



An Institution of
the Society for the Higher Education
of Women in India

Office of the Principal

Sophia College (Autonomous)

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RULES & REGULATIONS

The library meets all the demands of a modern information centre and also provides material and services to assist study. The facilities benefit the academic community of the college as well as students from other educational institutions. As the library fulfils the community needs, regulations governing the use of the library have to be imposed. The rules that follow are devised to ensure that the best service can be given to the greatest number of users.

◆ The College Library is open to members of the staff and students from

Monday to Friday : 8.30 a.m. to 5.30 p.m.

Saturday : 8.30 a.m. to 2.30 p.m.

During Vacations

Monday to Friday : 8.30 a.m. to 4.00 p.m.

Saturday : 8.30 a.m. to 2.00 p.m.

The library is closed on Sundays and public holidays.

- ◆ The Library follows an Open Access System. Students can go directly to the cupboards and select books.
- ◆ All students must enter and leave the library only from the main entrance near Room 12 (2nd floor, Arts Heritage Building). The Science side entrance is strictly for staff only. Students with lift pass only will be permitted.
- ◆ Students must produce their Identity Card / Library Cards with their photograph firmly attached, whenever they use the library. Loss of any of these cards has to be reported in the library office immediately. A duplicate ID or Library card will be issued after a week of registration.
- ◆ All bags, personal textbooks, files and folders must be deposited at the Bag Counter in the library. Small money purses, cell phones, or any other valuables should not be left at the bag counter. The library staff is not responsible for any loss. Bags must be collected before leaving the library. All borrowed books must be shown for inspection as they leave the library.
- ◆ The Information Service and Audio-Visual section provides catalogue search under various modes – Author, Title, Keyword, Publisher, etc. through computers. The audio-visual collection in the library can be viewed in this section. Examination question paper printouts are available in this section.

OPAC – Open Public Access Catalogue is available for users on the computer. Subject Indexing of all articles from magazines, journals and newspapers, subscribed by the library are available and users can have access to them.

◆ Library Resources are divided into the following categories:

- a) *Reference books*: These include encyclopedias, dictionaries, atlases, multi-volumes, fine art books, subject reference books, EXAP/EXSP, Thesis, etc., which cannot be borrowed.
- b) *Temporary / overnight reference books*: Usually books in demand is kept for use in the library each day, at least until noon, and then the borrower may take the book overnight, returning it by 9 a.m. the next morning.
- c) *Non-fiction Books*: Books not in current demand may be taken for 2 days, 3 days, or 1 week. Senior College and post-graduate students can borrow 2 books and Junior college students can borrow 1 book at a time.
- d) *Periodicals, newspapers, files and projects* are to be used only in the library. *Audio-Visual Materials* can be viewed only in the library, staff members can borrow them for class viewing and return it on the same day.
- e) *Fiction Books*: Fiction Library is located in the Reading Room section of the library. Fiction books are issued daily from Monday to Friday from 1.00 p.m. to 3.00 p.m. Staff members can issue 3 books at a time. Students can borrow 1 fiction book for 2 weeks.

◆ Students on receiving a book, must examine it, and report to the library staff about any damage found therein. If they fail to do so, they will be held responsible for any damage that may be detected later.

- ◆ No books or periodicals may be removed from the library unless the loan has been registered at the Circulation Counter.
- ◆ Books are issued strictly in order of application. The Librarian may exercise discretion to limit issuing of certain books as and when circumstances warrant it.
- ◆ Books lost, damaged or defaced must be paid for by the reader on whose name they were issued. The value of the books will be assessed by the Librarian.
- ◆ Late books have to be returned in the Library Office room. The fine for overdue books is Rs. 10/- for every class-day, holiday and Sunday.
- ◆ The library also has a separate Reference Room, where reference books are stocked and staff and students can pursue reference work there.
- ◆ Ex-students of the college can avail of library membership only for the purpose of reference work within the library. Photocopying and Internet facility is available to them.
- ◆ The Photocopy facility is available to all staff and students. The Librarian reserves the right to refuse to permit the photocopying of certain reference books.

The timings of Photocopy Counter are:

Monday to Friday : 9.00 a.m. to 12.30 p.m. and 1.00 p.m. to 3.30 p.m.

Saturday : 9.00 a.m. to 12.00 noon.

- ◆ Internet facility is available to staff and students of the college.

The timings of Internet Counter are:

Monday to Friday : 9.00 a.m. to 12.30 p.m. and 1.00 p.m. to 3.30 p.m.

Saturday : 9.00 a.m. to 12.00 noon.

- ◆ All users of the library are expected to maintain silence especially in and around the reading room area and reference section of the library. Talking and group discussions are not allowed.
- ◆ Students are requested to maintain the order and arrangement of books in the cupboards, return newspapers, magazines to their respective stacks.
- ◆ Smoking, eating, chewing gum and the use of mobile phones are not permitted in the library.
- ◆ Furniture must not be rearranged and may only be used for its proper purpose, e.g. no sitting on or resting feet on tables.
- ◆ Keep the library clean, do not litter. Return newspapers, magazines to their respective stacks.
- ◆ 12 CCTV cameras are installed in the library since 2017 to monitor the activities of students, to prevent vandalizing of books and maintain discipline. Disregard of Library rules, indiscipline and misbehaviour will render students liable to be refused access to the Library.

- ◆ The library staff is always available for any assistance. Please abide by the rules and regulations to help us serve you better.
- ◆ Regarding all matters concerning the library the Librarian's decision is final. The Librarian reserves the right to recall any book or periodical at any time.



Dr. (Sr) Ananda Amritmahal
Principal, Sophia College Autonomous