



Library Policy

Sanskar School aims to:

- *equip its pupils with a **critical and global outlook** which will make them committed citizens of the world.*
- ***recognize and channelize the potential** of the pupil and develop thinking, communication, social, scientific and interpersonal skills.*
- ***foster cognitive, affective and psychomotor development** and enable the pupil to make connections with the acquired knowledge in his/her everyday life.*

The library is a cornerstone of learning and intellectual growth, offering a wealth of resources to inspire curiosity, creativity, and a lifelong love for knowledge. At Sanskar School, the library serves as a dynamic learning space that supports academic excellence, fosters independent research, and nurtures critical thinking. This policy aims to establish guidelines for the effective use of library resources ensuring an environment that is respectful, inclusive, and conducive to learning for all students and staff.

General Rules

- All students of the School are members of the Library.
- A student can borrow only one book at a time for a period of one week.
- Books will be issued to the students, during the library periods. No book will be issued or returned during the teaching hours.
- Marking, underlining or writing or tearing of pages of library books is strictly forbidden.
- Reference books and current periodicals will not be issued to any student. These can be read only in the library room.
- If the books are not returned within a specific time, it will be viewed seriously and fine will be charged as per rules.
- Strict order and silence shall be maintained in the Library.

- Each student is required to submit the book on time whether she/he has finished reading it or not during his/her library period.
- If a student does not return his/her book at the end of the given period, he/she is liable to be fined Rs. 5 per day. In case, If a student couldn't finish book in a week they can get it reissued for upcoming week.
- Library books must not be interchanged. Each student is fully responsible for the book he/she issues from the library.
- Before commencement of the Examination, the student will have to return the books to the library.
- Only Subject reference books from reference section would be issued for home use on those days when the successive day is a holiday. The book will have to be returned on the next working day. Dictionaries, Encyclopaedias, etc would not be issued.
- One set of textbooks may be issued to teachers for the subject being taught by them for the whole session.
- Newly purchased books will not be issued to any user for at least one month but will be displayed separately as new arrivals.
- In case a book is wrongly handled or lost, the person concerned will have to replace the book or pay the full price of the book.
- A "No Dues Certificate" by each student is to be obtained from the librarian while withdrawing any student from the school.

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