

Saket Gyanpeeth's
SAKET COLLEGE OF EDUCATION

LIBRARY RULES & REGULATIONS

- 1) The Library remains open on all working days except Sundays and notified public holidays. The Library working hours are from 9:30 a.m. to 6:00 p.m., Monday to Saturday.
- 2) Members of the Library must show their Library Card on entering the Library which is mandatory while borrowing books and journals.
- 3) Every member must sign the register available at the entrance while entering and departing from the Library.
- 4) Every borrower is supposed to check the pages of the book before getting it issued. The last borrower would be responsible if the book is found in damaged condition. If a borrower lost/misplaces the book he/she has to pay the market rate price of the book or else submit the copy of that book by purchasing the book from the market.
- 5) The Students can borrow two books at a time for a week. If books are available then only it can be renewed for two more weeks or else the borrower need to wait for it. Requests for renewal must be received on or before due date.
- 6) Students must keep their bags on the rack and it is mandatory to keep their personal belongings in their bag itself whether it is cellphone or issued books.
- 7) Students must avoid to take any other material from the library unless it is issued to him/her.
- 8) Students should not mark or underline in the book which he/she has issued from the library.
- 9) Readers are responsible for books issued against their names
- 10) If borrower's card is lost/misplaced then they have to immediately report it in the library and get a duplicate Card by paying Rs 20/.
- 11) Electronic gadgets like Mobile Phones/ loop set/ or any other devices which spoils library environment are strictly prohibited.
- 12) Students should not use faculty desk.
- 13) Silence must be maintained in the library.
- 14) Library books must be returned on given time.
- 15) Reference books such as Encyclopedia and Dictionary are completely meant for library use only.

16) Library reserves the right to recall any issued book even before the due date

17) Faculty can Borrow 3 books for One Semester.

Our Library offers the following Services:

- Open Access System
- Circulation Service (Issue/Return etc.)
- Library Orientation
- Reference Services
- New Arrivals Display

Library Automation

The library is computerized and automation of all its operations with Bar Code enabled applications. The Library is using **KOHA Software**