



Vivekanand Education Society's College of Arts, Science & Commerce

(Re-accredited by NAAC ('A' Grade), Best College Award (Urban Area: Year 2012-2013 (University of Mumbai))

Library Rules

1. Every student must possess his/her Identity card for use of Library.
2. Complete Silence must be maintained in the Library. Any student who is found causing any sort of disturbance (talking, discussing etc.) in the Library is liable to be debarred from the Library facilities by the Librarian.
3. Students can get any book i.e. Textbooks, reference books, Reference Sources for reading in the Reading Room against his/her Identity Card. If such a book is taken outside without the permission of the Librarian then a non-compliance charge of Rs.10/- will be charged and no book will be issued to him/her in future.
4. Students can borrow Novel for Home Issue on Identity Card.
5. Newspapers and Periodicals are issued against Identity Card for Reading in the Reading Room. Bound volumes of journals will be issued for current reading only.
6. When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Library staff before leaving the counter. On returning the books if pages are found missing the last borrower of the book shall be held accountable for the missing pages and penalty will be levied accordingly.
7. Students are required to handle books and reading material very carefully. Marking Library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Library staff at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced and an additional cost of Rs. 10/- will have to be paid as processing charges.
8. It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip in the book, thus depriving other students using the Library facilities. In order to prevent such students from keeping Library books with them for longer than normal, overdue charges will be as follows :-
First week after the due date Re. 1/- per day
For second week after the due date Rs. 2/- per day



Vivekanand Education Society's College of Arts, Science & Commerce

(Re-accredited by NAAC ('A' Grade), Best College Award (Urban Area: Year 2012-2013 (University of Mumbai))

For third week after the due date Rs. 3/- per day

9. In case a Reader loses a book he/she should replace the book. In case the book cannot be replaced; the current price of the book and an additional charge of Rs. 10/- as processing charges will have to be paid.
10. Membership card is non-transferable. Students must not lend their Identity Card to any other student to borrow books from the Library. Library facilities will be suspended for students misusing cards.
11. The College Leaving Certificate or Transfer Certificate will be issued to student only after he/she has returned all the Library books.
12. Students are strictly prohibited to use their Mobile Phones in the Library, yet if caught using Mobile Phone will be confiscated for 1 week and penalty of Rs.500/- will be levied.