

## **Regulation**

- The GSV-Library follows an open access system.
- In the Library, strict discipline and decorum must be maintained. Users are shall ensure their activities doesn't affect peaceful use of the facility by the other librarypatrons.
- Non-members can use the library resources during the specified hours, with thepermission of the Dean Academics/Library-in-charge.
- Use of cell phones is not allowed. If users of the Library wish to keep them while using the Library, it must be in flight mode/ switched off.
- Smoking, Spitting, Eating, Sleeping and Talking loudly are strictly prohibited inside theLibrary.
- Bringing personal items viz., Bags, Briefcases, Parcels etc., to the Library is strictly prohibited. These items may be left outside, while entering the library.
- Users are requested to handle the Library property with utmost care to avoiddamage and also take care, not to disturb other Readers/Users.
- Please don't annotate books or damage library materials.
- No Library material can be taken out of the Library without permission of theLibrary Staff.
- Users who damage the books or other library property must pay for the damage, and if they fail to do so, their borrowing privileges will be suspended.
- The Library Staff, with the approval of the Dean Academics/Library-in-charge, reserves the right to add, delete, or modify any of these rules as and when required.

### **Borrowing Privileges:**

Category	Loan Period	No. of Books	Overnight Issues	Back/Loose issue of Serials
Students	10 Days	2	CDs/ Bound Journal	2 days
Faculty & Staff	30 Days	4	CDs/Bound	6 days

			<b>Journal</b>	
<b>Visiting Faculty</b>	<b>10 Days</b>	<b>2</b>	<b>CDs/Bound Journal</b>	<b>6 days</b>

- Students can have two books issued for a period of 10 Days and they must be returned **on or before the due date stamped** on the date-slip of the Books. Sending reminders to borrower for overdue books is not obligatory on the part of the Library.
- Before the Book is issued, the borrower shall examine the book and notify the Library staff of any inconsistency so that it can be recorded on the issue register, before issuing it. If damage is not notified, the borrower will be accountable for the damages and will be required to pay the fine as determined by the Dean Academics/ Library-in-charge /Library Staff.
- The library may recall any book issued before the return deadline without providing any reason and the borrower shall return the book drawn, to the Library.
- If a book is not returned within the allowed borrowing period, issue of additional book may be stopped.
- The Dean Academics/Library-in-charge /Library Staff may decide to suspend or cancel a member's membership if they engage in unjustified, dishonest, or unacceptable behaviour.
- Prior to leaving GSV, the Members shall obtain a No-Due Certificate from the Library.

#### **Overdue Charges:**

Any student, who fails to return the book by its due date or after recall, shall have to pay the overdue charges as under:

#### **Overdue Charges:**

- **First two Weeks: Rs.5.00 per day** (exclusive of Sundays and holidays)
- **Third week onwards: Rs.10.00 per day** up to the date of returning the book.

#### **Loss of Books:**

- ☐ Loss / damage of a borrowed book should be reported at once, to the library. The user responsible for loss or damage shall either replace it within 20 days or pay its current replacement price. In all cases, then he/she shall pay a fine of 50% of

the cost of the book.

**Reference Books:**

- Reference Books, Journals/Periodicals, Magazines/Newspapers, Encyclopaedias, Dictionaries, Atlases, Yearbooks and other documents which are declared “**For Reference only**” will not be issued.

**Cyber Library Rules:**

- Cyber Library is to be used for academic purposes only.
- Online Chatting in the Cyber Library is not allowed.
- Browsing of dating or social networking sites strictly prohibited. Strict disciplinary action will be taken against members found using the same.
- Members must carry their Library ID card while using the Cyber Library. They must show their ID card on demand.
- Members are advised not to share their Net Access ID and Password with other students.
- Playing games on the computers / with their mobile devices is strictly prohibited in the Library premises.
- Members shall take care of their property viz., Pen drives, CD/DVD ROMs, Cell Phones, Wallets etc., should not be allowed in side.

**E-Journals and Online Databases:**

- Electronic Journals and e-books are accessible on the Campus.

**Reading Room:**

- Reading Room may be used for reference of current Journals/Magazines and Reference books.

**Clearance Certificate:**

- ☐ Library will issue No Dues Certificate of Library, only on returning all library material(s)