



PUNDIT GODAVARISH MISHRA CENTRAL LIBRARY

PUNDIT GODAVARISH MISHRA CENTRAL LIBRARY contains 53780 books of which title books constitute 19780. It has shelved many rare collections embracing a wide spectrum of knowledge for reference. The Library subscribes to 16 news papers, 40 journals, 10 periodicals, 199000 e-books and 6000 e-Journals. It gets enriched with successive accretion of texts and popular references worth Rs.10lakh every year to cater to the growing needs of students and the staff.

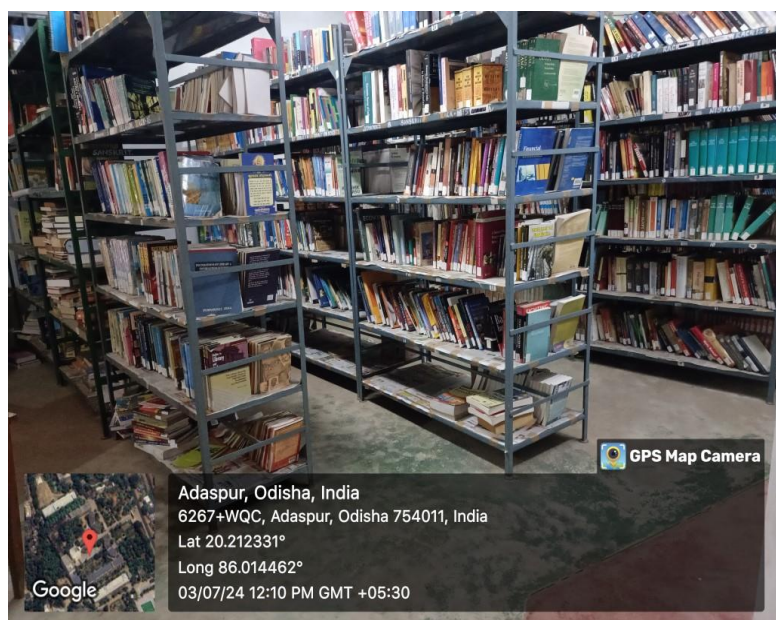
All books of the Library have been classified according Dewey Decimal Classification of the 22nd Edition and catalogued as per Anglo American Cataloguing Rules in their 2nd Revised Edition. The Library is in the process of computerization.

Code of Conduct for Users:

- a. The library remains open from 10.00 AM to 5.00 P.M. on all working days.
- b. The Library, the Study Centre, the Reference Section, the Journal Section and News Paper Section are open for all students and the staff.
- c. No book should be taken out of the Library without the knowledge of the librarian.
- d. Each borrower must examine the condition of the books before they are issued, otherwise, the borrower will be held responsible for any damage there to.
- e. Books shall be returned within the time period allowed to a borrower.
- f. All books in the Central Library, Departmental Seminar Library and in the possession of borrowers should be returned to the Library or concerned Seminar Library before the college closes for summer vacation.
- g. No notes or markings should be made on the pages of the library books, nor should pages be disfigured.
- h. The Principal has the right to stop the issue of certain books to all or some intending borrowers.
- i. The library premises are strictly used for reading and consulting the books.
- j. Spitting, smoking, sleeping inside the library and putting legs on the furniture are strictly forbidden.

- k. None is allowed to keep mobile handset in possession of mobile hand set in or around the library area.
- l. Periodicals and references are not to be issued.
- m. Time allowed to a borrower except staff members is 15 days.
- n. Students who do not return the books within the time allowed, will be fined Re.1/- per day for each extra day of delay.
- o. If any book is lost, or damaged, recovery shall be made at the rate of 5 times the cost of the book.
- p. The following is the specification showing the maximum number of books that may be issued to various classes of borrowers.

Teaching staff	4 each
Non-teaching staff	2 each
Librarian	2 each
Attendant	2 each
Honors student	3 each
- q. For the use of study centre, ordinarily one book or one journal at a time may be issued to every student on a call slip.
- r. Library books and journals will be issued to the students only on the production of their library cards and identity cards together.
- s. Utmost silence and discipline must be observed in the study centre.
- t. Arrangements of chairs and tables must not be disturbed under any pretext.



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