

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD
CENTRAL LIBRARY

17th December, 2020

RULES AND REGULATIONS FOR THE LIBRARY USERS

1. Library users must show their Identity card cum library card at the security point of the Central Library. In case the member does not possess his/her identity card, he/she will not be allowed to enter the library.
2. Personal belongings like bags, books, etc. are not allowed inside the library in any case.
3. Identity cards cum library cards are non-transferable. Use of other's library-card is a punishable conduct. The borrower as well as authorized holder of the card may be punished for such an act.
4. Library hours are 8:30 A.M. – 9:00 P.M. and during examination library hours will be extended till 12:00 midnight. Books will be issued from 8:45 A.M. to 3:45 P.M. only. Digital library and reference section will be open 8:30 A.M. to 9:00 P.M.
5. Reservation of books shall be made between 8:45 A.M. to 3:30 P.M. only.
6. General Books: Maximum Two Books will be issued at one time to the UG Student and Three Books for PG Students for a period of ten days. Quota (SC/ST) books are issued for a period of one month. Deposition of books after the due date will attract a fine of Rs. 5/- per day per volume. The amount of fine would not be more than double the cost of the book.
7. In case of late Issue of Book Bank Books due to non-collection by the students, Rs. 10/- will be charged for each day delayed from scheduled date. Books for Book Bank must be deposited / submitted at the end of the semester, failing which a fine of Rs. 10/- per day per volume will be charged to them.
8. Reference books will be issued only for special cases with prior permission of Senior Librarian/ Asst. Librarian between 3.15 P.M. to 3.45 P.M. for overnight purpose on Library cards. Deposition of the reference book should be made positively on the next day up to 10.00 AM; failing which, a fine of Rs. 20/- will be charged for the each day. The user who doesn't deposit the reference book in time will be treated, as defaulter and overnight issue of reference book will not be made to him in future.
9. Reference Books/Question Papers & Solutions and other library materials will be issued for an hour only; late submission will attract a fine of Rs.2.00 per hour per document.

10. Borrowers must satisfy themselves about the condition of the books before borrowing; they shall be responsible for any damage or mutilations noticed at the time of return.
11. Leaving circulation counter without ensuring the book(s) have been returned, is a punishable act. Doing so a fine of Rs. 50/- will be charged even if book is traced later on.
12. No book will be renewed/re-issued on same day.
13. If a book is already issued to a student, another copy of the same book cannot be issued to or reserved for him/her.
14. The Latest edition of book will only be accepted in replacement of a lost/damaged book along with a fine of Rs.50.00 as processing fee. If the book is not available in the market / publisher, double cost of book will be charged.
15. Misplacing/Marking/Tearing of books is punishable offence. Any user caught for such offence would be fined Rs. 1000/- and may even lead to withdrawal of library facility to him.
16. If any student is caught stealing from the library, a fine of Rs. 2000/- will be imposed on him in addition to suitable disciplinary action.
17. Disciplinary action will be taken against Library users found misbehaving with the library staff.
18. The loss of an Identity card /library membership card should be immediately informed to the Senior Librarian.
19. For the duplicate PVC Identity card (In case of loss of card), the student will have to make a written request to the Director General and will have to deposit a fine of Rs. 300/- for duplicate I-Card. A fine of Rs. 100/- will have to be paid as the processing fee for the replacement of ragged/ damaged PVC Identity cards or taking Identity card very late.
20. Timing for other library services has been fixed which are subjected to change in the interest of the library users.
21. Library users must ensure that their activities do not disturb the fellow users.

Gp Capt. I P Sharma(Retd)
Dean Library