

## **Central Library - Learning Resource Centre**

### **Dhanwate National College, Nagpur**

#### **Library Rules**

- A person entering the Library shall record his/her name in the register maintained by the library.
- While entering the library, all personal belongings shall be deposited with the attendant at the entrance counter. This facility for depositing personal belongings at the check counter can be enjoyed only for the period the depositor is in the library.
- All reasonable care for the safe, custody of the articles will be taken. The administration shall not accept any responsibility for any damage or loss for the same.
- Talking, spitting, eating food, sleeping or any other behavior to disturb other readers or the discipline of the library is strictly prohibited.

#### **Library Timings**

On all working Days

Monday to Friday : 8.00 am to 5.30 pm

Saturday : 8.00 am to 2.00 pm

#### **Circulation Timings**

Monday to Friday: 9.00 am to 2.00 pm

Saturday: 9.00 am to 1.30 pm

#### **Categories of Membership**

The following person shall be entitled to borrow books from the Library. No person shall be enrolled as member under more than one category

- A Principal and Head of the Departments
- B Permanent teachers of the College
- C Permanent non-teaching employees of the College
- D Contributory teachers of the College
- E Research students of the College. (Registered in research Cell)
- F Post –graduate students of the college
- G Under –graduate students of the college.
- H Ex-students of the College
- I Retired teachers of the College
- J Junior College students of the college
- K MRP Faculty members

### **Terms of Membership**

- The duration of membership shall be for one academic year and shall have to be renewed every year in case of D, F, G, H, and I, J categories.
- Any change of address during the validity of the membership should be communicated in writing by the member to the Librarian.

### **Duration of Loan**

The duration of Loan and last date of membership for each category of member is given below

| Category   | Duration of Loan | No. of books to be Issued |
|--|------------------|---------------------------|
| <b>A</b> Principal and Head of the Departments                                   | 365 days         | 30 books                  |
| <b>B</b> Permanent teachers of the College                                       | 365 days         | 30 books                  |
| <b>C</b> Permanent non-teaching employees of the College                         | 365 days         | 20 books                  |
| <b>D</b> Contributory teachers of the college                                    | 365 days         | 10 books                  |
| <b>E</b> Research students of the College. (Registered in College research Cell) | 15 days          | 05 books                  |
| <b>F</b> Post –graduate and under –graduate students of the college              | 07 days          | 02 books                  |
| <b>G</b> Under –graduate students of the college                                 | 07 days          | 02 books                  |
| <b>H</b> Ex-students of the College  | 15 days          | 01 book                   |
| <b>I</b> Retired teachers of the College   | 30 days          | 05 book                   |
| <b>J</b> Junior College students of the college                                  | 07 days          | 02 books                  |
| <b>K</b> MRP Faculty members   | 365 days         | 30 books                  |

### **The following types of books shall not be issued for use outside the Library**

- Books prescribed for the competitive examinations.
- Reference Books.
- Books marked as a ‘Rare’ or ‘Reserved’ by the Librarian.
- Loose issues and back volumes of periodicals and Journals.

## **Library Access**

Library follows “closed access, However ,members of the categories A,B,C,D,E,H,J will permitted to go to the stack room.

### **Late Fee**

- If the book is not returned before stipulated time limit, a penalty of 1 Rs will be imposed per day par book.
- The Library committee shall be the final authority to deal with all matters that may arise in non-receipt of books and late fee.

### **Damage or Loss of Books**

- Every member taking a book out of the library and every reader within the Library shall be responsible for its safe custody and shall return it to the Library.
- In the event of book being lost or damaged, he/she shall either replace it with current edition or pay two times cost of the books.

### **Book Circulation Rules**

- No Transaction will be made without Identity Card. I - Card shall be not transferable.
- Two books will be issued to the student member at a time for 7 days & it may be re-issued twice on demand for another 7 days.
- CD Accompanying the book will be issued at the request of the user.
- If the book is not returned before stipulated time limit, a penalty of 1 Rs will be imposed per day par book.
- Any existing Damage should be brought to the notice of the staff & signature be obtained otherwise user shall be held responsible.
- If requisitioned book is not available. Please register your claim, it will be issued as soon as it in available base on the serial order of claimants.
- It Claimants fails to get the book issued within 3 days, it will be issued to the next claimants.
- Clearance certificate will not be issued unless all the books/ CDs/I-Card are returned and dues are paid.
- The amount of penalty shall be recovered after summer Examination.
- For Duplicate I-Card a fine of Rs.100/- will be charged.
- Rules regarding maintaining silence, utilization of books & Library facilities & General Discipline to be maintained in the Library, are displayed in the Library notice board. Students violating the rules will be debarred from the Library.

## **Book Bank Scheme**

- Book bank facility is available for the meritorious and other backward class students.
- Class teachers recommend their students name for Book Bank Facility to the Librarian.
- These students are provided three text books of current semester; they should return their books after examination.

## **Cost Deposit Scheme**

- Cost Deposit Scheme is given to the student after they return the books from their regular account after clearance.
- Under this scheme maximum four books are issued at a time.
- The issued books can be used by the students during their examination period
- While issuing, cost of the book is taken from the students and at the time of returning minimum library charge is deducted and rest of the amount is given back to the students.

**By Order**