



Rules & Regulations

Any student or staffs who are the college roles can be the member of the library of Sandesh College. The Membership will terminate as soon as the students graduates and the staffs is relieved permanently from the college.

Category	No. of Books	Issued Duration
Staff	5-7	Full year
Students	4/5	10 Days

Issue and Return of Books

- Books other than reference books will be issued to student members for a period of 10 days only. For teachers, the loan period is one full year.
- Reference Books, Encyclopaedias, Hand Books, Dictionaries, Periodicals, Student Project Report, Dissertations, Theses and Back Volumes will not be issued and THEY ARE ONLY FOR REFERENCE
- Two renewals will be permitted if there are no reservations against these books. For renewal, books have to be presented physically at the library counter
- Members, before leaving the counter must satisfy themselves as to whether the books, which they intend to borrow, are in good condition and any damage/markings should be immediately reported to the Librarian failing which the member to whom the book was issued will be held responsible
- Books that are in special demand shall be lent for shorter periods as may be necessary and books lent out may be recalled at any time, if required
- Absence will not be accepted as an excuse for the delay in the return of books

Overdue Charges

- Members are advised to return/renew the books on or before due date marked on the book
- A borrowed book should be returned on the due date, failing which a penalty of Rs.2/- will be collected as overdue charge per day
- Undue delay in returning the books will result in the cancellation of membership



Loss of Books

• Loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy along with a levy of overdue charges if any. In case the borrower is unable to replace the books that are lost, he will be levied a penalty two times the cost of the book plus overdue charges, if any.

Digital Library / Computer Use Rules

- Computers available in the Digital Library are to be used only for academic purposes, such as accessing e-resources, OPAC, online journals, and study-related content.
- Users must take permission from the Librarian and follow the allotted time limit for computer usage.
- Installation of software, changing system settings, or connecting external devices without permission is strictly prohibited.
- Any damage or misuse of Digital Library computers will be the responsibility of the user and may lead to disciplinary action.

General

- All members should display their identity cards prominently and it should be produced to the security if required
- Personal books, files and other articles (except a small notebook or loose sheets of papers) are not allowed inside the library. Members have to deposit their personal belongings at the Property Counter near the entrance
- Silence should be observed strictly inside the library
- Using of Cell Phones inside the library is prohibited
- A member shall be responsible for any damage done by him/her to the books. He/she will be required to replace the book or other damaged property Apex College, Makrana
- Misbehaviour in the library will lead to cancellation of membership and also lead to serious disciplinary action
- Any marking or writing inside the books by the members is strictly prohibited. If any damage/markings is found, the member should replace the book
- Notwithstanding anything contained in these rules, the decision of the authorities of the College in all matters shall be final and binding



Note:

- Additional books shall be issued to those students who will excel in academics, sports and cultural activities.
- The HODs can recommend the list to library through the Principal.
- Members are responsible for all the books borrowed.
- All final year student members should get “No Dues Certificate” (NOC) from the College Library. The Course Completion/Mark Sheet, Degree Certificate will be given only on production of the NOC from the library.
- Similarly, the staff members who intend to leave the College should settle all the and obtain a “No Dues Certificate” (NOC) from the College Librarian.