

Library Rules

1. Personal Books and bags are not allowed in the library.
2. Library Card is not transferable.
3. Library Card must be returned to the library at the end of the session.
4. Books cannot be lent out without the Library Card. If the Library Card is lost, a fine of Rs.50/- only will be charged to issue the Duplicate Card.
5. Books issued from the library must be returned within 10 days.
6. Books issued once, may be reissued for further period of 10 Days.
7. Books of special categories such as rare books, reference Books, Dictionaries, Thesaurus, encyclopedias etc. cannot be lent out.
8. Students without a valid Identity Card are not allowed to use the Library Reading Room.
9. Any breach of Library Rules and /or discipline will result in the cancellation of the Students' Library Card.
10. Students are bound to replace the book in case of loss or damage.
11. Overdue charges beyond the stipulated time period may be imposed According to the library rules.
12. Keep silence and keep the library clean. In all cases of controversies, the Library Rules & Regulations are final.
13. **Criteria for membership of Students:** All regular students of this College are eligible for the membership.
14. **How to be a member:** By producing Identity Card along with money receipt regular students can prepare the Library Card from Library.
15. **Duration of membership:** This Library Card is normally valid for an academic session only. Students must renew / acquire their library cards for the next academic session, as they have to surrender their cards & borrowed books at the time of form fill up prior to University Exam.

(Library Clearance mandatory)

Working Hours:

Weekdays – 11:30 A.M. to 3:30 P.M.

Saturday – 11:30 A.M. to 1:30 P.M.



AL-AMEEN MEMORIAL MINORITY COLLEGE

Estd-2004

**(A Govt. Aided Muslim Minority General Degree College
Affiliated to the University of Calcutta)**

E-mail- alameenmemorial@gmail.com, Website: www.alameenmemorial.org

Jogibattala, Baruipur, Kolkata-700145, Phone- 03324370111

Library Card

SESSION	:
STUDENT ID	:
STUDENT NAME	:
COURSE	:
MOBILE NO.	:
ADDRESS	: