

Narsinhbhai Patel Dental College and Hospital, Visnagar

Central Library

Rules for Borrow Books from Library:

- All the students are requested to keep their **I-Cards** with them.
- Food items are strictly not allowed in the library premises.
- Issuing/Returning library books is in between from **08.30 am to 03.30 pm**. Library Timing is **08.30 am to 06.00 pm**.
- UG Students can borrow two books and PG Students can borrow two books for 10 days. Books will be renewed once only if there is no reservation for it.
- Students cannot issue the books on other student's library card; the books are borrowed only by library card. Borrowed books must return within given time. If time extend charge is Rs. 01/- per day. Dues if any, must clear on the spot.
- If any student loss their library card report to the Librarian immediately.
- Before borrow the books check properly is any damage. If you found any damage in books please inform to Library staff.
- After using the books from library you will be responsible for books at all aspects.
- Don't make any underline in borrowed books. If it is found that will be penalized.
- If you loss or misplace the book, immediately inform to the librarian for your clearance your Library account by replacing the book within a week.
- Library Resources like reference books, periodicals, standards, CD's, DVDs are to be referred only in library.
- If any student found tearing the any books their Library Membership will terminated of a minimum one year.
- The students must be follow the rules and regulations of library if any student are found indiscipline that will be there will be disciplinary action.

Rules for Book Reservation for Student:

- The book you need to have and not available in the Library means issued to someone, you may reserve that title so whenever it available first prefers will give to you. Only for two days long.
- You may Reserve only two books titles only at a time.

Library Users are requested to:

• Mobile Phone is strictly prohibited in the Library Premises.

- Put Library materials properly on its place.
 - Do not spoil the Library Materials.
 - Do not bring your own Reading Materials and Issued Books in the Library.
 - Do not use Pen drive in the library.
 - Frequent defaulting of the above rules will lead to terminate of Library Membership.
 - Contact Library staff anytime if you face any problem.
 - Give constructive suggestions to improve you are welcome for open mind suggestion and advices for Library Services.
-