



SIES SCHOOL OF PHARMACEUTICAL SCIENCES, SHIRVANE,
NERUL, NAVI MUMBAI

LIBRARY RULES AND REGULATIONS

- ▶ Always maintain silence in the library.
- ▶ Students should always carry their identity card with him/her.
- ▶ The entry of every staff / student who enters the library should be recorded in the Koha Attendance module.
- ▶ Drinks and eatables are not allowed in the library.
- ▶ The library should be used for reference and reading purposes only.
- ▶ Deposit your bags at the baggage counter at the entrance of the library. But keep your money and valuables along with you.
- ▶ Ask for help from the library staff if you are unable to find your required books.
- ▶ Students / staff should handle the books / magazines carefully. Damage caused will result in strict action being taken.
- ▶ If the book is lost, then the student will be charged a prescribed amount as a processing fee along with the price of the book.
- ▶ Every student will be issued 2 books at a time for seven days.
- ▶ A book can be reissued provided the same book is not required by any other student / staff member.
- ▶ Non returning of books by the due date (mentioned on the due date slip) will be liable for a penalty (set by the college) per book per day.
- ▶ All Readers are required to maintain discipline in the library.