

SIES (NERUL) COLLEGE OF ARTS SCIENCE & COMMERCE (AUTONOMOUS)

LIBRARY TIMINGS : MON TO SAT : MON TO FRI : 8 AM TO 6 PM / SAT : 8 AM TO 4.30PM

RULES

DISCIPLINARY RULES

ALL STUDENTS MUST COMPULSARILY WEAR THEIR IDENTITY CARDS WHILE ENTERING THE LIBRARY PREMISES

ABSOLUTE SILENCE & DISCIPLINE TO BE MAINTAINED – A PLACE FOR INDIVIDUAL STUDY , NOT FOR DISCUSSIONS , LISTENING TO MUSIC OR EATING FOOD OR SLEEPING

STRICT ACTION WILL BE TAKEN AGAINST ANY STUDENT FOUND USING THEIR MOBILE PHONE INSIDE THE LIBRARY (AS PER THE RULES OF THE COLLEGE)

STUDENTS MAY INDIVIDUALLY USE THEIR LAP TOPS IN THE LIBRARY BUT NOT AS A GROUP

GROUP DISCUSSIONS WILL STRICTLY NOT BE ALLOWED IN THE LIBRARY PREMISES

ISSUE / RETURN RULES

BOOKS / MAGAZINES TO BE ISSUED FOR A PERIOD OF 7 DAYS – AS PER LIBRARY TIME TABLE ONLY

FINE = RS 5 PER DAY OF DEFAULT

ISSUE / RETURN OF BOOKS WILL NOT BE DONE AGAINST THE LIBRARY CARDS OF OTHER STUDENTS

REISSUE OF BOOKS WILL BE DONE ONLY IF THERE IS NO DEMAND FOR THAT PARTICULAR BOOK.

STUDENTS MUST SIGN THE BOOK CARD AT THE TIME OF ISSUING BOOKS

BAGGAGE RULES

- PLEASE DEPOSIT YOUR BAGS AT THE PROPERTY COUNTER
- PLEASE ENSURE THAT ALL YOUR VALUABLE ITEMS ARE RETAINED WITH YOU
- STUDENTS MUST CARRY THEIR MOBILES
- (ON SILENT MODE ONLY) , LAPTOPS , PURSES & ANY OTHER VALUABLE ITEMS INSIDE THE LIBRARY
- 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
- A CAMERA HAS BEEN FITTED AT THE ENTRANCE AS WELL AS INSIDE THE LIBRARY FOR SECURITY PURPOSE

LIBRARY SERVICES

- Library orientation for students at the commencement of the academic year
- Issue / return of books & back issues / bound volumes of magazines
- Reference facility - both books / magazines
- Projects reports of past batches for reference

- Issue of cds
- Additional library card facility for 5 toppers in each class
- Additional library card / book bank facility for students whose financial situations are inadequate
- Additional library card facility for students who are constant / regular library users
- Fully open access system
- Seperate sections for books on Competitive exams , Marathi , Hindi and Tamil literature , Fiction & Nonfiction books
- Question paper sets (yearwise) of all the streams available for reference & photocopying for students / faculty
- Subject sets of the question papers for faculty reference / issue
- WEB OPAC (online public access catalogue) facility for students / faculty enabling them to browse through the entire library collection of books
- Ready reference collection i.e one reference copy retained for books with multiple copies
- Display rack in order to highlight the new books purchased by the library
- Magazine display rack for the latest issues of all the magazines with storage space for back volumes
- Bound volumes of magazines maintained separately
- Book bank facility for students who are financially inadequate
- OPEN BOOK SCANNER with Pearl software for the visually challenged
- Readit software for the differently abled

