

TERNA MEDICAL COLLEGE & HOSPITAL

CENTRAL LIBRARY

SECTOR – 12, PHASE – II. NERUL, NAVI MUMBAI- 400706.

Email: ternambbslibrary@gmail.com Ph.: 27720563 EXT. 30

OUTWARD.NO TMC /LIB /2019 /157

Date: 21/08/2019

26 AUG 2019

LIBRARY RULES AND REGULATION

- 1 Carry your student ID card AND Library Card with you while entering the library.
- 2 Do not take any book or other library material out of the library without following the borrowing procedures.
- 3 Make sure to return the borrowed items by the due date.
- 4 In case any of the borrowed items being lost, damaged or destroyed, you are required to replace the lost /damaged/destroyed item with a new one.
- 5 Never write in books or cut pages out of them.
- 6 Return books/materials to their original location on the bookshelf.
- 7 Users are requested to behave responsibly and respectfully.
- 8 They are reminded in particular that: eating or drinking is not allowed in the reading room.
- 9 Belongings must not be left unattended;
- 10 Mobile phones must be switched off; OR on silent mode
- 11 Silence must be kept.

Practice good manners!

- ❖ User must be registered in the Library
- ❖ Eating & drinking (except Water) should not be done
- ❖ Mobiles in the Library should not be used.
- ❖ Private conversations (whispering & talking) should not be done
- ❖ Use Library chairs for sitting purpose only and not to use these chairs for dumping personal belongings.

Terna Medical College Charitable Trust's
 Terna Medical College
 Nerul, Navi Mumbai - 400706
 Inward No. 3379
 Date 26/08/19
 Signature of Receiver. 5.30 p.m.

27/8

Book issue (Students)

- ❖ For making the library card two stamp size photograph are required,
- ❖ Library cards are non-transferable
- ❖ The holder of the library card is responsible for the books borrowed by him/her,
- ❖ Students can borrow one book against identity card and book must be returned on the same day before library close,
- ❖ Reference books cannot be taken out of library premises,
- ❖ No books will be re-issued without presenting them physically
- ❖ Borrowers should check the book while getting them issued.
- ❖ Current periodicals and rare books are not issued for external use,
- ❖ If mutilated or lost the borrower will have to replace the book with a new copy or pay the amount of the current price along with overdue charges, if any
- ❖ If library card is lost the librarian should be inform immediately. In genuine cases a duplicate card may be issued on payment of Rs 100/- An application should be made addressed to the Librarian for the same,
- ❖ While taking NOC from the library, Students are required to submit their library card to the Librarian,

Staff: (Book Issue)

- ❖ For making the library card two stamp size photograph and appointment order Xerox copy is required,
- ❖ Library cards are non-transferable
- ❖ The holder of the library card is responsible for the books borrowed by him/her,
- ❖ Staff can borrow one book against identity card and book must be returned on the same day before library close,
- ❖ Reference books cannot be taken out of library premises,
- ❖ No books will be re-issued without presenting them physically
- ❖ Borrowers should check the book while getting them issued.
- ❖ Current periodicals and rare books are not issued for external use,
- ❖ If mutilated or lost the borrower will have to replace the book with a new copy or pay the amount of the current price along with overdue charges, if any
- ❖ If library card is lost the librarian should be inform immediately. In genuine cases a duplicate card may be issued on payment of Rs 100/- An application should be made addressed to the Librarian for the same,
- ❖ While taking NOC from the library, Students are required to submit their library card to the Librarian,

Library timing;

- ❖ Opening timing: 8.30 am
- ❖ Closing Time: 11.00 Pm (Library works in 3 shifts)

Book Issue timing:

- ❖ 8.30 am to 8.00 pm except 2nd and 4th Saturday, Sunday and public holidays.

Library Membership

Category of membership	No, of Books	Period
Student	02	7 days
Teaching staff	02	7 days

Books issue rules

- ❖ General books are issued to all eligible member as per their entitlement,
- ❖ If a book is not returned within the stipulated time, a late fee of Rs.50 per day will be charged,
- ❖ Reference book, bound volume and journals are not issued outside the library.
- ❖ The reader should check the book thoroughly for missing pages, chapter pictures, etc.
- ❖ No book in damage condition will be accepted from reader, mutilated or spoiled books will have to be replaced by the borrower.
- ❖ Books issue for home use will not accepted back on the same day.
- ❖ Reader can claim or reserve books which are already issued at the circulation counter,
- ❖ Loss of book (reading material) must be reported immediately .Late fees ,if any will be charged till the loss of book is reported, If the original library book is returned after reporting it lost, the fine will be calculated till the date of return,
- ❖ Books are re-issued only if there are no claims.
- ❖ The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.

Book bank facility

- ❖ Book bank facility will be available for reserved category students and EBC students with free of cost. The preferences will be given to reserved category student and EBC students on first come first serve basis.
- ❖ Reserved category students and EBC students should submit their caste and income certificate.
- ❖ On the books For reserved category students and EBC students the facility is free of cost,
- ❖ The students can keep the books with them till the university Exam.
- ❖ Rs 500/- deposit will be refunded after the completion of the course.
- ❖ Books should be returned in good condition on or before the last theory examination otherwise a fine of Rs.50/- per day will be deducted.
- ❖ Borrower shall be responsible for any damage or loss caused to the book and shall be required to replace the same or latest edition of the same book or the entire cost of the book will be deducted from his /her deposit,

Reference section

- ❖ Use this section for refer books journals an readable material only.
- ❖ Reference books are only for reading in the library & not to be issued out.

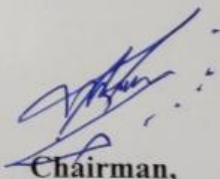
Penalty

- ❖ Student/Staff found responsible for any damage caused to the library property will be required to replace the material or pay the price of the property, beside the penalty imposed upon them by the authority,
- ❖ Student found using mobile phone in the library premises, his mobile phone will be confiscated by the library staff & submitted to the Dean office for further action.
- ❖ If a student / staff if found without Identity card no library facility for that day will be available to him/her
- ❖ If library rules are violated on three occasions by student and staff, he /she will be debarred from using Library Services.



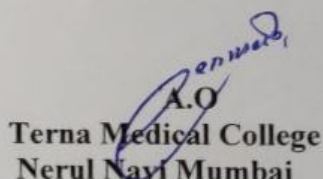
Librarian

Terna Medical College
Nerul Navi Mumbai



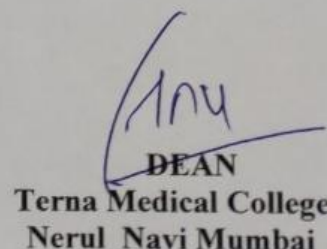
Chairman,

Library committee
Terna Medical college



A.O.

Terna Medical College
Nerul Navi Mumbai



DEAN

Terna Medical College
Nerul Navi Mumbai