



स्थापित-2009

# तारकेश्वर नारायण अग्रवाल कॉलेज ऑफ एजुकेशन

ग्राम-हरिगाँव, पो०-सन्ध्याबरहट्टा, जिला-भोजपुर (आरा) 802162 (बिहार), Ph : 9507865058 / 7070091227

Website: [www.tnabedcollege.com](http://www.tnabedcollege.com) Email : [Info@tnabedcollege.com](mailto:Info@tnabedcollege.com)  
(Affiliated to Aryabhata Knowledge University, Patna & Bihar School Examination Board, Patna)

पत्रांक: TNACE/Mar/1369/23-A

दिनांक: 15/03/2023

## NAVIN LIBRARY

### Code of Conducted to All Borrowers of Books: -

1. No book shall be taken out of the library without the knowledge of the librarian and until it has been properly entered into the issue registers and the entry is attested by the borrower.
2. When books are issued, students should check the librarian before leaving the counter. On returning the books, if pages are damaged or shall accordingly be fined.
3. Books should be returned within the period allowed to borrower.
4. If the date of return of a book falls on holidays it should be returned to the library on the next working day.
5. All borrowers shall return the books to the library before the college is closed for the summer vacation.
6. Reference materials should not be taken outside the library.
7. The books taken out of the library must be returned to the librarian.
8. No marginal or other notes or markings shall be made in the books nor shall any paper or pages be removed or disfigured. In such cases the borrower may be asked to replace the book damaged by him or pay the cost with fine.
9. Every person who enters the library will sign the visitors' registers.
10. Use of mobile phones is strictly prohibited.
11. If a borrower keeps a library book for more than the time allowed for the purpose no more books will be issued to him until the book concerned is returned to the library.
12. All those who may happen to be inside the library are expected to observe strict discipline.
13. B.Ed. Students—Book issued to a borrower may be re-issued to him only when nobody else wants to take the same book.
14. The college leaving certificate will be issued to students only after he/she has returned all the library books and cleared all.

संचालित :- तारकेश्वर नारायण अग्रवाल एजुकेशनल एण्ड सोशल वेलफेयर फाउंडेशन  
बी.5, तृतीय तल्ला, ग्रैण्ड चन्द्रा अर्पाटमेन्ट, प्रसार भारती के सामने, फ्रेजर रोड, पटना-1  
Ph.: 0612-2542885, Website : [www.tnafoundation.org](http://www.tnafoundation.org), Email : [secretary@tnafoundation.org](mailto:secretary@tnafoundation.org)