



**DR. M. L. DHAWALE MEMORIAL
HOMOEOPATHIC INSTITUTE**

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(Recognized by the National Commission for Homoeopathy, New Delhi and
Maharashtra University of Health Sciences, Nashik)**

4.3.5 QIM

Usage of library by teachers and students –

- Usage of library is allowed to all the bonafide residents of the college and teachers.
- It includes issuing books, journals, dissertation copies from the library.
- All the residents are issued with library cards on admission.
- Students can issue 3 books against this library card.

Following rules are to be followed by all the users of the library –

LIBRARY RULES

- Maintain silence in the library.
- Library members must take utmost care in handling the books.
Otherwise, fine for
Regular Book – Rs. 10/-
Rare Book - Rs. 50/-
- Students are responsible for the books borrowed against their card.
- Duplicate card will be issued to a student on payment of Rs. 50/-.
- Do not shift Newspaper / Current Content file outside the library.
A book would be issued for 10 days and can be renewed once depending upon demand.
- 3 books can be issued on two library cards plus on leisure / literary book or one periodical or one journal other than on display. No rare journal would be issued.
- Every book issued for home reading must be returned on or before the due date marked on date slip.
Failure to notice the date or absence from the college on the due date will not be considered a valid excuse for the delay.
- Fine of Rs. 2/- per day will be imposed if the books are not returned on or before due date for the 1st week and 2nd week onward the charge would extend to Rs. 5/-.
- Users have to follow the manners of study room by not stretching legs on table.
- Not have lunch / tea in the Library.
- Avoid using mobiles in the library, keep on vibratory mode and if have to attend call can be attended out of library.
- Avoid serious / case discussion in the library. Use adjoining discussion room for the above purpose.
- The principal may suspend the library privilege to any student who violates the rules.
- If a book is lost then it should be replaced. The student will have to bear the cost of latest edition.
- Out of print books will not be issued out of library.
- Apart from library hours, library can be used as study room by all the teachers and students.
- Timing for study room – 24 hours X 7 days a week.
- Books exchange timing – 9.00 am to 8.00 pm.

**PRINCIPAL
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