

General Rules

PNCL has a commitment to provide environment conducive to reading and research work for our worthy members. For your Safety and comfort, we request you to observe following rules:

- Do not bring any valuable item in the Library. Bags, extra books, boxes etc. should be left outside the Library. PNCL shall not be responsible for any loss of item left unattended by a member.
- Use of mobile Camera, Food and Drink, Smoking, Eating, sleeping, group discussions, unnecessary movements, swinging on chair, stretching legs on the tables/chairs, sitting on stairs etc are not allowed in the library.
- Books drawn from the shelves for study are left on reading table for proper shelving by the staff.
- Use Library material or its facilities with care. Any damage to PNCL property due to misuse will be recovered from the members as per actual.
- Non members are not allowed to use Library services unless prior permission is obtained.
- Members are requested to cooperate in maintaining discipline in the library premises.
- Members are requested to Trouser and Slipper are not Allowed in library.

Membership:

Following can avail the Library Facility by showing Service / Medical Identity / Membership card:

- PN Service & Retired Officers + Spouse + Children (over 14yrs)
- CPOs Sailors
- PN Civilians
- Other Services
- Civilians

Library Services:

Written request is required for availing following Library Services:

- Query/Help for searching book/Material on a specific subject
- Photocopy
- Printing
- Scanning

Copy @ Rs. 3, Scan @ Rs 5 per page & Print @ Rs 10 per page.

Borrowing:

- Maximum 03 Books / Periodicals can be issued at a time for 03 Weeks.
- **Note:-** Reference / new books & current periodicals will not be issued

Late FEE:

● Rs 10 per book / week and Rs 5.0 per periodical / week.
● The defaulters will not be issued any further books / periodicals.

Library Timing:

Monday to Thursday: 8:00 A.M. To 8:00 P.M.

Friday: 08:00 A.M To 01:00 P.M

Saturday and Sunday: 9 A.M. To 6:00 P.M.

Membership Form Charges Rs:50/-

Member Sig:_____