

THE SARVAJANIK COLLEGE OF PHYSIOTHERAPY

(Managed by : The Sarvajanic Medical Trust, Surat)

📍 Badatwadi, Chhada-ole, Rampura, Surat-395003, (Gujarat) INDIA.

☎ +91 (261) 2455759, 2452798, M.: +91 91731 70021

🌐 www.scop.ac.in

✉ info@scop.ac.in

sarvajanicmedicaltrust@gmail.com

Ref. No. SMT/SCOP/BPT /22-23 /516

Date : 29 - 11 2022

Updated Library Rules & Regulation (Effective from-01/12/2022)

Rules:

a. General

- i. Student should not make any mark or underline (with pen/pencil/highlighter etc..) anywhere in the book. If found doing so, it will be considered as a damaging a book and penalty will be applied according to the damage policy.
- ii. Use of mobile phones is not permitted in the library.
- iii. Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
- iv. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
- v. Eating, sleeping and talking loudly are strictly prohibited in the library.
- vi. No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly
- vii. Whenever there is any increase in demand for a particular book(s), the librarian will regulate the use of such books in such manner, as he/she considers proper.

b. Lost/Damage

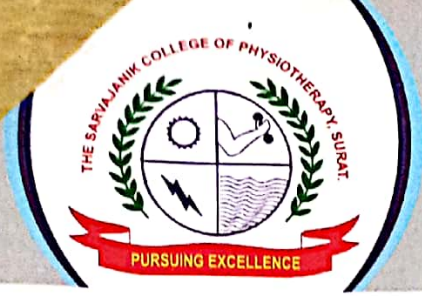
- i. Readers are responsible for books issued against their names.
- ii. In case of lost or damage of books, the matter must be reported to the Librarian immediately, and replacement of book has to be made by the user. The defaulter has to pay the price of the latest edition of the book plus overdue charges for the period the book is kept without authorization. If the replacement is not possible the following will be the procedure to recover the cost of the lost/damaged.

For a foreign book: The cost of the book converted as per the current conversion rate of the foreign currency. For an Indian book it is printed price of the book.

c. Issue/Return Rules

- i. Library books will be issued to the students only on the production of individual library card. One book will be issued per card. Issuing period for UG Students 15 days & PG Students 30 days.
- ii. Reference books are not issued out to UG students.
- iii. *Student may reserve a particular book, if the same is borrowed by someone else

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- iv. Check the book at the time of issuing. In case of any defect or damage please inform the librarian. No book shall be issued which is not in good condition for safe handling. Condition of books will be decided by the Librarian. 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.
- v. Library reserves the right to recall any issued book even before the due date.
- vi. Membership shall be suspended for repeated delay in returning the books

d. Renewal of books

- i. If a member wishes to keep the book after one renewal he/she has to present the book in the library for three days. If nobody issues this book within three days, get it reissued.
- ii. A book which is temporarily on special demand may be lent for a shorter period than the prescribed period. The Librarian may at any time terminate loan / reduce the loan period as the time demands. Books in demand may not be renewed.

e. Fine for late return books/journals

- i. A fine of 5 (five) rupees per day per book, for first ten days, then after rupee 10 per days will be charged from the defaulting members, if a book is kept beyond the due date stamped. The collected fine will be deposited in accounts section and proper receipt will be provided to the member.
- ii. Students have to return all issued books on the immediate day of the end of exam.
- iii. When librarian on leave for more than 3 days some other office staff will be assign library duty, but he/she will be available for library work from 3:00 to 4:00 pm.
- iv. When students are on official leave (i.e. vacation, reading leave, examination) then book renewal/returning date will be the next immediate working day.

Any type of violation may lead to a disciplinary action.

A student leaving the college before or after completing the course has to obtain No Due Certificate from the Librarian for getting course completion/relive order from the college.

(Dr. Rajiv Limbasiya)

PRINCIPAL I/C.

THE SARVAJANK COLLEGE OF PHYSIOTHERAPY
RAMPURA, SURAT-3