

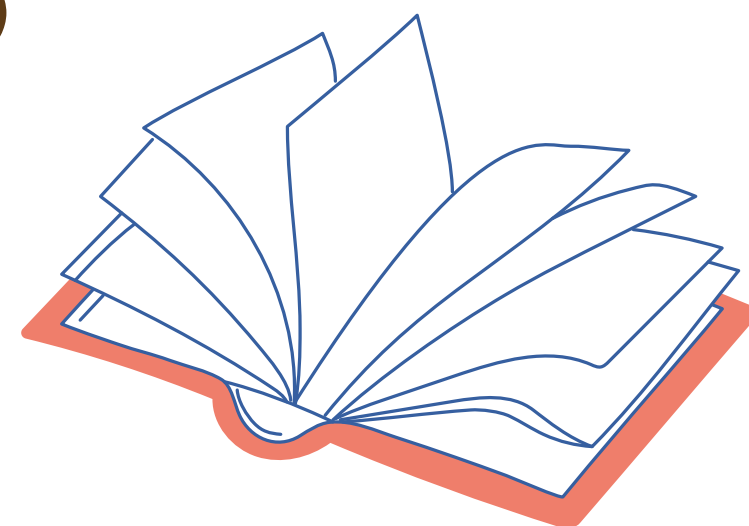
# SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Permanently Affiliated to University of Mumbai)

NAAC Accredited B Grade



## LIBRARY RULES



- *All the students and staff are members of library.*
- *All the students entering the library shall keep their bags and other personal belongings at the entrance. Students will first sign in the register at the checkpoint, before being allowed to approach circulation counter.*
- *Only notebooks and the library books will be allowed inside. All the readers are advised not to leave their valuables at the check point. Library is not responsible for any loss of personal belonging.*
- *After reading, make sure that the books, periodicals/magazines and newspapers are kept back at their respective places.*
- *Conversation and discussion disturbs library ambience. Therefore all are requested to maintain dignified silence. If discussion is necessary, the common room should be utilized for the same.*
- *All users are requested to keep their mobiles in silent mode in library.*
- *Only one book can be borrowed against the Library Card for the period of 7 days.*
- *Staff members can borrow maximum five books at a time for a period of one month.*
- *No Dues Certificate by each student is to be obtained from the librarian while his/her transfer or withdrawal from college.*
- *A fine of Rs.1/- per day will be charged for overdue books.*
- *Books lost, defaced or damaged in any way shall have to be replaced by the borrower or pay current market price/ cost of the book.*
- *Use Internet and other library facilities for academic purpose only.*
- *Technical support will be provided by the library on request.*
- *Please maintain cleanliness and hygiene in and around the library premises.*