**Library General Rules**

* All the departmental students can be member of the library from 1st Semester (for UG after subject change).
* No books are to be issued without library card.
* All honours Students of the 1st and 2nd Semester can issue one book. From 3rd semester of the honours students can issue two books. All semester of the general students can issue only one book.
* Few students of the UG for each semester can issued only one book from book bank through book bank card.
* B.Ed. and PG students can issue two books from the library (Except three books for PG Physics).
* Books will be issued for maximum period of 15 days otherwise fine will be imposed Rs. 1/- per day for UG Students and Rs. 2/- per day for PG and B.Ed students it may be re-issued as per their requirements.
* After examination of the each semester books must be returned within seven days otherwise fine will be imposed.
* After examination of the each semester library card can be renewed every Monday and Tuesday from 10am to 1pm.
* For UG 6th semester and for B.Ed. and PG 4th Semester students are required to get clearance from the library before their form fill-up (except Book Bank).
* On showing the college Identity card a Student can take book from the library for reading purpose only in the reading room.
* Students can visit Web-OPAC and Web Search facilities in the Reading Room.
* Student can search book in Web-OPAC through his/her Smart phone/PC ([www.pkcollegecontai-opac.kohacloud.in](http://www.pkcollegecontai-opac.kohacloud.in)) and student can search D-space through www.pkcollegecontai.dspaces.org.
* Interested students can enroll their names to The Librarian for becoming a member of N-LIST and NDL.
* Reprography Service is available only for library reading materials in Reading Room.
* Students can write and photocopy of previous years questions which are available in the reading room.
* Library card is not transferable in any circumstances.
* Before leaving the counters a student should ensure that his/her book is ok. If it is spoil or mutilated or defect (if any) he/she should bring to the notice of the library staff otherwise he/she will be liable for it.

**Rules for reading Room**

* Reader shall maintain perfect order and silence in the reading room.
* Making noise, sleeping, gossiping and doing anything else which may disturb other readers or go against the discipline of the library are strictly prohibited.
* Outside books and materials are not allowed here.
* Avoid using cell phones.
* Reading materials should not be taken out from the reading room for Xerox, consultation or for any other purpose without prior permission.
* Showing the college Identity card Student can receive a book from the library for reading purpose only.
* Previous years questions are available here.
* For online search computer lab facilities available here
* For library books and journal search two OPAC terminals available here.