



Al Shifa college of pharmacy

LIBRARY POLICIES FOR STUDENTS

Library working hours is as follows:

Monday to Saturday : 9.00 am to 5.00 pm

- 1 . Strict silence should be maintained in and around the library.
- 2 Merit cards: The top three rankers in each class will be eligible for additional two books from library. The privilege will be continued so long as they Continue to be one among the top three rankers in the class
- 3 . Personal belongings like files , bags are not allowed inside the library.
- 4 . Students must bring their identification cards while coming to the library.
5. Students are permitted to take 2 book at a time and can hold for 10 days only.
- 6 . Late submission of circulation of books will draw Rs. 5 per day as fine.
7. Extension of due date is permitted if the books are not reserved .Renewal of book can be done on the production of book on the due date or earlier.
Reservation of library books can be done online.
- 8 . The Journals and Pamphlets , Dictionaries, Question papers and Research Projects must be read in the Library and not to be taken out of the Library
9. The person who has borrowed the book must replace the book if it is damaged / missed. Three times the cost of the book must be remitted for out dated books and for the books which are not available in the Market.
10. Misusing/Writing/Underlining in the books are not permitted.

11 . Use of Mobile Phones and eatables are not allowed in the Library.

12. No- due certificate must be produced at the end of every year.

13. Violation of rules are punishable.

PRINICIPAL