WOMEN ENGINEERING COLLEGE, AJMER

<u>RULES OF S.V.CENTRAL LIRBARY</u>

01. Library opens from 9.00 am to 7.00 pm on all working days.

02. Every person who enters the library will sign the visitor register.

03. Every user who use the computer in Digital Lab will not unplug any wire of computer to connect laptop or mobile etc.

04. Kept your personal belonging at the Baggage Room except mobile, wallet, laptop etc.

05. Readers are not allowed to borrow on the card of another reader.

06. Student shall be entitled to borrow the Library Books for 15 days (mentioned due date on date slip of book) & for Book Banks due date is last day of registration date for next semester after that fine will be charged and other fine as follows.

Library Books	First 07 days	Rs. 02 per day per book
	After 07 days	Rs. 04 per day per book
Book Bank Books	First 07 days	Rs. 10 per book
	From 08 to 15 days	Rs. 20 per book
	From 16 to 30 days	Rs. 40 per book
	After 30 days	Rs. 100 per book
Issue of Duplicate Library Card	Rs. 100 per card	

07. At the time of borrowing of books needs to identity card of borrower.

08. In case of lost book/library card it should be reported immediately in writing to the Assistant Librarian.

09. Library returned books will not be issued on same day.

10. Library and book bank issued book will not allow in library.

11. Eatables things and drinks are not allowed in the library premises.

12. Switch off mobile phones or to keep on silent mode in the library premises.

13. All readers are required to maintain discipline in the library.

14. Library staff is not responsible for any lost or damages in Baggage Room.

(Assistant Librarian)