

Standard Operating Procedures for the Learning Resource Centre [Library]

“Circulation Policy for Reading Materials”

Steps & Procedures

Step#01:-Membership

- Providing membership to all the admitted students of the college, faculty members, administrative staff, members & employees of parent organizations, campus institutes.
- Offering ‘**External Membership**’ to our ex-students, other college students & senior citizens of Thane City.
- For availing membership the students are advised to visit the library counter, produce your admission fee receipt and get a blank library.
- Fill up the library card, paste an I-Card Size photo and submit it on library counter.
- After completing the membership process in the system, you will be notified on your registered mobile number.

Step#02:-Issue-Return Policy

- **Issue-Return Timing From 7.00am To 5.45pm.**
- **For the textbooks, follow class wise schedule**
 - Monday To Saturday
- **For Reference / General Reading Books**
 - Additional library cards will be provided on request.
 - Issue period Seven Days from the issue date.
 - However students can renew the book for seven more days, by sending a renewed request on the email by mentioning membership number and accession number of the book. .

For Query:- Please Contact

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Librarian

Mr. Rajesh B. Lule

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