

OPEN BOOK LIBRARY

The library is a place where there is a large collection of books. Some people are very fond of books and collect them to satisfy their thirst for knowledge. They go to **Open Book libraries** which are open to all and anybody can go and read the books. Open book library satisfies general public information needs by providing all kinds of knowledge and information available to all segments of the community regardless of race, nationality, age, gender, religion, language, disability, economic and employment status. The Open Book library is the local center for providing a wealth of information through learning facilities and materials to support literacy to the general public. In the issue section a list of members is maintained. The members have to pay a small monthly subscription. They have also to pay an initial deposit as a security for the books. Then they can get books for use at home. The rules regarding issue of books for home-use different from library to library. A man can read a large number of books at a very little cost or even no cost. It is a fit place for close and careful study. Here, there is no disturbance and everybody can read with rapt attention. The library helps a good deal in spreading knowledge and education. Many books are so costly that a man of average means cannot purchase them. People can derive benefit from these books by consulting them in the library.

RULES:

The Library Regulations have been approved by the Library Committee, with the aim of giving all readers the opportunity to make the fullest use of the available resources and services.

1. Readers may not borrow or renew books if they have overdue items or outstanding fines.
2. Readers may only borrow on their own library card and must show their card whenever they wish to borrow. Readers wishing to borrow books on another card must show a letter of authorization from the owner of the card. If the Library is open, books should be returned to a member of staff, or at the self-issue terminal. When the Library is closed, books may be returned via the book returns box.
3. Readers must not write in, mark, or otherwise deface or damage library material or equipment in any way. Anyone vandalising a book, i.e. marking the text with a pencil or pen or folding corners, will be charged a fine to cover the replacement cost (including a 10 rs administration charge, plus binding fee if applicable), and will face a possible ban from the Library.
4. Readers should report lost books immediately.
5. Food is not permitted in the library. Water and hot drinks in flasks/covered travel mugs are permitted. There is a water cooler available in the library (please bring a bottle).
6. A quiet environment for study must be maintained and mobile phones should be turned to silent.
7. Library notices are sent as courtesy reminders only. It is each reader's responsibility to return materials on time.
8. Readers must return all books to the library at least 15 minutes before closing time .
9. Readers must not lend any library item to any other person.

