

Library Rules and Guideline

Mayoor School Learning Resource Centre

The Mayoor School Library, also known as the Learning Resource Centre (LRC), is a state-of-the-art facility committed to fostering a passion for reading, independent learning, and research among students and staff. With a rich blend of traditional and digital resources, the library aims to support academic excellence and overall development.

Library Timings

- **Library Hours:** 7:15 AM to 2:15 PM
- **Circulation and Reissue:** 7:30 AM to 2:10 PM (not available during lunch and break times)
- **Closed:** On school holidays

General Rules for Library Use

- **Discipline:**
 - Maintain strict silence, decorum, and discipline at all times in the LRC.
- **Personal Belongings:**
 - Bags, water bottles, and edibles are not permitted inside the library.
 - Personal belongings should be kept in the property counter outside the library.
- **Library Entry:**
 - Students must present their library cards for entry.
 - Unauthorized access is strictly prohibited.
- **Respect for Resources:**
 - Handle books, furniture, and digital devices with care.
 - Inspect books before borrowing and report any damage immediately.
- **No Personal Materials or Mobile Phones:**
 - Personal books are not allowed unless expressly permitted by the librarian.
 - Mobile phones are strictly prohibited inside the library.
- **Misbehavior:**

Any inappropriate behavior towards library staff will result in strict disciplinary action.

Library Membership and Card Rules

1. **Library Cards:**
 - Barcode-enabled library cards will be issued to students (Classes 6–12) and staff.
 - Cards are not transferable; sharing is not allowed.
2. **Lost Cards:**
 - Lost library cards must be reported immediately. A replacement card can be issued for a fine of ₹100.
3. **No Dues Certificate:**
 - A No Dues Certificate must be obtained from the library before leaving the school.

Borrowing Rules

1. **Borrowing Limits and Duration:**
 - **Students:**
 - May borrow up to 2 books for 14 days.
 - Late returns will incur a fine of ₹2 per day per book.
 - **Staff/Faculty:**
 - May borrow up to 2 books for 30 days.
 - Late returns will incur a fine of ₹2 per day per book.
 - A set of textbooks for the academic session may also be issued to teaching staff.
2. **Reissue Policy:**
 - Books can be reissued once, provided no other user has requested them.
3. **Reference Materials:**
 - Reference books, Periodicals, Magazines, Newspapers, and Fine Arts books must be used within the LRC and cannot be issued.

4. **Lost or damaged books:**

- Users must replace lost or damaged books with a new copy or pay double the book's cost along with overdue charges.

Reading and Activity Guidelines

1. **Promoting Reading Habits:**

- Students are encouraged to maintain a reading log to track their progress.
- A "Book of the Month" will be highlighted to introduce readers to diverse genres and authors.

2. **Student Activities:**

- **Reading Challenges:** Annual competitions to foster a culture of reading.
- **Book Reviews and Presentations:** Opportunities to share insights about books read.
- **Library Club:** A platform for organizing events and suggesting new book acquisitions.
- **Author Talks and Workshops:** Interactive sessions to enhance literary engagement.

3. **Digital Resources:**

- Access to e-books, online journals, and multimedia resources is available on designated library devices or Library Web Page.

Fine Structure

1. **Late Returns:**

- Students: ₹2 per day per book
- Staff: ₹2 per day per book

2. **Lost/Damaged Books:**

- Replacement with a new copy or payment of double the market value, plus overdue charges.

3. **Lost Library Card:**

- Fine of ₹100 for reissue

Conduct in the Library

1. **Using Resources:**

- Books taken from shelves must be left on the designated return trolley after use.
- Issued books should not be brought back inside unless for return.

2. **Security Checks:**

- The library staff is authorized to check users at the entrance and exit if necessary.

3. **Seating:**

- Seats will be allocated based on roll numbers during library classes or as per the library seating plan. Reserving seats is not allowed.

Responsibilities of Users

1. Maintain discipline to ensure a positive learning atmosphere.
2. Return borrowed books promptly.
3. Report any damaged or malfunctioning resources to library staff.
4. Actively participate in library initiatives and activities.

Authority of the Librarian

1. The librarian reserves the right to recall any book at any time if required.
2. Users with overdue books may temporarily lose borrowing privileges.
3. The librarian may amend library rules to address emerging needs.

By adhering to these rules, the Mayoor School Learning Resource Centre will continue to be a welcoming space for knowledge, creativity, and intellectual growth.

Librarian

Principal