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## NGM College Library: Quick Start Guide

### Bharat Ratna C. Subramaniam Centenary Library & Information System

#### Operating Hours

- **Monday – Friday:** 8:30 AM – 6:00 PM
- **Saturday:** 9:00 AM – 1:00 PM
- *Closed on Sundays and Public Holidays.*

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#### Your Library Membership

- **The ID Card:** Your **Smart Card 4K** is your key. You cannot enter or borrow books without it.
- **Borrowing Limits (UG):** 2 Books for 15 days.
- **Borrowing Limits (PG/Research):** 4 Books for 15 days.
- **Renewals:** You can renew a book **twice** if no one else has reserved it.

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#### The "Golden Rules" of the Library

1. **Strict Silence:** No talking, group study, or phone calls.
2. **No Mobile Phones:** Keep devices on silent; usage is strictly forbidden inside.
3. **Safe Keeping:** Leave bags and personal books at the property counter.
4. **No Marking:** Do not write, highlight, or fold pages in library books.
5. **No Food/Drink:** Keep the library clean and pest-free.

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#### Avoid the Fines!

- **Late Return:** ₹1/day (Days 1–15), ₹2/day (Days 16–30), ₹5/day (Day 31+).
- **14 Days Overdue:** Membership is suspended immediately.
- **Lost Book:** You must pay **double or triple** the cost depending on the book's age.

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#### Digital & Research Tools

- **E-Resources:** Access 10,000+ modules and 6,000+ journals via **N-LIST** and **DELNET**.
- **OPAC:** Use our online catalog to find books before you hit the shelves.

- **NGMCPUB:** Submit your research to our official journals in Tamil, Science, and Yoga.
- **Plagiarism Check:** All theses must be verified via **Drillbit** or **Ourlinal**.

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 **Need Help?**

Visit the **Circulation Desk** for:

- Resetting your N-LIST password.
- Reporting a lost ID card.
- Requesting a book not in our collection.
- Booking the **Audio-Visual Hall** for academic events.

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 **The "No Dues" Requirement**

Before you graduate or leave the college, you **must** return all books and clear all fines to receive your **No Dues Certificate**. Without this, your degree certificates and course completion documents will not be issued.

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