



**Kamala Education Society's  
PRATIBHA COLLEGE OF COMMERCE AND COMPUTER STUDIES  
Chinchwad, Pune-19**

## **LIBRARY RULES**

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1. Student should enter in the library with wearied I-card. After entering the library He/she should sign the Student Entry Register immediately.
2. I- card is itself Library card and is not transferable. In case of loss of I-card, a new I-card /library card can be issued by paying the fees. of Rs.100/-.
3. Library Clearance/ 'No dues' will be not issued without submitting I-Card to library during the terminating the student- membership of college.
4. Students should keep their belongings without any valuable things on property counter. In any case of loss library staff will be not responsible.
5. Students are allowed to issue 3 books for the period of 7 days from the library by producing I-card / library card at the issue counter.
6. Book should be returned in seven days, late fees fine of Rs.1/- per day will be charged after due date (after 7 days) for per book.
7. A book issued can be renewed on or before the due date. The same book can be renewed if there is no claim on it by another user.
8. Old-Question papers, Syllabus, Project Reports, CD/DVDs, Magazine & Periodicals, and Newspaper Clipping Files are issued for Library Reading only
9. Every reader who loses the book must report to library immediately to stop the late fine. In case he fails to return the book after one month from the date of reporting, he should refund the book.
10. Student should sign the concern register every time while using the facilities like e-library, printing, reprography, etc.
11. Keep silence whenever you entered in the library or reading hall and don't disturb to others.
12. After reading newspaper keep it on News Paper stand. After use restore the arrangement of chair as it is. Eating, talking and playing on mobile and any type of misbehavior is strictly prohibited.
13. Put off the fans and Lights after use.
14. Library rules are subject to amendment, Library Committee reserves the rights in this regards.

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“Books open your mind, broaden your mind, and strengthen you as nothing else can.”

-William Feather

-Principal