



# ADITYA COLLEGE OF PHARMACY



(Affiliated to JNTUK, Approved by AICTE)

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## Standard Operating Procedure (SOP)

### **LIBRARY**

The library provides access to wide range of information resources like books, Journals, e-books, e- journals, newspapers, e-newspapers, and access to extensive range of resources to improve the knowledge by the process of academic fraternity and students.

### **OBJECTIVE**

To adopt the procedures for the procurement of the resources needed for library, their circulations accounting and disposal.

### **Working hours**

8:00 am to 6:00 pm on all working days.

### **RULES AND REGULATIONS OF THE LIBRARY**

1. Library works from 8 AM to 6 PM except on Sundays and General holidays.
2. Every reader must Scan the Id in the E-Gate Register while entering the Library.No Books will be issued without ID card.
3. Books are to be handled very carefully. If a book is lost by the student Then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.
4. Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
5. 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.

6. Readers should observe strict silence inside the Library.
7. Use of Mobile phones is not permitted inside the Library premises.
8. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
9. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
10. Whenever a member leaves/retries or even before proceeding on long leave he/she has to obtain "No Dues Certificate" from the library.
11. All the books are arranged as per Subject wise/Department Wise
12. Open Access System is followed in our library where in the users are allowed to go directly to the racks and select the books of their choice.



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