



॥ विद्यामर्त्यस्य सृष्टणम् ॥

SHREE SATERI PISSANI EDUCATION SOCIETY'S

Shri. Gopal Gaonkar Memorial GOA MULTI-FACULTY COLLEGE

NH-4A, Ponda-Belgaum Road, Dayanand Nagar, Tal. Dharbandora,
District-South Goa. 403 406 (INDIA). Mobile No:- 7768006580,
Website: www.gmfc.ac.in E-mail: gmfcgoa2013@gmail.com

LIBRARY RULES

1. LIBRARY TIMINGS

Monday to Saturday	09.00 am. to 06.00 pm.
--------------------	------------------------

2. ISSUE AND RETURN TIMINGS

Monday to Saturday	09.15 am. to 05.45 pm.
--------------------	------------------------

3. The borrowing facility of library resources is open to the students, teaching well as non-teaching staff of the college. The entitlement of borrowers is as follows. Delayed returns attract a late fee of Rs. 2/- per day per book.

Plan	Entitlement	Lending period (Days)
Students		
• First Year	1 Book	7 days
• Second Year	2 Books	7 days
• Third Year	3 Books	7 days
Non-Teaching Staff	5 Books	15 days
Teaching Staff	10 Books	30 days

4. The books already issued may be renewed in absence of demand by others.
5. The borrower must check the condition of the book and report unusual occurrences while borrowing itself. Else, the borrower will be solely responsible for any damage spoilage or mutilation of the book. The borrower will be charged for repair or replacement of book and other library material if found damaged.
6. If the borrower loses any book or other material issued to him/her, the same must be reported to the Librarian immediately. If the book cannot be found within sufficient period on case to case basis, then the borrower must will be charged an amount that may be suitable for replacement by the new book. Replacement of a book by its photocopy is not permitted.
7. Library members found disfiguring the books and tearing pages from the Books/Magazines/Questions Papers or found in possession of torn pages will be penalized by a cancellation of their membership of the library and by imposing a fine to cover a double the cost of the Books/Magazine/Questions Papers.



॥ विद्यामर्त्यसुखम् ॥

SHREE SATERI PISSANI EDUCATION SOCIETY'S

Shri. Gopal Gaonkar Memorial GOA MULTI-FACULTY COLLEGE

NH-4A, Ponda-Belgaum Road, Dayanand Nagar, Tal. Dharbandora,
District-South Goa. 403 406 (INDIA). Mobile No:- 7768006580,
Website: www.gmfc.ac.in E-mail: gmfcgoa2013@gmail.com

8. The librarian reserves right to recall a borrowed book any time without giving any reason from the borrower.
9. Library material that is not borrowed on entitlement, can not be taken out of the library.
10. Members are advised not to leave cash and other valuables in the Library. Library shall not be responsible for such losses.
11. Re-shelving of used library materials will be done by the library staff only.
12. For reserving a book that is borrowed by someone else, student must give requisition to the staff at issuing counter.
13. The following categories of documents will not be issued: Dictionaries, Encyclopedia's, Handbooks, Newspapers
14. Eatables & Beverages are not allowed inside the library.
15. Utmost silence has to be observed in the library. Speaking on cell phone in the library is strictly prohibited. Please leave library in case if you desire to speak over the phone.

Ajit Faras

LIBRARIAN

**Shri. Gopal Gaonkar Memorial
GOA MULTIFACULTY COLLEGE**

Dr. Manasvi Kamat

Offg. **Principal**

**Shri. Gopal Gaonkar Memorial
GOA MULTI FACULTY COLLEGE**