



## **RIDGE VALLEY SCHOOL**

### **DLF PHASE – IV, GURUGRAM, HARYANA**

### **LIBRARY POLICY**

- School Library is considered as a part and parcel of the academic set-up.
- It is created and maintained to serve and support the educational activities of the school. We all need to be responsible for the services provided.
- The School Library provides information, inculcates idea, and develops knowledge.
- The library rules should be followed.
- Library decorum should be maintained by the students.
- Library book would be issued for two weeks (14 days), during the library period only. Disciplinary action would be taken in case book is not returned on time.
- The entire responsibility of the book will be with the student once the book is issued to him/her.
- No books would be issued during leaves, vacations, session end and when child is leaving or about to leave the school.
- In case of loss or damage of book, the same book needs to be replaced on discretion of the Librarian.
- If books are not replaced due to any reason till the end of session, in case student is leaving the school then before withdrawal of the child's name from school, the cost of the book and penalty, needs to be given. Cost and penalty would be decided and given on discretion of the Librarian and no disputes regarding same would be entertained in any manner.
- Clearance of library books/resources need to be taken before leaving the school.

- As per the CBSE manual, a Conscience Box will be placed in the library as a method of realizing the fine for late return of books. According to this method, no formal receipt will be issued to the borrower. The overdue charges are calculated by the Librarian and a fine of Rs. 10/- per day per child will be levied. The defaulting borrower needs to drop the computed amount in the Conscience Box.
- The distinct advantage of this method is that it develops civic sense and responsibility among library members.
- The books that are given in lieu of lost or damaged books would not be returned back and no refunds for the lost or damaged books (prices, penalty, surcharges etc.), once taken from the patron would be entertained. No disputes in whatsoever manner would be considered on the same.
- Price, penalty, surcharges and replacement of the books that are lost or damaged, would be decided on the sole discretion of the Librarian and no disputes regarding the same would be entertained in whatsoever manner.