

Vivekanand Library Rules:

The school library is open to all bonafide students of the school. All classes from Class-I onwards are provided with at least one library period per week. Students must observe the followings rules.

1. Students must maintain discipline with absolute silence in the library.
2. Students should not bring their personal books in the library. (If needed note books are permitted with due permission of the librarian.)
3. Students are permitted to get the books issued from library for a period of one week.
4. If the books are not returned in time without a valid reason the facility of books to be issued, will be withdrawn for two weeks.
5. Reference books should be referred to only in the library, and shall not be issued to the student.
6. Journals, Magazines and Periodicals will not be issued.
7. The library has an open access system and students must help to maintain the order in the shelves. They must keep the books properly in the shelves after consultation, and not just keep them anywhere.
8. Books marked, defaced, disfigured or damaged will have to be replaced by a new ones or the cost of the book will borne by the student.
9. Any student found damaging book or any other library property will be fined and debarred from using the library facility for the whole academic year.

Note: Students are not allowed to leave the school during school time in any condition e.g. Medical check-ups, shopping, fests etc.