

GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY
Central Library
LIBRARY RULES AND REGULATIONS FOR THE LIBRARY USERS

General :

- The GCET Central Library follows an open access system.
- Silence shall be observed strictly in the Library.
- Before entering in to the Library, Students should switch off/silent mode their Cell Phones.
- All the users shall produce their identity card at the Library entrance. Identity cards are non-transferable.
- Belongings such as personal books, printed materials, files, handbags, bags are not allowed inside the library. These materials are to be kept at the property counter at their own risk. Students are advised not to leave their precious and valuable items like money, passport, credit card etc. at the property counter.
- All the users shall sign in the LMS/Users register located at the entrance of the Library and Digital Library.
- Disciplinary action will be taken against Library users found misbehaving with the library staff.

Circulation Rules and Fine:

- **For Faculty:** Total 05 books are issued from the stack section for a full semester (Jan-June and July- Dec.) Depositing of books after the semester/ due date.
- **For Students:** Total 04 books are issued from stack section for a period of 15 days. Deposition of books after the due date will attract a fine of @ Rs. 5/ per day per volume.
- No book will be renewed/re-issued on same day. If a book is already issued to a faculty/student, another copy of the same book cannot be issued.
- Do not leave circulation counter without ensuring the book(s) have been returned,
- Reference books and Journals, Magazines will not be issued but are available for study within the library.
- Any marking or writing inside the new book by the users is strictly prohibited. If any damage/marking is found, the users should replace as the new book.
- Tearing stealing of book will attract fine and may even lead to withdrawal of library facilities to him.
- The latest edition of book will only be accepted as replacement of a lost/damaged book or double cost of the book.
- Users must satisfy themselves whether the books are in good condition before they leave the counter. If any damage is noticed, the same must be immediately intimated. Otherwise they will be held responsible for any damage.

(Librarian)

Library Resources and Services

Books: The Library has a total collection of about 8845 Titles and 72855 Volumes of Book including Reference and Text books. Text and reference books are arranged on open access shelves for easy search and retrieval purpose.

Reference Collection: Library has also put together an impressive collection of Subject Books, Literature, Fictions, Encyclopaedias, Dictionaries, Year Book, Handbook, Directory, Competition books, Personality Development and General books for improving the reading habit of the students.

Print Journals and Magazines: Library has subscription of 125 print journals and Magazines.

E- Databases (14): Library has subscribed IEEE, IESTC, Springer Nature, ScienceDirect, Cambridge, Emerald, SAGE, MGH, Taylor & Francis, New Age International, Oxford University Press, PHI, Pearson, BSP Publication.

News Paper Collection: Library subscribes 8 news papers both in English and Hindi languages. Six month old news paper collection is available in library.

Library Services:

- Library provides printing, scanning and photocopying services to all the faculty and students community.
- Provides network resource sharing facilities through **DELNET** and Inter Library Loan Services from neighbour Institution libraries.
- NPTEL (IITs and IISc. online Lectures) and member of National Digital Library.

Reprographic Unit: Xerox facility is available for library users only.

User Assistance

- All members of the library team are available for any assistance you may need in using the library resources, facilities & services, you are also offer suggestion regarding library, its resources, services & facilities.