

# SUDHA RUSTAGI COLLEGE OF DENTAL SCIENCES AND RESEARCH

## LIBRARY RULES

### A) GENERAL

Conduct prejudicial to the proper use of the library is forbidden.

Smoking, food and drinks are not allowed in the library.

Silence shall be observed in the public areas of the library. Hand phones, pagers and watch alarms should be switched to silent mode *before* entering the Library.

Users of the Library should be appropriately attired.

Seats in the Library may not be reserved.

Library materials may not be removed from the Library unless the Librarian has properly issued them.

All books and personal belongings must be shown to the staff at the Library exits whenever required to do so.

No bag, case or parcel should be brought into the Library.

Electronic scanning of library materials is not allowed.

Library membership cards are not transferable and must be produced whenever requested by Library staff.

Please keep your library card safely and ensure that no one else use the library card.

If a lost or stolen card is found or recovered after a replacement card has been made, the member must not subsequently use the card but return it immediately to the Library.

Library membership cards, when lost, must be reported immediately in person to the Librarian in the Central Library. A lost student card may be replaced by a temporary library card at the Library Office at a non-refundable fee of Rs.50/-. The Student shall be liable for any transactions resulting from the unauthorised use of the card before the loss or theft is reported to the Library.

Students must ensure that materials checked out to them are returned or renewed on or before the date due. Notices sent by the Library serve only as a reminder and non-receipt of the notices does not absolve any member from paying fines or other penalties as stated in these Rules.

Mutilation and theft of library materials are punishable offences. A student found guilty is liable to be expelled from the College.

Fines may be imposed; library privileges or membership may be suspended or withdrawn for breach of any of the Library Rules. For students found guilty, disciplinary action may be taken. A two-month suspension from borrowing Reserved Books/Readings (RBR) materials may be imposed for frequent late returns or loss of RBR materials.

All debts to the library must be paid when due to the library or at the Accounts Department of the College as specified.

The library will not be held responsible for the loss of any personal belongings of users.

All library users must write their Roll No, Accession No. of the issued books, Due date of the book on the outward register lying with the attendant at Library gate.

Users should maintain silence in library and should not disturb other readers in the library.

While entering in the library, user must leave their personal belongings such as bags, personal books, already issued books which are not to return etc., at the shelf reserved for this purpose. Loose papers and note books may however be carried in the library. Users leaving the library should permit the library staff to examine their personal belongings, if asked.

Library follows an open access system. Books and other materials taken from the library stacks should not be re-stacked by the readers. These should be handed over to library staff on duty. Remember a book misplaced is a book lost, until it is traced.

The member would satisfy himself/herself before leaving the circulation counter as to whether the book is in sound condition or not, otherwise at the time of return he will be held responsible for the ill condition of the book.

Members are advised not to enter in arguments with the library staff. If they have any problem report it to the librarian.

## **B) BORROWING**

Every student shall be issued two student cards (white & yellow tickets). On white card student can borrow one book for 24 hours and two books can be borrowed against yellow card can be kept by the borrower for 10 days.

Students must produce their valid library membership card when borrowing materials. Borrowing must be done in person. Students must check to see that all library materials in their possession have been properly checked out to them before leaving the library. Borrowing facilities are given only to members of the library. Books may be borrowed only against the tickets issued to individuals. Borrowing will be done only from the counter when the member produces his/her library ticket and his identity card. The tickets are non-transferable.

Students are held responsible for all materials charged to their cards. The holder of ticket is responsible for upkeep of the book, issued against that ticket as per the library records.

Students may not use invalid membership cards or cards of other students to borrow materials or gain access to library services.

Students must not sub-lend materials.

Students will be held responsible for any mutilation (including defacement) found in library materials when returned. They must check and report any mutilation found before borrowing.

Students must return or renew their materials when due or recalled. Students should make necessary arrangements for the prompt return of book(s) that are due and on hold by other users or the Library recalls while they are on leave.

Materials should be returned to Librarian in the Central Library.

All materials that are overdue and have holds placed against them must be returned immediately. Borrowing, reserving and renewing of all books will be immediately suspended until the overdue book has been returned.

Any material not returned in response to a final overdue notice would be considered as lost and the Student would be billed accordingly.

Materials are deemed to be on loan to students until the loans are properly checked in. Make sure that your loan has been properly checked in or out before leaving the counter.

Students must report the loss of library materials immediately to the Central Library. Fines will be calculated, according to the Rates of Fines, from the date due to the date when the material was reported lost or, if subsequently found, till the date the material is returned.

Students who lose materials are liable to pay for the current cost of the books (including binding costs, if applicable) as well as library administrative and processing charges of Rs. 100/- per book, neither of which is refundable.

Journals/ Newspapers cannot be issued and hence not to be taken out of the library.

Periodicals can be issued only after 10 days from the date of their arrival in the library.

Books marked as "Reference Book" cannot be issued.

For renewal, the book is to be presented at the counter. Renewal is not automatic. If there is a pending demand for book, the librarian may turn down the request for renewal. A book issued successively for two weeks will not be reissued.

During the examination books issued for week will not be renewed even if there is no demand pending for that book.

The librarian can recall books any time if need arises.

We advise you to return the book on time. This will be a great help to other fellow users. If a book is not returned in the stipulated time, the member will be charged a penalty of Rs.10/- per day per volume till one week, after that fine will be charged Rs.10/- per day per volume. The fine is to be paid at the circulation counter. Do collect the receipt of your payment.

If a member loses his borrower ticket, he/she will make a written report at the earliest to librarian. He/she can get the duplicate ticket on payment of Rs.100/-.