

## **Library Rules**

### **Rules for Book Loan for Students**

- Library Issue/Return counter will be opened from 11.00 a.m. to 6.00 p.m. only.
- Students are supposed to show their library usage by entering their roll number on the Check Counter whenever they come into the Library
- B.Pharm / M.Pharm Student can borrow three books at a time for the period of 10 days and Research Scholars can borrow ten books for a period of one month on their Identity Cards. Book will be renewed once only if there is no reservation for it.
- Library resources like Reference Books, Periodicals, Bound Volumes, Standards, CDs', and Audio/video Cassettes are to be referred within the library premises.
- Before borrowing the book, users have to verify the physical condition of the books. If they find physical condition of the books are bad, they must inform Librarian or Library staff immediately.
- It will be the sole responsibility of the borrower to preserve the book and return to the Library, however if any student loses/or misplaced the book, he/she has to report to the Librarian on the same day. He/she will have to clear Library account either replacing the book or by paying the cost within a week. If fails to do so, not only the cost of the book, but also overdue will be recovered from the student.
- Borrower will be responsible for any damage found while returning books.
- Students will have to return the borrowed books on time. The overdue charge is Rs.2/- per day.
- If student's card is lost, that should be immediately reported to the Librarian and operation of account will be in abeyance until he gets new.
- 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 for borrowing books for project, when student is deputed for project for the entire semester out of Ahmedabad.
- If any student caught, stealing books or tearing pages will have to pay the entire cost of the books plus Rs.500/- and Library Account will be suspended for two months in addition to the disciplinary action to be initiated.
- If any book lost by any student, that is not available in the market, he/she is required to pay three times of the original cost. The account has to be cleared with in two weeks at least.
- If any student misplaces/loses any complimentary copy, the HOD will decide the amount to be paid by student after consulting the subject expert.
- To maintain Discipline and Silence in the library is mandatory. If any student fails then he/She will be penalized / punished.
- If students disobey Library rules, Identity Card will be collected, reported to the Head of the Institution for initiating disciplinary action.

### **Rules for Book Reservation for Students**

- The book you wish to have and not available in the Library, you may reserve that title so whenever it arrives, you may get that title without waiting any long
- The reservation forms can be obtained from the Library Check Counter.
- Student can reserve only one title at a time.
- Books can be collected within a five days after arriving.
- Reserved books will be given on loan for 10 days.
- You may find the status of your reserved title at the Library Notice Board.
- If you do not collect books within said period, Reservation may be treated as cancelled.

### **Users' Suggestions**

- We believe suggestions are for the improvement of Library.
- Users are free to give their valuable suggestions to us.
- Library Suggestion Register available at the Library check counter.
- Users may see the status of their suggestions at the Library Notice Board / in the suggestion register.

### **Library Users' are instructed to:**

- Prohibit mobile phones within the Library premises.
- Not to spoil the Library Material.
- Not to bring their own Reading Material and Issued Books in the Library.
- Not to bring personal floppies/CDs/DVDs in the Library. Students can copy Library CDs and DVDs with the permission of Library Staff.
- Frequent defaulting of the above rules will lead to termination of Library Membership.
- Contact Library Staff anytime if they face any problem.
- Give Suggestions to Improve the Library Services.