



**Government MCA College**  
**Maninagar(EAST), Ahmedabad**

## **Library Rules and Regulations**

- 1. Students must carry their college ID card to enter and borrow books.**
- 2. Each student may borrow a maximum of 2 books at a time from the library.**
- 3. Each student may borrow books for 15 days only.**
- 4. Books must be renewed on or before the due date to avoid inconvenience.**
- 5. Books must be handled carefully. Writing, marking, or tearing pages is strictly prohibited.**
- 6. Reference books, journals, and newspapers are for library use only and cannot be issued.**
- 7. Silence should be maintained inside the library at all times.**
- 8. Mobile phones must be kept on silent mode.**
- 9. Bags and personal belongings should be left outside the library or in the designated area.**
- 10. Students are expected to follow all library instructions given by the librarian.**
- 11. Only students who wish to borrow or read books should come to the library. Unnecessary crowding should be avoided.**