



FORTH DIMENSION COLLEGE OF ARCHITECTURE KAMALPUR, SAHARANPUR

COA Code - UP 32 & UPTU Code - 811

ARCHITECTURAL ENGINEERING

LIBRARY RULES

Timings

LIBRARY WORKING HOURS	:	09.30 A.M. - 04.30 P.M.
ISSUE & RETURN TIMING	:	10.00 A.M. - 01.30 P.M. 02.00 P.M. - 04.00 P.M.

1. No personal belongings except wallet and notebooks shall be allowed in the library. All other belongings shall be kept in the pigeon box placed at the Library entrance.
2. Every user entering the library shall sign the Visitors' Register for the purpose of records for office use.
3. The students shall maintain silence within the Library Reading Room/Stack area.
4. The students are liable for punishment and fine, if they either misbehave or damage Library books or any other property.
5. Issue and return of books and other reading materials shall take place as per schedule:
 - Each student shall be provided two books at a time.
 - Books will be issued against borrowers' card only.
 - The borrower is fully responsible for the books issued against the cards issued to him/her.
 - In case of loss of card(s), the user shall report such loss immediately to the librarian, failing which he/she will be responsible for any misuse of his/her card or book issued against such lost card.
 - New card (s) will be issued only against a payment of Rs. 50.00 per card.
 - Books are issued to the student for three days only. The students have to return or renew the books on or before the due date.
 - Student may reserve a title by submitting his desires, on the prescribed requisition slip.
 - If more than one student desire the same title to be reserved for issuance, then the claim will be decided on "first come first served" basis.
 - Renewal will be done only on the physical presentation of the books.
 - If a user fails to return the books in time, a fine @ Rs. 50.00 per day per book for the first seven days will be levied, and for the subsequent period the fine will be charged @ Rs. 75.00 per day per book.
6. Reference books, unbound periodicals & theses will not be issued generally.
7. The librarian shall have the power to refuse the issuance of a book to any member or may recall any book without assigning any reason therefor.
8. The students will be required to surrender all the books issued to them and obtain a NO DUES CERTIFICATE at the end of each Semester before the commencement of the Semester examination.

- By ORDER