

**G.S.COLLEGE OF COMMERCE & ECONOMICS LIBRARY (LEARNING
RESOURCE CENTRE), NAGPUR**

GENERAL INSTRUCTIONS AND RULES

1. BOOK ISSUE COUNTER TIMINGS : 8.00 A.M. TO 12.30 NOON & 1.00 P.M. TO 4.00 P.M (MONDAY TO SATURDAY.)
2. REFERENCE SECTION/READING ROOM : 8.00 A.M. TO 6.00 P.M.
3. STUDENTS CAN BORROW TWO BOOKS AT A TIME, FOR A WEEK.
4. BOOKS SHOULD BE RETURNED ON OR BEFORE THE DATE MENTIONED ON THE DUE DATE LABEL. STUDENTS FAILING TO RETURN BOOKS IN TIME WILL BE CHARGED RS.1/- PER DAY PER BOOK AS LATE FEE.
5. BOOK CONDITION SHOULD BE CHECKED BEFORE BORROWING.
6. STUDENTS SHOULD SHOW THE IDENTITY CARD OF THE CURRENT ACADEMIC YEAR.
7. IF A BOOK IS LOST BY THE STUDENT, IT SHOULD EITHER BE REPLACED OR THE PRESENT COST OF THE BOOK SHOULD BE PAID, WITH LATE FINE IF ANY.
8. THE HOLDER OF I-CARD IS RESPONSIBLE FOR ANY BOOKS ISSUED AGAINST HIM/HER AS SHOWN BY LIBRARY RECORDS.
9. THE STUDENTS PARTICIPATING IN THE SHABDH FORUM /N.S.S/N.C.C./EXTRA CURRICULAR ACTIVITIES WILL GET TWO ADDITIONAL BOOKS.
10. ACCESS IS OPEN FOR POST-GRADUATE STUDENTS AND STAFF MEMBERS , FOR UNDERGRADUATE STUDENTS IT IS OPEN AFTER 1.00 P.M.
11. THE STUDENTS/FACULTY MEMBERS CAN DOWNLOAD M-OPAC(MOBILE-ONLINE PUBLICS ACCESS CATALOGUE)LIBRARY APP FOR ACCESSING WEB-OPAC OF OUR LIBRARY AND OTHER ACADEMIC LIBRARIES IN MAHARASHTRA.
12. UGC-NRC AND INTERNET FACILITY IS STRICTLY FOR ACADEMIC PURPOSE.
13. THE LIBRARY WILL REMAIN CLOSED ON SUNDAYS & HOLIDAYS.
14. CELL PHONES ARE STRICTLY PROHIBITED IN THE LIBRARY.
15. LIBRARY IS A SILENCE ZONE.
16. WHENEVER A MEMBER LEAVES/RETIRES, HE/SHE HAS TO OBTAIN A 'NO-DUES CERTIFICATE' FROM THE LIBRARY.
17. ALL STUDENTS ARE REQUIRED TO ADHERE TO THE RULES AND REGULATIONS OF THE LIBRARY AND MAINTAIN THE DISCIPLINE IN THE LIBRARY.
18. SWITCH OFF THE LIGHTS, FANS WHEN NOT IN USE TO PROTECT THE EARTH DRAWING IN THE DARK BECAUSE OF POWER CUTTS.
19. KEEP THE LIBRARY PREMISES NEAT & TIDY.

DR.N.Y.KHANDAIT

Principal

DR.P.M.PARADKAR

Librarian

G. S. College of Commerce & Economics Library, Nagpur

28/8/2016

Notice (Sr. College)

The students who have secured 75% and more marks in their last examination (State Board/University) will given one additional book of their choice from the library. For more details contact Librarian of Shri. Rajesh Chauhan during working hours.

Dr. P.M.Paradkar

Dr.N.Y.Khandait

Librarian
Principal

C.C. to

1. Circulation in classes
2. Main N.B.
3. Library N.B

**G. S. College of Commerce & Economics Learning Resource Centre (Library),
Nagpur**

28/8/2016

Notice (Sr. College)

The library will issue 'Best Library User Award 2016-17' to the three students of Senior College, who are regular visitor to the library and reference section and use the rich collection of our library for academic pursuits. The students' participation in various library activities will also be considered for the award. The library will monitor the student's behavior with staff in the library and also check their overall library records during the year. The three award winners will get certificate and books worth Rs. 500/-, Rs.300/- and Rs. 200/- respectively.

Dr. P.M.Paradkar

Dr.N.Y.Khandait

Librarian

Principal

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