

**LIBRARY**  
**RULES & REGULATIONS**

1. Please **maintain silence** in the library.
2. Use of **mobile phones is strictly prohibited**. If any user is found talking on the phone strict action will be taken against that person.
3. **Smoking, eating, chewing gum and tobacco are strictly prohibited.**
4. **Students will be allowed to use the library during Free Periods only and after 02:00 pm.**
5. Students are requested **to keep the Newspaper/magazines** or any other material used **in their respective places after use.**
6. No library material will be taken out of the library without the permission of the Librarian.
7. Books/Periodicals or any other library material will be issued only on production of **a valid I-card.**
8. Books once issued will not be returned in the same day.
9. No library Material can be issued to a person on someone else's I-Card.
10. Each student can **borrow 2 books** on one borrower card for a period of **07 days.**

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11. A book issued can be renewed on the due date, “Once” for a period of 07 more days only.
- 12 A Late fine of Rs.1 will be charged per book per day.**
13. Students should inspect the condition of the book before borrowing it and inform the Librarian about the missing or torn pages if any. The concerned student will be held responsible for the same. Later at the time of returning the book.
14. If a book is lost, the concerned person has to replace the lost book with a new book, as well as pay the fine.
15. Any Library material is taken out of the library for photocopying will have to be returned within an hour. Necessary action will be taken against the defaulters.

**Librarian**

**Principal**

## **RULES FOR ISSUING BOOKS**

### **Borrowing Privileges**

- 1) Two Books are issued to the Students for 07 days which can be reissued once.**
- 2) Fine charged for late return of Books @ Rs. 1.00 /Day.**
- 3) Periodicals / Newspapers and CDs are not issued to any student and Faculty.**
- 4) Reference Books and Library copies will not be issued to any student and Faculty.**

## **LIBRARY TIMING**

**Monday to Saturday : 08:30 .A.M. To 05.00 P.M.**

## **Number of Books to Be Issued**

- |                               |                       |
|-------------------------------|-----------------------|
| <b>1) Management Bodies</b>   | <b>: Fifteen (15)</b> |
| <b>2) Full Time Faculties</b> | <b>: Ten (10)</b>     |
| <b>3) Visiting Faculties</b>  | <b>: Two (2)</b>      |
| <b>4) Non Teaching</b>        | <b>: One (1)</b>      |
| <b>5) Students</b>            | <b>: Two (2)</b>      |
| <b>5) CHB</b>                 | <b>: Five (5)</b>     |

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**Tupe R. R.**  
**M.L.I.Sc.,SET**  
**Librarian**  
**Ajinth Education Society's**  
**Pandit Jawaharlal Nehru Mahavidyalaya**  
**Shivaji Nagar, Aurangabad. 431 009**

