

**GOKHALE EDUCATION SOCIETY'S
ARTS, COMMERCE & SCIENCE COLLEGE
SHRIWARDHAN
LIBRARY**

GENERAL RULES

- 1) Identity Card is non transferable.
- 2) Every Student must always carry his/her Identity Card.
- 3) If the Identity card is lost by a member, he/she shall make a written report to the Principal/Librarian and request for a duplicate
- 4) A duplicate Identity Card will be issued to the member on payment of Rs. 50/-.
- 5) College Leaving Certificate will not be given to a student until he/she has returned all the books.
- 6) Users should sign. In the Student's/ Reader's Attendance Register kept at the Circulation Counter.
- 7) Spitting and smoking in any part of the library is strictly prohibited.
- 8) No waste paper shall be thrown on the floor of the library.
- 9) Any misuse of the library privilege would be considered a serious breach of discipline, and the librarian is empowered to take such action as is necessary after consulting with the Principal.

PRINCIPAL

CIRCULATION RULES

- 1) Books will be issued between 9.00 a.m. to 5.00 p.m. On all working days.
- 2) Two Books (One Reference and One Text) books will be issued for a period of 7 days.
- 3) An issued book must be returned within 7 days otherwise an overdue fine of 1.00 Rupee per day will be charged.
- 4) Due date of an issued book, if not in demand, may be renewed at the discretion of the Librarian.
- 5) While borrowing book every student must check the books missing pages or any other damages to the book and bring it to the notice of Librarian.
- 6) All books taken by the reader for consultation in the library should be returned to the Counter-assistant/Librarian before leaving the library.
- 7) Do not mark or fold any pages of the library-book.
- 8) Any Library-book damaged by the user shall be replaced or its cost and fine shall be paid by the user.
- 9) Issued book may be suspended at any time by the order of Librarian, for instance, at the time of stock taking.
- 10) The librarian is empowered to recall any book at any time.
- 11) Handle the books carefully while Browsing/Consulting them.
- 12) No part of Library reading material shall be photocopied without permission of the Librarian.
- 13) All Library books shall be returned after the end of the Examination immediately.

PRINCIPAL

STUDY ROOM RULES

- 1) The Study-Room will remain open from 9.00 a.m. to 5.00 p.m. on all working days.
- 2) Sticks, Umbrellas, Boxes, bags and such other personal belongings shall be kept at the corner of the entrance.
- 3) Strict silence shall be observed in the Library Reading- Room.
- 4) Sleeping on the tables is not allowed.
- 5) Eatable are not allowed in the library.
- 6) Discussion/ Group-Discussion is not allowed in the Reading Room.

PRINCIPAL
