

**G.PULLA REDDY COLLEGE OF PHARMACY**  
**LIBRARY & INFORMATION CENTRE**  
**MEHDIPATNAM, HYDERABAD**

**LIBRARY RULES**

1. Before Entering the Central Library The Users Should Leave all their Belongings (Bags, Own books, Issued Books Etc) in the Open Racks Near The Entrance Door of Library. Only One Note Book or White Papers are allowed in to the Library.
2. All The Books are arranged as per Subject wise/Department Wise
3. Open Access System is followed in our Library Where in the Users are Allowed to Go Directly To the Racks and Select the Books of their Choice.
4. Five Borrower Tickets will be issued to Each Student admitted in the College after Verifying the Identity Card. The Students to Borrow five Books on five Tickets. The Tickets Once issued are Valid Till The Completion of the Course of the student in the College.
5. The Borrowers may go directly to the Racks and select the books of his/her Choice and submit the same in the issue counter along with the ID Card and Borrower Tickets.
6. The Borrower may submit the Books in the issue Counter for Return.
7. Students May Borrow the Reference Text Books half an hour before closing the Library and Return the same by 9.30 A.M the next day.
8. The Borrower who lost his/her ticket should Report the Same in Writing to the Librarian Immediately. A Duplicate Ticket will be issued on payment of Rs.20/- Per Ticket after Due Verification.
9. If a book is Lost, the Borrower may Purchase the Same Book and Replace the Lost Book. If the Book In not available for purchase in the Bookshop, the Borrower has to pay the Replacement charges of the book.
10. The Borrowers are advised to take Utmost Care of their Borrower Tickets and Books.
11. The Student Who Completed the Course of Study in the College Should get a No Dues Certificate From the Library by Returning all the Tickets & Books Borrowed from the Library.
12. A Book Bank Library is maintained in the Library for the Benefit of the Scholarship (ST&SC) Holders.
13. Maintained the Strict Silence in the Library.
14. Watch the Notice Board of the Library & Information Centre every time you visit.
15. Reference Books are Not for Issue and they should be referred within the Library Centers only.
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