



L. J. MCA

Library Rules for Faculty

Date: 28/07/2018

1. Make entry into register whenever you visit library.
2. Only publisher contact details will be provided by library. Faculty need to co-ordinate with publishers for specimen copies (if any).
3. For new book recommendation, please fill up request form (available in library).
4. Committee meetings are not allowed inside Library / Reading room.
5. Issue Rules
 - a. Maximum 10 books for Faculty and 5 Books for Lecturers/tutors will be issued.
 - b. Books will be issued for Semester Period.
 - c. Book from reference cupboard will not be issued
 - d. Same title will not be issued twice.
 - e. Do not send student to issue book on behalf of you
6. Do not give book(s) issued under your name to students
7. Use of mobile is strictly prohibited in library. Violators will be blacklisted for 2 weeks.
8. CD or DVD will not be issued.
9. Magazine / Journal:
 - a. Current issue of Magazine and Journal will not be issued.
10. Contact Library for eBook, past GTU papers and NPTEL sessions.
11. It is compulsory to return / renew all books on or before start of new semester. Violators will not be issued book until all books are renewed / returned.
12. Library Timing Issue & Return : 08:30 to 16:45
13. Previous year project reports are available for reference inside library.
14. Faculty members are responsible to update their publication (if any) file upto-date.
15. Whenever you go on long leave or on vacation or leave job, please clear your account.
16. Switch-off fan and lights when you leave reading room or library.
17. Put News Papers back on rack after use.
18. Late fees:
 - Lost book

Total cost of book (current) will be recovered or replacement book (same title)
 - Damaged book

Binding cost will be charged in case of minor damaged.

Total cost of book (current) will be recovered for major damaged
 - Late submission

Late fees will be Rs. 5/- per day (calendar days including holidays) maximum to book cost. .

