



DR. VIKHE PATIL FOUNDATION'S
**PRAVARA CENTRE FOR MANAGEMENT RESEARCH
AND DEVELOPMENT**

(Permanently Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra
and Approved by A.I.C.T.E., New Delhi)

RULES OF PCMRD LIBRARY

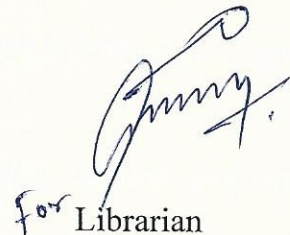
- 1) While entering the library, readers should leave their personal belongings, such as bags, briefcases, personal books and parcels near the counter reserved for this purpose. However, they can carry loose papers and note books.
- 2) Readers leaving the library should allow the library / security staff to examine their personal belongings.
- 3) Readers should maintain the library premise and should not disturb users in any way.
- 4) Use of cell-phones is strictly prohibited in the library.
- 5) General books are issued to all eligible members as per their entitlements.
- 6) Reading material can be borrowed against borrower's tickets issued by PCMRD Librarian. In exceptional circumstances, the students are allowed to borrow items against their I Cards.
- 7) The borrower's tickets are non-transferable and their loss should be immediately reported to library.
- 8) The readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the book.
- 9) No book in damaged condition will be accepted from the reader. Mutilated or spoiled book will have to be replaced by the borrower.
- 10) Readers should not deface, mark, cut, disfigure or damage library material in any way. Anyone found to be indulging in such acts, will be charged the full replacement cost of the material.
- 11) Book or other material taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.

- 12) Library's photocopying services will be charged.
- 13) Library's computer facility and database access is meant only for full-time faculty and students of PCMRD.
- 14) Using computer for emails, games, music is prohibited.
- 15) Reference or rare books and unbound issues of Journals, Periodicals will not be issued out of the library to anybody except the full time faculty. These will be issued for one week and can be renewed once unless there is a pending demand, for one more week.
- 16) If the borrower is not in town and is not expected to return before the due date for returning borrowed material, he/she should personally return such material before leaving the town, failing which applicable fine will be levied. In extreme cases the library facility may be temporarily / permanently withdrawn and/or deposits may be fully / partially forfeited.
- 17) Student must return all the borrowed items before proceeding for vacation / winter projects / summer projects failing which their deposits may be forfeited.
- 18) In certain cases, the librarian can recall any material at any point of time from all the categories of borrowers.
- 19) All users must return all kind of borrowed items as and when the schedule of stocktaking is announced.
- 20) Books issued will not be accepted back on the same day.
- 21) Reader can claim (reserve) books already issued, at the circulation counter.
- 22) Maximum of four books will be issued to students at a time.
- 23) A book can be reissued maximum for 3 times.
- 24) Claimed books are kept reserved for the claimant for 3 days from the date of return by previous borrower.
- 25) Books are reissued only if there are no claims.

- 26) Loss of book, borrowed material to be reported immediately. Late fee will be charged at Rs 2/- per day, till it is reimbursed.
- 27) The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.
- 28) Consumption of food & drinks is not permitted in the library.
- 29) Silence must be observed strictly in the library.
- 30) Users must be decently dressed and conduct themselves properly in the library.
- 31) The library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the library rules.
- 32) The library will not accept responsibility for the loss or misplacement of personal belongings of users.
- 33) The opening and closing time of library is from 9.00 am. to 9.00 pm.



Dr. Manoj Narwade
Director



for Librarian

DIRECTOR
PRAVARA CENTRE FOR MANAGEMENT
RESEARCH & DEVELOPMENT
OFF SENAPATI BAPAT ROAD,
PUNE - 411 016.