

**Shaheed Rajguru College Of Applied Sciences For Women
(University Of Delhi)
Department of Library
Library Rules and Regulation**

- All the users are expected to observe the following rules while using library facilities in the college:-
- Student should bring their I-Card before entering the library. No student shall be allowed entry in the library if she does not show her I-Card at the entry point.
- Student should check the books before leaving the issue counter at the issue time and report if it is damaged or pages are torn. In case the book is found damaged at the time of return, the student will be responsible for paying damage charges
- Over night issue books are issued from 3:30 P.M. and returnable at 10:30 A.M. on the mentioned date.
- After returning the book please checks your library card.

A) Loan of Book to the Students

i.	Duration	5 days (General) 1 Overnight (Text)
ii.	Number of Books	4 general + 1 text (Overnight)
iii.	Fines Charges	@Rs. 2 (Per Day) General/ After five days block for the one month. @Rs. 10 (Per Day) Text book

B) Loan of Books to the Teachers (Permanent)

i.	Duration	30 days (General) 1 Overnight (Text)
ii.	Number of Books	20 general + 1 text (Overnight)

C) Loan of Books to the Teachers (Ad-hoc & Guest) (Library membership only up to one semester)

i.	Duration	30 days (General) 1 Overnight (Text)
ii.	Number of Books	10 general + 1 text (Overnight)

D) Loan of Books to the Non- Teaching (Permanent)

i.	Duration	30 days (General)
ii.	Number of Books	5 general

E) Loan of Books to the Non- Teaching (Ad-hoc & Temporary)

i.	Duration	30 days (General)
ii.	Number of Books	2 general

- The loss of library card should immediately be reported to the Library staff.
- Any kind of making or underlining on the books, tearing of its pages, is punishable offence and that may reflect in your character certificate.
- In case any student is found stealing books or other articles from the library or belonging of other students to be punished.
- Before and after consulting books in any section or reading Magazine/Journals in reading room, please keep it in its proper place.
- Please do not change the placement of chairs in the library.
- Please co-operate to keep silence and cleanliness in the library.
- If you notice any students practicing unfair activities (tearing of pages) in the library, please report to Library staff/ Principal.
- Please do not hesitate in consult the Library staff in case of any problem whatsoever.
- Please co-operate with us, we ensure you the best of library services

Rules for e-Library:

- Student can access a selection of web sites and reference CD-ROMs.
- Downloaded Images or pdf file are needed to be kept in the self email ID, saving it on the hard disk is not allowed.
- Use of any external storage media is not allowed.
- Browsing objectionable sites is punishable offence.
- Copying of any kind of information from the web and saving it on the hard disk is not allowed.

Chatting tools are not allowed while using the internet