

"Tamso Ma Jyotirgamaya"

SHRI.CHHATRAPATI SHIKSHAN SANSTHA'S

SHRI.CHHATRAPATI ARTS AND COMMERCE COLLEGE BHAWANINAGAR.

TAL : INDAPUR , DIST - PUNE. (MAHARASHTRA), Pin- 413104

Library Rules & Regulation

GENERAL RULES:-

1. Every student must have a valid college identity card in the premises of the library. It should be produced as and when demanded by any one of the library staff
2. Students should borrow/exchange books on the given days only.
3. If the book is returned back late to the library, students will have to pay 1/- for each day.
4. Identity card and borrower's cards are non transferable.
5. Students must handle the books or periodicals etc. with great care. Any attempt to damage books or periodicals by defacing them or tearing the pages off shall be treated as misconduct and will be strictly dealt with.
6. If the original identity card is lost, a duplicate I-card will be issued on payment of RS. 200/- only

RULES FOR THE STUDY ROOM

1. Complete silence and strict discipline should be maintained in the library and study-room.
2. Text books. Reference books, University question papers and journals will be issued to students against I-cards. Students are not allowed to take them outside the study-room.
3. If any particular reference is required, students should approach the librarian.