

General Rules of MGM Dental College & Hospital Central library for Readers

- 1) Library facilities are available only against the valid Identity card / Library smart card.
- 2) SILENCE should be observed in the Library premises.
- 3) Reader should not enter in the Library Book rack area wearing apron.
- 4) Seats in the Library may not be reserved by anyone.
- 5) Readers are not allowed to do joint work or any carving work in reading halls.
- 6) Readers are allowed to remove any book they require from shelves for use within the library.
- 7) Readers should not replace any book on shelves by them self. They should handover them to a member of library staff.
- 8) In case any book is not accessible on shelves, the library staff at reference desk should be consulted.
- 9) Bags, cases, parcels and umbrellas are not permitted to be taken inside the Library. Bags and belonging, must be kept at baggage counter at the entry gate at their own risk. Library staff should not be held responsible for any losses.
- 10) Smoking, consumption of food, drinks and the use of matches / lighters are forbidden in all parts of the Library.
- 11) Usage of mobile phones in library area is strictly prohibited failing which mobile phones will be taken and return only with fine of Rs 200.00
- 12) Library will not accept any correspondence or telephone calls on behalf of readers.
- 13) Unauthorized removals of anything belonging to library will be treated as theft and dealt accordingly.
- 14) The 2 Books will be issued on Library card to Member of Central library for Period of Seven Days.
*(Note*1: The day one would be count on the day or date book is issued).*
*(Note*2: The late or overdue fine on the book will be counted from the 8th day or given due date on due date slip).*
- 15) Rs.5.00 Per day would be charge as fine after due date.
*(Note*3: National Holiday Saturday & Sunday will be count in late fine after due date.)*
- 16) All outgoing publications have to be shown to janitor at exit gate. The janitor is empowered to search all Persons coming out the Library.

Your co-operation would be Appreciated
