

Rules for Book Loans to Students

- ✚ B. Arch, B. Plan and ID Students can borrow three books, for the period of 14 days. Books will be renewed once 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.
- ✚ Library Issue/Return counter will be open from 11.15 am to 6.00 pm.
- ✚ Students can issue on reference book for overnight period (Overdue Charge Rs. 100/- per day per book) and two back dated issues of general magazine for two days (Overdue Charge per day Rs. 5/- per magazine).
- ✚ If any student's card is lost, he has to report to the Librarian immediately so we can stop the operation of his/her account until he gets new.
- ✚ 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 caught, stealing books or tearing pages will have to pay the entire cost of the book 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 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 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 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, CD's, audio/video cassettes are to be referred within library premises.

Book/Item Reservation facility for students

- ✚ User can reserve book from their library account through library OPAC.
- ✚ Only checked out (Issued) books can be reserved through your library account of Library Software
- ✚ User can reserve and cancel any title. For making reservation, click on place hold icon.
- ✚ Books can be collected within a two days after arriving mail.
- ✚ If you do not collect books within said period, reservation may be treated as cancel led.

General Guidelines for the Library Users

- ✚ Silence should be maintained in the Library Premises. Use of Mobile Phone is prohibited in the Library.
- ✚ Put Library books properly on its place / on the table.
- ✚ Handle the library Materials gently.
- ✚ Do not spoil/damage the Library Materials.
- ✚ Follow the library rules and procedures.
- ✚ Do not bring your own Reading Materials, Notebooks, CDs, DVDs and Issued Books inside the Library.
- ✚ Frequent defaulting of the above rules will lead to termination of Library Membership.
- ✚ Contact Library staff anytime if you face any problem.
- ✚ Give suggestions to improve the Library Services.

Suggestions/Recommendations

- ✚ You are welcome to give suggestion for the improvement of the library services and collection.
- ✚ You are free to give your valuable suggestion to us.
- ✚ Library suggestion registers available at the library check counter.
- ✚ You may see the status of your suggestion at the library notice board / in the suggestion register.