

Library Rules

General

- Silence, decorum, and discipline must be maintained strictly in the library premises.
- For each visit member must sign the register available at the entrance.
- Use of mobile phone is strictly prohibited in the library premises.
- Do not consume beverages or food in the library.
- Fine of Rs. 50/- will be charged for reissue of barcode.
- Pencil or ink marking and writing on the library books, cutting pages or pictures of the books or any other way of mutilating the books will be breach of discipline. The last reader will be liable to fine.
- Student must refrain from disturbing their neighbor students in the Library and Reading Room.
- Students should immediately inform the Librarian of any loss, damage to book borrowed by him/her on the Identity card.
- Students should not bring any precious things to the library. If such things are lost, the library staff will not be responsible for it.
- Students should contact Librarian to solve their problems. They should not argue with the staff on duty.
- Violation of these rules will be subjected to fine.
- Use of mobile phone is strictly prohibited in the Library. Failing which fine of Rs. 100/- will be charged.
- Students and visitors must identify themselves to the library staff upon request.
- Library Hours: 8.30 A.M to 6.00 P.M
Monday to Saturday
- Library is closed on Sunday and declared public holidays

Books Lending rules

- Books will be issued only to bona-fide members.
- The book/s for issued for home landing must be return to the library within fifteen days.
- It is mandatory to return of borrowed book/s on or before the due date. Failing which, a fine of Re.1/- per day per book is levied by the system. Sundays and holidays are considered in late fine by the system.
- Books will have to be physically presented for renewals.
- The Reference Books/Sources, Question paper sets, Thesis, etc. will be issued for reference only in the library premises.

Book-Bank Scheme Book/s Lending

- A student has to apply in the prescribed form only.
- The Scheme is implemented as per University of Mumbai Directives.
- Books are issued on semester basis.
- Books must be returned to the library immediately after the exam.
- Contact library staff in person for any inquiry.

Co-working Space Rules

- Silence must be maintained at all times in the Cyber library.
 - Computers are provided for the purpose of research and other educational use only.
 - Stealing or attempting to steal a library document or any of the library property is an offence. Appropriate disciplinary action will be taken against the offender.
 - Mobile phones and other devices which may cause disturbances should not be used in the Co-working space unless their use is silent.
 - The library reserves the right to ask any person to stop using computer equipment if the library staff has reasonable grounds to believe that that person is misusing it.
 - Misuse of these facilities e.g. game playing, personal email, e-trade, hacking, and change of PC or Network settings, online application or registration is prohibited.
- ❖ **Any matter not covered by these rules will rest at the absolute discretion of the principal and college librarian.**