

**Sankalchand Patel College of Engineering,
Visnagar-384 315
Library**

Circular:

Date: 03rd August, 2011

Rules for Book Loan for Students:

- All the students should keep their I-Cards with them.
- Food items are strictly not allowed in the library premises.
- Library Issue/Return counter will be open from 10.00 am to 5.30 pm.
- UG Students can borrow two books and PG Students can borrow four books for the period of 14 days on their Library Ticket. Books will be renewed once only if there is no reservation for it.
- Students should not issue the books on other student's library ticket. Students will have to return the borrowed books on time. The overdue charge is Rs. 02/- per day. Dues if any, must clear on the spot.
- If any student's library ticket is lost, he has to report to the Librarian immediately so we can stop the operation of his/her account until he gets new.
- Before borrowing the books, please verify the physical condition of the books. If you find physical condition of the book is not good, please inform to the Library staff immediately.
- Borrower will be responsible for any damage found while returning books.
- Do not make underline to the text of the book even by pencil. If found so, strict disciplinary action shall be taken.
- If students are going on Short-term Industrial visit or Project, they have to maintain the schedule of returning the books. This rule can be relaxed on the recommendation of the concern HOD, when student is deputed for project for the entire semester out of Visnagar.
- It will be the sole responsibility of the borrower to preserve the book and return to the Library, however if you loses/or misplaces the book, you have to report to the Librarian on the same day and clear your Library account by replacing the book within a week.
- Library Resources like reference books, periodicals, standards, CD's, DVDs are to be referred within library premises.
- Students are advised to visit the library notice board regularly for the new updates and instructions.
- If any student found tearing the pages of the book, his/her Library Membership shall be terminated for a minimum period of one year in addition to the replacement/recovery of the book.
- If students disobey Library rules, Identity Card will be collected, reported to the Head of the Institution for initiating disciplinary action.

Rules for Book Reservation for Student:

- The book you wish to have and not available in the Library means issued to someone, you may reserve that title so whenever it arrives, you may get that title without waiting any long.
- You may Reserve two Titles only at a time, if reserve more will be ignored automatically.
- Books can be collected within a week after arriving.
- Reserved books will be given on loan for 14 days.
- If you do not collect books within two days, Reservation may be treated as cancelled.

Library Suggestions:

- You are welcome to give suggestion for the improvement of the library services and collection.
- You are free to give your valuable suggestions to us.
- Library Suggestion Register available at the Library check counters.
- You may see the status of your suggestion in the suggestion register.

Library Users are requested to:

- Mobile Phone is strictly prohibited in the Library Premises.
 - Put Library materials properly on its place.
 - Do not spoil the Library Materials.
 - Do not bring your own Reading Materials and Issued Books in the Library.
 - Do not bring personal CDs/DVDs/Pen drive in the library.
 - Frequent defaulting of the above rules will lead to terminate of Library Membership.
 - Contact Library staff anytime if you face any problem.
 - Give constructive suggestions to improve the Library Services.
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Copy to:

- The Principal for information, please
- Notice board, Library
- General Notice board
- Notice board- All Departments (EC, CE, IT, EE, Civil, ME, MBA & MCA)
- Prof. M S Patel (IT Department) for updating the library guidelines in the Institute Website.