

# CENTRAL LIBRARY USER MANUAL



## SIR GURUDAS MAHAVIDYALAYA

**Record your attendance with  
arrival and departure time**

**Please mention your purpose of library visit  
in the attendance register**

### **LIBRARY MEMBERSHIP AND LIBRARY CLEARANCE**

▶ Two Cards shall be given to you.  
(One lending card & one reference card)

▶ Paste two copies of stamp size  
photographs.

▶ Now your card is ready for use.

▶ **YOU ARE ENTITLED TO BORROW 2  
BOOKS** with your lending card at a time  
from The Central Library or  
Departmental Library.

**THE CARDS ARE VALID FOR THE WHOLE  
SESSION**

**(Taking Library Clearance Certificate is  
mandatory before completion of your  
tenure of study in the institution.**

### **CHECK-OUT (BORROWING) - CHECK-IN (RETURNING)**

▶ **SEARCH YOUR REQUIRED BOOK IN OPAC** Fill up Requisition Slip  
and deposit at the circulation desk.

▶ You are also allowed to access the bookshelves upon request  
under guided supervision of library staff.

▶ You shall receive your requested books after 1 hour (maximum  
time) by depositing the **LENDING CARD..**

▶ If your requested book is not available in the stock you can  
request books of different **TITLE/AUTHOR.**

▶ You can keep the books for 15 Days.

▶ You can renew the books after 15 days upto 45 days (3 renewals)

▶ Fine of Rs. 1/- per day shall be charged after 45 days  
(excluding Holidays)

▶ Access e-resources under **INFLIBNET-NLIST**

▶ Check Library Webpage for **IMPORTANT LINKS TO ONLINE  
RESOURCES and USER GUIDES**

## TIMINGS

Library Hours: 10.30 a.m to 5.00 p.m (working days)

Library Membership 11:00am - 3:00 pm

Self Study 11:00 am - 4:30 pm

Other services 11:00am - 4:30 pm

CHECK-IN/CHECK-OUT/RENEWAL 11:00am - 4:00 pm

**NOTE:** You are allowed to bring **LAPTOP** for study.

You can scan pages from books.

### **FOLLOW THE LIBRARY NOTICE BOARD/WEBSITE FOR IMPORTANT NOTICES**

Students may suggest books for library collection. The suggestions will be considered after approval from Library Subcommittee.

## CAUTION!

- ▶ NEVER PUT A TICK MARK OR UNDERLINE ON ANY PAGE OF THE BOOK ISSUED FROM THE LIBRARY.
- ▶ Take care of your library cards.
- ▶ NEVER TEAR A PAGE FROM THE BOOK ISSUED FROM THE LIBRARY.
- ▶ TAKE CARE TO AVOID WATER AND OIL SPOIL THE BOOKS.
- ▶ CARE MUST BE TAKEN SO THAT THE BOOK IS NOT LOST.
- ▶ You are allowed to use your gadgets like laptop or smart phone for study at your library. No commercial sites are to be accessed within the library.

## LIBRARY ETHICS

- ▶ Silence must be maintained in the library.
- ▶ Bags & belongings must be kept at the property counter before entering the library.
- ▶ You must wait for your turn at the circulation counter.
- ▶ No loitering is allowed in the library.
- ▶ Use of mobile phones is allowed only for academic purpose.

## INTERACTIVE ACTIVITIES

### LIBRARY ORIENTATION/INDUCTION SESSIONS

- ▶ FRIENDS OF THE LIBRARY
- ▶ “THINK ENVIRONMENT INITIATIVE”.
- ▶ TRIUMPH-THE SCHOLARS CLUB.
- ▶ SESSIONS ON EMOTIONAL WELLBEING ICT SKILLS AND LIFE SKILLS.
- ▶ SPOKEN ENGLISH INITIATIVE.