

VidyaOne Demo College

Library Policy Document

Objective

The library at *VidyaOne Demo College* exists to support teaching, learning, and research activities by providing access to diverse academic resources in both physical and digital formats.

Library Timings

- **Monday to Friday:** 9:00 AM – 6:00 PM
- **Saturday:** 9:00 AM – 2:00 PM
- **Sunday & Public Holidays:** Closed

General Rules

- Students must carry their **college ID card** to access the library.
- Maintain **strict silence** inside the reading area.
- **Mobile phones** must be on silent mode or switched off.
- Personal belongings (bags, food, etc.) are not allowed inside.

Borrowing Privileges

Category	No. of Books	Loan Period
Students	3	14 days
Teaching Staff	5	30 days

Non-teaching Staff 2 15 days

- Late return will incur a fine of ₹1 per book per day.
- Books must be returned in **original condition**.

Digital Access & E-Resources

Students and faculty are provided login credentials to access:

- Online journals
- E-books
- Research databases

Access available at: <https://library.vidyaonecollege.in>

Library Contact

Name	Role	Contact Number
Mr. Naveed Alam	Librarian	+91-0000000000
Mr. Ankur Jain	Assistant Librarian	+91-0000000000

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Institution: VidyaOne Demo College

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