

# PROF. MAHADEV LAL SCHROFF WING

*Learn*

*Transform*

*Elevate*

## LIBRARY RULES AND REGULATIONS

*Silence should be Strictly Maintained in the Library.*

*No Discussion Permitted inside the Library.*

*Library is Kept Open on All Working Days from 8A.M. To 6 P.M.*

*Library is Open on Holidays from 10A.M. To 4P.M., on Examination Days 9 A. M To 6 P.M.*

*Registration should be done to become a Library Member Prior to Using the Library Resources.*

*No Personal Belongings allowed Inside the Library.*

*Textbooks, Printed Materials and Issued Books are not allowed to be taken inside the Library.*

*Using Cellular Phones and Audio Instruments with or without Speaker or Headphone is Strictly Prohibited in the Library Premises.*

*Enter Your Name and Sign in the Register Kept at the Entrance Counter Before Entering Library.*

*The Librarian may Recall any Book from any Member at any Time and the Member Shall Return the Same Immediately.*

*Library Borrower Cards are not Transferable. The Borrower Is Responsible for the Books Borrowed on his/her Card.*

*Refreshment of any Kind shall not be Taken anywhere in the Library Premises.*

*Marking, Underlining etc. is Forbidden.*

*No Reference Book will be Issued Outside the Library.*

*In Case of Books Lost, The Borrower is Requested to Replace the Book either by a New Copy or Pay the Price of the Book Cost if any.*

*The Loan Period is 15 Days from the Date of the Issue.*

*An Overdue Charge of one Rupee Per Day (Working Days) Per Book will be Collected if Book is Returned after Due Date.*

*Renewals are allowed on the Basis of Demand. Book and Person should be Present for Each Renewal.*