



**D Y PATIL**  
DEEMED TO BE  
**UNIVERSITY**  
— SCHOOL OF —  
**MEDICINE**  
NAVI MUMBAI

## **Library – General Rules and Regulations**

- 1. Identity card:** While entering the library, punching with the Identity card is mandatory. Student/ faculty must punch their identity cards during entry/exit respectively.
- 2. Baggage:** All the students must keep their bags in the baggage rooms next to the library. Kindly take your bags before leaving.
- 3. Eatables :** Any kind of eatables or beverages except water are not allowed in the library. Strict action shall be taken if any student is found with the same.
- 4. Decorum :**
  - ✓ Group discussions and crowd gathering is not advised in the library, Each individual is requested to maintain complete decorum and silence while using the library.
  - ✓ Mobile should be kept on silent mode while inside the library.
  - ✓ Personal books/note books/files/folders are not permitted in the stack area.
  - ✓ Users should not reserve seats either for themselves or for others by leaving material or personal property on a reading table.
  - ✓ Those wearing Bermudas / shorts will not be allowed in the library.
- 5. Issue / return of books :** Kindly issue and return the books as per instructed. Kindly return the books in the appropriate condition without damaging them. Any damage or loss of books will result in payment of fine.



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### **Library – Working Hours**

Monday to Saturday	08:30 AM to 09:00 PM
Transaction Timing	08:45 AM to 08:45 PM
Reading Hall	Open 24x7 and 365 days