

RIZVI COLLEGE OF ARCHITECTURE LIBRARY

RULES & REGULATIONS

- Library Hours: - 9.00a.m. – 5.00p.m.
- The working hours of the library will be as follows :-
 - 1) Reading room: - 9.00a.m. To 5.00p.m.
 - 2) Issue of books between 1.00p.m. To 4.30p.m.

Last 15 minutes are kept for closing of library. No issue-return will be allowed during that time.

However, the return of books is allowed at any time between 9.00a.m. To 4.30p.m.

- Library will be remaining open from Monday to Saturday except holidays. Any change in the library hours will be notified from time to time.

PRIVILEGE FOR BORROWING BOOKS:-

A student is entitled to borrow a book against his/her library card, for home reading.

CONDITION FOR BORROWING BOOKS:-

- Books shall be used with utmost care.
- Borrowers shall be personally responsible for safe custody & return of the books. The borrower will have to replace the books if it is damaged or lost.
- Readers shall not write upon, mark, stain or otherwise disfigure, tear & damage the books.
- Borrowers must satisfy themselves about the physical condition of the book at the time of borrowing. Any defect or damage observed should be brought to the notice of librarian.
- Books must be returned to the library on the due date. If a book is not returned to the library on the due date & the overdue charge Rs.2/- per day shall be levied on book.
- The book if not in demand is borrowed for 7 days. Subject reference book is issued only for overnight period.
- **Reference books, rare books, bound periodicals and thesis are purely for reference purpose. Taking photographs, photocopies of pages from thesis is strictly prohibited. They shall be returned before leaving the library to the librarian's desk.**
- Books in demand may be lent for a shorter period & end of the week.

- If a student is found in habit of constantly retaining the books for more than the stipulated period, the library facility shall be suspended for him/her for the period as decided by library committee.

RENEWAL OF BOOKS:-

Student shall have to renew books personally. Books will be renewed, only if:-

1. The book is not in demand.
2. No other reader has applied for the same book.
3. Renewal of books shall not be allowed more than twice

DUPLICATE CARD:-

In case of loss of library card, the holder shall inform the librarian immediately in writing. A duplicate card shall be issued on the payment of Rs.50/- after 1 week of notice.

GENERAL:-

- Talking, discussion, eating the food in the library shall be strictly prohibited.
- Student shall not disturb the arrangement of the furniture in the library.
- Admission without library card shall be prohibited.
- Mobile phones & all other valuable material should be taken care by the reader only. Mobile phone should be on the silent mode only. Library staff is not responsible for any damage & losses of valuable material.
- Bags, personal books shall be left at the property counter.
- Newspapers, magazines & books taken for reading must be replaced in their respective places.
- Development plan sheets shall be strictly for reference in the library only, no student or faculty shall be permitted to issue the sheets
- Outsiders are not allowed in the library without prior permission. The timings for outsiders are Monday and Friday 9.30-4.30 only. They are allowed to use the library against the permission letter and ID card/Library card.



Mrs. Swati Palekar
LIBRARIAN