



# ARMY PUBLIC SCHOOL FATEHGARH

## LIBRARY TIMING

- **Library Hours :**
- **Normal working Days: 7:20 a.m. to 3:00 p.m.**
- **During Vacations: 8:00 a.m. to 2:00 p.m.**
- **During vacations library will remain closed on Sunday & Closed holidays.**
- **Books Issue/Return Timings: 8:00 a.m. to 3:00 p.m. for Teachers.**
- **Teacher can borrow 5 books and to be renewed after 3 month.**
- **Members are free to seek the assistance of the library staff in selecting reading material, checking of reference searching of misplaced reading material etc.**
- **Student found taking books out of the library without authorization will be punished with a heavy fine and disciplinary action will be taken.**
- **Students found indulged in indiscipline in the Library or misbehaving with the Library staff will be debarred from the library for the next six months and in serious cases, membership will be canceled and disciplinary action will be taken.**
- **The Librarian can recall any library material at any time it necessity arises.**
- **Get yourself checked at exit while you go outside.**
- **Maintain silence inside the library premises**



## RULES GOVERNING OUR LIBRARY



- *All student of the school are members of the library.*
- *A student can borrow only two books at a time for a period of 14 days. Renew the Issue book after 14 days or return the book.*
- *Delay fine will be charged 1 rupee per day after 14 days. Books will be issued to the students, during the library periods. No book will be issued or returned during the teaching hours.*
- *Marking underlining or writing on library books is strictly forbidden.*
- *Reference books and current periodical or magazines will not be issued to any student. These can be read only in the library.*
- *If the books are not returned within a specified time it will be viewed seriously and fine will be charged as per rules.*
- *Librarian may call for a book at any time, even if the normal period of loan has not expired.*
- *In case of book is misused, wrongly handled or lost the person concerned will have to replace the book or pay the full price of the book.*
- *A 'No Dues certificate' by each student is to be obtained from the librarian while withdrawing himself/herself from the school.*
- *Strict order and silence shall be maintained in the library.*