



**M. R. Desai Arts and E. E. Laher Kosadiya Commerce College,
Chikhli, Dist. Navsari**

Managed by Vimal Uchchar Kelavani Trust, Chikhli.

Affiliated to Veer Narmad South Gujarat University, Surat

C SSR Cycle-III

Library Rules:

1. **Membership:**
 - o Open to all students and faculty
 - o Valid college ID required for borrowing
2. **Borrowing Books:**
 - o Two-week borrowing period
 - o Reference and rare books for in-library use only
 - o Timely return to avoid fines
3. **Renewal of Books:**
 - o Renew in person if not reserved
 - o Done at the library counter
4. **Book Reservations:**
 - o Reserve currently loaned books
 - o Collect reserved books promptly
5. **Library Conduct:**
 - o Maintain silence at all times
 - o Respectful behaviour towards others
 - o Mobile phones on silent mode
 - o No eating, drinking, or smoking
 - o Do not leave personal belongings unattended
6. **Silence in the Library:**
 - o Essential for study and research
 - o Whisper for necessary conversations
 - o Conduct group discussions outside or in designated areas
7. **Use of Library Resources:**
 - o Handle materials with care
 - o No writing or marking in books
 - o Report and replace or pay for lost or damaged items
8. **Photocopying Services:**
 - o Academic use within copyright limits

- o Nominal fee for services
- 9. **Library Timings:**
 - o Working days and holidays: 7:30 a.m. to 3:00 p.m.
 - o Vacations: 8:30 a.m. to 1:30 p.m.
- 10. **Library Orientation:**
 - o Mandatory for new students
 - o Familiarize with layout, resources, and rules
- 11. **Suggestions and Feedback:**
 - o Welcome for service improvement
 - o Submit to the librarian or suggestion box
- 12. **Library Advisory Committee:**
 - o Regular meetings for service improvements
 - o Encourage student and faculty input

LIBRARY ORIENTATION

Familiarizes new students with the library's layout, resources, and rules. During orientation, students are introduced to the catalogue system, digital facilities, and borrowing procedures. The session emphasizes the importance of maintaining silence, proper conduct, and respecting library materials. Additionally, students learn about available services such as photocopying, book reservations, and accessing e-resources. This essential program ensures that students can effectively utilize the library's resources for their academic success and personal development.

