



GENERAL RULES

- Library Hours: 9.00am to 5.00pm
- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Every member must sign the register available at the entrance.
- Students have to bear the Identity Card for entering the library.
- Books will be issued to only individuals and not to groups or areas.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged double the cost of that particular material.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- The library card is not transferable and its loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- Any change of address may please be intimated to the library in written.
- For misplaced, un-priced, gratis publications, rate as approved by Library Committee will be applicable.
- Members are free to browse the books in the library and the books taken out of the shelves should be left on the reading tables.
- Journals (unbound issues)/Reference Books/ Reports will not be issued from the library.
- No circulation will take place from the Reference Library.





- Photocopy of Articles or Book chapters up to 30 pages from single Book is allowed in the library on payment basis (Rs. 1.00 per copy).
- Defaulters, in case of delay after the permissible period of loan, the defaulters' will not be issued any publication till they clear the past account of the library.
- Readers should observe strict silence inside the Library.
- Use of Mobile phones is not permitted inside the Library premises.
- Users are not allowed to carry eatables/drinks inside the Library premises.
- Library membership card is non-transferable.
- Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
- Personal belongings like bags (laptop, shoulder, sling), umbrellas, etc. should be deposited at the Property Counter against a token. These are not allowed inside the Library.
- In case the property counter token is lost, the deposited article may be claimed with proper identification after producing a written request.
- Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
- Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- Readers should not carry books from one floor to another and should leave the books on the reading table after consulting.
- Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.



- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- The library shall not be responsible for any loss or damage of the personal belongings of the users.
- Library staff shall not transmit telephone calls or other personal messages to the readers.



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- The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
- These rules are subject to revision/updating from time to time without assigning any reason. For latest Library rules and regulations, please check Central Library Website.

FACULTY/RESEARCH SCHOLARS/RESEARCH ASSOCIATE.

- A maximum of **10 (Ten) books** will be issued to a faculty member for a period of Six month from the date of issue.
- A maximum of **06 (Six) books** will be issued to a Research Scholar/Research Associate for a period of Three month from the date of issue.
- A fine of re 1/- per day/ per book will be levied/ charged for delay of books.
- Loss/damage/disfiguring/tearing of pages of Library books, twice the prevailing cost of the book (as replacement cost) will be charged in case of non-replacement fines till the date of replacement of book/ submission of book replacement cost will be applicable, **barring few exceptions***
- So, ensure you are not receiving any such book else report it to the library staff.
- On discontinuity/cessation of services, obtain **'No Dues Certificate'** from the Central Library.

*HVC, Pro VC, Registrar, Provost, Librarian, Controller of exams, Deans, fines till reporting date (in writing) will be applicable.




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UNIVERSITY STAFF

- A maximum of **03 (three) books** will be issued to a Staff member for a period of One month from the date of issue.
- A maximum of **10 (Ten) books** will be issued to a **Staff member having the rank equivalent to that of Director** for a maximum of **Six Month** from the date of issue.
- On discontinuity/cessation of services, obtain **'No Dues Certificate'** from the Central Library.

STUDENTS

- A maximum of **06 (six) books** will be issued to a student for a month from the date of issue.
- A fine of re 1/- per day/ per book will be levied/ charged for delay of books.
- In case of loss/damage/disfiguring/tearing of pages of Library books, student will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- In case of loss/damage of either of **Library Membership ID Card or Book Bank Card** a fine of **Rs.50/-** will be charged and duplicate card will be issued on recommendation of Dean of College/ Director of School concerned.
- Loss of card twice will be subject to non-availability of library facility for a month.
- On completion of course, library cards to be deposited with the Central Library to obtain **'No Dues Certificate'**.
- * Person not employee of this University but is associated in a project will have to provide undertaking from his/her **Project Investigator and Dean or Director.**
- **The Librarian is empowered to recall any book at any time if necessity arises.**





* Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership. The Librarian, with the approval of the Hon'ble Vice Chancellor reserves the right to add, delete, alter or modify any of the above rules as and when required.

MEMBERSHIP

- Only D.Y. Patil University, (Deemed to be University), Nerul Students, Researchers, Faculty and Staff as registered members are allowed to use the Central Library.
- Members should produce their Library Membership card at the entrance of the library.
- A duplicate Library Membership card will be issued on payment of Rs.100/-.
- The ex-faculty/staff members may be enrolled as members against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (non-refundable).
- Some eminent academicians/scholars and other dignitaries may be enrolled as Special members on the recommendations of the Vice- Chancellor, D.Y. Patil University, (Deemed to be University), Nerul only against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (non-refundable).

VISITORS

- Consultation facility is available for Research Scholars of other Universities/Institutions for a short period.
- The Research Scholars should bring recommendation letter from Supervisor/Guide or letter from the concerned Department/Organization.
- The visiting scholar should bring original and valid photo ID - Passport (Foreign Scholars), and University issued ID (Indian Scholars).



CIRCULATION

- Books are issued for a fortnight except textbooks which are issued for overnight use only.
- Text books with more than 2 copies are checked-out after 2:00 p.m. today-scholars only during the examination period.
- Students can reserve books at the Circulation Counter in case they are already issued.
- Books in demand may not be renewed.
- Readers are responsible for books issued against their names.
- Library reserves the right to recall any issued book even before the due date.
- The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued.
- Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

USE OF COMPUTERS/LAPTOPS

- Computer in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Readers must carry their Library Membership card while using the Cyber Library. They must show their ID card on demand.
- Readers are not allowed to share their Internet access ID and Password with other students.





- Changing the settings and display of the computers kept in the Library is not permitted.
- Use of laptops in the cubical systems where computers are already installed is not permitted.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- Personal keyboard, mouse, etc. are not allowed inside the Library.
- Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.



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