



Library Rules & Regulations

1. Users must possess their Library ID Card while making use of the Library facility and produce the same to the Library Staff on entering the Library.
2. Users are required to handle books and reading material very carefully.
3. Use of mobile phones inside the Library premises is strictly prohibited.
4. Eatables (liquid, semi-solid, solid forms) are not allowed inside the reference section.
5. Readers are instructed not to wear apron or jackets inside the reference section.
6. Strict discipline must be maintained in the Library. Indiscipline will lead to disciplinary action and the Library privileges may be withdrawn.
7. One book will be home issued against one user:
 - a. BDS students : Maximum of 2 days
 - b. MDS students : Maximum of 5 days
 - c. Faculty : Maximum of 6 days
8. Reference Books and Journals will not be home issued, but users can utilize this facility within the reference section.
9. Users can utilize the facility of Newspapers and Magazines within the Reference Section.
10. Library Card is nontransferable. Users must not lend their Card to other for borrowing the books from the Library. Library facilities will be withdrawn for readers misusing the Library Cards.
11. No dues certificate will only be issued to the users after returning all the Library books, clearance of Library dues (if any) and submission of Library Card.
12. When book is issued, user should check the pages of the issued book and if page(s) are found missing, they should report the same to the Librarian before leaving the Counter.

On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.

13. Marking Library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he points out the previous damage to the Librarian at the time of issue.

14. In case a user loses a book or in the event of damage of any kind, the last reader will be liable to compensate for damage and will also be fined. In case the book cannot be replaced; the current price of the book will be paid by the borrower.

15. Users have to return the books within the specified time. If returned beyond due date, they will be fined as follows:

- a. First week after the due date : Rs. 10/- per day
- b. For second week after the due date : Rs. 20/- per day
- c. Beyond 15 days, the borrower will have to pay the cost of the book along with fine.

16. In case a user loses the Library Card, it should be immediately reported to the librarian and should apply for Duplicate Library Card (DLC) by paying a fee of Rs. 100/- per DLC.

17. Faculty/Students from other institute can also avail the facilities provided by SDC Library. They have to submit letter (stating the purpose of visit) issued by their principal on the institutional letter head, and after receiving approval from the Principal SDC they have to submit this letter to the Librarian. Valid ID Card issued by their concerned institution will also be required to avail the Library facility. Books & Journals will not be home issued.

Note: Violation of these Rules will call for punitive action against the user.