



**Rizvi Education Society's
RIZVI COLLEGE OF EDUCATION
Khar West**

CODE OF PROFESSIONAL ETHICS & CONDUCT

Library Rules for Students

- ◆ Students must produce their Identity cards whenever they wish to utilise Library facilities.
- ◆ A catalogue of the books, journals and periodicals housed in the library will be available to the students. Requests for books shall be made on special slips available at the librarian's counter. Students must fill in the details, neatly and clearly, the names of the books required by them, to enable the librarian to locate the books.
- ◆ Only 2 books will be issued to a student at a time for current reference, against their ID card/ library card.
- ◆ Prescribed textbooks shall be issued for a period of 2 days only. A student may take 2 textbooks at a time, but not in the same subject.
- ◆ Books for general reading shall be issued for a period of 7 days at a time. A student may take 2 such books at a time. If a student wishes to extend the date of their return, they must first show the book/books to the librarian, who will extend the date of their return.
- ◆ Books which are in demand by students will not be issued for home reading and must be referred to in the library itself.
- ◆ Smoking and eating in the library is prohibited. Strict silence must be observed in library at all times.
- ◆ A fine of Rs.2 per day, including holidays, will be charged for books not returned within the specific time. A receipt for the same will be issued by the librarian.
- ◆ If a book or journal or any material borrowed from the library is damaged, lost or misplaced, the student will have to replace the same or pay the cost of new book to the librarian, against a receipt for the same.
- ◆ Students will be fined for any damages or violation of rules.