

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)
6, Koregaon Road, Pune 411 001

Library Policy Library Membership and Borrowing Privileges

- Students as well as the Staff are required to register with the Library for membership by presenting the Fee Receipt and Appointment Order respectively.
- Student Membership is valid for one academic year and needs to be renewed every year.
- Student I-cards are a must for all library transactions.
- Students are entitled to borrow two books for a period of seven days.
- Late return of reading material will attract a fine to the tune of Rs. 2/ per book for the first week and Rs.5/ for rest of the period.
- Re-issuing facility is available provided the item is not already reserved by other students.
- Members must return all the library material issued to them for consultation before leaving the reading room.
- The members of the staff on retirement or members leaving the Institution for any other reason/s shall return all the borrowed material to the Library and procure a No-Dues Certificate from the library.
- When book/s is not available in the College Library, there is provision for institutional membership to provide access to books/material available with other libraries.
- **Relaxation of Issuing Limit** – There will be relaxation on Issuing Limit for students who participate in various competitions such as debates, elocution, essay writing, etc.
- **Other Library Members**, other than the current St Mira's College faculty, staff and students, who can be members of the library are: Ex-staff, Ex-students, Parent Body, Sister Institutes and any other information seekers with the permission of the Principal.
- The use of Audio-visual Material (CD/DVD, etc.) by the students can be done on the library premises only.
- **Access to E-resources** Members can access e-resources under NLIST and EBSCO Databases Academic Search Elite, Literary Reference Center and Master File Elite. They are required to request for login ID and passwords from the Librarian or concerned library staff.

- **Library Spaces** Library Spaces can be used for conducting extra lectures, discussions, displays, film viewing, etc. A request for the same can be made with an application to the Librarian.
- **Loss/Damage of Reading Material**
 - Members are responsible for the physical condition of any items checked out on their membership card. Before leaving the circulation counter, please do check the condition of reading materials. If any damage is found, please bring the matter to the notice of the library staff.
 - In case of loss or damage of reading material, the member is liable to replace the copy or pay the designated fine for the book in print.
- **Record of Visits**
 - Students and staff are expected to enter their roll numbers in the attendance register provided at the entrance of the library.
 - Bags shall be deposited at the property counter without fail and members are requested not to keep their valuables such as cash, mobiles, etc. in their bags.
- **Special Services** Special services are available to Divyaang such as provision of free Braille Papers, readers, writers, personal assistance and reserved seating arrangement.

Terms of Use for Online Resources

1. Use of all library online resources (e-journals, databases, and e-books) is subject to copyright laws and contractual/license agreements between the College and the publishers/suppliers.
2. Violation of copyright law and/or terms of the agreements may result in the suspension of access to online resources for the entire College Community.
3. According to licenses terms, users are prohibited from engaging in “excessive or systematic” downloading when using online resource.
4. Login credential is not to be shared with anyone (unauthorised users).