



SANSKARDHAM KELAVANI MANDAL'S
JASHBHAI MAGANBHAI PATEL COLLEGE OF COMMERCE

off M. G. Road, Near Azad Maidan, Goregaon (W), Mumbai 400 104
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LIBRARY RULES FOR STUDENTS

1. All bonafide students of the college are entitled to avail the library facility.
2. Library will remain open for students from 7:30 am to 3 pm on all working days.
3. The students are entitled to borrow one book at a time for one week. If the book is not in demand, it may be renewed for one more week. Renewal requests must be communicated on or before the due date. (During examinations, the circulation period of books will be decided by the librarian)
4. Students must return the books to the library on or before the due date for late submission every day a fine of Rs.1 will be charged. Repeated late submissions will result in the cancellation of the borrowing facility.
5. Journals/Magazines borrowed against the I-card must be returned on the same day. Failure to do so will attract a fine of Rs.10/- per Journal/magazine per day.
6. Students are advised in their interest to inspect the book while getting it issued and bring to the notice of the library staff if any damage therein. Students failing to do so will be held responsible for any mutilation or damage of the books subsequently discovered.
7. Question paper sets borrowed against an I-card should be returned on the same day if not returned same day a fine of Rs.10/-per day set will be charged.
8. Books/journals/magazines written in underlined, damaged, or lost must be paid for the rate determined by the library.
9. If the library card is lost, report it immediately to the librarian and get a duplicate card issued by paying Rs. 150/-.
10. Eatable, cold drinks, tea, etc. are not allowed inside the library.
11. Smoking and use of mobile phones inside the library is strictly prohibited.
12. Library furniture should be not distributed.
13. Observe dignified silence in the library.

****The students who do not comply with the above rules will be considered seriously and will be reported to the principal for further disciplinary action.***

****The library shall remain open on Sundays or public holidays if such a demand/request comes from the students.***

LIBRARY RULES FOR TEACHING/NON-TEACHING STAFF

1. The teacher has to enter his/her name in the library visitors' register as and when he/she visits the library.
2. Books (Reference books and Textbooks) will be issued for a maximum period of two months and thereafter may be reissued if there is no demand for the same book/s.
3. A maximum of 10 books and two periodicals will be issued to a teacher at any given time and in case of a self-financed course, it is 5 books and one periodical.
4. The books issued during the academic year should be returned on or before the last day of the college's annual examinations for stock verification purposes. No fresh issue of books will be made unless he/she returns all the issued materials to the library.
5. Late return i.e. between 1st April to 30th April, fine will be collected as Rs.5/- per book per day and Rs.10/- per periodical/other library materials per day. While charging the fine holidays are also counted.
6. If book/s issued is/are lost, it should be brought to the notice of the librarian immediately and it should be replaced or the current market price should be paid immediately.
7. In case of loss of multiple volume book/s the current market cost of the entire set should be paid or else should be replaced with the same.
8. If the periodical/s is lost by the borrower, it should be brought to the notice of the librarian immediately and should be replaced with the same issue/s, or else one should pay the cost of a year subscription to the lost periodical.
9. Books should be collected and/or returned by the borrower himself/herself from/to the library and the borrower is required to sign in the library Passbook.
10. If books and other library materials are not returned by the borrower on or before the last day of the academic term (i.e.30th April) will be deemed as lost by the borrower and in this case rule No.6 or 7 or 8 will be applied according to the situation.

LIBRARIAN

PRINCIPAL