



टी० एच० डी० सी० हाइड्रोपावर अभियांत्रिकी एवं प्रौद्योगिकी संस्थान, टिहरी  
THDC Institute of Hydropower Engineering & Technology, Tehri  
Bhagirathipuram, Tehri Garhwal, 249124 Uttarakhand, India  
**KNOWLEDGE RESOURCE CENTRE**

25/10/2018

## **LIBRARY POLICY**

- Ten Books shall be issued to each Faculty member for One month, after completion of one month they shall return the books without any delay.
- All the Non- Teaching Staff shall be issued 02 Books for 21 Days, after completion of 21 Days they shall return the Books.
- All the Students shall be issued only 05 Books for a period of Twenty One Days, after completion of Twenty One Days they will return the books at the Circulation Counter.
- If the Students fail to Return the Books in the prescribe date, Library will Charge Rs. 01 per day per Book, which however, shall not exceed the cost of the book.
- If any Faculty/ Staff / Student fail to return the book or damage the Library Books, it shall have to be replaced with the new book within a week.
- If any Faculty/ Staff/ Students are observed in damaging the Library Properties/books etc. the Librarian is authorized to cancel their library membership without any notice.
- If any Student misbehaves in the library premises or with library Staff, Librarian is authorized to cancel their library membership without any notice.
- Reference books, rare books shall not be issued, but may be referred in library.
- The library attendant at the entrance is authorized to examine cross-check each member who enters in the library premises and may exercise powers to thoroughly check the members if found suspicious.




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## **LIBRARY POLICY**

- Electronics gadgets like mobile phone, I-pod etc. is not allowed in the library.
- All the members of THDC-IHET library are advised not to carry any eatables whatsoever in the library.
- Preferably all the Students should enter in the library in proper College uniform and must possess Identity cards.
- The library policy may be changed Time to Time.
- The college management seeks cooperation of all faculty members/students in maintaining library & shall appreciate if above Instruction are adhered to strictly.

  
**Dy. Librarian**  
**THDC-IHET**

This library Police is Approved by Director THDC-IHET.

  
**Director**  
**THDC-IHET**