



## Regulations of Resource Centre

The school's Resource Centre is open to all students from Grade III. All classes have one session at Resource Centre per week. Students visiting the Resource Centre have to observe the following regulations.

- Every student shall borrow and read books from Resource Centre each month with the help of I-card, as per instructions of teacher or librarian.
- Until the previously issued book is returned, students will not be eligible for a fresh issue.
- Books marked, disfigured, damaged or lost while in their possession will have to be replaced by the borrower, failing which their parents will be billed for a replacement.
- Any student found deliberately damaging or defacing a book may be debarred from the Resource for the entire term or academic year and a heavy fine will be levied.

- The Resource Centre has an open access system, and the students must help maintain the order and organization of the collection in different shelves. They must place the books in the shelves strictly according to the call numbers, after consultation with the librarian.
- Students are not allowed to bring their personal books or belongings to the Resource Centre.
- Resource Centre books should be returned on time, failing which, parents will be asked to report to school and explain the non-return of Resource Centre books by their ward.
- Strict discipline and complete silence has to be maintained in the Resource Centre.
- It is mandatory for all the students to associate with the activities of resource centre.

**" Today's Reader ; Tomorrow's Leader "**