions or class meeting is not allowed in the Reading room.
- ❖ Do not enter the reading room with your baggage, deposit the same at the students common room.
- ❖ Reading room is no-mobile zone, keep your mobile in silent/switched off mode before entering.
- ❖ Each student must carry his/her Library card before entering the Reading Room.
- ❖ Students are allowed to take one book at a time for study in the reading room.
- ❖ Do not misplace the books while selecting from the shelves.
- ❖ After taking a book from reading room shelf, make it issued at the reading room counter.
- ❖ Check the condition of the book at the time of taking. If any mutilation found, report instantly to the Librarian. Otherwise the borrower will be responsible for the damage.
- ❖ Do not scatter the pages of the book, newspaper or magazine while reading.
- ❖ Personal books are strictly not allowed, only exercise books are allowed in the Reading Room.
- ❖ Do not take photos of the text while reading.



## Guidelines for E-Resource Access Section

- ❖ Computers installed in the E-Resource Access Section should be used for academic purposes only.
- ❖ Online chatting browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- ❖ Playing games in the computers is strictly prohibited.
- ❖ Changing the display setting of the computers and downloading any app is strictly prohibited.
- ❖ Use of laptops in the E-Resource Access section where computers are already installed is not permitted.
- ❖ Students should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the E-Resource Access section.
- ❖ Students are not allowed to share their E-Resource Access ID and Password with other students.
- ❖ Students must carry the college ID card and Library card while using the E-Resource Access Section.
- ❖ Students should not make chaotic crowd inside the E-Resource room.



- ❖ **Students should not move chairs and tables to a new position inside the E-Resource room.**
- ❖ **Students can use the computer for searching materials for preparing their assignments but preparing PPT in computers is strictly prohibited.**
- ❖ **Using any external devices (e.g. pen drive) is strictly prohibited.**
- ❖ **Folders or documents can't be saved in the desktop. After completion of the work, all downloaded files should be deleted.**