

Mahaveer College of Commerce

(Affiliated to the University of Rajasthan)

Library Rules and Regulations

All Library users must observe the Library Rules and Regulations.

Personal Belongings:

1. All Library users are not allowed to bring in bags, files, umbrellas, helmets etc. into the library.
2. The Library Management accepts no responsibility for theft, damage, misplacement or loss of personal belongings of its users.
3. The use of hand phones in the library is prohibited. All hand phones must be switched off or set to silent mode while in the library.

Code of Conduct:

1. Food and Drink are not permitted in the Library.
2. Silence must be observed in the Library.
3. Users are strictly not allowed to play games of any form in the Library.
4. Users are not allowed or change the placement of furniture or equipment in the Library.
5. Disciplinary action shall be taken against users who misbehaves or makes noise in the library. The Library Management has the right to ask such users to leave the place immediately.
6. Enter your name and sign in the register kept the entrance counter before entering library.
7. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.

Issue System:

Books will be issued on presentation of the library card along with the smart card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges:

Books will be issued to the students for 14 days only. In the last page slip is pasted and stamped mentioning the due date and the fine will be charged @Rs. 5/- per day per book from the due date till the book is returned to library.

Care of Library Books:

Students are required to handle the books / journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the Library staff at the time of issue.

Book Lost:

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay cost of the book and a penalty of Rs 100/-.

Care of library borrower cards:

Take special care to maintain the library borrower cards.

Loss of Cards:

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs 50/- per card.

Validity of Cards:

Library borrower cards are valid for the respective academic year only and fresh cards will be issued for each year. At the end of the academic year borrower cards shall be returned to the Library.

Lost/Damaged/ Unreturned Library Materials:

Users who have lost/damaged/failed to return borrowed item is required to pay the replacement cost of double the item price.

No due Certificate:

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.