

# Library Rules & Regulations

Bombay College of Pharmacy

## 1. Entry & Conduct

- Students must carry a valid Library Entry Card while entering the library.
- All users are required to sign the entry register at the circulation counter.
- Strict silence must be maintained inside the library at all times.
- Group study is not permitted inside the library premises.
- Mobile phones must be kept on silent mode.

## 2. Personal Belongings

- Bags, issued books, and printed materials must be kept in the property rack near the library entrance.
- Only one notebook and loose writing papers are allowed inside the library.
- No eatables or beverages are permitted inside the library.

## 3. Issue & Return of Books

- Books are issued during the following hours on all working days: 9:30 AM – 1:30 PM and 2:00 PM – 5:15 PM.
- UG students may borrow 2 books at a time for a period of one week.
- PG students may borrow 3 books at a time for a period of one week.
- Issued books may be reissued up to two times, subject to availability.

## 4. Care of Library Materials

- Library books must be handled with care.
- Marking, tearing, folding pages, or damaging books is strictly prohibited and may lead to disciplinary action.
- Students should not disturb the arrangement of books on the shelves.
- Reading materials must be kept back in their proper place after use.

## 5. Overdue & Loss of Books

- Books must be returned on or before the due date mentioned on the issue slip.
- Overdue fines will be charged as per the following schedule:
  - 1st week ₹5/day,
  - 2nd week ₹10/day,
  - 3rd week ₹15/day,
  - 4th week ₹20/day,
  - after one month ₹50/day.

- In case of loss of a book, the borrower must replace the book or pay the cost as decided by the library.

## **6. Reference Materials**

- Reference books, journals, and theses are not issued under any circumstances.
- No library material may be taken out of the library without proper issue entry.

## **7. Library Cards**

- Loss of library card must be reported immediately in writing to the Librarian.
- Duplicate library cards will be issued on payment of ₹100 per card.
- The cardholder will be solely responsible for any misuse of a lost card.
- Library cards may be cancelled in case of repeated violations of library rules.

## **8. Suggestions**

- Suggestions for improvement of library services are welcome and may be submitted to the Librarian.