



Sanjivani Rural Education Society's
Sanjivani College of Pharmaceutical Education & Research, Kopargaon-5195
 At.:- Sahajanandnagar, Post.- Shingnapur -423603.
 Tal.- Kopargaon, Dist.- Ahmednagar (M.S.)

General Rules and Regulations of Learning Resource Centre

- Books and bound periodicals which have been issued out are liable to be recalled at any time, when so recalled they must be returned to the Library within the specified time

Books Limitations :

| Sr No | Patrons | Books Limits | Records |
|-------|------------------------|--|--|
| 1 | Teaching Faculty's | Maximum 40 Books | Register |
| 2 | Non-teaching faculty's | Maximum 20 Books | Register |
| 3 | Students | Maximum 02 Books 01 Books on I-Card | Borrowers tickets & Register On I-Card for Reading Purpose only |

- Borrowers shall not issue any kind of Library materials to any other persons
- Readers shall not write upon, damage, or make any mark upon any book, manuscript, or map belonging to the library
- Erasure of any mark or stamp, label etc. on a book or manuscript or map belonging to the Library will be considered as misconduct and justification/fine will be charged
- Any reader observing a defect, or damage to any book or manuscript shall point out the same to the Library Staff immediately
- A borrower shall be responsible for the safe custody and return of a publication issued to him. In the event of its being lost or damaged he/she will have to reimburse the cost/replace the documents as per the rules
- Outstanding Books issued to a member (all categories) will not be transferred in the name of any other members
- Overdue charges will be laid on borrowed books and other reading materials as per the rules, if returned after the due date

Over Dues Charges for Students :

| Sr No | Particulars | Lending Policy | Dues after due date |
|-------|---|-------------------------------|---------------------|
| 01 | Text Books | Issue for Seven days only | 01.00 par day |
| 02 | Reference Books | Issue for reading only | 05.00 par day |
| 03 | Journals, C. Disk.etc. | Issue for Seven days only | 01.00 par day |
| 04 | Question papers, Syllabus copy, Projects Reports etc. | Issue for reading, Xerox only | 01.00 par day |

Over Dues Charges for Staffs :

| Sr No | Particulars | Lending Policy | Dues after due date |
|-------|---|-------------------------------|---------------------|
| 01 | Text Books | Semester wise Issue only | Nil |
| 02 | Reference Books | Issue for two days only | Nil |
| 03 | Journals , C. Disk etc. | Issue for Seven days only | Nil |
| 04 | Question papers, Syllabus copy, Projects Reports etc. | Issue for reading, Xerox only | Nil |

- The Other Society's College Staff Members should produce a letter of authority from the Principal of concern College to be a member of the Library as per rules
- No personal belongings including books are allowed inside the library
- Keep your personal belongings such as bags, books etc in the property counter and collect token from the staff on duty. Not to keep any valuables such as cash, mobile phones, ATM cards etc in the counter. Library or their staffs are not responsible for loss of any valuables.
- No borrowed books/journals will be allowed inside the library, except those brought for return
- Identity card and borrowers cards are must for making entry to the stack area
- Always keep Identity Cards with you, while making use of Reading hall as checks will be carried out by the library staff and Security personnel
- Books taken for reference inside the stack/reference/thesis sections need to be kept on the table and not to merge them on the shelves
- Surrogate cards kept on the shelves need to be used, while taking books for reference to avoid any misplacement of books
- Books borrowed on a particular day will not be accepted for return on the same day
- Mobile phones need to be switched off or kept in the silent mode before making entry to the library/reading hall. Talking over mobile inside the library/reading hall is strictly prohibited
- Maintain silence in the library

Librarian

Principal



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LIBRARY RULES

THE LIBRARY SHOULD ADOPT A SET OF RULES FOR ITS PROPER FUNCTIONING

- All Students and Staff of the College are members of the library.
- The Library remains open on all working days except Sunday and College notified Holidays.
- Students must show their Identity Card, Library Card on entering the Library if Library staff required, while borrowing books and journals and at any time if asked to do so by the Library Staff.
- Briefcases, bags, umbrella, lunch boxes and other personal belongings must be deposited at the entrance.
- Every member must sign the Register available at the entrance. Personal reading materials must be shown to the Library Staff while entering and exiting from the Library.
- Those Members/Students are free to browse through the books; Books taken out of the shelves must be put on a table. Replacing the books on shelves is not encouraged as it may be misplaced. Misplaced book is a lost book.
- A Non-member (Non-Library Member) can use the library material on the premises with the permission
- Readers should not mark, underline, dog-ear mark, write, tear pages or damages the Library documents.
- Library have Open access system those patrons have want to check books fully access.
- Library Computers are for academic purpose only. Do not temper with the computer setting follow the internet safely guidelines.
- Strict silence, decorum and discipline must be maintained in the Library
- Member should behave in a reasonable and seemly fashion in the Library and must not damage library property or disturb other members.
- Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.
- Members should not reserve seats either for themselves or for others.
- Newspapers and magazines must be read only in the Library on specific tables and should not be taken to any other reading areas.
- No Library material can be taken out of the library without permission.
- Do not disturb the above said rules in any circumstance.

BY ORDER

Library Rules & Regulations: overall

1. All library members have to carry an I-card.
2. Readers should not carry any book, bag & notebook etc. while entering in library.
3. Always maintain silence in the library premises.
4. Library material is your property please handles with care.
5. Always keep your mobiles on silence mode while entering in the library.
6. Playing & receiving of the mobile in the library premises is strictly not allowed.
8. Without Submission, I card & prior permission nobody can use the books & periodicals, in the library-reading hall.
9. Reference books, rare books, loose issues of periodicals & Magazines may not be issued without prior permission.
10. Always replace the library materials on the proper place after use.
11. Readers will not be issued to take reference material home.
12. Students will be allowed to retain one book on their library card & One CD or one journal against their I card.
13. Books will be issued as per the time table displayed at issue counter (Book will not be issued strictly during lecture hrs.)
14. The readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the books.
15. Books once issued should not be brought inside, unless it is to be returned.
16. Books are re-issued only one time, if there are no claims
17. Readers submitting books/periodicals/CDs etc. after the prescribed date are liable to remit a fine of Rs 1/- per day for the rest days.
18. Periodicals are available for reading & Issuing (Previous issues only)
19. The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.
20. Faculty members & students are invited to give their suggestions for keeping library collection updated on regular basis.
21. Books/Periodicals/CDs etc. issued for reading hall must be returned on same day. Otherwise Rs 10/- will be charged per day as a fine.
22. Loss of books/periodical/ CD's must be reported immediately.
23. Late fees, if any will be charged till the loss of book is reported, if original library book is returned after reporting it lost, the fine will be calculated till the date of its return.
24. Do not utilize library facility during lectures hrs.
25. Readers are requested to see the notice board regularly.

Librarian

Principal
