



SASIKANTH REDDY COLLEGE OF PHARMACY

(Approved By P.C.I - New Delhi & Affiliated to J.N.T.U. Anantapur)
North Rajupalem, Kodavalur (V & M), S.P.S.R Nellore Dt., (A.P.) Pin Code: 524 3 16
Website: www.sasikanthreddycollegeofpharmacy.com

LIBRARY RULES & REGULATIONS

General Rules

- Strict silence, decorum and discipline must be maintained in the library. Use of cell-phones is also not allowed
- Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
- Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as it may get misplaced. Misplaced book is like a lost book.
- A non-member can use the library material on the premises with the permission of the Librarian.
- Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
- Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
- 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.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
- Suggestions on all aspects, of library services are welcome.



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Library Membership

All faculty, staff, scholars and students of the institute are entitled to become library members.

Membership is allowed only after submitting a duly filled in and signed membership form, duly recommended by the concerned office order of joining in the institute. The members are supposed to be conversant with and agreeable to the library rules.

Issue/Return Rules

Users are divided into the following categories - their entitlements, maximum number of books and number of days of issue is proposed in the following table. Instructors have the privileges to get the text books issued for the whole of the semester.

S.NO	Members Category	No. of Books	Issuing period	Fine per day
1	Faculty	10	30 Days	5.00/-
2	Students	04	15 Days	5.00/-
3	Research Scholars	05	15 Days	5.00/-
4	Technical Staff	03	15 Days	5.00/-

Renewal of books

Users can also renew the books again after the completion of charging period, subject to not being requested from some other user.