



Sheth Lalji Dayal Amalgamated Trust's

## Lilavati Lalji Dayal Night College of Commerce

(Affiliated to University of Mumbai)

# Library - Rules & Regulations

### *Library Hours, Book Issuing Policy, and Rules & Regulations*

#### **Library Hours**

- The library is open Monday to Saturday, from 12:00 PM to 7:30 PM.
- Students must visit the library during proxy lectures or in case of an absent teacher.

#### **Book Issuing Policy**

1. Books are issued only to bona fide students with a library or college ID card.
2. Magazines and newspapers can be borrowed using the student ID card.
3. Students can borrow any library book regardless of their class.
4. The same book will not be issued consecutively if there is a waiting list.
5. Passed-out students can use Library prior permission.

#### **General Rules**

1. Carrying a college ID or library card is mandatory in the library.
2. Maintain silence; avoid talking, sleeping, or disturbing others.
3. Eating, drinking, or chewing is strictly prohibited.
4. Mishandling or shifting library property is not allowed.
5. Carry bags, tiffins, and water bottles are not permitted.
6. Mobile phones, earphones, and electronic gadgets are strictly prohibited.
7. Writing on or defacing library surfaces is forbidden.
8. The library cannot be used for organized gatherings.
9. Misconduct with library staff will lead to disciplinary action by the principal or librarian.



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### **Circulation Desk Rules**

1. Books borrowed on the college ID card must remain in the library and returned before leaving. A fine of ₹100/day applies for late returns.
2. Books issued on the library card are due within 8 working days. Late returns incur a ₹10/day fine.
3. Lost or damaged books must be replaced or paid for at the cost.
4. Students must maintain silence and return books to their designated places after use.
5. The librarian may recall books before the due date if required.
6. Only one book can be issued per library card at a time.
7. A fee of ₹200 is charged for a duplicate library card.

### **Rules for Book Bank Facilities**

1. Books are issued on a first-come, first-served basis.
2. Priority is given to students from low-income families, depending on availability.
3. Students must return all books after their final semester exams. Lost or damaged books must be replaced or paid for at the current cost, with additional fines if applicable.

### **Reference & Periodicals Section Rules**

1. A college ID is required to access this section.
2. Users must register their entry and exit in the logbook at the entrance.
3. Reference materials (e.g., dictionaries, encyclopedias) cannot be taken out of the library.
4. Faculty may borrow reference materials for classroom use but must return them the same day.
5. Periodicals are for reference only but can be borrowed for one week, excluding the latest issues.
6. Maintain silence and do not disturb others.



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### **Rules for E-Library Section**

1. Users must log their name, entry, and exit times in the register.
2. The section is strictly for research purposes; browsing must be done responsibly.
3. Access to social networking sites is prohibited.
4. Misuse of equipment or software will result in session termination.
5. Do not introduce viruses, violate security, or breach copyright laws.
6. Avoid downloading, transmitting, or accessing offensive or illegal content.
7. Users must not install software, connect external devices, or save personal credentials on library computers.
8. Library computers are used at the user's own risk, and personal data security is the user's responsibility.

### **Study Room Rules**

1. Maintain silence; talking is allowed only when necessary, and softly.
2. Eating, drinking, or chewing is prohibited.
3. Chairs must not be shifted or mishandled.
4. Reserving seats is not allowed.
5. Carry bags, tiffins, and water bottles are not permitted.
6. Mobile phones, earphones, and electronic gadgets are prohibited.
7. Return all materials to their respective places after use.