

Walwa Taluka Education Society

**Shri. S. D. Patil College of Architecture,**

**Islampur**

**Tal-Walwa Dist.- Sangli**

## **Library Rules**

- 1. Borrower's Cards is not transferable.**
- 2. The books issued must be returned on or before last date stamped on the due date slip of each book.**
- 3. Maximum 2 books issues per student for 15 days**
- 4. The borrower should check physical condition of the document before getting it issued. If any discrepancy found, then it should be brought to the notice of the person seating at circulation counter.**
- 5. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier and will be liable to pay the penalty as per library rule.**
- 6. Borrowers can get the book(s) reissued on or before the due date if required.**
- 7. Documents belonging to 'Reference' category, are not issued.**
- 8. A borrower is responsible for safe custody and return of the documents borrowed at their name from the library.**
- 9. In case of loss of document(s) irreparable damage/mutilation of documents, the borrower should replace the lost/damaged book(s) by a new copy. In case of loss/damage/mutilation of a volume of a multivolume set, the borrower is liable to replace the whole set. Otherwise, the cost of books as per agreed rule will be charged.**
- 10. Mobile phones need to be switched off or kept in the silent mode before making entry to the library/reading hall. Talking over mobile inside the library/reading hall is strictly prohibited**
- 11. Maintain silence in the library**