

GOVERNMENT MEDICAL COLLEGE ALIBAG-RAIGAD

CENTRAL LIBRARY

RULES AND REGULATIONS

1. Library books will be issued between 10:00 AM to 01:00 PM and 02:00 PM to 06:00 PM.
2. College Identity Card is mandatory for using the library.
3. Students must register their name, class, and roll number in the Library User's Register at the entrance before entering the library.
4. Each student will be issued two library cards, and one book per card (total two books) will be issued for a period of seven days. Renewal is allowed only once if the book is not in demand.
5. Students must keep their bags, personal books, and other belongings on the property counter outside the library. The library staff is not responsible for any loss or damage.
6. Students must handle books/journals with utmost care. Marking, writing, underlining, tearing pages, or damaging in any form is strictly prohibited. If such actions are noticed, the student will be held responsible unless reported at the time of issue.
7. If a book is lost or damaged, the student must replace it with the same or latest edition, or pay twice the cost of the book into the college account and submit the receipt to the librarian.
8. Users must behave properly in the library. The library is under CCTV surveillance and footage is monitored by the Dean.
9. Conversation and discussion are not allowed in the library. Maintain strict silence. Mobile phone use is prohibited. Phones must be kept on silent mode.
10. Books not returned within the due date will be charged with a fine as per library rules.
11. Library computers are for academic purposes only. Personal use like social media, gaming, or accessing inappropriate content is strictly prohibited. Do not change computer settings. Follow internet safety rules.
12. Strict silence must be observed at all times inside the library.
13. Eating, drinking, and sleeping in the library is strictly prohibited.