

G.PULLA REDDY COLLEGE OF PHARMACY

Mehdipatnam, Hyderabad.

Library & Information Centre

Library Rules & Regulations

- 1. Before entering the library the borrowers should leave all their personal belongings (bags, issued books & printed materials) in the property rack near the entrance door of the library. Only one note book is allowed into the library.**
- 2. Before entering in the library, every borrower should sign in the entry register.**
- 3. Arrangement of Books: The books are arranged as per subject / department wise. Open access system is followed in library, where the users are allowed to go directly to the racks and select the books of their choice.**
- 4. The number of borrower's cards provided to the students- 5 and Faculty-10. Only one book shall be borrowed on each borrower's card**
- 5. The library follows an open access system, where in the borrowers are allowed to go directly to the books racks and select the books of their choice and submit the same at the librarian desk for issue of the books. Reference books and special materials are not issued on the borrower's card.**
- 6. Books are issued for one semester / academic year . All borrowers' should return those books at the end of each semester / academic year.**
- 7. The librarian has a right to recall any book from any borrowers at any time and the borrowers should strictly obey this.
The borrowers are advised to take utmost care about of their borrower cards and books and borrowers cards are not transferable.**
- 8. Loss of cards: Loss of Library Cards shall be reported by the borrowers to the Librarian immediately in writing so that the Librarian can issue Duplicate Cards on payment of Rs.25/- per card and the member only will be solely responsible for the misuse of the lost cards.
Book Circulation : Books are issued for one semester / academic year. All the borrowers should return all the books at the end of each semester / academic year. The library using Newgenlib Library software for the circulation of books (issue and return of the books) through borrower's tickets**
- 9. Lost books / damaged books by borrowers:
If the books are lost / damaged, then the borrower shall replace the books of the same edition or latest edition or pay the compensation decided by the librarian based on the cost of latest edition of the book plus additional charges. If the book is not available in the market, the borrower/member has to abide to the final decision taken by the principal / librarian. If the book of a multi volume set is damaged or lost the member concerned shall be liable to replace the whole set or as may be decided by the principal / librarian.**
- 10. After completion of their course students should obtain "NO DUES" certificate from the library after returning all the books borrowed by them and surrendering all the library cards to the librarian and paying the compensation for any lost book. The compensation shall be decided by the librarian based on the cost of the book plus additional cost**

Library Timings (All working Days) : 9am to 5.30 pm