



## DAV ACC PUBLIC SCHOOL, KYMORE

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### School Facilities

**Library:** Books are the most efficient companions of human being. For the enhancement of academic performance and literary skills, school has well equipped library with plethora of resources which can be accessible by students during the school hours. Students desirous of using school library need to abide by the library rules.

#### Schools library rules

1. Books will be issued to the students during the library period or in the free period of the Librarian.
2. Marking, underlining, writing or deforming library books is strictly forbidden.
3. Books issued on student's names should be kept with great care and safety.
4. In no case the book will be taken back in the library in torn and damaged condition.
5. Maximum two books will be issued to a student on his/her name at one time and a new book will be issued only after returning of the previous one.
6. Books should not be retained for more than 10 days by a student.
7. If the book/books will be retained after the due date a fine of Rs 1( One) per day will be charged from a student.
8. In case a book is misused, wrongly handled or lost, the person concerned will have to replace the book or pay the full price of the book.
9. All the books should be deposited in the library on the last working day of the academic session.
10. Students should arrange chairs, switch off the fans and lights before leaving the library.
11. Students should maintain absolute silence in the library.
12. The librarian may ask for a book at any time even if the normal period of borrowing has not elapsed.
13. At the end of the loan period books borrowed must be either returned or renewed. A book may only be renewed once and provided that no other reader has requested it.
14. Noise, disturbance or unruly behaviour is forbidden in any part of the library.
15. Students are not allowed to bring their personal belongings in the library; they should leave them at the entrance of the library.
16. Membership card is not transferable.
17. When books are issued, students should check the pages of the issued books and if the pages are found missing they should report the same to the librarian before leaving the counter. On returning the book if pages are found missing then the last borrower of the book shall be held accountable for the missing pages and shall be fined accordingly.

