

# SIES ( NERUL ) COLLEGE OF ARTS SCIENCE & COMMERCE

**LIBRARY TIMINGS : MON TO FRI : 8 AM TO 5 PM / SAT : 8 AM TO 4.30PM**

## DISCIPLINARY RULES

1. All students must compulsorily wear their identity cards while entering the library premises.
2. Absolute silence & discipline to be maintained – a place for individual study , not for discussions , listening to music or eating food or sleeping.
3. Strict action will be taken against any student found using their mobile phone inside the library ( as per the rules of the college )
4. Students may individually use their lap tops in the library but not as a group. 5. Group discussions will strictly not be allowed in the library premises

## ISSUE / RETURN RULES

1. Books / magazines to be issued for a period of 7 days – as per library time table only. Fine = rs 5 per day of default.
2. Issue / return of books will be done strictly as per the library time table only. The issue / return system being computerized, books once issued will not be accepted back on the same day.
3. Issue / return of books will not be done against the library cards of other students.
4. For home issue of books the student must make an entry in the claim register ( for record purpose ) on the same day itself.
5. Reissue of books will be done only if there is no demand for that particular book. Reissue of any book may be done two times only.
6. Students must sign the book card at the time of issuing books. CDs – to be issued only on Wednesdays for a period of 7 days

## REFERENCE RULES

1. Reference timings – between 8 am & 2.30 pm – mon to sat
2. Students must sign the book card & fill up the reference slip given to them at the time of each reference ( for record purpose )
3. Books / projects / magazines taken for reference to be kept by the student for minimum half an hour
4. Books / projects taken for reference should not be taken outside the library without prior permission
5. question papers ( not issued ) reference timings – between 10.00 am & 2.30pm – to be returned on the same day itself
6. student identity card to be used in the library only for reference.the identity card of other students cannot be used for this purpose
7. Per library card / identity card only 1 book / project / magazine to be taken for reference at a time.also more than one copy of the same book will not be given at a time

8. Project reference timings – 10 am to 2.30 pm

9. Students may refer to the latest issues of the library magazines but will not be allowed to issue them. old issues / bound volumes / may how ever be issued

| <b><u>INSTRUCTIONS</u></b>   | <b><u>MEMBERSHIP OF OTHER LIBRARIES</u></b>  |
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| <p>Please deposit your bags at the property counter</p> <p>Please ensure that all your valuable items are retained with you</p> <p>A camera has been fitted at the entrance as well as inside the library for security purpose</p> <p>Students may carry their mobiles ( on switched off mode only ) , laptops , purses &amp; any other valuable items inside the library</p> <p>Hence they are requested not to retain these at the property counter as the library staff will not be responsible for the loss of these items</p> | <p>The college library is an institutional member of :</p> <ol style="list-style-type: none"><li>1 the british council library – online membership</li><li>2 the american centre library</li></ol> <p>This facility is available to all the students / faculty &amp; staff members</p> <p>For further details regarding how to avail of the above please contact the librarian</p> |
| <p>Back volumes ( bound ) of magazines – available in the library</p>  | <p>Reference section books will not be issued to students / staf</p>   |
| <p>A reference slip must be filled by every student each time a book is taken for reference</p>  | <p>Students are not allowed to use mobile phones inside the library</p>  |
| <p>All the students must scan their identity cards at the scanner kept at the entrance counter , to ensure their library attendance is recorded</p>  | <p>A list of all the cds / projects &amp; extra supplements ( received with the newspapers ) is available in the librar</p>  |
| <p>Students / staff may browse the online public access catalogue ( library database ) with the permission of the library staff</p>  | <p>All the students are hereby informed that books / magazines / projects / cds borrowed against their identity cards are not to be taken outside the library.</p>   |

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|  | <p>Immediate action will be taken against any student found doing so.</p> <p>In order to ensure this , the students making use of their identity cards for reference will be seated seperately in the library.</p> |
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### FINE DETAILS

| CATEGORY | AMOUNT PER DAY OF DEFAULT FOR BOOKS | FINE IMPOSED IF AN ISSUED BOOK IS LOST                    | FINE IMPOSED IF AN ISSUED MAGAZINE IS LOST | FINE IMPOSED IF AN ISSUED CD IS LOST         |
|----------|-------------------------------------|---|--|--|
| STUDENTS | RS 5 AS PER COLLEGE POLICY          | COST OF THE BOOK + 10 % OF THE COST + FINE @ RS 5 PER DAY | COST OF THE MAGAZINE                       | COST OF THE CD / RS 10 FOR COMPLIMENTARY CDS |
| STAFF    | NIL                                 | COST OF THE BOOK  | COST OF THE MAGAZINE                       | COST OF THE CD / RS 10 FOR COMPLIMENTARY CDS |