

**Rules for Circulation**

- Library Issue/Return counter will be open from 9.00 am to 9.45 pm.
- Books will be renewed twice only if there is no reservation for it.
- Students will have to return the borrowed books on time. The overdue charge is Rs.2/- per day. Dues if any, must clear on the spot.
- If any student's card is lost, he has to report to the Librarian immediately so that we can avoid misuse until a new card is issued.
- Before borrowing the book, please verify the physical condition of the books. If you find physical condition of the book is not good, please inform to the Library staff immediately.
- Borrower will be responsible for any damage found while returning books.
- If students are going on Short-term Industrial visit or project, they have to maintain the schedule of returning the books. This rule can be relaxed on the recommendation of the HOD, when student is deputed for project for the entire semester out of Ahmedabad.
- If any student is caught, stealing books or tearing pages will have to pay the entire cost of the book in addition to the disciplinary action initiated by Library Committee.
- If any student misplaces/loses any complimentary copy, the HOD will decide the amount to be paid by student after consulting the subject expert
- It will be the sole responsibility of the borrower to preserve the book and return to the Library, however if you loses/or misplaces the book, you have to report to the Librarian on the same day and clear your Library account by replacing the book within a week. If he/she fails to do so, with the cost of the book and overdue will be recovered from the student.
- If any book lost by student, which not available in the market, he/she is required to pay three times of the original cost. The A/c has to be cleared within two weeks at least.
- If students disobey Library rules, Identity Card will be collected, reported to the Head of the Institution for initiating disciplinary action.
- Library Resources like reference books, periodicals, bound volumes, standards, audio/video cassettes are to be referred within library premises.