

GOVERNMENT COLLEGE OF ENGINEERING AND RESEARCH, AVASARI KHURD

CENTRAL LIBRARY

RULES AND REGULATIONS REGARDING MEMBERSHIP

Library Membership:

Students, Faculty and Supporting staff of this institute are entitled to become members of the Library in order to avail the library facility. Student should submit a photocopy of admission receipt in the library to become member of the library. Faculty and Supporting staff must send their handwritten application for becoming Library member.

Library Rules:

1. The reader must carry his/her identity card to issue/return the book. No book shall be issued in absence of the borrower.
2. Readers are solely responsible for the books borrowed in their name.
3. Readers should not mark, underline, write or tear pages or otherwise damage the library reading materials/documents.
4. Readers are requested to check condition of the book and it should be brought to the notice of the library staff on duty.
5. Loss of any borrowed book must be reported immediately to the librarian/library staff. The member must replace the lost book/pay the cost of book as per library rules along with overdue charges, if any.
6. Readers are requested to handle all library properties carefully to avoid damage to it and also not to disturb other readers.
7. No library material can be taken out of the library without permission of the librarian.
8. Some items in the library cannot be copied because of copyright laws, poor condition or donor restrictions.
9. Bags, personal belongings and other books not allowed inside the library. These must be kept at the property counter at readers own risk.
10. Library does not accept any responsibility for loss or damage to personal property left on its premises.
11. Readers should observe strict silence and switch off their mobile phones in the library premises.
12. Violation of library rules or misconduct may invite discontinuation of the library privileges.

Library Hours:

The library shall remain open on all working days.

Sr. No.	Section	Timing
1.	Circulation Section	10:30 to 1:00 pm and 2:00 to 5:40 pm excluding holidays
2.	Reading Room	8:30 to 11:30 pm Including holidays

Books Loan Facility:

Sr. No.	Member Category	Maximum No. of Books to be issued	Loan Period
1.	Faculty	10	1 Semester
2.	Supporting Staff	05	1 Semester
3.	Student	02	7 Days

(Note: Maximum number of books and loan period can be flexible for Faculty and Supporting Staff as per requirement.)

An overdue fine of Rs.1/- per day will be charged if the book is kept above overdue period to the student.

Clearance Certificate:

1. Library books are the property of the library and it is the responsibility of every member to return all books issued by them in order to settle library dues.
2. At the time of obtaining their library clearance students are requested to bring their identity card.
3. All the staff members should complete no dues certificate process, at the time of transfer/retirement, from the library.
4. Visiting faculty must obtain no dues certificate when they submit their no dues at the end of every semester.