



Columbia Institute of Pharmacy, Raipur
Library Rules and Regulations

- Library card is compulsory for getting access to the library.
- Silence to be maintained and No discussion permitted inside the library.
- No personal belongings allowed inside the library. Only notebooks and the Library books will be allowed inside.
- Using cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library.
- Enter your name and Sign in the register kept at the entrance counter before entering library.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member/student at any time and the member shall return the same immediately.
- The borrower is responsible for the books borrowed on his/her library account.
- Newspaper should be folded properly after reading and kept back in the designated place.

Library Opening Hours

- **On all days - 9.00 am - 4.00 pm .(Sunday & holiday closed)**

Check out limits (only books)

CATERGORY	ISSUE	1st Time Renewal
Student (B. Pharm)	2 Books for 1days	For 1day
Student (M. Pharm)	3 Books for 7 days	For 7 days
Teaching Staff	06 Books for Semester	-
Other Staff	2 Books for 7 days	For 7 days



Circulation Issue System

- Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- For re-issue the book(s) should be presented in physical form

Library Fine

- A fine of Rs. 5/- day will be charged as late fee if the borrower do not return/ renew the books as per the rule of the CIP Library. Moreover, if the fine crosses the maximum limit of Rs. 500.00 then the Borrower's Membership will be temporarily suspended.

Loss of Library Master Card

- The loss of Library Master Card should be reported immediately in writing to the Assistant Librarian and a fee of Rs. 20/- will be charged for re-issue of a new card.
- The card will be re - issued only two times in a calendar year. If it is more than two times then a fee of 200/-will be charged

Loss or Damage of Borrowed Books

- The borrower shall be liable to replace the book or bear the cost of book lost by the user that were/was in his/her custody.

No dues Certificate

- Each student shall obtain No dues certificate from the library after returning all the books.
- Card will be issued after paying outstanding dues, if any at the end of each semester.

Care of Library Books

- Students are required to handle the books/ Journal very carefully; marking with pencil; writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.



Book bank

- All the students of Institute can become a member of the book bank by giving application for the full duration of course.
- Books of all subjects shall be issued to the member of book bank in each semester.
- Books shall be returned within a week after the theory examination; otherwise a fine will be charged @5 Rs per day per book from the due date till the book is returned to library.
- Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Use of Computers and Internet

- Library card must be present to use computers.
- Personal Laptop Computers will be allowed inside the library but the users should assure to maintain the decorum of library.
- Computers and Internet will be used only for academic purposes.

Reference section

- This section has dictionaries, Encyclopaedia; Reference books etc.
- User can use the references material within the library only, will not be issued in any case.

Journal Section

- In this section journal, magazines and news letter are available. The latest issues are displayed on rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meant only for reference within the library.

Library In-charge
Dr. Vijay Kumar Singh
(Associate Professor)