

ASHOKA EDUCATION FOUNDATION'S  
**Ashoka College of Education, Nashik**

**Library Rules & Regulation (Staff & Students)**

1. Don't put your bags on issue/return counter. Keep your personal belongings in the property counter.
2. Student should be in complete uniform and should always carry Identity card with him/her.
3. **a) For Students**  
 Every student books will be issued for seven days. A book can be renewed after user Demand/Request. Non returning of books by due date/time will invite the fine of Rs. 1/- per book per day.
- b) For Staff**  
 Every staff members will be issued books for a Month. A book can be renewed after user Demand/Request. Non returning of books by due date/time will invite the fine of Rs. 1/- per book per day.
4. Periodicals and Newspaper are only for reference.
5. If the book is lost then the Students/Staff will be charged one an half times price of the book.
6. Every Person who enters in the Library should sign the visitor register.
7. Use of Mobile Phones is strictly prohibited in the Library.
8. Students are not allowed to sit in the Library during lecture /practical hours.
9. Eatables are not allowed in the Library.
10. Library should be used for reference & reading purpose, not for discussion.
11. Ask for help from Library staff, if you are unable to find your required book.
12. Students should handle the books carefully.
13. Reposition the chairs and switch off the lights and fans after use.
14. All readers are required to maintain discipline in the Library.
15. All the students and staff members can access only subscribed e-resources in E-Library.
16. Students should not move any peripherals from one place to another without prior permission of Librarian.
17. If any system is not working properly then immediately inform to the Library staff, do not try to repair it yourself.
18. Any kind of misbehavior/surfing other than above sources/violation of any of the above rules will invite strict disciplinary action.

*J.P. Baste*  
 10/09/18  
 Librarian  
 Mr. Sandip Baste



*Dr. Ajaykumar Ingale*  
 10/09/18  
 Principal  
 Dr. Ajaykumar Ingale