

# GHIMR

## Library By-laws

1. All the students should bring their college ID-cards for availing library Facilities.
2. Three Books will be issued to each student for a period of 15 days.
3. Books should be returned in time, failing which a fine of Rs. 10 per day per Book will be charged.
4. Readers and visitors are requested not to bring their belongings in the Library.
5. Consumption of food and Drinks is not permitted in the Library.
6. No Bags, Umbrellas, Parcel, etc. except files and Books may be bought into the Library. Adequate storage has been provided at the entrance to the Library.
7. Silence must be observed strictly in the library.
8. Library will not accept responsibility for the loss or misplacement of personal belongings.
9. Certain documents are intended to be used only in the library premises. These include reference books, textbooks, rare books, current and bound periodicals etc.
10. Borrowers are requested to check if the documents being borrowed are complete and no pages are missing in it. In case of defect or damage in the Book, should be brought to the notice of library staff.
11. During the power/ system failure the circulation counter services will be suspended.

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Order By

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Director

Director/Secretary  
Green Heaven Institute of  
Management & Research  
Nagpur