

NOTICE

Library Rules & Regulations

Effective from 26 October 2026

Dear Students,

This is to inform all students that the rules and regulations of the library at IMPACT College, City Campus, Patna, have been revised. The following instructions have come into effect from **October 26, 2026**. All students are required to adhere to these rules strictly.

1. Library Timings:

The college library will remain open from **10:00 AM to 6:00 PM**.

2. Instructions from the Librarian:

Students must strictly follow the instructions and guidance provided by the librarian to maintain a disciplined academic environment in the library.

3. Misconduct with the Librarian:

Any student found engaging in unacceptable behavior or entering into inappropriate arguments with the librarian will be fined **Rs 1000/-**. The mentioned fine will be imposed after the thorough verification and cross verification by library committee.

4. Maintenance of Silence:

Complete silence must be maintained inside the library. Students must not disturb others who are studying or engaged in academic work. A fine of **Rs 500** will be imposed on students found talking unnecessarily, disturbing other students, or violating the library's rules and regulations.

5. Mobile Phone Policy:

Students must **switch off their mobile phones** or put them on **silent mode** before entering the library. A fine of **Rs 500** will be imposed on any student found talking on a mobile phone or whose mobile phone rings inside the library after several warnings.

6. Bringing Bags inside the Library:

Students must leave their bags and other personal belongings outside the library before entering. A fine of **Rs 100** will be imposed on students found carrying their bags inside the library, whether intentionally or inadvertently.

7. Issuing and Returning Books:

Books will be issued only to students holding **valid library cards**. The **borrowing period will be 10 days**.

8. Re-issuing policy:

- I. After the return of the issued books, the same can be re-issued same day for one time only.
- II. Books may be re-issued for the second time only after the gap of 10 days from the return of the books.
- III. Students are instructed to visit Library for the issuing or re-issuing and return of the books.

9. Late fine provision :

A late fine of **Rs 50** per day will be charged for books returned after the due date. **Prior information will be served to students in case library remains closed for one reason or another.**

10. Loss or Damage of Books:

In the event of the loss or damage of a library book, the student concerned will be required to pay three times the actual cost of the book.

11. Care and Handling of Books:

Library books must be handled carefully and kept in good condition. Students must not write or make marks on books with pens or pencils, tear or damage pages, or fold the pages. Any book found torn, damaged, or marked with a pen or pencil will be accepted on consent of librarian only after a fine of **Rs 200** has been imposed.

12. Library Access during Class Hours:

Students are required to **attend their scheduled classes**. Entry into the library **during class hours** is strictly prohibited.

13. Academic Use of the Library:

The library is a treasure house of knowledge and a centre for learning and research. Students are expected to use the library exclusively for academic purposes.

14. Further Queries:

For any queries or clarification regarding these rules and regulations, **students may contact the undersigned during office hours.**

Note: The college library will remain closed on Sundays and other notified holidays. No book-issuing or book-return facilities will be available on these days.

All students are directed to read these rules carefully and ensure strict compliance. Any violation of the above rules will invite the applicable fine.

Pr Azad.

26-10-2026

(Prakash Chandra Azad)

Librarian

