



L. J. MCA

Library Rules

1. **Make entry into register whenever you visit library.**
2. **Maximum 2 books will be issued per student.**
3. **Student Identity card is mandatory for any Library transaction.**
4. **Renewal of books is allowed, only if it is not in demand.**
5. **Issue Rules**
 - a. **Books will be issued for 7 days (max.)**
 - b. **Issue will be done as per reservation/ request register so every student must log his/ her book request with librarian.**
 - c. **Request will be considered as cancelled if available book is not collected within 1 day.**
 - d. **Student cannot reserve book along with issue.**
 - e. **Book request will expire after one day of book availability.**
 - f. **Renew book for Vacation period (Diwali or Summer) one week prior to vacation.**
 - g. **Renew Book for GTU Exam period as per LJMCA Library calendar/Notice.**
 - h. **Books will not be issued after clearance of Library Deposit**
6. **Book / Magazine / CD will not be issued to student having pending book or black listed one.**
7. **Use of mobile is strictly prohibited in library. Violators will be charged Rs.100.**
8. **Bags or personal belongings are not allowed. Violators will be charged Rs.50.**
9. **CD / DVD / : CD / DVD will not be issued. However, students can copy by paying CD cost.**
10. **Library Timing: 08:00 to 16:45**
Issue/Return: 8:30 to 16:45 (Books will not be issued during Lecture / Lab hrs. and During gaps between two lectures/Labs)
Library Lunch Break: 12:30 to 13:00
11. **Previous year project reports are for reference only and not for issue.**
12. **Late fees:**
 - Lost book**
Total cost of book (current) will be recovered.
 - 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 day including holidays) maximum to the book cost.