



# Government District Library Prayagraj.

## Library Rules

1. Membership of the library can be obtained by filling the prescribed application form with a security deposit of Rs.500/-. An applicant can apply for library membership online from our library website as well as offline by visiting the library. (A government photo ID proof and address proof are mandatory)
2. Once the library membership process completed successfully, A library membership cards will be issued to the members. Books will be Allotted on bringing the card only.
3. Library time is from 8 a.m. to 11 p.m.
4. Once the library membership process is completed, members will get a library website access/login credential, with the help of this login access members can book their seat in the library and perform further activities.
5. Library members will get an online seat booking system, to reserve their seat from 8 AM to 11 PM for a 2-hour time slot. That provides flexibility to library members to access the library as per their convenience time.
6. Seat booking is mandatory to reserve a seat in the library, Seat booking system is online. Once you book a seat you will get a 2-hour time slot. Further if you want to use the library for more than 2-hours you need to book another seat in the next available time slot.
8. Generally, one books will be issued at a time.
9. A book will be issued for a maximum period of 30 days. If not returned within 30 days, a late fee @ 1 rupees per day per book will be charged.
10. If the book issued is torn, lost or destroyed, in that case the current cost of the book plus late fee will have to be paid by the member before issuing another book.

11. Reference books, rare books will not be issued to be taken out of the library under any circumstances.
12. If the membership card is lost, a replacement card can be made by paying a fee of Rs.100/- only.
13. If no exchange is done by a member from the library for one year, then his membership will be considered for termination.
14. The safety of library books is your personal responsibility It is strictly prohibited to mark, turn or dirty the page in any way.
15. Spitting after eating tobacco, smoking or roaming aimlessly in the library building is completely prohibited. Membership of the library will be terminated immediately for breaking the peace or behaving contrary to decorum in any way.
16. Lock your vehicle at the designated place and you only will be responsible for its safety.
17. The library will remain closed on every Sunday, second Saturday of the month and on government holidays.