



St. Vincent College (Arts and Commerce)
Pune -411037

Library Rules and Regulations

1. The Library is intended for the use of the students and faculty members of the college.
2. Students from other Colleges/Institutions may be allowed only with the written prior permission of the Management/Principal for a limited period. They shall, however, refer to the documents within the premises of the library.
3. Books from the library are issued and returned between 08.00 a.m. and 04.00 p.m. on working days (excluding Sundays).
4. Students must return the books within SEVEN days or else a penalty of Re. 1/- per day will be charged.
5. Certain documents are intended to be used only in the library premises. These include reference books, textbooks, rare books, current and bound periodicals etc. These are issued against Identity Card only for the purpose of reading in the Reading Hall.
6. No notes or marks of any kind should be made on library books.
7. If the book is lost, the borrower should report to the Librarian in writing to avoid accumulation of fine.
8. The borrower has to replace the book or is liable to pay the cost of the book and the prescribed fine as well.
9. The borrower has to fill the borrower's card in his/her own handwriting.
10. Library 'Borrow Card' is non-transferable.
11. Any book may be recalled at any time by the Principal at 24 hours' notice.
12. Silence shall be maintained in the Library.
13. Students are not permitted to carry eatables in the computer lab and the library.
14. Students are strictly prohibited to use cell phones in the computer lab and the library.
If anyone is found using the cell-phone, his/her cell-phone will be confiscated.
15. Utmost care shall be taken by all to keep the library clean.
16. The library rules and regulations shall be modified from time to time and shall be binding on all concerned. The students are expected to follow the Library Notice Board for updated instructions.



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Please respect your study environment

- Treat others with dignity, courtesy and respect.
- Always carry your College ID card as you need it to access the Library and its resources. Don't lend it to anyone.
- You are required to enter the details in the Library register maintained by the Library
- Keep your belongings with you at all times. You are responsible for keeping them safe.
- Choose the appropriate zone for your studies. You will be asked to move or leave if your behaviour disturbs others.

Using Library resources

- Only take resources out of the Library that you have borrowed. Remember to return or renew them on time to avoid disciplinary action
- Treat Library property with respect. You will be charged for lost, stolen or damaged items.
- Remember the Library's online services are for academic use only and must not be used for any commercial purpose.
- Always follow copyright law and don't plagiarise.

Using IT Resources

- Always log out when you leave a Computer. Never share your network ID and password with anyone else.
- Don't view, send or download anything offensive.

Keep yourself and others safe

- Avoid causing trip hazards with trailing wires or bags.
- Don't move the library furniture. The layouts allow for easy access to the bookshelves.

Further information

- If you break any of these rules, action may be taken against you under the Student Code of Conduct.
- Remember Library staff are here to help, if you have any concerns.



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Materials that can't be used outside the Library:

- From valuable books
- From personal collections;
- Reference books;
- Periodicals;
- Audio and video materials, materials in electronic media.

The rights and obligations of users

Users are entitled to:

- Use all library collections and resources, including electronic;
- Get help and information about services;
- Avail the Book Bank Scheme;
- Access to library;
- Provide suggestions for improving the composition and organization of the Library and its reference and information system and mode of operation;

Users must:

- Care for the received resources from the Library materials and property;
- Materials received in time must be return on time in good condition;
- Carefully review materials chosen for work;
- Not to tear or bend pages, not to make any signs, records, etc.;
- Protect public order in the Library:
- Behave tactfully with staff and other library users;
- Observe silence;
- Not to enter the Library with big suitcases, winter clothes, with food, drinks, animals, etc.; comply with the requirements of the library staff and guards